



University of  
Roehampton  
London

**Step by Step**

**Application guide**

*Student Route*

*For the 2021 Academic Year*

*Updated April 2021*

## Introduction

This guide is for students who are making a Student visa application outside the UK. This guide shows screenshots from the online application form, with directions of how to complete each question alongside the screenshots.

This guide should be read alongside the **Visa Overview and Financial Document** guide.

The online application can be accessed here - <https://www.gov.uk/student-visa/apply>

Note\* You should be copying and pasting the relevant institution and course details directly from your CAS.

## The application

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## 1. Select visa type and where you're applying from

### Apply outside the UK

As part of your application, you'll need to prove your identity. How you do this depends on where you're from and what type of passport you have.

You'll either:

- give your fingerprints and a photograph (biometric information) at a [visa application centre](#)
- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign into your UK Visas and Immigration (UKVI) account

You'll be told what you need to do when you apply.

Once you've started your application, you can save your form and complete it later.

[Start now >](#)

### What is your country of nationality?

This is the country written on your identity document. If it is written in two languages, use the English spelling.

[Continue](#)

If you are a dual national select the nationality of the passport you will be using for this application.

### Select your language

You can read the questions in a different language, but your answers must be in English.

All words used in any translation are there to help. The English version of the questions will be used to assess your application.

Please select your language:

- English - please select your language
- 简体中文 - 请选择您的语言
- हिन्दी - कृपया अपनी भाषा चुनें
- Русский - пожалуйста, выберите ваш язык
- Türkçe - lütfen dilinizi seçin

This screenshot only shows the top of the list, please feel free to choose your preferred language remembering that you MUST answer in English.

## Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

- Visit or transit visa
- Tier 1 (Investor)
- Tier 1 (Entrepreneur)
- Tier 2 (General) visa
- Tier 2 (Sportsperson) visa
- Tier 2 (Minister of Religion) visa
- Tier 2 (Intra-company Transfer) visa - Long-term Staff
- Tier 2 (Intra-company Transfer) visa - Graduate Trainee
- Short-term student visa
- Student
- Child Student
- Tier 5 (Temporary Worker) visa - Charity Worker
- Tier 5 (Temporary Worker) visa - Creative and Sporting
- Tier 5 (Temporary Worker) visa - Religious Worker
- Tier 5 (Temporary Worker) visa - Government Authorised Exchange
- Tier 5 (Temporary Worker) visa - International Agreement
- Global Talent visa
- Start up & Innovator visa
- Partner Dependant visa - PBS, Start-up, Innovator or Global Talent
- Child Dependant visa - PBS, Start-up, Innovator or Global Talent
- Overseas Domestic Workers
- Windrush Scheme Application (Overseas)
- Appendix FM Partner
- Appendix FM Child
- European Family Permit

Please select: **STUDENT** from this list.

- Exempt Vignette
- Right of Abode, Returning Resident, UK Ancestry
- BRP Vignette Transfer
- Exempt** from UK immigration control
- Working** in the UK, the Channel Islands or the Isle of Man
- Studying** in the UK, the Channel Islands or the Isle of Man
- In the UK with **refugee leave** or with **humanitarian protection**
- Child** of a current or former member of UK armed forces (HM forces)
- Partner** of a current or former member of UK armed forces (HM forces)
- A **British citizen, settled in the UK** or in the UK for another reason
- Member of armed forces subject to immigration control (course F) or the dependant of a member of armed forces subject to immigration control
- Relevant civilian employee, former member of UK armed forces (HM forces) or a bereaved family member
- Other **work** visas for the UK (non points-based working visas)
- Visit, study, work** or **settle** in certain British Crown dependencies, Commonwealth countries or British overseas territories
- Return to the UK** after you were removed, deported or left the UK and have won an appeal against an immigration decision made by the Home Office

Next

## Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

**Enter the country in which you are making your application and wish to provide your biometrics**

▶ [Can I enter any country?](#)

Please select the country where you will be submitting your biometric data. This is country where you are based, and where you will attend the visa appointment.

## Check available biometric enrolment locations

- !** The continued international effort to limit the impact of the coronavirus (COVID-19) pandemic has resulted in the disruption of services at some of the UK's visa application centres. To check the availability of services at your preferred application centre you can find more information by visiting the website of our commercial partner [VFS Global](#) who operates our centres around the world.

You must [check the available biometric enrolment locations](#) for your country of application. You will not be able to change your country of application after you have submitted your application.

If you have entered a country where no biometric enrolment location is available, then you will be redirected to another country. If it is difficult for you to travel to the redirected country, then you can [change the country where you will be providing your biometrics](#).

### United Arab Emirates

[Change the country where you will be providing your biometrics](#)

- I have checked [available biometric enrolment locations](#) and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country.
- I am unable to travel to a location in my selected country or, as there is no location available, to the redirected country.

Next

Some countries have shared service agreements allowing applicants to apply in third countries. Most applicants will tick the top box here.

## Student visa

Use this form to apply from outside the UK for a Student visa.

You cannot add family members ('dependants') to this application. You must complete a [separate form](#) for your dependants.

### Before you apply

Before you start your application, [read the guidance](#) on:

- eligibility
- how to apply and required documents
- fees

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

### How we use your data

The Home Office will use the personal information you provide to decide whether to grant your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Border, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Apply now

Note that any dependents making applications need to do so separately – you can't add them to your own application.

Select "Apply now" to proceed to the main application.

## 2. Contact information

The next few pages of the application will ask you to confirm your contact details. Please complete this accurately in case UKVI needs to contact you about your application.

## 3. Scholarship information

Do you have a Marshall, Chevening or commonwealth scholarship?

Check the [postgraduate scholarship guidance](#), if you do not know.

Yes  No

Save and continue


[Return to this application later](#)

▶ [Show and edit answers](#)

This section is only relevant to Marshall, Chevening or Commonwealth scholarships.

If you are receiving one of these specific scholarships, please select yes. If you are receiving another type of scholarship, please select no.

## 4. Confirmation of Acceptance for Studies

 GOV.UK

Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

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### Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes  No

Confirmation of Acceptance for Studies reference number

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

Enter the CAS code you have been issued by Roehampton. It's important this is a new CAS, and not one you have previously been issued for any other reason.

## 5. Personal details

The next few pages will ask you to confirm the following personal details:

- Name
- Gender and relationship status
- Address, and how long you've lived there
- Passport number
- Passport issuing authority
- Passport issue date
- Passport expiry date
- National ID card (if applicable)
- Country of nationality
- Country of birth
- Place of birth (city, town, province)
- Date of birth
- **Details of any other nationalities you hold**

## 6. Previous evidence of English language ability

Have you provided evidence of your English language ability in a previous application?

You must have provided evidence that you either:

- scored level B1, B2, C1 or C2 on an approved English language test which assessed your reading, writing, speaking and listening skills
- have a degree which was taught in English
- have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification

Yes  No

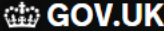
Save and continue

The degree taught in English must have been in a majority English speaking country as defined by UKVI [here](#). For degrees taught outside the UK but in English, this must be evidenced by confirmation by NARIC.

Many of you will have your English language abilities already confirmed by the University, and written confirmation of this on the CAS being sent to UKVI by us. In that case you don't need to worry about additional English certificates here unless they were part of a previous application.



## 7. Further personal details - answer these questions as indicated in the screenshots

 **Visas and Immigration**

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### Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

English

Other

We would advise that you select English for this section.

If You answered YES to being in a relationship earlier in the application form you will now be asked for the passport details of your partner and your living situation with your partner.

### People financially dependent on you

Does anyone rely on you for financial support?  
Include both those travelling with you and those who are not.  
This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes  No

▶ Will these dependants be included in my application?

Answer this question about anyone who is financially dependent on you, whether or not they will be coming to the UK with you.

If you answer “yes”, you’ll be asked to provide details about each person including passport numbers and details.

If you have people who are financially dependent on you in your home country you must state this.

## 8. Parents / family in UK

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### Give details about your first parent

Give details about 2 of your parents.

▶ [What if I do not have my parents' details?](#)

What is this person's relationship to you?

Mother

Father

Given names

TBC

Family name

TBS

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

1 1 1950

Country of nationality

Israel

Have they always had the same nationality?

Yes  No

### Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years


Yes  No

Please complete the details requested for your parents. If you only have one parent's details, there is an option to state this.

Please complete this accurately.

If you say yes, you'll be asked for more information about your relative(s), including their immigration or citizenship status in the UK.

## 9. Travel to / Accommodation in the UK - answer these questions as indicated in the screenshots

 **Visas and Immigration**

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### Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?  
This include travel companies or sports, work, or study groups.

Yes  No

### Travelling with another person

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

Yes  No

Please complete this accurately.

If you say yes, you'll be asked for more information about the group / person you are travelling with.

If you are travelling alone please tick 'no'.

### Where you will stay in the UK

Do you know where you will be staying in the UK?

Yes  No

What address will you be staying at while in the UK?  
You will be able to add details of any additional places you will be staying after you click 'Save and continue'

Enter a UK postcode

Find UK address

[Enter address manually](#)

Please complete this accurately.

If you say yes, you'll be asked for an address in the UK.

If you say no, you'll be asked what your intentions are for accommodation. If you will be looking for somewhere to stay on arrival in the UK, please just state this.

If you have nothing arranged at all please feel free to use the University address:

Roehampton University  
Roehampton Lane  
London  
SW15 5PU

This is something which is quite common so you shouldn't be overly concerned if you don't have any firm plans at the application stage.

### Accommodation plans in the UK

Where do you plan to stay in the UK?  
Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends.

Maximum of 500 characters

Save and continue

## 10. Travel history

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### UK travel history

Have you been to the UK in the past 10 years?

Yes  No

How many times have you been to the UK in the past 10 years?

If you are unsure of the exact number, provide an estimation. You will be asked to provide details for up to 3 of your most recent times in the UK.

Please complete this accurately and to the best of your knowledge.

### Your most recent time in the UK

Select why you were in the UK:

- Tourism (including visiting family and friends)
- Work
- Study
- Transit (travelling through the country)
- Other reason

Date you arrived in the UK

Enter date in the format MM YYYY

Month Year

How long were you in the UK?

Select a unit of time and enter a value

Please complete this accurately.

You'll be asked to give details of your 3 most recent trips to the UK.

## Medical treatment in the UK

Have you ever been given medical treatment in the UK?

For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment

Yes  No

Save and continue

Cancel

Please complete this accurately.

## UK Leave to remain

Have you applied for leave to remain in the UK in the past 10 years?

Yes  No

▶ [What is leave to remain?](#)

Save and continue

“Leave to remain” means an application you made while already in the UK, normally to extend your stay there.

Please complete accurately.

You’ll be asked for details of the application if you select “yes”.

## National Insurance numbers

Do you have a UK National Insurance number?

Yes  No

Save and continue

A UK National Insurance number is a number issued to you so you can pay tax in the UK. You will only have one if you have previously worked in the UK.

Please complete accurately.

## Driving licence

Do you have a UK driving licence?

Yes  No

Save and continue

Please complete accurately.

## Public funds

Have you received any public funds (money) in the UK?

This includes benefits for people on low incomes, housing or child benefit

Yes  No

Save and continue

This refers to welfare or other financial benefits paid to you by the UK government.

Please complete accurately.

It does not include state children’s schooling

## Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

▶ Which countries are part of the European Economic Area (EEA)?

- Zero
- Once
- 2 to 5 times
- 6 or more times

## World travel history

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

▶ Which countries are part of the European Economic Area (EEA)?

- Yes  No

## Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day    Month    Year

▼ Why is this information important?

If your application is successful, you will be granted a visa to enter the UK. The visa will only be valid for entry to the UK for 30 days. If your visa expires before you travel to the UK, you will have to apply for a replacement visa.

After you arrive in the UK, you will collect a [biometric residence permit](#), which will show that you have permission to remain in the UK.

You can only give details of one visa. If you've had more than one, list the most recent trip.

Please complete this accurately.

You'll be asked to give details of your 2 most recent trips.

If you answer yes, you'll be asked to provide more details. There is a limit to the number of trips you can include. Please start with the most recent and work backwards.

It is VERY important to state this as accurately as possible, as this will determine the date your entry visa to the UK is valid from.

## 11. Immigration, criminal, employment history

### Immigration history

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Yes  No



### Breach of UK immigration law

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

Yes  No



### Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?  
Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence.

Please complete this accurately. If you answer "yes", you'll be asked for more details.

It is VERY important to declare any relevant information here. If you do not, this could be considered as deliberate deception which has significant consequences for any future travel to the UK.

Non-disclosure of material facts can have very serious consequences so think carefully before answering.

Any previous visa refusals, no matter the reason, must be declared.

Please complete this accurately. If you answer "yes", you'll be asked for more details.

Speeding tickets need only be declared if you have received three or more, or it led to your being disqualified from driving.

Parking tickets need only be declared if you have received three or more.

If you have any questions about this, please contact [immigration@roehampton.ac.uk](mailto:immigration@roehampton.ac.uk) for support.

## War crimes

You must read all of the information on this page before answering.

### ▶ War crimes

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

Yes  No

I have read all of the information about war crimes, including the guidance

Please read all guidance and complete all questions accurately and truthfully.

## Terrorist activities, organisations and views

You must read all of the information on this page before answering.

### ▶ Terrorist activities

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes  No

### ▶ Terrorist organisations

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes  No

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

Yes  No

I have read all of the information about terrorist activities, organisations and views, including the guidance

Please read all guidance and complete all questions accurately and truthfully.

Please read all guidance and complete all questions accurately and truthfully.

## Extremist organisations and views

You must read all of the information on this page before answering.

### ▶ Extremist organisations

Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?

Yes  No

### ▶ Extremist views

Have you, by any means or medium, expressed any extremist views?

Yes  No

I have read all of the information about extremist organisations and views, including the guidance

Please read all guidance and complete all questions accurately and truthfully.



## Person of good character

Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?

Yes  No



Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

Yes  No

Is there any other information about your character or behaviour which you would like to make us aware of?

Yes  No

Please answer accurately. If you select "yes" for any, you'll be asked to provide more information.

## Your employment history

Have you ever worked for any of the following types of organisation?  
Include information for any paid or unpaid work. Select all that apply.

Armed Forces (career)



Armed Forces (compulsory national or military service)

Government (including Public or Civil Administration and non-military compulsory national service)

Intelligence services

Security organisations (including police and private security services)

Media organisations

Judiciary (including work as a judge or magistrate)

I have not worked in any of the jobs listed above

Please read all guidance and complete all questions accurately and truthfully.

UKVI want to know about your previous employment

## 12. Study details

### Place of Study

Will you be studying at a school or higher education institution?

- School
- Higher education institution



Please select "Higher Education Institution"

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### Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

F1H3G2RW3

Roehampton University  
Roehampton Lane  
London  
SW15 5PU

Save and continue

Please complete this with the University address  
The Roehampton sponsor licence number is F1H3G2RW3

What type of sponsor will you be studying with?

The [Register of Student sponsors](#) sets out what type of sponsor each institution on the register is. A Higher Education Provider with a track record of compliance will have the status 'General Student Sponsor – Track Record'.

- Independent School
- Higher Education Provider
- Higher Education Provider with a track record of compliance
- Overseas Higher Education Provider
- Publicly Funded College
- Private Provider

▶ [What is the difference between a school and a higher education institution?](#)

Save and continue

## Primary site of study

Is this the site where the majority of your study will take place?

University of Roehampton  
Roehampton Lane  
London  
SW15 5PU

- Yes  No

## UCAS details

Did you apply for your course through UCAS?

- Yes  No

▶ [What is UCAS?](#)

## Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

- Yes  No

Please select "Higher Education Provider with a track record of compliance"

Please select "Yes".

If you are applying for undergraduate study you may have applied through UCAS. If you did, click 'yes' and enter your UCAS ID number

If you did not apply through UCAS please select "No".

### ATAS

Please select "No" if you have not been told you needed to apply for this by your admissions team. Most applicants will not be required to apply for this.

## Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

Yes  No

▶ What is an official financial sponsor?

If you are being wholly sponsored by an official financial sponsor how will you prove this?

- My Tier 4 sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship
- I am not being wholly sponsored

## Course information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course.

If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

Are you going to be a student union sabbatical officer?

▶ What is a student union sabbatical officer?

Yes  No

If you are receiving financial sponsorship from your company, or a scholarship from Roehampton, please select "yes".

For Roehampton scholarships, please select "My Tier 4 sponsor has confirmed this information on my CAS". This is true if the scholarship is a partial or full scholarship. You won't see this on your CAS statement, but we do include this on the CAS shared with UKVI.

For other financial sponsorship, please select "Letter of official financial sponsorship". This is true if the scholarship is a full or partial scholarship.

If you are self-funded, funded by parents or receiving a loan, please select "no".

Please complete this with the information shown on your CAS.

Your CAS may state your course level as RQF this means the same as NQF. Please select level NQF level 6 for UG, level 7 for Masters, and level 8 for PhD and some research masters courses.

Most students will not be applying as a SU Sabbatical Officer so tick 'no' here.

## Course dates

### Course start date

Provide the start date of your main course of study, but do not include any other courses you may be taking before.

Enter date in the format DD MM YYYY

Day    Month    Year  
     

### Course end date

Day    Month    Year  
     

Please complete this section with the exact information copied and pasted from your CAS.

## Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance [here](#)

Yes     No

Please complete this with the information shown on your CAS.

## Course fees

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

Yes     No

How much has been paid?

£



How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS  
 Receipts

Please complete this with the information on your CAS.

Check your CAS for the amount of tuition fees confirmed as already paid to the University.

If you have paid tuition fees in advance at the last moment you should contact the immigration team as we can adjust tuition fees on the live CAS portal with UKVI as required right up to the time you complete this application process.

## Student Loan

You must show that you have enough money to cover your course fees and living costs. [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.

Are any of the maintenance funds required for this application in the form of a student loan?

Yes  No

Have you already received your student loan?

Yes  No

Please complete accurately.

If you have another loan you've already received, select "yes".

## Maintenance funds

You must show that you have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

Yes  No



## Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

Please complete accurately.

If you not using a bank account at all (neither yours, or a parents), you can select "no" for all the options that appear. You'll receive a warning about this, but if you have the funds in a student loan or through official financial sponsorship instead, this is fine.

You may also use funds that are in a spouse's name if you and your spouse are making applications at the same time or your spouse is already in the UK. You should select No if using parents or a spouse account.

Use this section to share any other information you think is relevant for your application that you have not been able to share elsewhere.

This could include:

- Details on finances if this is complicated.
- Details on why a TB certificate is not required.
- Details on travel dates

If you're unsure at all, please contact [immigration@roehampton.ac.uk](mailto:immigration@roehampton.ac.uk) for support.

## 13. Checking your application

You'll now be given a chance to review all your answers. Please do so very carefully.

## 14. Documents

**GOV.UK** Visas and Immigration

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### Documents

#### Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The passport or travel document for

#### Other documents

If you do not provide these documents, your application may be delayed or refused.

Letter from a bank, building society or other recognised financial institution.

If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.

After you submit your application, you must provide your documents to our commercial partner. You can provide your documents by:

- uploading copies of your documents yourself through our commercial partner's website, free of charge
- taking your documents (originals or copies) to your appointment where our commercial partner will scan them for you, for a fee

If you choose to pay for the assisted scanning service, all documents (originals or copies) need to be A4 size or you may be charged to make them suitable for scanning.

If we require passports, you must take the originals to your appointment. If you have self-uploaded copies on our commercial partner's website you must still take your original passports, but will not be charged for scanning.

#### Tuberculosis test results

You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application. [Check](#) if you need to get tested.

[Save and continue](#)

This will list the documents you need to have to support your application. This should be based on the information you've given in your application.

Tick all the boxes to proceed.

## 15. Application Declaration

### Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

I confirm that I understand and accept these conditions

To complete the application, you have to accept the conditions and agree to the declaration.

Please be sure to only make valid declarations, this is particularly true of low risk applicants who might not need to provide some documents with their applications!

It is important you do actually hold documentation as required in case you are subject to a spot check.

## Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the [privacy policy](#)

I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.

I have discussed with any other applicants that I am acting on behalf of, and confirmed that the contents of the application are correct and complete.

I agree to the [terms and conditions](#).

I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.

I confirm that:

- I am the applicant aged 18 or over
- I am the applicant aged under 18
- I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- I am submitting the form on behalf of the applicant



Please complete accurately

**I accept the above**

## 16. Immigration Healthcare Surcharge

The Immigration Healthcare Surcharge (IHS) is a mandatory payment as part of UK visa applications. It gives you access to full National Health Services in the UK for the full duration of your visa. You must pay it, even if you have alternative private healthcare.

You'll be directed to pay the IHS in order to complete your visa application. Click on the links provided for this.

You will be taken to a page that should already be partially completed with your information. If there is information missing, please complete it accurately.

You'll then be taken to the payment page. The fee is £470 per year of your visa. This includes the period of time before and after your studies.

Part years are calculated in 6 monthly chunks rather than the exact period so one year and four months for instance would be £470 plus £235 so £705 in total.



## **17. Submitting your Student visa application**

After you've paid the IHS, you'll be redirected back to your visa application.

Please keep a copy of the application receipt to use in the event of any problems arising.

This page shows the cost of the visa. You are required to pay this either as part of the online application or when you submit your biometric information.

- Make your visa application payment
- Please make a note of the GWF reference number
- Select "submit"
- Print your application
- Your online visa application is complete at this stage. You are required to print a copy of the completed application form.
- You'll be directed to book a biometric appointment at your nearest Visa Application Centre.

## **18. Attending your biometric appointment**

When you attend your appointment to give your biometrics, please ensure to take the following with you:

- Your printed visa application form
- Your appointment confirmation
- Your passport

In advance of your biometrics appointment you should be asked to upload documents.

Some applicants can also take paper documents to the appointment and ask the staff to upload for you as an extra service. You should contact your biometric appointment provider to clarify the available extra services and procedures if in any doubt.

## **19. Help and Support**

The University of Roehampton has an experienced, dedicated Visa Team to provide help and support with your Student Route visa application. We want to make your visa application experience as smooth as possible, while also ensuring you meet Home Office requirements. Please get in touch with the team at [immigration@roehampton.ac.uk](mailto:immigration@roehampton.ac.uk) if you have any questions at all.

