



Nottingham Trent  
University

International Student Support Service

# Completing the UKVI Student Visa Application Online (Applying Overseas)

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# Contents

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<b>Introduction</b>	<b>5</b>
<b>1. Where, when and how do I apply for a Student visa overseas?</b>	<b>5</b>
<b>2. Starting your application</b>	<b>6</b>
<b>3. Completing your Student visa online application</b>	<b>10</b>
<i>3. Personal details and information</i>	<i>10</i>
<i>4. Travel history</i>	<i>16</i>
<i>5. Criminal record and immigration problems</i>	<i>22</i>
<i>6. Sponsor details</i>	<i>27</i>
<i>7. Course details and financial requirements</i>	<i>31</i>
<i>8. Additional information and review stage</i>	<i>34</i>
<b>9. Differentiation agreements</b>	<b>35</b>
<b>10. Documents checklist and signing the declaration</b>	<b>36</b>
<b>11. Paying the Immigration Health Surcharge (IHS)</b>	<b>40</b>
<b>12. Confirming location for collection of your BRP</b>	<b>41</b>
<b>13. Pay for the visa application fee and book your appointment at the visa application centre</b>	<b>41</b>
<b>14. Further information and guidance</b>	<b>42</b>

## Introduction

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This guidance is for students completing the online Student visa application form and who are applying from **overseas**.

Please [visit our webpages](#) for further information about the Student visa requirements that you need to meet before applying.

### 1. Where, when and how do I apply for a Student visa overseas?

- UKCISA (UK Council for International Student Affairs) have a very useful list summarising the steps involved in making a Student visa application: [www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Applying-for-a-Student-route-visa-outside-the-UK](http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Applying-for-a-Student-route-visa-outside-the-UK)
- To check the location of UK visa application centres in your country of residence, please visit: [www.gov.uk/find-a-visa-application-centre](http://www.gov.uk/find-a-visa-application-centre)
- You should only apply for a Student visa once you have obtained your [CAS \(Confirmation of Acceptance for Studies\)](#) number and you have met the Student visa requirements and you are aware of the procedures for applying in your local visa application centre.
- The date of application submission will be taken to be the date that you pay your Student visa application fee, i.e. the date shown on your application fee payment receipt.

## 2. Starting your application

Go to <https://www.gov.uk/student-visa/apply> and click on the green “Start now” button in the section called **Apply outside the UK**. Please make sure you click on the correct link as there are 2 different applications forms, one for applying in the UK and one for applying outside the UK.

**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 >**

- 1 **Check if this visa is right for you**  
Show
- 2 **Prepare the evidence you need**  
Show
- 3 **Apply from outside the UK**  
Hide

Apply from outside the UK - E348

You'll need to prove your identity as part of your application.

You'll usually get a decision within 3 weeks.

[Find out if you can pay more to get a faster decision](#)

### 2.1 European Union, European Economic Area, and Swiss nationals

If this applies to you, select “Yes” and press “Continue”. You will be prompted to download the UK Immigration: ID Check app, which will allow you to scan your passport.

**GOV.UK**

**BETA** This is a new service.

< [Back](#)

**Do you have a current EU, EEA or Swiss passport?**

The EEA includes the EU countries and Iceland, Liechtenstein and Norway

Yes  No

**Continue**

[▶ Should I apply to the EU Settlement Scheme instead?](#)

If you are **not** an EU, EEA, or Swiss national then select “No” and press “Continue”.

## 2.2 Biometrics

 **GOV.UK** Visas and Immigration

### 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?](#)

Next

Enter the name of the country you are applying from – this is normally the country where you live.

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](#).

**China**  
[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

Check the visa application centre locations for your country and confirm you will be able to travel to one of the centres.

Please note the visa application centre may be in a different country if there are no centres in your country.

## 2.3 Contact details

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

An email will be sent to:  
 mickey.mouse@ntu.ac.uk

Create a password  
 Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

Save and continue

Choose an email address you check regularly.

Once you have set up your password, you will be emailed a unique web link which you need to use to log in your application.

Follow the instructions for creating a password. If you think you will have difficulty remembering your password, write it down and keep it somewhere safe.

We may use email to contact you about your application, for example, we may contact you for further information, or send a decision on your application by email. We may also use email to contact you about your immigration status after your application has been decided.

You must notify us immediately if the contact email addresses you provide as part of this application change.

If your email is wrong, click [here](#) to change it.

Who does this email address belong to?

- You
- Someone else

[Save and continue](#)

[Return to this application later](#)

We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided.

You must notify us immediately if the contact telephone number(s) you provide as part of this application change.

Provide your telephone number

Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

Where do you use this telephone number?

You can select more than one option

- For use whilst in the UK
- For use whilst out of the UK

Select whether this is your home, mobile or work telephone number

You can select more than one option

- Home telephone number
- Business telephone number
- Mobile telephone number

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

At any stage of your online application, you can select the option, "Return to this application later".

You will automatically be re-sent the email link to your latest saved application.

UKVI may contact you by telephone about your application, so make sure you use a number where they can reach you. For international numbers include the country code.

You will be able to add any additional telephone numbers after you click 'Save and continue'.

Are you able to be contacted by telephone?

I can be contacted by telephone call and text message (SMS)

I can only be contacted by telephone call

I can only be contacted by text message (SMS)

I cannot be contacted by telephone call or text message (SMS)

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Confirm if and how UKVI can use the telephone number you have provided.

## 2.4 Scholarships

Do you have a Marshall, Chevening or commonwealth scholarship?

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

Yes  No

[Save and continue](#) [Cancel](#)

Confirm whether you have been awarded either of the following scholarships: Marshall, Chevening, or the Commonwealth scholarship.

## 2.5 Confirmation of Acceptance for Studies (CAS)

### Your Confirmation of Acceptance for Studies

**Coronavirus (COVID-19): Disruption to this service**

Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

Priority and Super Priority services are only available in some locations. If available, you will be able to purchase these services when booking your appointment.

There are changes at the border because of coronavirus (COVID-19). You are advised to consider [border control guidance](#) and any current [travel bans](#) before you apply for a visa.

If you are applying for a visitor visa from a country where travel to the UK is suspended, your application decision may be delayed. Check [here](#) for further details.

You can find your CAS number in your CAS email. CAS numbers can only be used once. If you do not have a CAS number, please contact us for further advice.

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

Yes  No

[Save and continue](#)

## 3. Completing your Student visa online application – personal details and information

### 3.1 Personal information

#### Given name(s)

Your given name is usually your first name. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name, include it with your given name. You must tell us all your given names.

#### Family name

Your family name is the surname shared by your family.

[I do not have a current passport or travel document](#)

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

If you have only one name, click on “I do not have a current passport or travel document” and then “I do not have both a given and family name”.

If you have, or have had any other names, tick “Yes” and provide your details at the next stage.

What is your gender, as shown in your passport or travel document?

- Male
- Female
- Unspecified

What is your relationship status?

[I am unsure of my current relationship status](#)

'Single' means that you have never been married or in a civil partnership you do not currently consider yourself in a relationship.

'Unmarried partnership' means that you currently consider yourself in a relationship but are not married or in a civil partnership.

Save and continue

[Return to this application later](#)

Provide your gender details (as shown on your passport/travel document) and information about your relationship status.

If you are unsure of your relationship status, click on the link provided for more guidance.

### 3.2 Address details

Address




Town/City

Province/Region/State

Postal code (if applicable)

Country

Enter the address where you live.

Is this address also your correspondence address?

We may use this address to contact you about your application, including after it has been decided.

Yes  No

Save and continue

If you want UKVI to use a different address to contact you, tick “No” and provide your correspondence address here.

How long have you lived at this address?

Select a unit of time and enter a value

What is the ownership status of your home?

I own it

I rent it

Other

Save and continue

If you live at home with your parents, tick “other” and use the free text box to give information about your living arrangements.

[Return to this application later](#)

### 3.3 Your passport

**!** You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Issuing authority

On your passport or travel document this could also be referred to as 'country of issue' or 'place of issue'.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

  

Expiry date

Enter date in the format DD MM YYYY

Day Month Year

  

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Use the photo page of your passport to complete this section.

Make sure you check the details carefully.

### 3.4 Your identity card

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

[Back](#)

#### Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes  No

Save and continue

[Return to this application later](#)

Students of certain countries may have a National Identity card which they are required by law to carry around in their home country as proof of their identity.

If you have a valid National Identity Card, answer Yes to this question, and provide the card number, issuing authority and expiry date.

### 3.5 Your nationality

Country of nationality

Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your

### 3.6 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

Cancel

[Return to this application later](#)

[Show and edit answers](#)

Use the information on the passport you are using for your visa application. If you have other nationalities, you'll be able to add them on the next screen.

Select the correct option: tick "No" if this is your first UK visa application. Tick "Yes" if you have provided evidence of your English language ability as part of a previous UK visa application.

### 3.7 Spoken language preference

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

English  
 Other

Save and continue

UKVI may need to interview you as part of your application.

Please note that as credibility interviews for Student visa applicants are used to assess the student's English language ability, this type of interview will be conducted in English.

### 3.8 English qualification from a UK school

Do you have an English language or literature qualification from a UK school?

This must be from a school you attended when you were under 18. You will need to provide your exam certificate.

You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.

Yes  No

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Select whether you have been awarded an English language and/or English literature qualification.

Please note: if you select "Yes", you will need to supply your original exam certificate to prove this.

### 3.9 HE provider with a track record of compliance

**GOV.UK** Visas and Immigration

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

[Back](#)

#### English language assessment

Are you coming to the UK to study at a higher education provider with a track record of compliance?

[See the Register of Student sponsors](#) to confirm whether a Higher Education Provider has a track record of compliance. A Higher Education Provider with a track record of compliance will have the status 'Student Sponsor - Track Record'.

Yes  No

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?

Yes  No

[Save and continue](#)

NTU is a higher education provider with a track record of compliance, therefore select "Yes".

Your CAS will confirm how NTU has assessed your English language ability, so select "Yes".

### 3.10 Financial dependants

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?](#)

[Save and continue](#)

If you have any dependants (spouse, children for example), you will have to provide their name, date of birth and confirm if they are living with you and if they will be travelling with you to the UK. Please note that if you plan to bring any dependants (spouse/children) with you to the UK, you must first [check if you are eligible to bring dependants to the UK](#).

If you are eligible to bring dependants to the UK, you will need to complete a separate visa application and pay the relevant application fees for each dependant.

### 3.11 Details about your parents

#### 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

Family name

If they do not have both a given and family name, enter their name(s) in the Given names field.

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

  

Country of nationality

Have they always had the same nationality?

You will be required to provide the name, date of birth and nationality of 2 parents, or tick the relevant boxes if you do not have parents' details.

### 3.12 Family members 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

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have any relatives living in the UK, you will have to state their relationship to you and provide their name, nationality and immigration status in the UK.

### 3.12a Family members in the UK (if applicable)

Their relationship to you

Given names

Family name

Country of nationality

What permission do they have to be in the UK?

Ask your relative for the answer if you do not know it.

- They have a temporary visa
- They are in the UK permanently
- They do not have a visa and are not in the UK permanently
- I cannot contact my relative

Save and continue

Cancel

## 4. Completing your Student visa online application – travel history

---

### 4.1 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

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Individual students will usually **not** be travelling as part of an organised group.

## 4.2 Travelling with another person

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

Yes  No

Save and continue

If you will be travelling with another person (**excluding any dependants**), you will have to provide their name, nationality and state their relationship to you.

## 4.3 Where will you stay in the UK

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

Yes  No

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Provide details of where you plan to stay in the UK. If you are unsure, you can tick "No" and explain what you plan to do on arrival (for example, stay with relatives, in a hotel...)

## 4.4 UK travel history

If you haven't travelled to the UK in the last 10 years, tick "No" and you will be able to continue onto the next stage.

If you have been to the UK in the last 10 years, tick "Yes". You will then be asked how many times you have visited the UK and will be asked to provide details of your 3 most recent visits, including the reason for the visit, when you entered the UK and how long you stayed.

### 4.5 UK visa applications

If this is your first UK visa application, tick "No".

If you have had a UK visa in the last 10 years, tick "Yes" – you will be asked for the date of issue of your visa.

### 4.6 Travel to Australia, Canada, New Zealand, USA, Switzerland, and the European Economic Area (EEA)

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

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Select the number of times you have visited the listed countries.

If you are unsure whether a country that you have visited is part of the EEA, you can click the “Which countries are part of the European Economic Area” link which will provided you with a list of EEA states.

#### 4.6a Details of your most recent travel (if applicable)

**!** This is about your most recent visit to either Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

Which country did you visit?

[Which countries are part of the European Economic Area \(EEA\)?](#)

- Australia
- Canada
- New Zealand
- USA
- European Economic Area and Switzerland

If you have visited any of the listed areas, you will be required to provide information about your **most recent** visit.

If your answer to the previous stage was "Zero", you will not have to do this part.

What was the reason for your visit?

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

Date of visit

Enter date in the format MM YYYY

Month Year

 

How long was your visit?

Select a unit of time and enter a value

 

[Save and continue](#)

[Return to this application later](#)

## 4.7 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

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have visited any other countries in the past 10 years (excluding the UK, USA, Canada, Australia, New Zealand, Switzerland, or EEA states), you will have to select "Yes".

If you haven't, please tick "No".

### 4.7a Details of your world travel history (if applicable)

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area. You will be able to add additional details of your trips after you click 'Save and continue'.

[Which countries are part of the European Economic Area \(EEA\)?](#)

What was the reason for your visit?

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

When did you enter this country?

Enter date in the format DD MM YYYY

Day    Month    Year

When did you leave this country?

Enter date in the format DD MM YYYY

Day    Month    Year

[Save and continue](#)

If your answer to the previous stage was "Yes", you will have to provide details of your visit.

If you answered "No", you will not be required to do this part.

## 4.8 Planned date of arrival in the UK

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.

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Please provide the date when you plan to arrive in the UK.

**IMPORTANT: if your visa application is successful, you will have 90 days to enter the UK. Read the “Why is this information important?” link at this stage for more details.**

## 5. Completing your Student visa online application – criminal record and immigration problems

### 5.1 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

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

If you have ever had a visa refusal, been deported or removed, been refused entry at the border or found yourself in any of these situations in the past, you will be asked to provide further details of the immigration problem you experienced, including the country and dates when this happened.

***N.B. It is important that you declare any of these problems on your application even if they happened a long time ago and you have been issued with a visa since.***

#### 5.1a Details of an immigration problem (if applicable)

Give details of what happened

You will be able to add details of any further immigration problems after you click 'Save and continue'

- An application for a visa was refused
- I was refused entry at the border
- I was refused permission to stay or remain
- I was refused asylum
- I was deported
- I was removed
- I was required to leave
- I was excluded or banned from entry

Country

When did this immigration problem happen?

Enter date in the format MM YYYY

Month Year

 

Give more details of what happened

Maximum of 500 characters

If you answered "Yes" to the previous section, you will have to provide specific details about your immigration problem.

If you have had more than one, you will have the opportunity to add an additional one after you press "Save and continue".

## 5.2 Breaches 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

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Confirm whether you have committed any of the listed breaches.

Selecting “Yes” will open a new section where you will be asked to provide details of a breach of UK immigration law.

**If you have breached the UK immigration rules, please contact the International Student Support Service for further advice before you proceed with your visa application, as breaches can result in an automatic visa refusal.**

### 5.2a Details of breaches of UK immigration law (if applicable)

Give details of what happened

You will be able to add details of any additional breaches after you select 'Save and continue'

- I entered the UK illegally
- I remained in the UK beyond the validity of my visa/permission to stay
- I breached the conditions of my leave
- I gave false information when applying for a visa, leave to enter or remain
- Other

When did this breach of UK immigration law happen?

Enter the date in the format MM YYYY

Day    Month    Year

Give details of what happened

Maximum of 500 characters

[Save and continue](#)

If you selected “Yes” at the previous stage, you will be prompted to provide details of the immigration law breach.

If you selected “No”, this section will not come up and you can skip this step.

### 5.3 Convictions and offences

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.

[Save and continue](#)

You must give details of all criminal convictions. This includes road traffic offences and drink driving offences, as well as police cautions. If you fail to declare a conviction, **your application could be refused on deception grounds**, so it is important you declare any convictions.

A civil court judgement is where a court has ordered you to pay money to another person or party usually because of damages or monetary loss incurred by that person or party (this could affect students who are evicted from their property as a result of not paying their rent).

A civil penalty issued under UK immigration law includes fines issued to people who miss the deadline to apply for a BRP replacement.

### 5.4 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

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Before you continue with the question, you will be required to read the guidance and information on war crimes. This can be accessed by clicking the "War crimes" link.

If you are unsure of anything or require assistance, please contact the International Student Support Service.

## 5.5 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

Save and continue

Select the “Terrorist activities” and “Terrorist organisations” links for more information with this part of the application.

You must declare whether you have been involved in terrorist activities; been a member of or supported a terrorist organisation; or expressed terrorist views.

If there is anything you are unsure of, take advice from the International Student Support Service.

## 5.6 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

Save and continue

As with the previous question, click the “Extremist organisations” and “Extremist views” links for more information and guidance before you answer this section.

Read through these sections carefully and if there is anything you are unsure of, take advice from the International Student Support Service.

## 5.7 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

[Save and continue](#)

Select the appropriate answers and then press "Save and continue".

If you answered "Yes" to any of these questions, a box will appear where you will be required to provide more details.

## 5.8 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

[Save and continue](#)

Select the appropriate answers and then press "Save and continue".

If you have worked for any of these types of organisations, you will need to provide your job title or the role you were in, the organisation you worked for and the dates of employment.

If none of these apply to you, simply select "I have not worked in any of the jobs listed above".

## 6. Completing your Student visa online application – sponsor details

### 6.1 Sponsor information

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?

Sponsor's address

Town/City

Postcode

Save and continue

As Nottingham Trent University is your visa sponsor, you will have to provide the University's details (see the screenshot).

You will also find the relevant information on your CAS statement.

### 6.2 Type of sponsor

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

Select "Higher Education Provider with a track record of compliance".

You can confirm this by clicking the "Register of Student sponsors" link and finding NTU.

### 6.3 Primary site of study

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

Nottingham Trent University  
 50 Shakespeare Street  
 Nottingham  
 NG1 4FQ

Yes  No

Address of your primary site of study




Town/City

Postcode

Save and continue

The answer to this stage depends on your course and the campus at which you will be studying at.

If your course will be taught at NTU’s City Campus in Nottingham, then tick “Yes” and continue with the application.

If your course is taught at a different campus (e.g. Brackenhurst, Clifton, or Confetti Nottingham or London) then tick “No” and provide the address of the site (see your CAS for the site of study’s address).

### 6.4 Applications through UCAS

The screenshot shows the 'UCAS details' section of a visa application. At the top, it says 'GOV.UK Visas and Immigration'. Below that is a progress bar with steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, 6. Further actions. A 'Back' link is visible. The main heading is 'UCAS details'. The question is 'Did you apply for your course through UCAS?'. There are two radio buttons: 'Yes' (unselected) and 'No' (selected). Below the radio buttons is a link 'What is UCAS?'. At the bottom, there are two buttons: 'Save and continue' (green) and 'Cancel' (grey). There are also two links: 'Return to this application later' and 'Show and edit answers'.

UCAS is the Universities & Colleges Admissions Service. If you applied for your course at NTU through UCAS, tick “Yes” and provide your UCAS personal identification number.

If you applied directly through the University, tick “No”.

## 6.5 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

Save and continue

Students studying certain research courses may be required to apply for ATAS clearance before they can get a CAS from NTU. ATAS applications can be made online at [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme).

Check the International Student Support Service guidance on ATAS by clicking the following link and scrolling down to the "ATAS" section:  
[www.ntu.ac.uk/studenthub/international-student-support/ATAS](http://www.ntu.ac.uk/studenthub/international-student-support/ATAS)

## 6.6 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?](#)

Examples of an official financial sponsor include the UK Government or your home Government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

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

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

Save and continue

For the purpose of Student visas, an official financial sponsor may only be one of the following: the UK Government, your home government, the British Council, any international organisation, international company, university or UK independent school.

Sponsored students are required to provide an official sponsorship letter in support of their visa application.

If you are paying for your studies using personal funds or your parents' funds, you should select "no".

## 7. Completing your Student visa online application – course details and financial requirements

### 7.1 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

Save and continue

**Name of Sponsor Institution:** Nottingham Trent University

**Course name:** copy this exactly as it is written on your CAS

**Qualification you will get:** please refer to your CAS and / or the table below.

**Are you going to be a student union sabbatical officer?**

Most applicants will tick “no”. A sabbatical officer is a full-time officer elected by the members of a students' union.

### 7.1a Course information – qualification levels

Your course at NTU	RQF Level
Pre-Sessional English for Academic Purposes (PEAP)	CEFR B2
Bachelor's Degree (eg BSc (Hons), BA(Hons))	RQF6/SCQF9/10
Graduate Diploma in Law (GDL)	
Bar Professional Training Course (BPTC)	RQF7/SCQF11
Legal Practice Course (LPC)	
Master's Degree (eg MSc, MBA, MA, MRes, LLM)	RQF7/SCQF11
Postgraduate Certificate (eg PGCE)	RQF7/SCQF11
Postgraduate Diploma	RQF7/SCQF11
Doctoral degrees (eg PhD)	RQF8/SCQF12

## 7.2 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

Save and continue

Copy these from your CAS. Students who are already part way through their course will need to refer to the start date indicated in the “documents used to obtain offer” section of their CAS.

## 7.3 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

How much has been paid?

£

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS

Receipts

Save and continue

Cancel

For the purpose of your Student visa application, “accommodation payments” refers to accommodation fees paid **only if you will be living in NTU-owned accommodation**. These details should be indicated on your CAS. If you will be living in private accommodation (not NTU), you need to tick “No”.

***N.B. If this applies to you, please note that the maximum amount that can be deducted from your living costs is £1,334 even if you have paid more than this amount.***

***You should not include details of payments made to private accommodation providers, or deposits made towards NTU accommodation.***

## 7.4 Course fees

GOV.UK
Visas and Immigration

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

[← Back](#)

### 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

If you are a **new student**, enter the total course fees for your **first** year of study exactly as they are indicated on your CAS. If you are a **continuing student**, enter the total course fees for your **current** academic year of study.

If you or your parents have already paid some or all of your course fees, check this amount is correct on your CAS and insert the amount here. Tick the box to confirm that your sponsor (NTU) has confirmed this information on your CAS.

## 7.5 Student loan

You must show that you have enough money to cover your course fees, and living costs for you and any dependants [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 funds required for this application in the form of a student loan?

Yes
  No

Save and continue

You will be asked to confirm whether money for your course fees and your maintenance will be covered by a student loan.

Student loans can be used as evidence only if the loan is provided by your national government, their state or regional government, a government sponsored student loan company or is part of an academic or educational loans scheme.

Please read our [additional guidance on financial evidence](#) to check the requirements for loan letters.

## 7.6 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

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

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

Yes  No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

Yes  No

How can you prove they are your parent(s) or legal guardian(s)?

Birth certificate

Adoption certificate

Court document

Save and continue

Cancel

Students who do not have an official financial sponsor will need to show that either they or their parents have saved sufficient funds to meet the maintenance requirement:

**Students studying in Nottingham:**

outstanding course fees + £1,023 for each month of study, up to a maximum of 9 months (£9,207)

**Students studying in London:**

outstanding course fees + £1,334 for each month of study, up to a maximum of 9 months (£12,006)

The money must be saved for at least 28 days prior to submitting your visa application.

[Please check the StudentHub](#) for more information about the financial requirement as this the part which causes the most visa refusals.

If you are relying on money held in your parent or legal guardian's account, you will be asked whether you have permission to use this money and you will be required to provide a letter from them confirming this.

You will also be asked which document you will used to prove they are your parents or legal guardians: a birth certificate, adoption certificate or court document

**NOTE:** a legal guardian is someone who has formally been appointed by a court, usually when a child has no other parent.

[Please check the StudentHub](#) for more information about the financial evidence as this the part which causes the most visa refusals.

## 8. Completing your Student visa online application – additional information and review stage

### 8.1 Additional information

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

Save and continue

Use this free text box if there is any other information you need to provide about your application, your documents, or your situation.

### 8.2 Review your application



#### Review your application now!

If you have completed the application by yourself and are unsure about some of the answers you have given, now is the best time to get advice. You can save your application and download it as a PDF. Then you can e-mail a copy of your application (PDF) to [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk) if you need advice on your answers.

**GOV.UK**  
Visas and Immigration

2 of 6: Application

[Back](#)

**Check your answers**

Check the information below before you continue to

Donald Duck

Student visa

[Return to this application later](#)

[Download PDF](#)

[Sign out](#)

## 9. Differentiation agreements

Different documentary requirements apply for certain nationalities. For more information about these arrangements and who is affected, [check the GOV.UK website](#).

Students whose nationality is on differentiation arrangements list should prepare the documents marked by an asterisk (\*) on the documents list on page 38 of this guide. However, these documents should not be sent to UKVI with your application unless they are specifically requested.

### Documents showing the required maintenance funds

This is the area where most students have difficulties. You should ensure that you fully understand the maintenance requirements and you should also check that your financial evidence fully meets all of the requirements set out by UKVI. Please [read our guidance](#) for more information.

The amount you will be expected to show to meet the maintenance requirement is:

- **Students studying in Nottingham:**

**Outstanding tuition fees** (your CAS will confirm this amount) + a sum which equals **£1,023 for every month of the course, up to a maximum of £9,207** (9 months).

*Example: Student is applying for a visa to study a 2-year postgraduate sandwich degree course. The course fees are £19,100 for the first year of the course and the student has paid £3,000. The amount the student has to save to meet the maintenance requirement will be:*

*Outstanding course fees: £16,100 (£19,100- £3,000)*

*Living costs: £9,207*

***TOTAL: £25,307***

- **Students studying in London**

**Outstanding tuition fees** (your CAS will confirm this amount) + a sum which equals **£1,334 for every month of the course, up to a maximum of £12,006** (9 months).

*Example: Student is applying for a visa to study a 3-year bachelor's degree course at Confetti London. The course fees are £16,750 for the first year of the course and the student has paid £3,000. The amount the student has to save to meet the maintenance requirement will be:*

*Outstanding course fees: £13,750 (£16,750- £3,000)*

*Living costs: £12,006*

***TOTAL: £25,756***

The money must be saved for at least 28 days before you make your visa application. Students with dependants (spouse/children) will have to show more money for their family members. If you are

unsure about the amount you will have to save, you are advised to contact the International Student Support Service for further guidance.

## 10. Documents checklist and signing the declaration

The next screen will give you a list of the documents you will need to provide with your application (you will be asked to upload them on your application or to submit them at the visa application centre – this last option will incur an extra fee). The list is based on the answers you gave previously so you should provide all the documents on the list. **You may need to provide additional documents to the ones listed on the screen, for example, financial evidence, translations, or a TB test result.**

 **Visas and Immigration**

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

[◀ Back](#)

### 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 minnie mouse from India

#### Other documents

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

The birth certificate for minnie mouse  
This must be a full birth certificate that shows the names of both of your parents.

A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you

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

[Return to this application later](#)

## 10.1 Documents list – table

Document	To be provided by...
<b>Current passport (and previous passports) which you have used to travel to the UK provided that you still have these.</b>	All students.
<b>*Personal bank statements</b>	Students who will be showing their personal bank accounts as evidence of meeting the Student visa Maintenance requirement.
<b>*Parent's bank statements, birth certificate and consent letter from parents</b>	Students who are using their parent's bank statements as evidence of meeting the Student visa requirement.
<b>*Official sponsorship letter</b>	Students who have an official financial sponsor, e.g. their Government.
<b>*Documents used to obtain offer</b>	Provide all original transcripts/certificates which are listed in the "Evidence Used to obtain offer" section of your CAS. (Not applicable if your CAS states that you are assessed on academic progress).
<b>ATAS Certificate</b>	Students who are studying specific research courses (your CAS will indicate if you are required to provide this).
<b>Professional translations</b>	Students who are submitting any of the required documents which are not in English must provide a professional English translation.
<b>Tuberculosis (TB) test results</b>	Please check the UKVI website: <a href="https://www.gov.uk/tb-test-visa">https://www.gov.uk/tb-test-visa</a> for the full list of countries where this requirement applies and whether you may be exempt.

## 10.2 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

Save and continue

Tick the box to confirm you accept the conditions of your visa and understand the consequences of staying in the UK without permission.

## 10.3 Declaration

 GOV.UK
Visas and Immigration
▼ Mickey Mouse

---

1. Start 2. Application 3. Documents **4. Declaration** 5. Pay 6. Download and print

[← Back](#)

### Declaration

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

- the information relating to your application
- your supporting documents

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, your application will be refused and you may be banned from the UK and prosecuted.

I accept the above

[Return to this application later](#)

You are required to answer all questions within the application truthfully. It is a criminal offence to make a false statement. Omissions or attempts to falsify information could result in both your current application and future applications being refused.

# 11. Paying the Immigration Health Surcharge (IHS)

**This is the last opportunity to edit your application.** Please make sure that everything is correct before continuing to the IHS website. You will not be able to edit the answers once you have moved to the IHS website.

All Student visa applicants are required to pay the “immigration health surcharge” in addition to the visa application fee, unless their visa for the UK will be less than 6 months long. The fee is calculated according to the length of visa you are applying for. The fee is £470 per year, plus £235 per part year (up to 6 months). For full information about the immigration health surcharge, please check: [www.gov.uk/healthcare-immigration-application/overview](http://www.gov.uk/healthcare-immigration-application/overview)

Course start date  
For example, 20 3 1976

Day      Month      Year

      

Please enter a valid course start date

Course end date  
For example, 20 3 1976

Day      Month      Year

      

Please enter a valid course end date

Are you applying to continue on the same course for which you were last given Tier 4 (e.g. to undertake re-sits)?

Yes     No

Please state whether you are continuing a course

Passport, travel document or biometric residence permit number

[I don't know my passport, travel document or biometric residence permit number](#)

You will be asked if you are applying to stay in the Isle of Man, Jersey or Guernsey – please choose “NO” for this question. You will also be asked to confirm your title, your course start and end date and whether you are applying for a visa to continue a current course or to start a new course in the UK.

## 12. Confirming location for collection of your BRP (Biometric Residence Permit)

BRP (Biometric Residence Permits) are issued to all students who apply for a Student visa overseas if your visa will be **issued for longer than 6 months**.

If your Student visa is granted, you will be issued with a vignette (sticker inside your passport) which will be valid for travel to the UK within 90 days. When your temporary visa is issued, it will be accompanied with a letter with instructions on collecting your full Student visa (on a BRP card) within 10 days of your arrival in the UK. For further information on the collection process, please visit our webpages: [www.ntu.ac.uk/brpcollection](http://www.ntu.ac.uk/brpcollection)

After you have signed your declaration, you will be asked to provide details of the UK location where you wish to collect your BRP. For students based in Nottingham, we recommend that you choose the option to collect from NTU City campus in Nottingham. Select the “Collect from an alternative location” field and enter the code, **2HE392**.

**Students based in London will have to collect their BRP from the Post Office and cannot use the alternative location code.**

The screenshot shows the GOV.UK website interface for 'Visas and Immigration'. The navigation bar includes 'GOV.UK', 'Visas and Immigration', and a 'Mickey Mouse' icon. A progress bar at the top indicates the current step is '5. Pay'. The main heading is 'Collecting your biometric residence permit (BRP)'. Below this, there is a paragraph explaining that the BRP must be collected within 10 days of arrival and can be collected from a UK Post Office or an alternative location. Two radio buttons are present: 'Collect from a UK Post Office' (unselected) and 'Collect from an alternative location' (selected). Below the radio buttons is a text input field labeled 'Enter your ACL code' with the value '2HE392' entered. A green 'Confirm location' button is at the bottom of the form.

Click on “confirm location”. The NTU University address will appear as below:

Nottingham Trent University  
c/o The Academic Registry  
2nd Floor Dryden Centre  
Dryden Street  
Nottingham  
NG1 5LS

## 13. Pay for the visa application and book your appointment at the visa application centre

***N.B. PLEASE NOTE THAT YOUR VISA APPLICATION IS CONSIDERED TO HAVE BEEN SUBMITTED ONCE YOU HAVE PAID. THIS MEANS THAT YOU NEED TO ENSURE THAT YOU HAVE MET ALL OF THE STUDENT VISA REQUIREMENTS INCLUDING THE MAINTENANCE REQUIREMENT BEFORE YOU PAY FOR YOUR APPLICATION ONLINE.***

The fee for the visa will be **£363**. In addition to this Visa Application Centres will offer additional services for additional cost. This can include printing facilities, document checking or faster processing times. Please check with your individual VAC as facilities can differ even within countries.

The next screen will show a list of visa application centres available for your application. Once you have selected a visa application centre, you will be able to choose an appointment date and time. You will need to upload your documents onto your appointment booking.

## 14. Further information and guidance

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If you have any further questions after reading this guidance, please contact the International Student Support Service either via telephone +44 (0)115 848 2631 or via email:

[int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk)

You may also find the following websites useful:

- UKVI website: <https://www.gov.uk/student-visa>
- UKCISA (UK Council for International Student Affairs) – the UK’s national advisory body serving the interests of international students: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

**Last updated: April 2023**