

KAPLAN

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PATHWAYS



# UK Student visa application guide for new students

[kaplanpathways.com](https://www.kaplanpathways.com)

Congratulations on your offer to study with us! We look forward to welcoming you to the college. This guide will show you how to successfully apply for your Student visa.

This guide is for new students who are applying for permission to enter the UK from overseas. Please ensure you read through this advice carefully. If you do not follow this guidance, you may receive a visa refusal. If you have any questions or require further information, please speak to your Kaplan representative. Remember, we are here to help you in any way we can!

### **When do I apply for my visa?**

Once you have met the conditions of your offer, and paid the deposit, you will be eligible to receive a Confirmation of Acceptance for Studies (CAS) number. You will need the CAS number in order to make your visa application.

### **Visa and immigration rules change regularly!\***

Check the UK Visas & Immigration (UKVI) website: [gov.uk/student-visa](https://gov.uk/student-visa)

\* It is the sole responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport and leave to remain for the whole period of study. In no way shall Kaplan International Pathways be responsible or liable to the student in respect to or in connection with the required travel permit or visa (including rejected and refused applications).

### **Do I need a Student visa?**

You will need to apply for a student visa if you do not have a UK passport or valid permission to stay in the UK, and you are applying for a course over 6 months.

The visa will be valid from 1 week before the date of travel stated on your visa application form (up to 1 month before the course start date). The visa will also allow you an extra period of time at the end for you to pack and leave the UK (if you are required to). If you have a current UK visa of any category, please send a copy of it to your Kaplan representative so we can check if you will be able to study in the UK.

### **Important Information for EU, EEA, and Swiss nationals**

If you have an EU, EEA, or Swiss passport, you will still need to apply for a Student visa unless you have Pre-Settled or Settled status in the UK.

### **Can I apply in the UK?**

You will only be able to apply in the UK if:

- This is allowed under your current visa category (please note visitor and short-term student visa holders cannot apply in the UK)
  - You meet the UKVI academic progression requirements
  - Your new course will start within 28 days of your current visa expiring
- If you are currently in the UK, please contact us for further advice.

### **Fees to apply**

Currently, the fee for a Student visa application made from outside the UK is £490. Applicants who choose the priority service will have to pay an additional fee. Fees correct at time of publishing - for the latest fees please visit [gov.uk/visa-fees](https://gov.uk/visa-fees)

### **Fake documents**

It is very important that you do not submit any documents that are fraudulent, falsified, or give any information that is false or misleading. It is better to not submit something than to submit something fake. If you do use a fake document, not only will your application be refused, you could be banned from applying for a UK visa for 10 years.



## How do I apply for my visa?:

### Step 1

Apply for your course. You will receive an unconditional offer when you meet all the conditions.

### Step 2

To accept your unconditional offer, pay the deposit. You will then be sent your CAS after providing us with all required documents.

### Step 3

When you receive your CAS, make an account using this website:  
[gov.uk/student-visa/apply](https://gov.uk/student-visa/apply)  
You can then start your application for a Student visa.

### Step 4

Pay the visa application fee and immigration health surcharge online, upload your visa application documents and book your appointment.

### Step 5

Go to the visa application centre to submit all your documents, and have your fingerprints and photo taken. You might be required to have an interview. EEA and Swiss nationals will apply using a smartphone app and will not need to go to an appointment.

### Step 6

Wait 1-4 weeks for the decision - timescales are dependent on the visa service you choose (standard/priority/super priority) and UKVI visa processing times.

### Step 7

If your application is successful, go and collect your documents, and your new visa! If you applied using UKVI's smartphone app, you will be sent your visa information by email.

### Step 8

If you are coming to the UK for more than 6 months, the visa in your passport will only be valid for 90 days – after you arrive in the UK, you will be able to collect a Biometric Residence Permit (BRP) covering the full length of your stay. EEA and Swiss nationals will have an online visa instead of a physical visa and BRP.

## What is a CAS statement?

CAS stands for Confirmation of Acceptance for Studies – it contains key information about you. The CAS number is a randomly generated alphanumeric code, which is generated after we are satisfied that your documents are in order.

### The CAS shows:

- your name
- name of course
- accommodation fees
- accommodation fees paid
- date of birth
- gender
- nationality
- country of birth
- course start date
- course end date
- SELT score or other English language assessment
- tuition fees
- tuition fees paid
- your academic documents

**Please note:** your CAS statement is an electronic document that we will send to you via email. You will not receive a paper copy.

### When do I get my CAS?

If you have an academic agent, they will arrange for you to receive your CAS. If you do not, a visa counsellor or a Kaplan staff member will contact you to send information or copies of the appropriate documents from the list. Once you have sent the documents, and the visa counsellor has confirmed that there are no issues, your CAS will be requested.

We issue CAS in 1 working day as long as all required information and documents are present. The earliest you can apply for your visa is 6 months before your new course starts (3 months if you are applying in the UK).

### Processing times

Visa processing times vary from country to country, ranging between 15 to 30 days. For information on average processing times at your visa application centre, please visit: [gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk](https://gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk)

In many countries, priority service and super priority services may also be available for an extra fee. These services enable applicants with no previous immigration issues to receive a decision within 5 working days with the priority service, or within 1 working day if the super priority service is selected.

For information about your visa application centre, please visit: [www.gov.uk/find-a-visa-application-centre](https://www.gov.uk/find-a-visa-application-centre)

## Documents required for all students

Document type	Tick if you have it
CAS (Confirmation of Acceptance for Studies)	
Current valid passport, details matching those on the CAS	

## Documents required for some students

Document type	Tick if required	Tick if you have it
Any previous passport / travel document used for travel to the UK		
UKVI Tuberculosis (TB) certificate		
Academic certificate / transcript matching what is written on your CAS		
Secure English Language Test (SELT) certificate if listed on your CAS		
Evidence of your English language level if not using a SELT		
Letter of parental consent (only required for students under 18)		
Official translations of any document not issued in English		
Financial documentation showing you have the required funds, held in your own name		
Financial documentation showing you have the required funds, held in the name of your parent(s) or legal guardian and:		
i. Birth certificate (or local equivalent), or legal adoption certificate		
ii. Letter of authority from your parent(s)		
Parental salary evidence if previously requested		
Proof of additional source of funds if previously requested		
Written consent from your Official Financial sponsor if you have been fully sponsored within the last 12 months		
Financial guarantee letter for visa purposes from an official financial sponsor previously approved		
Evidence of marital status if not unmarried		

## Differential evidence requirement: Countries With Different Document Requirements

Certain countries have differential evidence requirements for student visa applications. This means that when you submit your visa application, you do not need to provide your academic qualifications and financial evidence.

You will still have to prepare all these documents, as UKVI reserve the right to request these documents at any time during the processing of applications. If you are unable to provide them, or the documents are not suitable, then you will be refused. To avoid refusal, your academic agent or the visa counsellor will check all documents for students.

### Nationals of the following countries are subject to the differential evidence requirement:

• Australia	• France	• New Zealand
• Austria	• Germany	• Norway
• Bahrain	• Greece	• Oman
• Barbados	• Hungary	• Peru
• Belgium	• Iceland	• Poland
• Botswana	• Indonesia	• Portugal
• Brazil	• Ireland	• Qatar
• Brunei	• Italy	• Romania
• Bulgaria	• Japan	• Serbia
• Cambodia	• Kazakhstan	• Singapore
• Canada	• Kuwait	• Slovakia
• Chile	• Latvia	• Slovenia
• China	• Liechtenstein	• South Korea
• Croatia	• Lithuania	• Spain
• Republic of Cyprus	• Luxembourg	• Sweden
• Czech Republic	• Malaysia	• Switzerland
• Denmark	• Malta	• Thailand
• The Dominican Republic	• Mauritius	• Tunisia
• Estonia	• Mexico	• United Arab Emirates
• Finland	• Netherlands	• United States of America

In addition, British National (Overseas), Hong Kong and Taiwanese passport holders are also subject to the differential evidence requirement if applying from the relevant territory or from within the UK.

For more information, visit: [gov.uk/guidance/immigration-rules/appendix-st-student](https://www.gov.uk/guidance/immigration-rules/appendix-st-student)

## Financial requirements

For a Student visa, you need to show that you have a stable source of funds, which is sufficient to support you while you are studying in the UK. You must demonstrate that you have enough money to pay your tuition fees and living costs. This could mean providing a bank statement if you are self-funded, or providing a financial guarantee if you are sponsored. If you are applying for permission to stay in the UK and you have already been in the UK for more than 12 months, you will not need to provide financial evidence.

### Funding method 1: Self-funded

To demonstrate that you can pay the tuition, UKVI will subtract the tuition fees paid on the CAS from your tuition fees for the first year of the course. You will have to show at least the amount calculated in the bank account.

In addition, you are required to show that you have a set amount of money for each month you will be in the UK (living costs). You only need to show that you have the required amount for up to 9 months, even if your course is longer than 9 months.

### Finance requirements:

For KIC London = £1,334 per month up to a maximum of 9 months.

For all other colleges = £1,023 per month up to a maximum of 9 months.

If you have paid a deposit for Kaplan accommodation, you can subtract this amount (up to a maximum of £1,334) from the financial requirement.

To show that the money is available, it has to have been available for 28 days, and should stay available throughout the visa application process.

### Example:

You will study a 2-term Foundation Certificate in Business, Law and Social Sciences. The course is outside of London, and starts in September and finishes in June. The fees are £13,900 and you have paid £5,000.

Tuition fees = £13,900 - £5,000 = £8,900

Living costs = £1,023 x 9 months = £9,207

Total money required = £17,207\*

\* Total amount to be shown = living costs + the amount of unpaid tuition.

**Please note:** if the currency is not GBP, please use [oanda.com/currency/converter](https://www.oanda.com/currency/converter) to check that the amount held is enough when converted to GBP. We recommend you allow £500 extra in case of major currency fluctuations.

## Funding method 1: Self-funded

In order to show that the funds are available, you will need to provide either a bank statement, or a bank letter. You will be provided with a bank letter sample by the visa counsellor. If you use a bank letter, it must follow the sample, otherwise it will not be acceptable.

### The bank statement must:

- be for a personal account, not a business account.
- be in either your name or the name(s) of your biological parents / legal adoptive parents (step-parents' accounts are not acceptable).
- be on official stationery or an electronic record.
- be completely in English or have an accompanying translation by a certified translation office.
- show the bank's name and logo.
- show the account holder's full name and account details (account number and address).
- show the date of the closing balance in the Gregorian calendar.
- show the balance of the account (amount available).
- show the currency (if it is not in the national currency of the country where the bank is located).
- show funds held in cash and that they are immediately available (not frozen). Stocks and shares, investment accounts or credit cards are **not** acceptable.
- not be a joint account, unless it is a joint account between your biological parents or between you and someone else.
- show that the required balance has been held continuously for **28 days**:
  - the amount must not have dropped (until after your application has been submitted). If the amount is held for 28 days, but then drops before you submit your application, you are likely to need to wait another 28 days.
  - the balance must not go below the required amount, even by 1 pence! At least that amount must be in the account on the date of the closing balance (the last transaction date).
- not be more than 31 days old:
  - if the last transaction (withdrawal or deposit) was more than 31 days before the statement was issued, then you should make a small deposit to refresh the balance.
- not have any pages missing!

UKVI may contact your bank to verify your funds. Make sure your bank statement includes a direct contact number and let your bank know that you are applying for a UK visa.

## Funding method 1: Self-funded (continued)

You may also use money held by a parent or legal guardian. In addition to a bank statement or bank letter, you must also provide the following:

- a birth certificate naming the account holder as your parent or an official document naming the account holder as your legal guardian.
- a signed letter from the account holder giving you permission to use their money for your studies.

You can use multiple bank accounts, as long as they follow the rules above, and the combined amount during the 28 day period is sufficient. The bank statements should be issued on the same day. If you use multiple accounts, then you should write a short statement to summarise the lowest balance for each account, and also show the lowest balance for both accounts combined, to make it easier for the Entry Clearance Officer.

## Funding method 2: Government sponsored

You must provide an original financial guarantee letter on official letter-headed paper, issued for your current period of study. It should be stamped, and show:

- your name.
- the name and contact details of your official financial sponsor.
- the date of the letter — if not recent, you should consider asking for an updated one.
- the length of your sponsorship.
- the amount of money the sponsor is giving to you, or it should say that your sponsor will pay for all your fees and living costs.

NB. If the financial guarantee does not cover all the tuition fees and living costs, you will need a bank statement to show the rest of the balance.

## Under 18

If you are under 18 years old at the time you apply for your visa, the following requirements will apply:

- Your parents will need to complete a letter stating that they give you permission to travel and study in the UK.
  - both your parents should complete this letter.
  - if one parent has sole custody awarded by a court (or sole custody due to one parent being deceased), then only that parent will need to complete the letter, and provide evidence of that sole custody.
- This letter completed by your parents also needs to confirm their consent to you travelling and living independently in the UK.
- You will need to provide evidence of your relationship with your parent(s); such as your birth certificate / adoption certificate.
- You will require these documents even if you will be 18 when the course starts, as UKVI will use your age on the date you paid for your visa application.

**Please note:** you should apply for a Student visa, not Child Student visa.

## SELT – Do I need an English test certificate?

If you are not a national of an English speaking country, you are generally required to have a UKVI-approved Secure English Language Test (SELT) certificate in order to apply for your Student visa. The test needs to be at least B1 level and test all four skills (reading, writing, listening and speaking). The full list of tests you can take and where you can take them can be found on the UKVI website. [gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt)

You must enter your SELT scores and your SELT reference number in your online application.

## SELT Exemptions

If you have completed a UK degree, or a qualification equivalent to a UK degree in one of the following countries, this will also be accepted as proof of English:

- |                       |                                |                      |                                 |
|-----------------------|--------------------------------|----------------------|---------------------------------|
| • Antigua and Barbuda | • British Overseas Territories | • Jamaica            | • St Vincent and the Grenadines |
| • Australia           | • Dominica                     | • Malta              | • Trinidad and Tobago           |
| • Bahamas             | • Grenada                      | • New Zealand        | • United States of America      |
| • Barbados            | • Guyana                       | • St Kitts and Nevis |                                 |
| • Belize              | • Ireland                      | • St Lucia           |                                 |

Nationals of these countries, as well as Canada, do not need to take a SELT. If you have completed a degree which was taught in English, in any country, you do not need to take a SELT.

You will be exempt from taking a SELT if you have a GCSE, A' level, Scottish National Qualification at level 4 or 5 or Scottish Higher or Advanced Higher in English Language or English Literature. You must have studied for this in the UK while you were under 18. You will also be exempt if you have a GCSE level qualification or above in Welsh, Scots Gaelic, or Irish language.

If you have already provided evidence of your English language level in a previous visa application, you will not need to provide this evidence again.

For more information, please visit: [gov.uk/student-visa/knowledge-of-english](https://www.gov.uk/student-visa/knowledge-of-english)

## Academics

Further evidence used for your application will be stated on your CAS – this might be your degree certificate, high school transcript, or graduation certificate. You can submit the original document or a copy with your application. You should also submit certified translations if your original documents are not issued in English. If you have lost the academic document mentioned on your CAS, please let us know. If you have any questions about what documents to submit, please ask your agent or the visa counsellor.

## Translations

UKVI require any document that is not issued in English to have a certified translation accompanying it. This even applies to bank statements. Translations must contain:

- the date of the translation
- the translator / an authorised official of the translation company's full name and signature
- the translator / translation company's contact details
- confirmation from the translator / translation company that it is an accurate translation of the original document

## Immigration Health Surcharge (IHS)

As well as the visa application fees, students coming to the UK for more than 6 months will be required to pay an additional fee which will enable you to access NHS services. It is a compulsory payment made as part of the visa application, and you will be unable to make your visa application without paying this fee. For more information, please visit: [gov.uk/healthcare-immigration-application](https://www.gov.uk/healthcare-immigration-application)

## Tuberculosis (TB) Test

Some students, who are coming to the UK for more than 6 months, will be required to take a UKVI Tuberculosis test in order to apply for a UK visa. If you are living in a country where this is required by UKVI, then you will need to take the test. If you have lived in a country that does not require it for 6 months, and have left the country no more than 6 months ago, then you do not need a TB test. More information about which countries require the TB test can be found at:

[gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk](https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk)

## Dependants

Most Kaplan students will not be able to bring dependants with them while studying at the college. Dependants mean a spouse / partner, or a child under 18. Students who are government-sponsored and studying a course longer than 6 months are permitted to bring their dependants on a Student dependant visa.

## BRP

If your visa is for more than 6 months, then you will be given a 90 day visa in your passport, and a letter telling you where to go to collect your Biometric Residence Permit (BRP). The BRP is a plastic card which is the size of a credit card and will show how long you can stay in the UK. You can use this as evidence for studying, opening bank accounts, and working part-time if permitted. Your CAS statement will contain an ACL code. You can enter this code in your visa application so you can collect the BRP from your college. If you don't use the ACL code, you can select a post office close to your accommodation. You should go and collect it as soon as possible after arrival, within 10 days. If you are under 18, please tell the college when you arrive in the UK so they can help you collect it. It is very important you do not lose this document, otherwise you will need to pay to replace the BRP.



## EEA and Swiss Nationals

If you have an EEA or Swiss passport you will be able to apply for your Student visa using the 'UK Immigration: ID check' app. If you apply via this method you will not receive an entry clearance visa or a BRP - instead you will have a digital immigration status linked to your passport. For more information visit: [gov.uk/government/publications/uk-point-to-based-immigration-system-eu-student-information](https://www.gov.uk/government/publications/uk-point-to-based-immigration-system-eu-student-information).

## Checking your visa

When you receive your visa, check it carefully along with any other documents you receive to make sure everything is correct. Pay special attention to the spelling of your name, dates of the visa, and the type of visa (it should say Student). If there are any errors, please contact the centre where you submitted your visa application so they can change it before you travel. If there is not much time before you travel, please contact the college.

## Interviews

A select number of students will be asked to attend a credibility interview when submitting visa documents. If you are selected for an interview, you will be taken into a separate room to talk with a Home Office staff member through an Internet connection. They will be able to see and hear you.

You will be asked questions about your course, your reasons for studying in the UK, and your family background. Make sure you give honest answers! Do not worry about the interview, as there is no right or wrong answer to the majority of the questions. The interviewer just wants to know about you and your personal motivations.

## Frequently Asked Questions

### **I have 2 nationalities – which passport do I use to get the Student visa?**

If you are SELT exempt because of one of your passports, you should use that one to apply for the visa. If there is no difference in the documents required for each passport, then you should use the one with the fastest processing time, or the one belonging to the country you are currently living in (if applicable). It is your choice.

### **My parent(s) will be working or studying in the UK; do I need a Student visa?**

If your parent(s) are applying for a work or Student visa, and you are under 18, then you might be able to come to as their dependant. Speak to your parents and let us know their decision.

### **My high school taught me in English; do I need an SELT certificate?**

If you are not a national of an English-speaking country, then you will need an SELT certificate, even if you were taught in English. We can only accept degree level courses taught in English as evidence of your English level.

### **A family member will be paying for my education; can I use his bank statement?**

Your family member can pay the tuition fees, but you cannot use this bank statement for the visa application. You can only use a bank statement in the name of your parent(s) or legal guardian(s).

### **I am under 18 and my parents are divorced; whom do I ask to sign my parental consent letter?**

If one of your parents has legal sole custody awarded by a court, then only that parent will be required to sign your parental consent letter. If your parents have joint custody, then both parents will be required to sign it.

### **My passport expires soon; what should I do?**

If possible, renew your passport before receiving your CAS and applying for your visa. Make sure that you give us your new passport details. If you apply with your old passport and then get a new one, you will need to get your visa transferred to your new passport, and this can take time.

### **I have lost my original academic documents; what do I do?**

Original documents are no longer required for visa applications. However, you will need to bring the original to the college for registration. Please contact your previous school or university to get a replacement.

### **Do I need to have a UK address before I can apply for a Student visa?**

If you will be living in college accommodation, you can use the college's address while you are awaiting confirmation of the exact accommodation. Otherwise you will need to provide a UK address – this can be a hotel, guest house, or another private residence where you will be staying. The address should be in the city where you will study.

### **I previously got a visa refusal; can I apply for a Student visa?**

If you have previously received a refusal, please send us a copy of it so we can avoid impact on your new visa application. We can request additional documents from you to try to prevent you getting another refusal.

### **Who is my Student visa sponsor?**

On your CAS, it will say 'Sponsor name'. Please use this if asked for the name of your sponsor.

### **My visa application is taking a long time; can you contact the Embassy for me?**

Unfortunately we cannot contact them on your behalf. Please let us know, however, if you have not heard the outcome so we can update our records. If your application has taken more than 1 month, then you should contact UKVI yourself. Visit the UKVI site for contact information: [www.gov.uk/contact-ukvi-outside-uk](http://www.gov.uk/contact-ukvi-outside-uk)

### **I am under 18 and the Post Office won't let me collect my BRP; what do I do?**

You can nominate an adult to accompany you at the post office by following this link: [gov.uk/biometric-residence-permits/collect](http://gov.uk/biometric-residence-permits/collect). This can be a relative, a family friend or a college staff member. Some colleges can also collect on your behalf.

### **My parents want to travel with me when I arrive in the UK; can you send them an invitation letter?**

We cannot issue invitation letters, but your parents do not need one. They should submit a copy of your CAS, a letter from you, and a copy of your visa (if you already have it).

### **I have lost my BRP letter; what do I do?**

Do not worry! Just let the college know and we can help you get a new letter. We will ensure you are able to collect your BRP as soon as possible, and can still study in the meantime.

### **Am I allowed to work?**

Students at all colleges except Essex can work 10 hours per week during term-time and full-time during holiday periods.

### **How long can I stay in the UK after my course has finished?**

Length of course	Length of stay allowed
Less than 6 months	The full length of the course plus 1 week at the end
Between 6 and 12 months	The full length of the course plus 2 month at the end
12 months or more	The full length of the course plus 4 months at the end

### **Do I have to go home to apply for my university visa or can I stay in the UK?**

If your university course starts within 28 days of your BRP expiry date, you will be able to extend it in the UK. If the gap is longer than 28 days, you will need to return home to submit a new visa application.



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