Student route application guidance – applying inside the UK (Permission to Stay)
Student route: permission to stay application

- This document is intended to provide guidance to University of Cambridge students on completing an application under the Student Route from within the UK (this is known as applying for ‘Permission to Stay’). It has been prepared by the University’s International Student Office using screen shots from the Home Office website.

- For visa purposes the University of Cambridge is a Higher Education Provider with a proven track record of compliance.

- Students are advised to read the application guidance on the University’s webpages as well the information on the UK Visas and Immigration website, prior to applying for your visa. It is your responsibility to ensure you understand and meet the UK immigration requirements.

- Apply for a student visa online using the following link:

  https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/sort/country-nationality?p=student_in_uk&qa=2.245650884.1912127032.1601740969-735419154.1599390349

  Once you have logged in and created a password you will have 10 weeks to submit your application.

- After 25 minutes of inactivity you will be automatically logged out.
If you are coming from another UK University to start a new course at Cambridge

You must make your new visa application before starting your course at Cambridge. You are able to start your course at Cambridge once you have made a visa application under the Student route whilst the decision is pending.

If you have already been studying at Cambridge and applying for a student visa for a new course

You are able to start your new course on your existing visa, if that visa does not expire until after your new course start date, but you must make a new student visa application within six weeks of your official course start date or before your current visa expires, whichever is earlier.

If you already have a visa to study a PhD at Cambridge and are applying for a student visa extension to complete your studies

You must make the new application prior to your current visa expiring and you will then be able to continue your studies with a pending application.
Student route permission to stay application: Guidance to read before beginning your application

**Note about timeframes**

The standard advertised timeframe for Permission to Stay applications is 8 weeks.

The decision will be sent to the address you have used in the application.

If your application has been successful, your BRP will be sent to you separately. This can take up to a further 10 days after the decision on your application.

Priority and super priority services are available at additional cost.

Please note that once you have applied, UKVI advises not to travel overseas until you have received the decision and the new BRP. If you leave the UK then your application is considered withdrawn.
Confirm country of nationality

You will be first asked to prove your country of nationality, if you are a dual national please enter the details of the country with the passport you will be applying under.

Confirm location and visa application type

You will first be asked to confirm that you are currently in the UK. You will also be asked whether you have any current applications for leave to remain which you have yet to receive a decision on.

Register your email

You must register your email address and create a password. You will then be emailed a link to enable you to return to your application at a later stage, if you wish. You can add an additional contact email address if you wish.

Remember to save each page as you complete the application form.

As you go through the application, you will be able to review and change your previous answers if required, or log out and return to the application at a later stage via the link emailed to you.
You will be asked to check the answers to the first few questions before you can progress to the next part of the application form.
If you have dependent family members with you in the UK we first advise that you read our webpages on dependants.

The Home Office advises, where possible, for dependants to apply at the same time as the student. If this is not possible then your dependants can apply once you have the outcome of your application, as long as their own immigration permission has not expired by then.

The application enables you to add dependants so they are attached to the same application. You will have to complete a separate online application information and pay the application fee and Immigration Healthcare Surcharge for each dependant.
**Your name**

Enter your name, as shown in your current passport or travel document. Your given name is usually your first name. Your family name is the surname that is shared by your family. 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 names. You must tell us all your given names.

Given name(s)

Other family name

- I cannot enter my name using a current passport or travel document

**Any other names**

In addition to the names already provided, are you now or have you ever been known by another name? You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

- Yes
- No

Please enter as appropriate.

If you are not, and have never been known officially by another name, you can answer no.

Save and continue
contact email

Can we use this email address to contact you?

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a biometric residence permit (BRP) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes. [Find out how to change your details here.]

☐ Yes  ☐ No

Save and continue
Student route: permission to stay application

Provide your telephone number
Only include numbers, and for international numbers include the country code. 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. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. Find out how to change your details here.

Please complete the details as appropriate.

I cannot be contacted by telephone

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
The postal address you list here is the address your BRP will be sent to. Please ensure that you are able to receive mail to this address throughout the application consideration period (8+ weeks if using the standard service).

Make sure you use the correct postcode. If you do not have your postcode you can enter your address into the Royal Mail Postcode Finder to obtain these details: https://www.royalmail.com/find-a-postcode

If you do not live at the address provided, and you select no, you will be asked to provide your living address and confirm when you started living here.
Your gender and relationship status

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

- Male
- Female
- Unspecified

What is your relationship status?

- Single
- Married or a civil partner
- Unmarried partner
- Divorced or civil partnership dissolved
- Separated
- Widowed or a surviving civil partner

Enter details as it appears in your passport

'Single' means that you have never been married or been in a civil partnership, and that 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.
Your nationality, country and date of birth

Country of nationality
If you have previous or additional nationalities, 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 passport or travel document.

Date of birth
Enter date in the format DD MM YYYY

Day  Month  Year
The passport used here must be the one stated on the CAS you have received from the University. Enter details exactly as they appear in your passport.

Your passport is a mandatory supporting document of your visa application, please notify the International Student Office if you do not have access to your passport.
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

Your other nationalities
Do you currently hold, or have you ever held, any other nationality or citizenship?
You must provide all the nationalities that you currently hold or have ever held.

☐ Yes  ☐ No

Enter details as appropriate. If you do not have an identity card, answer ‘no’. If you have a national identity card you will be asked for further information.

If you hold more than one nationality, you must include the details here.
Enter the details of your current immigration permission for the UK.

Remember that your visa for the UK must be valid at the point you make your application, and if you do not currently have a Tier 4/Student visa your immigration permission must allow you to switch into the Student Route.

If you applied for your current visa from overseas your BRP will state “Tier 4 (General) Leave to Enter”, which you will note is not available as an option for this question. In this instance you should select “Tier 4 (General) Leave to Remain”.
If your last grant of immigration permission was made from overseas then the 'start date' would be the 'valid from' date listed in the entry vignette in your passport. If your last visa was granted in the UK you can enter the start date on your BRP.

'Leave' in this context means your immigration permission for the UK.
Revocation, cancellation or curtailment
Has your visa or leave to remain ever been revoked, cancelled or curtailed?
This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

☐ Yes  ☐ No

Your most recent leave
Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

☐ Yes  ☐ No

Time in the UK
How long have you lived in the UK?
Year(s)  Month(s)

Enter the details as appropriate.
If your visa has ever been revoked, cancelled or curtailed you will be asked to provide further details at another point in the application.

Click as appropriate.

Complete as appropriate.
The form will ask for details about two of your parents.

What is this person's relationship to you?
- Mother
- Father
- Stepmother
- Stepfather

If you do not have your parents' details you should click here and you will be asked for further information.
Biometric residence permit (BRP)

Do you have a biometric residence permit?
This is a card with your name, nationality and picture. It describes your entitlement to be in the UK.

- Yes, I have a biometric residence permit
- No, I had a biometric residence permit for my most recent leave, but I do not have it now
- No, I did not have a biometric residence permit for my most recent leave

Answer as appropriate

A biometric residence permit is a credit-card size document which contains your personal and biometric information and will confirm your immigration permission in the UK.
Police registration

During your current or last grant of leave in the UK, were you required to register with the police?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police station when you were granted your last period of leave in the UK. The requirement to register with the police may also feature on your visa or your Biometric Residence Permit, if you are required to have one.

☐ Yes ☐ No
Your National Insurance number

What is your current National Insurance number?

Example QQ 12 34 56 C

Enter the details as appropriate.

A National Insurance number is issued to anyone who works in the UK. You normally need to apply for one.

☐ I do not have a National Insurance number, or I have a temporary one

Driving licence

Do you have a UK driving licence?

☐ Yes ☐ No

Enter the details as appropriate.
If you have been to a country other than the UK, USA, Canada, Australia, New Zealand or the EEA in the past 10 years you will need to record the number of times here. You should include visits in transit.

You will be asked for the details of visits you have made to a country that is not the UK, US, Canada, New Zealand or any countries in the EEA.

You should list all the visits in these countries over the past 10 years, including the reason for the visit and the dates travelled. You do not need to include travel to or from your own country of nationality.

If you cannot recall exact dates and no longer have records of these visits, you should try and complete this section to the best of your ability, which may require checking your email history or other records.
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

This question will not appear if you are a national of a majority English speaking country (as defined by UKVI).

You should only answer YES to this question if in a previous UK visa application you provided evidence of one of the following and, if it was for a Tier 4/Student visa, this was stated on your CAS:
- a UKVI approved English language test;
- Degree from a majority English speaking country as defined by UKVI;
- English GCSE, A Level or relevant Scottish qualification.
If you are unsure, answer NO.
If you selected NO to the previous question you will next be asked this question.

If the answer here is NO you will be asked the following question about coming to the UK to study at a Higher Education Provider with a proven track record of compliance, which includes the University of Cambridge.

You should answer YES to this question. Confirmation of your English language proficiency should be stated on your CAS.
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

Choose: Yes  No

Enter the details as appropriate.

If you select ‘Yes’ to this question you will be asked to provide further details.

Failure to declare this will result in your visa application being refused and a potential ban from the UK.

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

Choose: Yes  No

Enter the details as appropriate.

If you select ‘Yes’ to this question you will be asked to provide further details.

Failure to declare this will result in your visa application being refused and a potential ban from the UK.
Medical treatment in the UK

Have you ever been given medical treatment in the UK?
For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment

☐ Yes  ☐ No

Were you told that you had to pay the hospital, clinic or doctor’s surgery for your medical treatment?
This does not include the Immigration Health Surcharge

☐ Yes  ☐ No

Have you paid the full amount?

☐ Yes  ☐ No

If you select ‘Yes’ you will be asked whether you were told to pay for the treatment. If your answer is yes, you’ll be asked if you have paid the full amount.

If you select ‘Yes’ to receiving medical treatment in the UK, you will be asked for details of each occasion you have received medical treatment in the UK including the name and address of the hospital or doctor’s surgery you attended and dates of the medical treatment. If you cannot recall exact dates and no longer have records, you should complete this section to the best of your ability, including following up with your GP surgery for this information.

You will then be asked if you’ve been given any other medical treatment in the UK for which you were told you had to pay but have not yet paid in full. If the answer is no, you will not need to provide any further details.
Public funds
Have you ever received any public funds (money) in the UK?
This includes benefits for people on low incomes, such as housing or child benefits.

☐ Yes  ☐ No

Local authority care
Are you living in local authority care in the UK?

☐ Yes  ☐ No

Living in local authority care in the UK means when a court has made an order in relation to an individual, known as a care order, this means that the local authority will take on responsibility for an individual, along with their parents.

If you select YES here you will need to provide a letter from your local authority with your application confirming that you are living in their care.

Examples of public funds are income support, social fund payment, working tax credit, carer’s allowance, disability living allowance, housing benefit, council tax reduction, council tax benefit. It is a condition of a Tier 4/Student visa that you cannot access public funds.

If you have previously studied in the UK and received a bursary/scholarship from your University or scholarship agency to help with housing or other living costs, this would not count as public funds.
Convictions and other penalties

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

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

You must tell us about spent as well as unspent convictions.

Answer as appropriate. You must provide full and honest answers.

In the subsequent questions you will also be asked about War Crimes, Terrorist Activities, Extremist Organisations and Views.

You will also be asked to confirm you are a person of good character and asked some details about your employment history.
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Sponsor licence number and address

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

What is your sponsor licence number?
4NUV7KB58

Sponsor's address
The Old Schools
Trinity Lane

Town/City
Cambridge

Postcode
CB2 1TN

Complete this section with these details.
Select that you will be studying at a Higher Education Provider with a track record of compliance.
Select ‘Yes’ as this is your main study address for visa application purposes.

UCAS is an organisation which operates an application process for UK Universities. At Cambridge, undergraduate students apply through UCAS. You will need to provide your UCAS personal identification number.

Other students will have applied directly to the University and can select ‘No’.
Your offer from the University will have confirmed whether you required ATAS approval as a condition of admission. This is also confirmed on your CAS.

If you select ‘Yes’ to this question you will need to provide the reference number issued on your ATAS clearance certificate. The certificate must be valid.

Please note if you required ATAS clearance, you must submit the certificate issued by the Foreign and Commonwealth Office (FCO) as a supporting document with your visa application.
The following questions are about your finances. Your answer will depend on how you are funding your studies at Cambridge.

Current or past official financial sponsor
Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

☐ Yes    ☐ No

Nb If you have been studying in the UK and have received money from an official financial sponsor in the past 12 months you will require a letter of consent from your official financial sponsor confirming they give their permission for you to stay in the UK.

You must upload this letter as a supporting document in your application.
Select ‘Yes’ to this question if you will be financially sponsored by the UK Government, your home Government, a University, or an international company or organisation.

If you select ‘Yes’ and you are receiving financial sponsorship which covers full course fees and living costs, you will need to confirm whether this information is stated on your CAS or you have a letter from your financial sponsor as evidence of this if you are being wholly sponsored. If you are not being sponsored in full (fees and living costs), then you should select “I am not being wholly sponsored”.

Funding is only stated on the CAS where it is being provided by the University or your College. Check your CAS to confirm if this is included.

Funding from the Cambridge Trust is not normally stated on your CAS.
Enter ‘University of Cambridge’

Enter the course name as listed in your CAS

Select from the dropdown the qualification you will receive as stated in your CAS statement.

A sabbatical officer is a full-time officer elected by the members of a students' union. Select ‘no’ unless this applies to your circumstances.

Your CAS will show this as an RQF level, but the drop down shows RQF / SCQF levels.
Student route: permission to stay application

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

Are you taking a pre-sessional course?
A pre-sessional is a course to prepare a student for their main course of studies.

☐ Yes  ☐ No

Enter the start and end date as stated on your CAS.

If you select yes, you'll be asked to provide the pre-sessional course start and end dates.
Are you applying for the Doctorate Extension Scheme?

The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur.

Unless you have been issued with a CAS from the University for sponsorship under the Doctorate Extension Scheme your answer to this question should be ‘no’.

Selecting ‘no’ to this question will not affect any future application you make under DES.
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

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
Student Loan

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

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

☐ Yes  ☐ No

Save and continue

This question relates to maintenance funds
If you select ‘Yes’ you will be asked if you have already received your student loan and you may be required to evidence this loan.
You must be able to prove that you have sufficient funds to cover £1015 in living costs for each month of your course up to a maximum of 9 months plus the course fees as stated on your CAS. Check the information on financial requirements on [gov.uk website](https://www.gov.uk).

If you select no, you will be asked if you're relying on money held in an account under your parent(s) or legal guardian(s) name, whether you have permission from them to use it, and how you will prove they are your parent(s) or legal guardian(s). You'll have the option to select birth certificate, adoption certificate, or court document.

If you are receiving official financial sponsorship, as outlined in an earlier question, which covers the required funds in full, you can answer ‘no’ to the funds being in a bank account.
Student route: permission to stay application

Evidences showing the required maintenance funds

You must provide evidence showing that you have the required maintenance funds to cover living costs and fees for you and any of your dependants while you are in the UK.

For information on how much money you need to show, refer to the guidance document here.

Enter details about the financial evidences you will send. You will be able to provide details of several evidences if you need to.

If your money is held in a different country, you will need to check if your bank meets the requirements.

Financial institution (such as a bank or building society)

Type of evidence

- Statements from a personal bank or building society account
- Building society passbook
- Letter from a bank, building society or other recognised financial institution

If you have been present in the UK for less than 12 months at the time of your application then you will need to demonstrate evidence which demonstrates that you have the required funds to cover your course fees and living costs.

You need to enter the information here about the type of evidence you will be using and the name of the financial institution.
Confirm you have a CAS and enter the CAS reference number.

You cannot complete your student visa application until you have received your CAS.

This should be copied and pasted from your CAS statement.
Check your answers

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

**Personal information**

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<td>Is this where you live?</td>
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You should now check through your answers to ensure all the information you have entered is correct.

If any answers contain mistakes you can go back and correct them at this stage by clicking on the ‘change’ hyperlinks.

Once you have agreed to the subsequent declaration, you will no longer be able to edit your answers so you should check through the form carefully at this stage before proceeding.
All applicants

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the ‘all applicants’ button at the top left of each page.

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select ‘Continue’.

I would like to add a:

You can add dependants at this stage by selecting "additional applicant".
Once you have completed the form you will be provided with a list of supporting documents you need to submit with your application.

What you need to submit will depend on your course, nationality and how long you have been in the UK.

You need to tick each box to demonstrate the documents you will be submitting with your visa application.

If you have been officially financially sponsored within the past 12 months the form should prompt you that you will be required to submit a letter from your current or past official financial sponsor confirming you have their permission to continue your studies in the UK.

You will be able to upload your supporting documents as part of the online application, once you have booked your biometric appointment.
Supporting Documents (continued)

If you are a national of one of the countries required to register with the Police and you have not kept your Police Registration Certificate up to date or have lost this document please contact the International Student Office.

Supporting Documents (continued)

If you no longer have one of the required supporting documents for your visa application please contact the International Student Office.
Next you will be asked to check the information you have supplied
Verification consent

The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks:

Declaration of consent for the Home Office to request verification checks

You should download and print this declaration now. A copy will also be available to download once you have paid for your application.

☐ I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

Download and sign the declaration here.

Most students will sign part 1 of the Declaration of Consent form. This is because parts 2 and 3 of the form are only necessary if you’re submitting documents held in your name AND someone else’s name (eg. Utility bills or joint bank statements).
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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
Once you have checked all your answers, you will be asked to read and agree that the information you have provided is correct.

**Declaration**

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

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

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

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

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

I confirm that:

- [ ] I am the applicant aged 18 or over
- [ ] I am the applicant aged under 18
- [ ] I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- [ ] I am submitting the form on behalf of the applicant
Payment of the immigration health surcharge will enable you to access the UK’s National Health Service at no additional cost.

It is charged for the duration the visa will be valid based on your course dates. These should match the dates outlined on your CAS.

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
After the declaration you will be asked to select the service you will be using. The cost and timeframe of each service will be confirmed at this point:

- **Standard Postal Service:** £494.20 (decision within 8 weeks)
- **Priority Postal Service:** £994.20 (decision within 10 working days)
- **Premium Service:** £1294.20 (decision on the same day)

Please note that it can then take around a week (after the decision) to receive your BRP and this will be sent to you using a courier service.

Please consult the International Student Office webpages Permission to Stay applications for further advice and guidance about the process: [https://www.internationalstudents.cam.ac.uk/tier-4-leave-remain](https://www.internationalstudents.cam.ac.uk/tier-4-leave-remain)
As part of the online application you will be able to upload supporting documents and book an appointment to have your passport scanned and enrol your biometrics. You are required to attend an appointment to enrol your biometrics within 45 days of submitting your online application. The Home Office uses UK Visas and Citizenship Application Services (UKVCAS) to manage the appointment system. Appointments are offered in different locations and the cost varies depending on where you select. Appointments are subject to availability and therefore may not be available at your preferred location. When booking an appointment with UKVCAS you will be required to set up a separate account (this includes having an access code sent to your email address). After booking your appointment you will be able to upload your supporting documents. We encourage you to do this, as you may be charged an additional fee to have supporting documents uploaded at your appointment.

**Owing to the coronavirus outbreak, UKVI is exceptionally using pre-existing biometrics for student visa applications in the UK where these have been enrolled before. If UKVI can reuse your biometrics, you will be emailed after you make your application with instructions on how to send them an image of your face and your supporting documents via an app. If biometrics cannot be reused, you will be emailed to book an appointment to provide biometric information.**
Your biometric appointment can be booked at either a Core Service Point or an Enhanced Service Point:

- An appointment to have your passport scanned and enrol your biometrics at a Core Service Point is free of charge during core operational hours. The nearest Core Service Point is in Croydon, London. There is an additional charge of £35 to have other supporting documents uploaded so you are advised to do this online prior to the appointment. How quickly you will be able to secure an appointment is subject to availability. Appointments outside of core hours may be available at a cost.

- There is an Enhanced Service Point in Cambridge Central Library in the Grand Arcade. There is an additional £60 charge to book an appointment. Appointments available outside of core hours may be available at an increased charge. How quickly you will be able to secure an appointment is subject to availability.
If you have any questions or are unsure about anything in the application, or with your supporting documents, contact the University’s International Student Office by emailing international.students@admin.cam.ac.uk

This guide is correct as of November 2020. Please note that immigration changes can be made to the visa application by the Home Office at short notice. This document is provided as general guidance on completing a student visa application. Contact the International Student Office if you are unsure of anything in the application as you complete it in relation to your circumstances. The International Student Office cannot accept responsibility for any errors or omissions or for decisions made by the Home Office.