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1 Introduction

The purpose of this manual is to provide information and process steps for creating student CAS (Confirmation of Acceptance for Study) number requests, entering student passport and visa details and running visa management reports in eVision.

1.1 Intended Audience

This manual is intended for administrative staff who currently have update access to eVision, to register students, process visas and raise CAS requests for students that need to extend their visa.

1.2 Pre-requisites

- Knowledge of the current visa management processes at the University
- Basic web browser knowledge
- Basic knowledge of using a computer, keyboard and mouse

1.3 Objectives

On completion of this manual you will be able to:

- Create CAS number requests for students
- Record student passport and visa details
- Run visa management reports

1.4 Conventions

- Indicates additional useful information.
- Indicates an important piece of information, take particular care to read this information.
- Indicates there is something that you should not do, take particular care to read this information.

**Bold Text**

Indicates menu names.

*Italic Text*

Indicates window, screen or dialogue box titles.

[F4]

Keys on your keyboard are indicated in **bold text** enclosed in square brackets [ ].

File > Open

Moves through a navigation path are indicated with a >. In this case you would click on the File menu, then select Open.
2 Login and Logout of eVision

To access the Quick Reference Guide with instructions on how to login and logout of eVision, please enter the URL below or use the following link and select “Access and Navigate eVision” under the eVision link.

https://www1.admin.ox.ac.uk/studentsystems/support/guides/
3 Accessing the Student CAS Requests Functionality

1) Click on the Visa Management link in the menu at the top of the screen to display the Visa management functions for staff screen.

![Visa Management](image)

3.1 Searching for Student(s) to Create a CAS Request

1) Click on the Student CAS Requests link to display the Points Based Immigration – Student Search screen.

![Student Search](image)

2) Enter the required data:
Accessing the Student CAS Requests Functionality

a) **Academic Year**

b) **College** (This field is only mandatory for college staff. Only the college(s) you have access to will appear. Department / divisional staff can select all colleges, no college or a specific college).

c) **Department** (College staff can select any or a specific department. Department staff must select one department, not necessarily your own department).

d) **Award Programme Level**

All other fields are optional but use is encouraged to return more precise results. (For department users the Department field will default to your current department but you can change it.)

3) **Click on** [Search] **to display the Student and Latest CAS Request Details Matching Search Criteria screen.**

### 3.1.1 Refine Search Results

1) Enter free text search criteria into the ‘Search’ textbox at the top right of the screen. The search results will automatically adjust according to the search criteria entered.

### 3.1.2 Copy Search Results

1) **Click on** [Copy] **to copy the search results.**
3.1.3 Save Search Results as an Excel File

1) Click on Excel.

2) A standard browser Save as dialogue box opens.

3) Select the location where you wish to save the search results, re-name the file (if required) and click save.

3.1.4 Print Search Results

1) Click on Print to display a print preview of the search results and use your browser’s functions to print.
2) Press Esc on your keyboard to return to your search results.

3.2 Locating Student Details and CAS Request History

1) Click on the student number of the relevant student to display the **Student and CAS Request Summary** screen.

2) Click **View** to the right of any listed CAS Request History to view the **CAS Request Screen – Read Only**.
Accessing the Student CAS Requests Functionality

3) Return to the Student and CAS Request Summary screen by clicking **Back** at the bottom of the CAS Request Screen – Read Only.

4) Return to the search results by clicking **Back to Search Results** at the bottom of the Student and CAS Request Summary screen.

### 3.3 Raising a Student CAS Request

1) Click on **Create** to the left of the student you wish to create a CAS request for to display the New CAS Request Preview screen.
Accessing the Student CAS Requests Functionality

If you see the error message **Value missing**, this indicates a compulsory field for the CAS request has not been populated and will require amendment.

2) Click on **Confirm** to display the CAS Request screen.

Note: The CAS Request screen is made up of several sections; each section requires either the pre-populated information to be checked or new data to be entered. Fields marked with an * are mandatory. Any incorrect data must be amended before the CAS request can be submitted.
Note: The top sections of the CAS Request screen show guidance and read only data. The CAS Request Information section includes the field Validation Status; the CAS request cannot be submitted until that status is shown as valid.

3) To save the CAS request at any time without submission click on [Save/Validate] at the bottom left of the CAS Request screen to display the CAS Request Saved/Validated screen which lists all sections that are not valid and why.

4) Click on [Back to CAS] to return to the CAS Request screen.

Note: When a CAS request is started but not submitted the Request Status will change to Draft. Refer to Appendix 1 for a list of all CAS request statuses. The Create button in the Create New CAS field will no longer be available but there will be an Update button in the Update CAS/Update Fees Only field in the Student and Latest CAS Request Details Matching Search Criteria screen.

3.3.1 Notes Section

1) There are two types of notes:

a) Internal notes are for University use only and will not be included in the CAS request to the Home Office. It does not replace email contact with the Student Immigration team who will only see the note if you advise them directly.

b) Sponsor notes are used by Student Immigration team only, and college, department and divisional users will only have read access and are not able to add or edit sponsor notes. Sponsor notes are used for small amendments to the CAS details after the CAS has been assigned and before it changes to a used status e.g. if a passport number changes, or minor typographical mistakes. To add a sponsor note contact Tier4compliance@admin.ox.ac.uk.
3.3.2 Personal Details and Award Programme Details

Data in these fields is read only but must be checked for accuracy. Any incorrect information must be corrected before the CAS request is submitted to the Home Office.

3.3.3 Nationality/Passport Records

1) Select the radio button to the left of the relevant passport. If there are no passport details, or the existing passport details show the passport has expired, click on to display the Add Passport screen.

To add a new passport to the applicant/student record please complete the fields below. All fields with a yellow background are mandatory and must be completed.

Once completed click the button to add a new passport record. Click the button to cancel and return to your CAS request.

Please email your@compliance@admin.co.uk if you require assistance.
2) Enter in passport details and click on Add.

3) Select the Radio Button against the most recent passport.

4) Select the nationality stated in the student’s passport. If the nationality is not listed in the drop-down list, contact the Student Immigration team.

**Warning:** Passport nationality and citizenship must match for the CAS number to be issued. See the Visa-Vis Weblearn site for information about Hong Kong SAR, Chine PRC, British Nationals Overseas, and Taiwan passports.

**Do not:** Enter any spaces in the passport number field as this will cause the upload to the Home Office database to fail.

3.3.4 Qualifications

1) To add new data click on Edit to display the Qualification Details screen.
Accessing the Student CAS Requests Functionality

2) The Qualifications Details screen is split into four sections.

3.3.5 Evidence Used to Obtain Statement

1) Select the radio button to the left of the relevant progression statement and click on Create Statement to populate the text box above.

3.3.5.1 English Language Qualifications

1) Select whether a SELT (Secure English Language Tests) is required. If it is not a reason must be selected from the Reason not Required drop down list. An SELT is only required for students below degree level so for all new undergraduate and graduate students this field will be a no.
3.3.5.2 Previous Study within the UK

1) The first drop-down list defaults to ‘Yes’, which is correct, as the CAS request is being raised for an existing student not an applicant. Their current level of study is recorded in the Award Programme Details section of the CAS request. Refer to section 3.2 of this document.

2) The level of the previous studies must be selected from the drop-down list. In this case for a student extending a visa or returning from a suspension it is likely to be the same e.g. DPhil students are level NQF8 and the previous course for which the visa was issued will also be NQF8 as the student is extending a visa for the same course.

3.3.5.3 Progression Justification

1) Select the radio button to the left of the relevant statement and click on **Create Progression Justification Statement** to populate the text box above.

2) Click on **Save** to return to the CAS Request screen. The entered details are displayed in the Qualifications section.
3.3.6 Certificates Required

1) ATAS Certificate Required defaults to ‘Yes’ for programmes recorded as requiring an ATAS (Academic Technology Approval Scheme) certificate. However, this should be checked if you are unsure by looking on the Visa-Vis Weblearn site. Information about programme JACS (Joint Academic Coding System) codes that require an ATAS certificate, is available on the ATAS website and Weblearn.

2) Postgraduate doctors and dentists may require a letter from the Postgraduate Dean providing evidence from the medical community demonstrating the student’s viability for the course.

3.3.7 Dates

1) For students extending an existing visa, this date should be the first calendar day after their existing visa expires. For students returning to continue their studies following a break, the date on which their study will re-commence should be entered e.g. usually this would be the start of the next term.

Note: Visiting and recognised students will also have an Expected End Date (Override) field. This is mandatory because there is no fixed end date in the student record as these students may come for one, two or three terms. See Visa-Vis Weblearn for information on the appropriate end date to use.
3.3.8 Fee and Payment Information

1) The student’s University and college tuition fees, for their first year of study (or entire course if it is less than a year) should be recorded but should not include accommodation costs or any other living or incidental expenses. If the course includes a pre-sessional component that fee should also be included. If the student is funded by a scholarship or bursary the full fee must still be entered and the student will submit an original scholarship letter with their visa application to show how the fees will be paid. The fee amount must be in pounds sterling and you should not use the £ symbol or commas to separate numbers, only numerals and decimal points may be used.

2) Record the total amount that the student has paid up front at the time of applying for their visa. If the student has not yet made a payment, enter 0. If the student has a scholarship this should also be set as 0 unless the money has already been paid into the college bank account.

3) If the student has completed their fee liability period you need only enter the continuation charge if they are liable to pay this fee.

4) If the student is allocated University or college accommodation, enter the amount that they have paid toward the accommodation at the time of applying for their visa. You cannot include accommodation paid in advance if it is private accommodation.

Note: The Home Office will only deduct a maximum of £1,020 from the amount of living expenses the student is required to show the Home office if they have paid money towards accommodation costs. You may indicate more than £1,020 when determining the amount of living expenses a student needs to confirm. The Home Office currently ask for students to show evidence of living costs of £820 a month, up to a maximum of nine months i.e. £7,380.
3.3.9 Fee Update History

1) The Fee Update History section will remain blank until the CAS request has been submitted. Following submission it will be populated with the data entered in the 'Total University and College Fees (Year 1)', 'Total Fees Paid to Date' and 'Accommodation Fees Paid to Date' fields in the Fee and Payment information section. Following submission, the data in those three fields can be amended and the changes will be reflected in the Fee Update history section. The Home Office will be notified of these changes. Refer to section 2.6 for amending fees data in a submitted CAS request.

Warning: If the CAS status has already changed to used (indicating a visa decision has been made) the fees cannot be updated on the Home Office database. Student Immigration staff will alert you if this is the case.

3.3.10 Visiting/Recognised Student Home Institution

1) If the student is a visiting or recognised student, their home institution details must be entered here. Click on to display the Visiting/Recognised Student Details screen.

Visiting/Recognised Student Home Institution

If the applicant is enrolled on a programme at an institution outside the UK and is visiting Oxford to undertake a short period of study which will count towards their award at the other institution, or if a Recognised student based at another institution outside the UK, then the details of that institution must be entered here. If the home institution is within the UK, then the applicant should have been sponsored by that institution, and thus should not be having a CAS issued by Oxford.

Click Save to save any details you have added to the system and to return to the main CAS Request screen. Note that any fields with a yellow background are mandatory and must be completed. Any changes you have made will be instantly reflected within the CAS request.

Click the Cancel button to return to the CAS Request screen without saving.

More information about the requirements for students visiting from international institutions is available from the Visa-va website.
Accessing the Student CAS Requests Functionality

2) Enter the students home institution details and click on \(\text{Save}\) to return to the CAS Request screen, which will display the institution details.

3.3.11 Work Placement

1) If the student’s award programme includes a period of work placement, and the address of the work placement is known, it should be entered. Click on \(\text{Edit}\) to display the Work Placement Details screen.

2) Enter the work placement details and click on \(\text{Save}\) to return to the CAS Request screen, which will display the work placement details.
3.3.12 Partner Institute

1) If the award programme the student is undertaking is a joint award with another institution the institution details should be entered. Click on **Edit** to display the *Partner Institution Details* screen.

2) Enter the partner institution details and click on **Save** to return to the *CAS Request* screen, which will display the partner institution details.
Accessing the Student CAS Requests Functionality

3.4 Save and Validate CAS Request

1) Click [Save/Validate] at the bottom left of the CAS Request screen to display the CAS Request Saved/Validated screen.

![CAS Request Saved/Validated](image)

This screen will list any sections that are missing information. If all mandatory sections are complete the CAS Request Saved/Validated screen will state the CAS request is valid. This means that the CAS request can be submitted.

2) Click [Back to CAS] to return to the CAS Request screen.
3.4.1 Email Notifications

1) Click on **Send Draft** to send a draft copy of the CAS Request to the student. The student must check that details in the CAS request are correct and match the details they are entering in their visa application. The student is instructed, in the email, to contact their college or department administrator to inform them if all the details are correct or if any information needs to be changed. If you have made a number of changes it is possible to send a second draft CAS email for the student to check but it is not essential.

Note: A copy of the email that is sent to the student can be found in Appendix 2.

Note: It is recommended that you always send students a draft CAS request every time you create a CAS request, this ensures that the student takes some responsibility for checking the accuracy of the information in the CAS request.
2) The Email Notification section will show when previous email(s) were sent. Click View Email to open a copy of the email that was sent to the student.

3.5 Submitting a Student CAS Request

Once all relevant fields are complete, the CAS request validation status will change to Valid and the button will appear at the bottom left of the CAS Request screen.

Note: Correspondence must be received from the student stating that all the information in the CAS request is correct, before it can be submitted to the Home Office.
Accessing the Student CAS Requests Functionality

1) Click on **Ready to Submit** to display the *Confirm CAS Request Submission* screen.

![Confirm CAS Request Submission Screen](image1)

- **Request Type**: STUDENT
- **Request ID**: 2DC0SC36-B066-11E4-9F92-A41C74AC4B25

**Details Submitted**

<table>
<thead>
<tr>
<th>Personal Details Submitted</th>
<th>Award Programme/Application Details Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oxford Identifier</strong></td>
<td><strong>Programme Code</strong></td>
</tr>
<tr>
<td>(Student Number)</td>
<td><strong>Programme Title</strong></td>
</tr>
<tr>
<td><strong>Given Name</strong></td>
<td><strong>Course Level NQF/QCF (for Home Office purposes)</strong></td>
</tr>
<tr>
<td><strong>Middle/Other Name(s)</strong></td>
<td><strong>Award Programme Start Date</strong></td>
</tr>
<tr>
<td><strong>Family Name/Surname</strong></td>
<td><strong>Visa Start Date</strong></td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td><strong>Expected End Date</strong></td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Country of Birth</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Work Country</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Partner Institution</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Partner Institution Name</strong></td>
</tr>
<tr>
<td></td>
<td><strong>University of Sydney</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Home Office Licence Number</strong></td>
</tr>
<tr>
<td></td>
<td><strong>New South Wales 2006</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Institution City/Town</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Sydney</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Institution County/Area</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Institution Postcode</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Australia</strong></td>
</tr>
</tbody>
</table>

2) Click on **Confirm** to display the *Fee Updates Only* screen.

![Fee Updates Only Screen](image2)
3) Click on **UnSubmit** to cancel the submission or click on **Back to Search Results** to return to the Student and Latest CAS Request Details Matching Search Criteria screen.

Note: The option to submit will only be available up to the time when the CAS request is sent to the Home Office. CAS requests are sent to the Home Office at approximately 4pm each day and in the busy summer period at 10am, and 4pm each day.
4) The Request Status of the student will change to Submitted (unless UnSubmit was clicked). Click on to amend any details or to view the CAS request.

\[ \text{Note: Following submission to the Home Office the Request Status will change to Processed – Assigned and the Update button will be replaced with the Fees button.} \]

3.6 Amending Fees Data in a Submitted CAS Request

1) Locate the student whose fees data you wish to amend within their submitted CAS request.

2) Click on to display the Fee Updates Only - CAS Request Screen.
3) Amend the fees data in the Fee and Payment Information section of the Fee Updates Only – CAS Request Screen and click on Submit Fees Update to display the Confirm Fees Update screen.

4) Click on Confirm to return to the Fee Updates Only- CAS Request Screen.
Accessing the Student CAS Requests Functionality

5) Click on **Back to Search Results** to return to the **Student and Latest CAS Request Details Matching Search Criteria** screen.

6) The Request Status of the student will change to Submitted- Assigned.

Note: Changes of fee data in a submitted CAS request have to be sent to the Home Office. This process is automatically run each day.

If the CAS status has already changed to used (indicating a visa decision has been made) the fee update to the Home Office will fail, the Student Immigration team will notify you if this happens.

3.7 Manually Emailing a Student Their CAS Request Number Following Submission

1) CAS emails are sent automatically but if an incorrect email address was used, or you need to send a second copy you can do this manually. Locate the student whose CAS request number you wish to email.
Accessing the Student CAS Requests Functionality

2) Click on **Fees** to display the *Fee updates Only- CAS Request Screen.*

![Fee Updates Only- CAS Request Screen](image)

3) Click on **Send CAS No** in the Email Notifications section.

![Email Notifications](image)

4) The *Fee Updates Only- CAS Request Screen* will automatically refresh. Click **View Email** to open a copy of the email that was sent to the student.

Note: A copy of an email that is sent to the student can be found in Appendix 3.
4 Accessing the Student Passport/Visa Copies Functionality

Note: College staff will have access to view, enter and amend student passport and visa details. Department and divisional staff will have access to view student’s passport and visa details only.

1) Click the Visa Management link in the menu at the top of the screen to display the Visa management functions for staff screen.

Department/divisions staff view:

4.1 Searching for Student(s) to Record Passport/Visa Details Against

1) Click on the Student Passport/Visa Copies link to display the Point Based Immigration – Student Passports/Visas screen.
Accessing the Student Passport/Visa Copies Functionality

2) Enter the required data:
   a) **Academic Year**
   b) **College** (This field is only mandatory for college staff. Only the college(s) you have access to will appear. Department / divisional staff can select all colleges, no college or a specific college).

   All other fields are optional but use is encouraged to return more precise results. (For department users the Department field will default to your current department but you can change it to another department, you cannot select Any).

3) Click on **Search** to display the search results.
Accessing the Student Passport/Visa Copies Functionality

Note: Department staff will not see the Record copy button.

4.2 Locating Student Details, Passport/Visa Copies and CAS History

1) Click on the student number of the relevant student to display the Student Details, Passport/Visa Copies and CAS History screen.
Accessing the Student Passport/Visa Copies Functionality

Student Details, Passport/Visa Copies and CAS History

You can use this screen to review personal and student record information relating to the student prior to confirming a passport copy. This screen also shows details of previous passport copy details and CAS requests.

In the Passport Copies section you can amend or delete a record by clicking the link Update/Delete if you have appropriate authorisation to perform these actions.

For a read-only view of CAS requests created for this person please click the View button in the CAS Request History section.

To return to your search results click the Back to Search Results button at the bottom of the page.

### Student Details

<table>
<thead>
<tr>
<th>Personal/Contact Details</th>
<th>Award Programme Details</th>
</tr>
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<tbody>
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<td>Award Programme Level</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Taught</td>
</tr>
<tr>
<td>Surname</td>
<td>College</td>
</tr>
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<td>ASMARA</td>
<td>Worcester College</td>
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<tr>
<td>Forename</td>
<td>Award Programme Code</td>
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<td>JESSICA</td>
<td>TS_001</td>
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<tr>
<td>Other Names</td>
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<td>AIMEE</td>
<td>MST Global and Imperial History</td>
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<td>Enrolled</td>
</tr>
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<td>Other Nationality</td>
<td>Department</td>
</tr>
<tr>
<td></td>
<td>Faculty of History (CD)</td>
</tr>
<tr>
<td>Oxford Email Address</td>
<td>Division</td>
</tr>
<tr>
<td><a href="mailto:email@email.com">email@email.com</a></td>
<td>Humanities Division</td>
</tr>
<tr>
<td>Alternative Email Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone Number</td>
<td></td>
</tr>
<tr>
<td>Term-time Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

### Passport/Visa Copy History

<table>
<thead>
<tr>
<th>Passport Number</th>
<th>Visa Type</th>
<th>Visa Start Date</th>
<th>Visa End Date</th>
<th>Date Verified</th>
<th>Verified By</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>511459803</td>
<td>Tier 4 Student</td>
<td>30/Aug/2015</td>
<td>17/Oct/2014</td>
<td></td>
<td></td>
<td>Update/Delete</td>
</tr>
</tbody>
</table>

### CAS Request History

<table>
<thead>
<tr>
<th>CAS Request Type</th>
<th>Academic Year</th>
<th>CAS Start Date</th>
<th>Programme</th>
<th>College</th>
<th>Department</th>
<th>CAS Request Status</th>
<th>Home Office CAS Status</th>
<th>CAS Number</th>
<th>Last Update Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICANT</td>
<td>2014/15</td>
<td>02/Oct/2014</td>
<td>MST Global and Imperial History</td>
<td>Worcester College</td>
<td>Faculty of History (CD)</td>
<td>Processed</td>
<td>Used</td>
<td>E4G0L54D19S0T4</td>
<td>12/Sep/2014</td>
<td>View</td>
</tr>
</tbody>
</table>

Note: Department staff will not see the Update/Delete button.

2) Previous and existing visa details and the passport they are linked to will display in the Passport/Visa Copy History section. Click on Update/Delete to display the Record Passport/Visa Copy screen.
3) Click **Update** if you have amended the visa details. Click **Delete** to delete the visa details. Click **Back to Search Results** to return to the *Students and Latest Passport/Visa Copy Confirmation Details Matching Search Criteria* screen without making changes.

**Note:** Details of expired visas should not be deleted or amended.

### 4.3 Recording Passport Details Against a Student

1) Click on **Record Copy** to the left of the student you wish to record passport details against to display the *Record Passport/Visa Copy* screen.

**Note:** Department staff will not see the Record Copy button.
2) Click on **Add Passport** to display the Add Passport screen.
3) Enter the required data:
   a) **Passport Number**
   b) **Nationality**
   c) **Expiry Date**

   The **Issue Date** field is optional but it is suggested that you populate it.

4) Click on **Add** to display the **Passport Details Saved** screen.
Accessing the Student Passport/Visa Copies Functionality

4.4 Recording Visa Details Against a Student

1) Search for the student you wish to record visa details against.

2) Click on the Record Copy button to the left of the student you wish to record visa details against, to display the Record Passport/Visa Copy screen.
3) Enter the required data:
   a) **Visa Type** (if you are unsure of the visa type, please contact Tier4compliance@admin.ox.ac.uk). You should include non-Tier 4 visa types so we have an accurate record of the immigration status of all non-EEA nationals.
   b) **Visa Start Date**
   c) **Visa Expiry Date**

4) Tick the check box to confirm agreement to the declaration and click on **Confirm** to display the *Passport/Visa Copy Confirmed* screen.
Accessing the Student Passport/Visa Copies Functionality

5) Click on Continue to return to your original search results. The Passport/Visa Copy Status column will show Copy Confirmed.
5 Running Visa Management Reports

5.1 CAS Requests Report and Student Passport/Visa Copies Report

1) Click on the Visa Management link in the menu on the left to display the Visa management functions for staff screen.

2) Click on either, the Student CAS Requests Report or the Student Passport / Visa Copies Report link to display the Microsoft Reports Screen.
Running Visa Management Reports

3) When selecting a specific parameter option use the dynamic search box to filter the choices.

![Dynamic Search Box Example]

Note: Department / divisional staff can select all colleges, no college or a specific college. College staff have access to their college only.

4) Click [Run Report] and your report will open in a new web browser tab.

![Report Viewer: Viewing Visa_Mgt]

Note: Ensure that your browser will allow pop ups.

5.2 Exporting Visa Management Reports

1) Select the format in which you wish to export the report from the drop down menu and click Export.

![Export Options]

Select a format: [PDF, HTML (web archive), Excel, TIFF file, Word]
Note: Microsoft Excel is the optimal format in which to export a report. The first tab of the spreadsheet will display the University’s conditions for using student data, the second tab will display the report parameters and the third tab will show the report.

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Academic Year</th>
<th>Surname</th>
<th>Forename</th>
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<th>CAS Request Status</th>
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<td>Rhys J</td>
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<td>Valid</td>
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</table>
6 Further Help & Information

6.1 Student Systems Support Centre (SSSC)

The Student Systems Support Centre (SSSC) provides guidance and assistance with the use of the University's student systems and associated business processes. Guidance and further information about eVision can be found on the Student Systems Support Centre website:

http://www.admin.ox.ac.uk/studentsystems/

6.2 Education IT Programme (Edu IT)

The Education IT Programme (Edu IT) is responsible for delivering the development of Oxford’s IT-based systems used by academic and administrative staff, applicants and students in support of many aspects of teaching and learning. Further information about the programme can be found at:

http://www.admin.ox.ac.uk/aad/studentsystems/programme/

6.3 Data Protection

You should familiarise yourself with the University’s policy on Data Protection by reading the information available at:

http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/

Further information about the Data Protection Act can be obtained from the website of the University’s Data Protection Officer:

http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/policy/

All university members should adhere to the following regulations when using IT facilities:

http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

6.4 Document Information

This document is subject to change, please ensure you have the latest version.

<table>
<thead>
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<th>Revision Date</th>
<th>Version</th>
<th>Summary of Changes</th>
<th>Author</th>
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<td>0.2</td>
<td>Adrian Simons reviewed</td>
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<tr>
<td>27 July 2014</td>
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Further Help & Information

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7 Appendix 1

7.1 CAS Request Statuses

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<th>CAS Request Status</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>None Requested</td>
<td>CAS request has not been started</td>
</tr>
<tr>
<td>Draft-</td>
<td>CAS request started but not submitted to Student immigration team</td>
</tr>
<tr>
<td>Submitted</td>
<td>CAS request submitted to Student Immigration team</td>
</tr>
<tr>
<td>Submitted- Assigned</td>
<td>Fees update submitted to Student Immigration team</td>
</tr>
<tr>
<td>Processed- Assigned</td>
<td>CAS number received from Home Office and sent to student, department/college receive copy of email notification</td>
</tr>
<tr>
<td>Used</td>
<td>CAS number has been used by student for a successful or unsuccessful visa application</td>
</tr>
</tbody>
</table>
8 Appendix 2

8.1 Draft CAS Request Email Send to Student

Draft Confirmation of Acceptance for Studies (CAS) number for your visa application - please check carefully

Dear Mr Brush,

This email is about the information we are planning to send to UK Visas and Immigration (Home Office) for your Confirmation of Acceptance for Studies (CAS) number which must be assigned before you apply for your visa.

What you need to do now:

Please check this information very carefully.

Then email your Department Administrator (Postgraduate/Recognised Student) or College Administrator (Undergraduate/Visiting Student) to tell them about any changes needed or to confirm that all the information is correct. Please do not reply to this email as the account is not monitored. Your CAS request will not progress to the next stage until you confirm the information is all correct.

The information in the CAS must match the information that you include with your visa application - any differences might lead to your visa application being delayed or refused. If your visa is refused you will need a new CAS to reapply and pay the visa fee again; you also risk being late for the start of your course.

If you are a new student remember that once you activate your Oxford email account, shortly before your arrival in Oxford, all further correspondence will be sent to that new email address. You will receive a further email about your CAS so you must check your Oxford email account once you have activated it.

What you need to check:

Please check carefully that your name on the CAS matches exactly the name details in your passport, including any middle names and differences in spelling.

Check the sections below titled 'Evidence Considered in Accepting Application' and 'Fees and Payments'.

If you have studied in the UK before, check that you are eligible for a further visa. You may only study at undergraduate and taught postgraduate level on a Student or Tier 4 (Adult) visa for a maximum total of five years (or six years if you have completed a four or five year undergraduate degree and will be studying at Masters level). The limit does not include study at below degree level and does not apply if you are studying Medicine or studying for a first DPhil degree.
However, if you already have a DPhil or PhD from the UK, you cannot apply for a student visa if this would mean you would have spent more than eight years in total studying with a Student or Tier 4 (Adult) visa. If you have any concerns about the time limit, please email Tier4compliance@admin.ox.ac.uk

After your CAS number has been assigned the only sections that can be updated are the tuition fee or accommodation amounts due, or paid in advance.

Once you have confirmed this we will send the information to the Home Office. You will then receive via email your CAS number and a CAS Statement (record of information used to issue your CAS). You will need to use the CAS number and the information from the CAS statement for your visa application.

Yours sincerely

Student Information and Advisory Service

Draft CAS statement: please check carefully

Personal Details:
-----------------------
Your Given Name (s) (as shown in passport): Brush

Your Middle/Other Name (s) (if shown in passport):

Your Family Name/Surname (as shown in passport): William

Date of Birth: 16-JAN-1985

Nationality on Passport used for Visa Application: New Zealand

Passport number: LN045890022

Note: if your passport number changes at any time you must notify Tier4compliance@admin.ox.ac.uk as soon as possible. You cannot be issued a visa if the number above is different from the passport number you submit with your visa application.

English language assessment:
---------------------------------------
Student from majority English speaking country

This section explains how we assessed your English language ability. If we stated that the Higher Education Institution (HEI) sponsor has made assessment then you will not need to provide any copies or originals of English language test results with your visa application.

Previous UK Study:
------------------------
If you have ever studied in the UK previously this section should list whether your next course represents academic progression to a higher, same or lower level course.

SAME

We confirm this represents academic progression as the student needs additional time to complete the course.

Course Details:

---------------------
Your Oxford Student Number: 4299999
Programme Code: 003120
Programme Title: DPhil Politics
Qualification Awarded on Completion: Doctor of Philosophy
Course Level NQF/QCF (for Home Office purposes): QCF / NQF level 8
Start Date 1: 09-OCT-2008
Start Date 2: 26-FEB-2015

Note on start dates:

Students starting a new course: if two course start dates are shown above, for your visa application enter Start Date 2. This earlier date allows for an induction event or pre-sessional course.

Students continuing a course: for your visa application use Start Date 1. This is your original course start date. The section of this email titled ‘Evidence considered in accepting application’ should indicate you are applying for more time to complete your course or retake a section of it. Start Date 2 will usually be the day after the expiry of your current visa which we need to supply to the Home Office, or if you are returning for a retake this will be the date you need to return to Oxford.

Expected End Date: 16-JUL-2015

Hours Per Week: Full-time degree course

ATAS Certificate Required? N

Certificate from Dean Required? N

Evidence Considered in Accepting Application:

Please note the original course start date was 09-OCT-08
I confirm that the student is progressing satisfactorily on their course.
Note about previous qualifications:

For current Oxford students:

If you are a current Oxford student extending a visa for the course you are currently studying then your CAS will probably state 'satisfactory progress' and you do not need to submit a certificate or transcript.

For new students:

This section may list one or more qualifications on which your course offer was based. You must be able to produce the original certificate or academic transcript to show you have obtained the qualification listed here for your visa application. Students from low risk countries are not required to submit such documents unless requested if applying in the UK or their home country; but will need to provide documents if applying in a third country.

Fees and Payments (one year only)
---------------------------
Total Fees: 0 Pounds Sterling
Fees Paid towards Total: 0 Pounds Sterling
Accommodation Provided? N
Accommodation Included in Fee? N
Accommodation Fees Already Paid: 0 Pounds Sterling

Note about financial evidence for your visa application:

When you apply for your student visa you will have to provide financial evidence to show you can pay for your fees for the first year (if shown as unpaid on your CAS) plus an amount towards your living costs. This is a separate process to the college financial declaration. Students from low risk countries are exempt from sending this documentation with their application but must send it if requested by UK Visas and Immigration.
http://www.ox.ac.uk/students/visa/before/tier4/

Not providing the correct financial evidence is the most common reason for a visa refusal so please check this section carefully and ensure you follow the UK Visas and Immigration guidance very precisely when making your visa application. If you are refused a visa you will need to apply again with a new CAS number, pay the fee and also risk being late for the start of your course.

The types of funding you can use are very specific indeed and there are requirements about how long the money must have been in your account if you are self-funded. For further information see the Tier 4 policy guidance https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student.
If you have paid fees or accommodation in advance this can be listed above, or changed at a later date through your department or college before you apply for your visa. If you have college or university accommodation (not private accommodation) and the CAS states accommodation is provided above, then an amount (up to a maximum of 1,020 pounds) already paid towards accommodation fees can be deducted from the amount you are required to show the Home Office for your living expenses.

The UKCISA website also has helpful information about the financial requirements http://ukcisa.org.uk/International-Students/Preparing-planning/Visas-and-immigration/Applying-for-a-Tier-4-General-visa/Requirements-and-evidence/Your-finances/
Appendix 3

9 Appendix 3

9.1 Copy of CAS Number Email Sent to Student

<table>
<thead>
<tr>
<th>Final Confirmation of Acceptance for Studies Number: please read carefully</th>
</tr>
</thead>
</table>
| Dear Mr Brush,
| Your Confirmation of Acceptance for Studies (CAS) number has now been assigned. This email is your CAS statement.
| Confirmation of Acceptance for Studies number: E4G2LM0E44L0B9
| This number must be used for your visa application. UK Visas and Immigration (Home Office) will access relevant information on a database related to this number when assessing your visa application. You do not have to submit a print out of this email with your visa application but you are recommended to carry it in your hand luggage when travelling to the UK.
| This CAS number is valid for SIX months only to make a visa application so you will need a new CAS number if you apply later than this. If you are a new student you can only apply for your visa within THREE months before the start of your course as stated on your CAS.
| Please keep this email for future reference.
| You will also need the following information for your Tier 4 Student visa application:
| Name of Tier 4 Sponsor: University of Oxford
| Address of Tier 4 Sponsor (please use on visa application for primary site of study and for sponsor address):
| University Offices, Wellington Square, Oxford, OX1 2JD
| Tier 4 Sponsor Licence Number: UED4UGNF1
| Primary contact number: 01865 286349
| What you must do now to make a successful visa application:
| The information sent to the Home Office to obtain this CAS number is listed below. Please check it very carefully and tell your college or department if it is not accurate.
| The information in the CAS must match the information and any original hard copy documents that you are asked to provide to support your visa application - any differences might lead to your application being delayed or refused. If your application is refused you will need a new CAS number to reapply and will need to pay again, you also risk being late for the start of your course.

Appendix 3

In particular, please check that the name details on the CAS match exactly your names as given in your passport, the number of which is given below. If you will not be using this passport for your visa application and travel to the UK you must tell your department or college.

Please also check the sections titled 'Evidence Considered in Assessing Application' and 'Fees and Payments' as detailed below VERY CAREFULLY. Many visa applications are refused on the basis of not providing the correct and original documents required to match information in these two sections.

If you notice that any details on the CAS are incorrect, please contact your Department Administrator (Postgraduate/Recognised Student) or College Administrator (Undergraduate/Visiting Student) immediately. Please do not reply to this email as the account is not monitored.

If you are applying for a visa to start a new course you cannot apply for a visa earlier than THREE months before your course start date as stated on your CAS.

For information about applying for a visa please refer to the websites below:

i. for applications outside the UK for new or continuing students:

See this University webpage for an application guide:
http://www.ox.ac.uk/students/visa/before/tier4/

This Home Office website explains the application process in your country:
https://www.gov.uk/tier-4-general-visa
This UKCISA website provides advice in an easier to read format:
http://ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/Applying-for-a-Tier-4-General-visa/

ii. for continuing students applying within the UK:

This University website provides further advice:
www.ox.ac.uk/students/international_students/visaduring/extendingyourvisa/

This Home Office website explains the application process:
https://www.gov.uk/tier-4-general-visa
This UKCISA website provides advice in an easier to read format:

Yours sincerely

Student Information and Advisory Service

CAS STATEMENT

Personal Details:

-----------------------
Your Given Name(s) (as shown in passport): Brush

Your Middle/Other Name/s (if shown in passport):

Your Family Name/Surname (as shown in passport): William

Date of Birth: 16-JAN-1985

Nationality on Passport used for Visa Application: New Zealand

Passport number: LN045890022

Note: If your passport changes at any time you must notify Tier4compliance@admin.ox.ac.uk. You cannot be issued a visa if the number above is different from the passport number you submit with your visa application.

English language requirement:

Student from majority English speaking country

Note: This section explains how we assessed your English language ability. If we stated that the Higher Education Institution (HEI) sponsor has made assessment then you will not need to provide any copies or originals of English language test results with your visa application.

Previous UK Study:

If you have ever studied in the UK previously this section should list whether your next course represents academic progression to a higher, same or lower level course.

SAME

We confirm this represents academic progression as the student needs additional time to complete the course.

Course Details:

Your Oxford Student number: 421330

Programme Code: 003120

Programme Title: DPhil Politics

Qualification Awarded on Completion: Doctor of Philosophy

Course Level NQF/QCF (for Home Office purposes): QCF / NQF level 8

Start Date 1: 09-OCT-2008

Start Date 2: 26-FEB-2015

Note on start dates
Students starting a new course: if two course start dates are shown above, for your visa application enter Start Date 2. This earlier date allows for an induction event or pre-sessional course.

Students continuing a course: for your visa application use Start Date 1. This is your original course start date. The section of this email titled Evidence Considered in Assessing Application should indicate you are applying for more time to complete your course or retake a section of it. Start Date 2 will usually be the day after the expiry of your current visa which we need to supply to the Home Office, or if you are returning for a retake this will be the date you need to return to Oxford.

Expected End Date: 16-JUL-2015

Hours Per Week: Full-time

ATAS Certificate Required? N

Certificate from Dean Required? N

Evidence Considered in Accepting Application:

--------------------------------------------------------------
Please note the original course start date was 09-OCT-08
I confirm that the student is progressing satisfactorily on their course.

Note about previous qualifications:
For current Oxford students:

If you are a current Oxford student extending a visa for the course you are currently studying then your CAS will probably state 'satisfactory progress' and you do not need to submit certificates or transcripts for previous qualifications.

For new students:

This section may list one or more qualifications on which your course offer was based. Unless you qualify as 'low risk' you must include original certificates or final academic transcripts to show you have obtained any qualification listed here. Low risk students are not usually required to submit these documents with their visa application (see university website link below) unless you are applying in a third country i.e. not your home country or the UK.

You MUST provide the correct documents for your visa application. Failure to provide the correct documents may mean your visa is delayed or refused and you will need to reapply, with a new CAS number, and pay the fee again: http://www.ox.ac.uk/students/visa/before/tier4/.

If you are applying from within the UK you must read the application notes for your Tier 4 visa extension very carefully, see https://www.gov.uk/tier-4-general-visa.

If you have studied in the UK before, check that you are eligible for a further visa. You may only study at undergraduate and taught postgraduate level on a Student or Tier 4 (Adult)
visa for a maximum total of five years (or six years if you have completed a four or five year undergraduate degree and will be studying at Masters level). The limit does not include study at below degree level and does not apply if you are studying Medicine or studying for a first DPhil degree.

However, if you already have a DPhil or PhD from the UK, you cannot apply for a student visa if this would mean you would have spent more than eight years in total studying with a Student or Tier 4 (Adult) visa. If you have any concerns about the time limit, please email Tier4compliance@admin.ox.ac.uk


Fees and Payments (one year only)
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Total Fees: 0 Pounds Sterling
Fees Paid Towards Total: 0 Pounds Sterling
Accommodation Provided? N
Accommodation Included in Fee? N
Accommodation Fee Already Paid: 0 Pounds Sterling

Note about financial evidence for your visa application:

When you apply for your visa you will have to provide financial evidence to show you can pay for your first years fees (if shown as unpaid on your CAS) plus an amount towards your living costs. This is a separate process to the college financial declaration. Students from low risk countries are exempt from sending documentation with their application but must send it if requested by the Home Office and if applying in a third country i.e. not the UK or your home country. http://www.ox.ac.uk/students/visa/before/tier4/

It is extremely important that you provide the correct documents and in the original format if required to do so. If you fail to do this your visa may be delayed or refused and you will need to reapply with a new CAS number and pay the fee again.

The types of funding you can use are very specific indeed and there are requirements about how long the money must have been in your account if you are self-funded. For further information see the Tier 4 Policy guidance https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

If you have paid fees or accommodation in advance this can be listed above, or updated by your department or college. If you have college or university accommodation (not private accommodation) and it states above that accommodation is provided, then any amount (up to a maximum of 1,020 pounds) already paid towards accommodation fees can be
deducted from the amount you are required to show the Home Office for your living expenses.

The UKCISA website also has helpful information about the financial requirements [http://ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/Applying-for-a-Tier-4-General-visa/Requirements-and-evidence/Your-finances/](http://ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/Applying-for-a-Tier-4-General-visa/Requirements-and-evidence/Your-finances/)

Please refer to our website for information on your Tier 4 visa responsibilities, as well as the University's responsibilities. If you have any further questions about your visa application please email student.immigration@admin.ox.ac.uk or for corrections to your CAS statement email Tier4compliance@admin.ox.ac.uk