

Student Visa Applying from outside the UK (Permission to Enter)

Online Application Form Guide



1. Getting Started

This guide provides step-by-step guidance to completing the Student visa online application form from overseas. If you are planning to apply from within the UK, please [contact us](#) for separate guidance.

Not every question is covered with a corresponding screen shot. If you need help with any questions, please feel free to contact us on the details [here](#).

You will be able to save your application and come back to another time if you need to – just click ‘Return to this application later’.

If you are inactive for 25 minutes you will be automatically logged out. To return to your application, please refer to the email that you will have received from the UKVI entitled ‘UK visa application: sign in details’.

Getting Started cont.

You should ensure that you read understand the requirements for making a successful Student route application before applying. Useful guidance on the requirements can be found on the following websites:

<https://www.bathspa.ac.uk/students/international/visas-and-immigration/student-visas/>

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-route-eligibility-and-requirements>

<https://www.gov.uk/government/publications/points-based-system-student-route>

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

Select 'Start now'.

Ensure that you answer each question fully and truthfully.

2. Your application

Where are you planning to live?

- England, Scotland, Wales or Northern Ireland
- Jersey, Guernsey or the Isle of Man

Continue

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

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

- Yes No

You will firstly be asked about where you plan to live. For study at Bath Spa University, please select 'England, Scotland, Wales or Northern Ireland'

Next, you will be asked whether you have an EU, EEA, or Swiss passport. Answer as appropriate.

Select a country to provide your biometrics

After you complete your application, you may be required to provide fingerprints and have your photograph taken at a visa application centre. Choose the country in which you would like to do this. You will not be able to change the country after you have submitted your application. If you already have a biometric EU/EEA/Swiss passport, you will not see these screens, but will be invited to verify your identity with the UKVI app instead.

Enter the country where you would like to provide your biometrics. This will usually be the country you are in now. If there is no VAC in your selected country, you will be able to choose an alternative location.

If you believe you are unable to provide your biometrics at any location, you should still choose a location. You will then be told how to proceed.

Next

I have identified the location where I will provide my biometrics (or I am unable to provide my biometrics at any location).

I want to choose a different location.

Next

Type the country where you will provide your fingerprints into the box. Once you start typing, the available options will be shown. When you are happy with your selection, click 'Next'.

On the following screen you will be asked to confirm your choice.

Register your email

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

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

You must register your email and create a password. Make sure to keep your password safe.

Confirm this email address belongs to you. You can add an additional email address if you wish.

Your telephone number

Enter your contact phone number and confirm if you use this number in and outside of the UK. You will be asked if you can be contacted by telephone.

Scholarships

Confirm whether you are the recipient of a Marshall, Chevening or commonwealth scholarship.

Your Confirmation of Acceptance for Studies

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

Yes No

Confirmation of Acceptance for Studies reference number

Save and continue

Enter your CAS number.

Do not apply before you are issued with a CAS number – your application will be refused.

After this, you will be asked for your course start and end date. Enter these exactly as they appear on your CAS.

Answer the next questions about your name, gender, relationship status, home address and details, ID card, passport, nationality and date of birth.

You can add details for multiple nationalities and passports that you hold.

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

Only select 'Yes' if you have shown that you have met the English language requirement, at the level required for your current application, in a previous successful UK visa application.

Otherwise select 'No'.

Spoken language preference

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

English

Other

Which language would you prefer to use?

Your choice of language cannot be guaranteed. You may be required to speak in English depending on the requirements of your visa.

Save and continue

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

It is preferable to show your willingness to discuss your application in English. Please do this wherever possible.

If you select 'Other' you should choose the language that you would prefer to use.

Select as appropriate.

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

Select 'Yes' as Bath Spa University is a Higher Education provider with a track record of compliance.

Refer to the CAS that you have been given. It will clearly state if Bath Spa University has assessed your English language ability.

People financially dependent on you

Does anyone rely on you for financial support?

Include both those travelling with you and those who are not.

This could include:

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

Yes No

▶ [Will these dependants be included in my application?](#)

Save and continue

If you have children, you need to provide their details here.

You will be asked for more details, such as whether they will travel with you, etc., however please be aware that adding your dependants here will not mean that they are included in your visa application. They will need to apply separately if they want to be with you in the UK.

<https://www.gov.uk/student-visa/family-members>

Give details about your first parent

Give details about 2 of your parents.

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

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?

Yes No

Save and continue

You must provide details of your parents here.

You have the option to state that you do not have your parents' details if this is the case.

Once you have provided details of your mother or father, the next page will give you the opportunity to provide details of your second parent.

The following questions will ask you to confirm whether you have family in the UK, travelling as part of an organised group, travelling with another person.

Where you will stay in the UK

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

Yes No

What address will you be staying at while in the UK?

You will be able to add details of any additional places you will be staying after you click 'Save and continue'

Enter a UK postcode

Find UK address

[Enter address manually](#)

Save and continue

Accommodation plans in the UK

Where do you plan to stay in the UK?

Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends. Include the names of anyone else you will live with and their relationship to you.

Maximum of 500 characters

Save and continue

Select 'Yes' if you have accommodation secured and you know the address.

It is not a problem if you do not know your exact accommodation details at the stage that you make your Student visa application.

If you have applied for University accommodation but not yet had the details confirmed, you can explain so in the free text box.

Other options may be staying in a hotel whilst you secure housing, staying with friends etc.

UK travel history

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

Yes No

Save and continue

UK visa applications

Have you been issued with a UK visa in the past 10 years?

Yes No

Date of visa issue

Enter date in the format MM YYYY

Month Year

If you select 'Yes' you will be asked to state how many times you have been to the UK in the last 10 years.

If you are unsure of the exact number, you can estimate. However, do try and be as accurate as can. Refer to stamps in your passport and/or flight tickets where available.

You will be asked to provide details of up to 3 of your most recent visits to the UK.

If you select 'Yes' you will be asked to state the date the visa was issued.

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

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

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

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

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

Save and continue

If you indicate you have been to the listed countries before, you will be asked for further **‘details of your most recent travel’** and **‘details of your second most recent travel’**.

The form only asks for details of the last two trips, even if you have selected **‘2 to 5 times’** or **‘6 or more times’**.

The next page will ask for details of your **‘World travel history’**. Here you need to confirm if you have been to any other countries in the past 10 years.

Selecting **‘yes’** brings up further questions including:

- Which country you visited
- Reason for visit
- Date of visit

You can add multiple visits to this section.

Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day Month Year

▼ [Why is this information important?](#)

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

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

Enter the date you plan to arrive in the UK. Make sure the date you enter is realistic, given the amount of time it will take to process your application.

The earliest you can enter the UK is one month before the course start date on your CAS (assuming your course is six months or more in length).

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

Answer the questions in this section truthfully.

Selecting 'Yes' will allow you to provide more details of what happened, including a free text box.

You can add multiple immigration problems.

Listing details of an immigration problem will not automatically mean your application is refused.

However, failing to list a refusal will likely mean you are refused, and you may possibly be deemed to be using deception in your application. The best policy is therefore to be honest.

If you have any questions about this section, or if you wish to discuss your immigration history before applying, remember that you can contact us on immigrationadvice@bathspa.ac.uk.

Breach of UK immigration law

Have you ever:

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

Yes No

Save and continue

Answer the questions in this section truthfully.

Selecting 'Yes' will allow you to provide more details of what happened, including a free text box.

You can add multiple breaches of UK immigration law.

If you plan to answer 'Yes' to this question, you may wish to contact us for further guidance as to the effect your previous breaches may have on your application.

BSU is a Student visa sponsor with data sharing duties with the UK government. If you believe that our position as a Student sponsor may create a conflict of interest when discussing your circumstances, you may wish to seek independent advice instead.

The following pages will ask to you answer questions regarding the below:

- Convictions and other penalties
- War crimes
- Terrorism
- Extremism
- Person of good character
- Employment history

You must read all the information provided on each page, select your answers and then confirm that you have read all the information, including the guidance.

You must answer all the questions truthfully. Selecting an option from any of the lists will direct you to another page or free text box where you will be able to add further information.

Once again, if you will be answering 'yes' to any of the questions, you may wish to contact us to discuss what effect, if any, this may have on your application.

Sponsor licence number and address

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

What is your sponsor licence number?

Sponsor's address

Town/City

Postcode

Save and continue

Please use the information provided on this page.

Place of Study

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

Bath Spa University is a Higher Education Provider with a track record of compliance.

Primary site of study

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

BATH SPA UNIVERSITY
NEWTON PARK
NEWTON ST. LOE
BATH
BA2 9BN

Yes No

Save and continue

Your course will be based at one of our campuses, which will be listed on your CAS.

If you are studying at Newton Park, Bath Spa's main campus, select 'Yes'.

Your CAS will confirm if you will be studying the majority of your course at one of our other campuses. If this is the case, select 'No' and add the relevant address below:

- **BSU London**, Defoe Block, Hackney Campus, Falkirk Street, Hackney, London, N1 6HQ
- **Locksbrook Campus**, Bath, BA1 3EL
- **Sion Hill**, Bath, BA1 5SF
- **Corsham Court**, Church Street, Corsham, Wiltshire, SN13 0BZ

UCAS details

Did you apply for your course through UCAS?

Yes No

▼ [What is UCAS?](#)

The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the ucas.com website.

Save and continue

If you applied to Bath Spa University directly, select 'No'.

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

Select 'No'.

None of the courses offered at Bath Spa University require an ATAS certificate.

Your CAS will confirm this.

Future official financial sponsor

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

Yes No

▼ [What is an official financial sponsor?](#)

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

If you are sponsored by your government, an international company or university, you can tick 'Yes', and select how this will be shown.

You will need to select 'Letter of official financial sponsorship' unless you are sponsored by Bath Spa University and this is detailed on your CAS.

Parents, family members, or partners do not count as official financial sponsors.

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?](#)

A sabbatical officer is a full-time officer elected by the members of a students' union (or similar body such as students' association, students' representative council or guild of students), usually at a higher education establishment such as a university.

Yes No

Save and continue

Use your CAS to help you answer the following questions:

Name of sponsor institution: Bath Spa University

Course name: Enter your course name exactly as it appears on your CAS

Qualification you will get: This is the RQF level listed on your CAS.

Sabbatical officer: Answer 'No' unless you are an elected Guild, or Students' Union, President

On the next page, enter your course start and end dates exactly as they appear on your CAS. Answer the question about whether you are continuing on the same course as appropriate. Your CAS should state if you are continuing on the same course.

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

Only payments that you have made to Bath Spa University can be included here. Private accommodation cannot be included.

Choosing 'Yes' brings up further options to say how much you have paid, and if this is confirmed on your CAS, or if you will show receipts as your evidence.

Remember to ensure your CAS is up-to-date if you have recently paid money towards your accommodation. Email internationaladmissions@bathspa.ac.uk if you need your CAS updated

You can deduct a maximum of £1,334 of any money you have paid for University accommodation from the total living expenses money you need to show. If you have paid more than this amount, still enter the full amount you have paid into this box.

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

Save and continue

The course fees must match the amount written on your CAS.

Select 'Yes', as you will have made a minimum payment of the £3000 deposit towards your tuition fees.

Confirm the total amount that you have paid as stated on your CAS, or by receipt.

Remember to ensure your CAS is up-to-date if you have recently paid money towards your tuition fees.

Email internationaladmissions@bathspa.ac.uk if you need your CAS to be updated.

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

Confirm if your funds are in the form of a student loan.

If you choose 'Yes' you will be asked if you have already received this loan.

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
 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

You should ensure that you read the guidance document as suggested.

You will have received information regarding the maintenance funds and evidence when you received your offer and CAS.

Select 'Yes' if the funds are held in your name.

If the funds are not held in your name, these must be held in the name of your parent(s) or legal guardian(s).

The form will then prompt you to confirm that you have permission to use the relevant funds, and that you have proof of your relationship to your parent(s) or legal guardian(s).

Additional information about your application

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

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

Add further details:

Maximum of 1,000 characters

Save and continue

Use this free text box to add anything additional you would like to be considered as part of your application.

Click 'Save and continue' and review your answers.

Carefully check the answers that you have provided. You can edit anything that you need to at this stage.

It is important that you provide a truthful and comprehensive application.

3. Documents

Mandatory documents

This section of your application will list the documents that you need to provide.

Tick each box to confirm that you this will provide the document mentioned and give any further details when prompted.

You will also be provided with details of the next steps required.

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

Depending on your nationality, you may need to be tested for tuberculosis (TB).

You can check if you need to get tested here:

<https://www.gov.uk/tb-test-visa>

4. Conditions and Declaration

Carefully read and confirm that you accept the conditions of the visa. Confirm that you accept the details in the declaration.

Check your answers

Check the information below before you continue to the next section.

Consent

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.

I confirm that I understand and accept these conditions [Change](#)

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

Declaration

I confirm that: I am the applicant aged 18 or over [Change](#)

[Continue](#)

The next page will allow you to review and check your answers.

5. Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.



Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.

[Check your answers](#)

Go to IHS website

Save and continue

This is the last point in which you can make changes to your answers.

Please carefully read your responses before you move on to pay the Immigration Health Surcharge (IHS).

You can also use the Immigration Health Surcharge tool on the Home Office website to check how much you will have to pay.

<https://www.immigration-health-surcharge.service.gov.uk/checker/Type>

Most of the IHS form will be pre-populated but some sections will require you to fill in.

- Answer 'No' to staying in the Isle of Man, Jersey or Guernsey
- Add your title
- Use your CAS to enter the course start and end dates, course level and length of course.

6. Download and print

Once you have paid the IHS, and you have selected your appointment time, date and location, your application form is complete, and you will be returned to the 'Download and print' screen.

You should download and print the 'Supporting Documents' list and the application form to take with you to your appointment. We would also recommend that you save PDF copies for future reference as you may not be able to access these at a later date.

Questions?

If you would like any further advice or guidance when completing your application, please [contact us](#).

If in doubt, please do not hesitate to ask us for help.