**CAS Evidence Request Form **

Before completing this form, please look at the Student visa guidance available at:

<https://www.hw.ac.uk/students/international/uk/visa/tier-4-student-visa.htm>

**Section 1 – Personal Identification and Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your UCAS ID number (Undergraduate only)**  **and/or HWU ID Number?** | |  | |
| **What is your given name(s)?**  *As shown on your passport* | |  | |
| **What is your family name(s)?**  *As shown on your passport* | |  | |
| **What is your passport number?** | |  | |
| **What date does your passport expire?** | |  | |
| **What country has issued your passport?**  *(Please attach a scan of the photo page from your passport when you return this form by email)* | |  | |
| **Will you be making your visa application through an agent or agency?** | | | YES 🞏 NO 🞏 |
| **Name of Agency** |  | | |
| For information: We sometimes discuss visa applications and CAS requests with applicants’ agents. If an agency is known by the University, we may allow the agent to complete CAS eligibility checking on our behalf | | | |

|  |  |
| --- | --- |
| **Your offer letter will inform you whether you are required to obtain ATAS clearance before you make your visa application. Further information is available here:** [**https://www.gov.uk/guidance/academic-technology-approval-scheme**](https://www.gov.uk/guidance/academic-technology-approval-scheme) | |
| **Do you require ATAS clearance before you can make your visa application?**  *(EU/EEA, Switzerland, Australia, Canada, Japan, New Zealand, Singapore, South Korea, USA are exempt from ATAS for all programmes from October 2020)* | YES 🞏 NO 🞏 |
| **If YES, have you received your ATAS clearance yet?**  *(Without ATAS clearance, the University may not be able to provide you with a CAS)* | YES 🞏 NO 🞏 |
| Residents of some countries are required to obtain a certificate confirming that they are free from tuberculosis and include it with their visa application. Please look at the information available here: <https://www.gov.uk/tb-test-visa> | |
| **Are you required to obtain a tuberculosis screening certificate?** | YES 🞏 NO 🞏 |
| **Have you obtained your tuberculosis screening certificate?**  *(Without a TB screening certificate, the University may not be able to provide you with a CAS)* | YES 🞏 NO 🞏 |

**Section 2 – Previous UK Study and UK Visa History**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Have you visited, stayed or studied in the UK before with any type of visa?** | | | | | YES 🞏 NO 🞏 | |
| **Please complete this table and tell us about any previous visas you have held for the UK and any previous study you have completed in the UK:** | | | | | | |
| **Visa Start Date** | **Visa End Date** | **Visa Type**  **e.g. Tier 4** | **University / College / School** | **Programme / Course Title** | | **Was the qualification awarded?** |
|  |  |  |  |  | | YES 🞏 NO 🞏 |
|  |  |  |  |  | | YES 🞏 NO 🞏 |
|  |  |  |  |  | | YES 🞏 NO 🞏 |
|  |  |  |  |  | | YES 🞏 NO 🞏 |
| **Have you received the qualification / certificate from your most recent study in the UK?** | | | | | YES 🞏 NO 🞏 | |
| **If you have studied in the UK before, please provide us with some information about why you are choosing to complete further study in the UK. Please choose one option only:** | | | | | | |
| I am progressing from an English language programme to a degree programme. | | | | | YES 🞏 NO 🞏 | |
| I am completing a degree or masters programme in the UK now and want to progress to a higher academic level. | | | | | YES 🞏 NO 🞏 | |
| I was not able to complete my last period of study in the UK and would I would like another opportunity to study at the same level and gain a qualification (please provide more details below): | | | | | YES 🞏 NO 🞏 | |
| I have started my career and believe that another programme of study will help me to progress in my profession. | | | | | YES 🞏 NO 🞏 | |
| My interests have changed and I want to study in a new area to allow me to start a career in a different profession. | | | | | YES 🞏 NO 🞏 | |
| Other reasons, and I will provide details below: | | | | | YES 🞏 NO 🞏 | |
| **Provide further details here:** | | | | | | |
| **Have you ever applied for a visa to come to the UK (study, visit, etc) and the application has been refused?** | | | | | YES 🞏 NO 🞏 | |
| **If you have had a visa application refused, please provide us with more information about why the application was refused. If you have a copy of the UKVI refusal notice, please attach a scan of all pages when you return this form by email.** | | | | | | |
| **Have you ever had a UK visa cancelled or curtailed because you finished the programme early, or withdrew, or for any other reason?** | | | | | YES 🞏 NO 🞏 | |
| **If you have had a UK visa cancelled or curtailed because you finished the programme early, or withdrew, or for any other reason, please provide more information below.** | | | | | | |
| **If you are given a CAS by Heriot-Watt University, will you submit your visa application from your home country?** | | | | | YES 🞏 NO 🞏 | |

**Section 3- Financial Information**

UKVI expect everyone who applies for a Student visa to be able to prove that they have enough money to pay for their tuition fees for the next year and to pay their own living costs in the UK for up to 9 months. UKVI will look for evidence that at least £9135 is available to cover 9 months of living expenses, plus any outstanding tuition fees for the next year. (see web link below)

**People who currently hold a valid Dependant, Student, Tier 4 or Tier 2 visa and have resided continuously in the UK for the last 12 months or longer and plan to apply for a Student visa from within the UK, may not be required to provide evidence of their finances to UKVI when they apply for their Student visa.**

**People with passports from some countries are not required to provide evidence of their finances to UKVI when they apply for their Student visa**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you have a passport from one of these countries?** | | | |
| Australia  Bahrain  Barbados  Botswana  Brazil  Brunei  Cambodia  Canada  Chile | China  The Dominican Republic  **Any EU/EEA country**  Indonesia  Japan  Kazakhstan  Kuwait  Malaysia  Mauritius | Mexico  New Zealand  Oman  Peru  Qatar  Serbia  Singapore  South Korea  Switzerland | Thailand  Tunisia  United Arab Emirates  United States of America  British National Overseas  Hong Kong  Macau SAR  Taiwan |
| * If you have resided continuously in the UK for at least the last 12 months on a Dependant, Student, Tier 4 or Tier 2 visa and plan to make your next visa application from within the UK, **or** * if you have a passport from one of the countries listed above, and can apply for your Student visa under the ‘different documentary requirements’   ..you do not need to supply finance evidence to the University when you request a CAS and you can go to Section 4 of this form. | | | |

|  |  |
| --- | --- |
| **The next set of questions will ask about how you will be paying for your tuition fees and living costs, and what evidence you will provide to UKVI to demonstrate that the money will be available.**  **IMPORTANT: Please attach scanned images of evidence you expect to send to UKVI to demonstrate how your tuition fees and personal living expenses will be paid when you return this form. E.g. bank letter templates, bank statements, scholarship letters etc.**  **If you are sending your parents’ or guardians’ completed bank letter templates or bank statements, you must provide a letter from them confirming that they are willing to provide you with financial support and your birth certificate (or a letter plus evidence of their legal guardian status). More information about the evidence you will need to supply with your visa application to demonstrate how your fees and personal maintenance costs will be paid is available at** [**https://www.hw.ac.uk/students/international/uk/visa/applying-from-outside-uk.htm**](https://www.hw.ac.uk/students/international/uk/visa/applying-from-outside-uk.htm)  **Please note: Parents or legal guardians are the only family members that can act as your financial sponsor. Spouses, siblings, uncles, aunts, cousins, grandparents and friends are not allowed to act as your financial sponsor.**  **When a visa application is made, UKVI will only accept original documents, not scans or photocopies.**  **Bank statements or finance evidence downloaded from your bank and printed at home must be taken to a branch of your bank and ink stamped by a member of staff from that bank.** | |
| **What evidence will you provide to UKVI to prove how your tuition fees for the next year will be paid? Please tick as appropriate:** | |
| 1. Evidence of my own bank account - I will supply a completed bank letter template or bank statement | YES 🞏 NO 🞏 |
| 1. Evidence of my parents’ or legal guardians’ bank accounts - I will supply a completed bank letter template or bank statement | YES 🞏 NO 🞏 |
| 1. With a Heriot-Watt scholarship that has already been confirmed | YES 🞏 NO 🞏 |
| *If you have a Heriot-Watt Scholarship that has been confirmed, please include details of how much has been awarded:* | **£** |
| 1. With other external funding that has already been confirmed (please provide details below) | YES 🞏 NO 🞏 |
|  | |
| **What evidence will you provide to UKVI to prove how your living costs / personal maintenance will be paid? This is usually £9135.**  **If you will supply the same documents as indicated above, please tick here:** 🞏  **If you will supply different documents, please tick as appropriate:** | |
| 1. Evidence of my own bank account - I will supply a completed bank letter template or bank statement | YES 🞏 NO 🞏 |
| 1. Evidence of my parents’ or legal guardians’ bank accounts - I will supply a completed bank letter template or bank statement | YES 🞏 NO 🞏 |
| 1. With a Heriot-Watt scholarship that has already been confirmed | YES 🞏 NO 🞏 |
| *If you have a Heriot-Watt Scholarship that has been confirmed, please include details of how much has been awarded:* | **£** |
| 1. With other external funding that has already been confirmed (please provide details below) | YES 🞏 NO 🞏 |
|  | |

**Section 4 - Declaration**

We sometimes need to ask UKVI for information about students and about their previous UK visas when we are processing their request for a CAS or ask UKVI about the progress of applications after they have been made. Please tick here to confirm that you give permission to UKVI to answer our questions. 🞏

I confirm that all the information I have provided is true to the best of my knowledge. 🞏

|  |  |
| --- | --- |
| **Your name:** |  |
| **Today’s date:** |  |

**You can return your completed form and evidence to us by replying to the email that included the link to the blank version of this form. Include your completed form and evidence as attachments.**

**Section 5** – **UKVI CAS Finance Evidence Bank Letter Template**

Date:

**To whom it may concern:**

**Re:** < ***Customer Name*** >

< ***Customer Address*** >

This letter is to confirm that < ***Customer Name*** > holds the following account(s) with < **bank name** >:

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Type** | **Account Number** | **Account Balance / Currency** | **Minimum Balance in Account During Last 28 Days / Currency** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I confirm that these funds can be withdrawn by the customer upon request.

Official Stamp

Yours faithfully,

< Name >

< Position >