

## Student Route Application Guide

This guide is intended for international students enrolling in a course at London South Bank University who are applying for a Student Visa from outside the United Kingdom.

You can find full guidance on the Student Visa on the UK Home Office website under [Student and Child Student \(accessible\) - GOV.UK](#). Requirements differ for each applicant, so it's essential to be clear about what is and isn't expected from you at every step of the process. This guide also includes a process map, document checklist that summarises the application process and a visual step-by-step guide.

### Visa Lingo for Students (Glossary)

Term	Definition
Home Office	UK government department that oversees immigration and visas.
UKVI	UK Visas and Immigration – the government department handling visa applications.
Student Sponsor	Education provider - in this case London Southbank University – approved by the Home Office to sponsor international students to study in the UK.
CAS (Confirmation of Acceptance of Studies) Number	Unique reference number in your CAS letter used in your visa application.
Immigration permission	Your visa permission is tied to certain conditions.
eVisa	Your digital visa. It's an online record of your immigration status that you access through your UKVI account. You should obtain a share code to prove your status with LSBU.
Right to Study	Legal confirmation that your visa allows you to study in the UK, you can prove it with your share code.
Immigration Health Surcharge (IHS)	Fee paid to access the UK's National Health Service (NHS) while on a visa.
Dependant	A family member (spouse or child) who may join you on a visa.

### Student Visa Process Map – From Offer to Arrival

#### Step 1 – Receive Your Offer

You've applied to London South Bank University and have now received an unconditional offer. Congratulations! This means you have officially secured your place.

#### Step 2 – Apply for ATAS (if needed)

Check your offer letter to see if you need a [Academic Technology Approval Scheme \(ATAS\) certificate](#). If it says you do, make sure you apply for it as soon as possible.

#### Step 3 – Upload Your Documents for Your CAS

If the university needs documents from you, you'll be asked to set up a CAS Shield account. Upload everything requested and fill in the required details. Once this is done and approved, your CAS (Confirmation of Acceptance for Studies) will be emailed to you.

#### **Step 4 – Get a Tuberculosis (TB) Test (if required)**

If you're coming to the UK for more than 6 months and live in one of the countries on the [UK's TB testing list](#), you must take a TB test before applying for your visa.

#### **Step 5 – Make Sure You Meet All Student Visa Requirements**

Before applying, double-check that you meet all the [Student Visa Requirements](#). Remember: you can only submit your visa application up to six months before your course start date.

#### **Step 6 – Gather All the Documents You Need for Your Visa**

Use the checklist on the next page to make sure you have everything ready. If you're unsure about anything, you can contact the University's Pre-CAS team for advice or to confirm which documents you need.

#### **Step 7 – Submit Your Visa Application**

You can [apply online](#), unless you live in a country where only paper applications are accepted. When applying, you'll need to pay the visa application fee and the Immigration Health Surcharge (IHS).

#### **Step 8 – Book and Attend Your Visa Application Centre Appointment**

Book an appointment at your nearest Visa Application Centre (VAC). At your appointment, you'll provide your biometrics (fingerprints and photo).

You may also:

- be invited to attend a **Credibility Interview**, and/or
- be asked to use the **UKVI Immigration ID Check app** to submit your biometrics. UKVI will let you know if either applies to you.

#### **Step 9 – Receive Your Visa Decision**

Once a decision is made, your documents will be returned to you (if applicable). Check your visa carefully to make sure all the details, including the length of permission granted, are correct.

#### **Step 10 – Travel to the UK**

You can only travel on or after the "valid from" date shown on your visa. You should also receive instructions from UKVI on how to:

- Create your **UKVI account**, and
- Access your [eVisa](#) which will show your full visa details.

#### **Step 11 – Arrive at London South Bank University**

At registration, you'll need to show the University your passport and share code. You will also need a UK phone number that you will be accessible on through your studies in the UK. We will also need you to provide us with your UK term time address that you will be living at during your studies.

## Student Visa Application Document Checklist

Document	Guidance	Comments
<b>Application form</b>	You need to complete the visa application form <a href="#">online</a> . Once you've started it, you can save your form and complete it later.	If you answer 'yes' to having an EEA or Swiss passport, you will be directed to prove your identity via the <b>UK Immigration: ID Check App</b> and to register for a UK & Visas Immigration Account.  If you are national from other country, you will select a country to provide your biometrics at one of the Visa Application Centre (VAC).
<b>Passport</b>	Your current and previous passports will be required, as you will have to mention your entire travel history in your application form.	
<b>CAS number</b>	You will need to write your CAS number on your application form	
<b>English language test certificate</b>	If applicable, you are required to upload your English language abilities with an English language test (SELT) with providers such as Pearson, Trinity College London, IELTS or LanguageCert.	
<b>ATAS certificate</b>	Students pursuing certain subject areas at the MSci/MEng undergraduate level, or at the Master's or PhD level, may require ATAS clearance. The Foreign, Commonwealth & Development Office (FCDO) administers the scheme and issues ATAS certificates. You will be informed if obtaining this certificate is a condition of your offer.	
<b>Financial Documents</b>	<p>You need to prove that you have enough money to support yourself and pay for your course, and that these funds will continue to be available. You must also provide evidence showing payment of your course fees for the first year (or the full course if it lasts less than a year).</p> <p>Some nationalities may be eligible for special arrangements with the Home Office. In such cases, you might not have to submit financial evidence when you apply for your visa. Even so, you must have the required funds available and be ready to provide proof if requested at any stage of your application.</p> <p>You can check whether you qualify for these arrangements in <a href="#">Appendix Student ST22</a>. When your CAS (Confirmation of Acceptance for Studies) is issued, it can include details of any fees you have already paid. If any payments you</p>	

	<p>made are not shown on your CAS, you must provide supporting evidence of payment with your visa application.</p> <p>All financial evidence must comply with the requirements listed in the <b>Proof of funds list (at the end)</b>.</p>	
<b>Tuition fees &amp; Living costs</b>	<p><b>You must demonstrate that you have sufficient funds to</b></p> <ul style="list-style-type: none"> <li>• Pay your full tuition fees for the first year of your course (or for the entire course if it is a one-year master's degree), and</li> <li>• Cover your living expenses of at least £13,761 (£1,529 per month for 9 months).</li> </ul>	
<b>Official financial sponsor letter</b>	<p>If applicable, your CAS letter will contain that London Southbank University will be your Official Financial Sponsor. If you have a different Official Financial Sponsor, you must provide a letter of confirmation on headed paper. See the <b>Proof of funds list</b> for further information.</p>	
<b>No objection letter from government sponsor</b>	<p>If you are currently receiving financial support from a government or an international scholarship organisation, or if your sponsorship ended within the 12 months before your application, you must obtain your sponsor's permission to remain in or return to the UK. You need to provide the UKVI with a written statement from your sponsor confirming their unconditional approval. This statement must clearly state that your sponsor has no objection to you continuing your studies in the UK. <b>If your sponsor does not provide this consent, your visa application will be refused.</b></p>	
<b>Translations</b>	<p>If you submit any documents that are not in English, you must include a translation. The translation must include:</p> <ul style="list-style-type: none"> <li>• A statement from the translator confirming that it is an accurate translation of the original document.</li> <li>• The date the translation was completed.</li> <li>• The translator's full name, signature, and contact information</li> </ul>	
<b>Tuberculosis Results</b>	<p>You will need to present a valid medical certificate if you are applying for a visa from a country listed on the Home Office TB tests list. This must be issued by a UKVI approved medical practitioner, confirming that you have undergone screening for active pulmonary</p>	

	tuberculosis and that this tuberculosis is not present	
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## Visa Red Flags: Important Reasons Your Application Could Be Refused

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Before you submit your Student Visa application, check these major red flags. If **any** of them apply to you, speak to LSBU's CAS team before applying.

### ▶ Red Flag 1: Using false or misleading Information

- Fake or edited documents
- Hiding important information
- Leaving out required details
- Giving information that is not accurate

**Outcome:** UKVI can refuse your application and may refuse future ones.

### ▶ Red Flag 2: Problems with your immigration history

- Staying in a country longer than your visa allowed
- Working more hours than permitted on a previous visa
- Breaking any visa conditions
- Past refusals involving deception

**Outcome:** UKVI will consider this a serious breach of trust.

### ▶ Red Flag 3: Criminal history or concerning behaviour

#### This could include:

- A criminal conviction
- Police warnings
- Being restricted from entering the country
- Associations that raise security concerns

**Outcome:** UKVI may decide it is not in the public interest to grant a visa.

### ▶ Red Flag 4: Missing a required visa interview

If UKVI asks you to attend an interview and you fail to go, even if by accident, it can lead to a refusal.

**Outcome:** Application may be refused for "failure to comply".

### ▶ Red Flag 5: Unpaid NHS debt (£500 or more)

If you previously received NHS treatment in the UK and did not pay what you owe:

**Outcome:** Your visa can be refused until the debt is cleared.

### ▶ Red Flag 6: Health-Related concerns

#### This could include:

- Health issues listed under immigration rules
- **Outcome:** Your application may be paused or refused.

## Confirmation of Acceptance for Studies (CAS)

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Your Confirmation of Acceptance for Studies (CAS) is an official document issued by London South Bank University (LSBU). You need a CAS to apply for your Student visa.

Once LSBU shares your personal and course details with the UK Home Office, a unique CAS number will be generated for you.

### **Important Information**

#### ***When will you receive your CAS?***

- Your CAS is valid for six months
- It can only be used once
- A CAS issued by another university cannot be used to study at LSBU

#### ***When will you receive your CAS?***

If you are joining LSBU, the Admissions team will issue your CAS after reviewing your documents. A CAS will only be issued if:

- You are studying a full-time programme
- You have provided official evidence of English language proficiency (if required)
- Your offer is unconditional and you have accepted it online

## Immigration Health Surcharge (IHS)

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The [Immigration Health Surcharge \(IHS\)](#) is a compulsory fee that must be paid when you apply for your visa online. Paying this fee gives you access to the UK's National Health Service (NHS) during your stay.

The payment is made as part of the online visa application process.

With the IHS, you can receive emergency care as well as hospital and other medical treatments without additional charges. However, you will still be required to pay for some services, such as prescription medications, dental care, and eye examinations.

The fee is charged on a yearly basis, and the total amount must be paid in full at the time you submit your visa application. This charge is mandatory, and failing to pay it - or paying an incorrect amount - may result in your visa being refused or rejected.

If your visa application is refused, your IHS payment will be refunded. However, no refund will be issued if you enter the UK and later choose to leave earlier than planned.


## Cost

- £776 per year for the main applicant
- £776 per year for each dependant
- Any period of less than six months is charged at a reduced, pro-rated rate of £388

## Example

A 12-month Master's programme may result in a 17-month visa, made up of:

- Up to 1 month before the course start date
- 12 months of study
- A 4-month post-course wrap-up period

 *Disclaimer: These figures were current as of February 2026. For more detailed information about this fee, please visit the [Home Office website](#).*

# Step-by-Step Visa Application Guide

This guidance was valid at the time of creation in February 2026; Immigration rules and Advice are subject to change often. Please always refer to the latest guidance on the relevant UKVI web pages.

## 1. Starting your application

Visit [Student visa: Apply online - GOV.UK](#) and select the green "Start now" button under the section labelled **Apply outside the UK**. Make sure you choose the correct option, as there are two different application forms: one for applying **inside** the UK and one for applying from **outside** the UK.

### Apply outside the UK

As part of your application, you'll need to prove your identity. How you do this depends on where you're from and what type of passport you have.

You'll either:

- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign into your UK Visas and Immigration (UKVI) account
- have your fingerprints and photo (biometric information) taken at a [visa application centre](#)

You'll be told what you need to do when you apply.

If you do need an appointment:

- you'll need to take your passport with you to the centre (you'll be able to collect it on the day)
- you may have to travel to get to your nearest visa application centre (this could be in another country)

Once you've started your application, you can save your form and complete it later.

**Start now >**

- 1 [Show](#)
- 2 **Prepare the evidence you need** [Show](#)
- 3 **Apply from outside the UK** [Show](#)  
or **Apply from inside the UK** [Show](#)
- 4 **Get access to your eVisa** [Show](#)
- 5 **Check what you can bring into the UK with you** [Show](#)
- 6 **Check what you need to show at the UK border** [Show](#)
- 7 **After you arrive in the UK** [Show](#)

If you are a national of the EU, EEA, or Switzerland, select "Yes" and click "Continue." You will then be asked to download the **UK Immigration: ID Check** app, which you'll use to scan your passport.

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

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

Yes  No

Continue

▶ [Should I apply to the EU Settlement Scheme instead?](#)

If you are not an EU, EEA, or Swiss national then select “No” and press “Continue”.

2. To provide your biometrics, enter the name where you are applying from. Check the **Visa Application Centre (VAC) locations** for your country and make sure you can travel to one of them. If there isn't a VAC in your country, you may need to attend a centre in a **different country**.

## Select a country to provide your biometrics

To complete your application, you must provide your biometrics (fingerprints and facial photograph). This may involve attending a visa application centre (VAC) operated by one of our commercial partners.

We need to know which commercial partner will manage your biometrics appointment. This is so we can transfer you to the correct website after you have submitted your visa application.

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

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

Country name

Next

## Check available visa application centre locations

 To check the availability of services at your preferred application centre you can find more information by visiting the website of our commercial partner [VFS Global](#) who operates our centres around the world.

You can find all VAC locations by checking the '[Find a visa application centre](#)' page on GOV.UK. They are also listed on our commercial partners' websites.

You will not be able to change the location after you have submitted your application.

There may not be a VAC in your preferred location. Try an alternative location if this is the case.

You must select a location even if you believe you are unable to provide your biometrics at any location.

### Cameroon

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

I want to choose a different location.

Next

### 3. Contact details

Use an **email address you check regularly**. After setting up your password, you will receive a **unique web link** by email, which you must use to log in to your application. Follow the instructions to create your password carefully. If you think you might forget it, **write it down and keep it somewhere safe**.

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## Register an email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

Create a password

Your password must be 10 characters or longer and must contain at least 3 of the following:

- uppercase letter
- lowercase letter
- a number
- a symbol

Repeat your password

Save and continue

You will also be asked to provide a contact telephone number. Enter your preferred contact details including choosing the method by which you would like UK Visas and Immigration to contact you about your application.

If you need to pause your application, then always make sure you log out of your account. You will be sent a unique link to your application to your registered email address. You can use this link to return to your form and log back in.

#### 4. Scholarship Status

Do you currently hold a Marshall, Chevening, or Commonwealth Scholarship? If you are receiving a full scholarship from any of these programs, select **'Yes'** when asked.

If you are a full Chevening, Marshall, or Commonwealth Scholar, you will be exempt from paying the Immigration Health Surcharge and visa fee at the end of your application.

## 5. Confirmation of Acceptance for Studies (CAS) Number

Once you have received an unconditional offer for your program, you can request a CAS through the London South Bank University website. The CAS is an electronic document created by London South Bank University within the UK Visas and Immigration (UKVI) system.

Your CAS statement will be sent to you via email. You **must not** submit your visa application without a valid CAS. If you submit an application without a CAS or with a CAS you have used previously, it is likely to be rejected or refused.

## 6. Your Name

Please enter your name exactly as it appears on your current passport. If the name on your CAS does not match your passport, you must request an amendment to your CAS before applying for your visa.

Have you ever been known by another name? If your name differs from your passport, you must declare this on your application and may need to provide original evidence of the change (e.g., marriage certificate, birth certificate, or deed poll). We recommend including documentation of any legal name changes with your application.

## 7. Address and Previous Address History

You will need to provide all addresses (UK or overseas) where you have lived in the past two years, along with your ownership status at each address. Please ensure that your dates are accurate.

## 8. Passport Details and Personal Information

Ensure your passport and personal details, including any national identity card information (if applicable), are entered accurately. Your passport details must match the details on your CAS.

If you receive a new passport after your CAS is issued, respond to your CAS email with a scan of your new passport and wait for further instructions before continuing your visa application.

If you hold additional passports (dual nationality) or previous passports, it is recommended that you include them with your application.

## 9. Evidence of English Language Ability

Select the correct option: tick “No” if this is your first UK visa application. Tick “Yes” if you have provided evidence of your English language ability as part of a previous UK visa application.

## Have you provided evidence of your English language ability in a previous application?

You must have been granted a visa or permission to stay after meeting the language requirement at level B1 or above. For example:

- 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 language or literature GCSE, an International GCSE, an A level, or a Scottish National 4 or 5, Higher, or Advanced Higher qualification
  - if you were a student, your sponsor confirmed on your CAS that you met the required level
- 

The next questions relate to your English language ability.

If you answered **'Yes'** to the previous question, *"Have you provided evidence of your English language ability in a previous application?"*, you may not see these additional English language questions.

Do you have an English language or literature qualification from a UK school? Please read the guidance on screen and answer **Yes** or **No**. If you are unsure, contact us for clarification.

### 10. HE Provider with a Track Record of Compliance

London South Bank University (LSBU) is a higher education provider with a strong record of compliance. Therefore, you should select "Yes".

Your CAS will confirm how LSBU has assessed your English language ability, so you should select **"Yes"**.

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## English language assessment

Are you coming to the UK to study at a higher education provider with a track record of compliance?

[See the Register of Student sponsors](#) to confirm whether a Higher Education Provider has a track record of compliance. A Higher Education Provider with a track record of compliance will have the status 'Student Sponsor - Track Record'.

Yes  No

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?

Yes  No

Save and continue

### 11. Financial Dependants

Does anyone rely on you for financial support?  
Include both those travelling with you and those who are not.

This could include:

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

Yes  No

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

If you have any dependants, such as a spouse or children, you must provide their **name, date of birth**, and indicate whether they are **living with you** and **will be travelling with you to the UK**.

Please note before planning to bring dependants to the UK, you must **check your eligibility** to do so.

If you are eligible, each dependant will need to **submit a separate visa application** and **pay the applicable application fees**.

## 12. Details About Your Parents

You will be required to provide the name, date of birth and nationality of 2 parents, or tick the relevant boxes if you do not have parents' details.

## 13. Family in the UK

If you have any relatives living in the UK, you will have to state their relationship to you and provide their name, nationality and immigration status in the UK.

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes

No

Save and continue

Their relationship to you

Given names

Family name

Country of nationality

What permission do they have to be in the UK?

Ask your relative for the answer if you do not know it.

- They have a temporary visa
- They are in the UK permanently
- They do not have a visa and are not in the UK permanently
- I cannot contact my relative

Save and continue

Cancel

## 14. Travel History

In most cases, students will travel independently rather than as part of an organised group. If you plan to travel with another person (excluding any dependants), you must provide their name, nationality, and specify your relationship to them.

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

- Yes
- No

Save and continue

In the next question you should give information about where you intend to stay in the UK. If you are not yet certain, you can select “No” and describe your plans upon arrival (for example, staying with relatives, booking a hotel, etc.).

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

Yes  No

Save and continue

## UK travel history

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

Yes  No

Save and continue

If you haven't travelled to the UK in the last 10 years, tick "No" and you will be able to continue onto the next stage. If you have been to the UK in the last 10 years, tick "Yes". You will then be asked how many times you have visited the UK and will be asked to provide details of your 3 most recent visits, including the reason for the visit, when you entered the UK and how long you stayed.

### 15. UK Visa Application history

In this section, select "No" if this is your first time applying for a UK visa. If you have held a UK visa within the past 10 years, select "Yes," and you will then need to provide the date it was issued.

### 16. Travel to Australia, Canada, New Zealand, USA, Switzerland or the EEA

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

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

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

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

Save and continue

Choose the number of times you have visited the countries listed. If you are unsure whether a country you visited is part of the EEA, you can click the “Which countries are part of the European Economic Area” link, which will give you a list of all EEA member states.

If you have visited any of the listed areas, you will be required to provide information about your most recent visit. If your answer to the previous stage was “Zero”, you will not have to do this section.

## 17. World Travel History

If you have travelled to any other countries in the last 10 years (not including the UK, USA, Canada, Australia, New Zealand, Switzerland, or EEA member states), select “Yes.” If you have not, select “No.”

If your answer to the previous question was “Yes”, you will have to provide details of your visit. If you answered “No”, you will not be required to do this part.

## 18. Planned Arrival to the UK

### Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day    Month    Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Why is this information important?](#)

**Save and continue**

- Please enter the date you intend to arrive in the UK.

If your application is approved, you will receive a visa that is valid for entry to the UK for 90 days.

## 19. Immigration Issues and Criminality

It is essential to disclose any such incidents on your application, even if they took place many years ago or you have been granted a visa since then.

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Yes  No

Have you ever:

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

Yes  No

## **20. Convictions and penalties / War crimes / Terrorist Views / Person of good character, Previous Employment**

You must respond to all questions honestly, including providing information about any country you have lived in or visited. Choosing an option from the list will take you to another page or a text box where you can enter additional details. If you have a criminal conviction, please contact us before submitting your application so we can advise you on how it may affect your case

## 21. Sponsor Details

As London Southbank University is your visa sponsor, you will have to provide the University's details (see the screenshot). You will also find the relevant information on your CAS statement.

### Sponsor licence number and address

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

What is your sponsor licence number?

Sponsor's address

Town/City

Postcode

In the next section, choose **“Higher Education Provider with a track record of compliance.”** You can verify this by clicking the “Register of Student sponsors” link and confirming that London Southbank University appears on the list.

## 22. UCAS Details

If you're going to study an undergraduate course via the application system UCAS, your UCAS number will be on your Confirmation of Acceptance for Studies (CAS) or on correspondence from UCAS.

## 23. ATAS Permission

Students studying certain research courses may be required to apply for [Academic Technology Approval Scheme \(ATAS\)](#) clearance before they can get a CAS from LSBU. ATAS applications can be made online.

## 24. Financial Sponsorship / Funding

If you will receive money from an official financial sponsor for your studies: only certain types of sponsors are accepted for visa purposes. If your sponsor only covers part of your fees or maintenance, you must tick "I am not being wholly sponsored." If you're using personal funds (yours or your parent's) or a student loan, you should tick "No," because those do not qualify as a financial sponsor under immigration rules.

## 25. Course information

The official name of your course, qualification level, and start and end dates can be found on your CAS. You must ensure this information is entered correctly as per your own CAS.

## 26. Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

You should answer 'Yes' only if your accommodation has been arranged directly by the University. In this case, the payment must also be confirmed on your CAS. In all other circumstances, you should answer 'No.'

## 27. What are your course fees for your first year

Enter the amount that appears on your Confirmation of Acceptance for Studies (CAS) statement.

## 28. Have you or your parent(s)/legal guardian(s) already paid any of your course fees?

Enter the total amount that has already been paid toward your tuition. This must match the "fees paid" amount shown on your CAS. If the CAS is incorrect, request an update before applying.

## 29. How can you prove this amount has been paid?

The CAS should reflect any payments made. If the "fees paid" information is wrong on the CAS, you must get it corrected before submitting your visa application.

## 30. Are any of the funds required for this application in the form of a student loan?

If you are receiving a valid student loan (from a government, government-sponsored loan company, or approved educational loan scheme), then you can answer "Yes."

## 31. Have you already received your student loan?

If the loan funds have *not yet* been disbursed into your personal bank account, then answer “No.”

**32. Are all the maintenance funds required for this application in a bank account with your name on it?**

- If you are only using funds in a bank account under **your own name**, answer “Yes.”
- If you are using a student loan that has not yet been disbursed, or a combination of loan + other funds, you should answer “No.”

If instead you are using a bank account in your parent(s)’ or legal guardian(s)’ name, then:

- You must have explicit permission from them to use their money for your application, and
- You must provide proof of your relationship to them (e.g. a birth certificate or similar) when you submit your application.

**Additional information**

In the “Additional information about your application” section of the visa form, you may add any clarifications, for example if you are using a mix of funds (student loan + parental funds) or if your funding arrangements are complex.

## Important Checks for Your Student Visa

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When you receive your visa from the Home Office, make sure all your personal details (such as your name and date of birth) are correct. You must also check the following information carefully:

### Sponsor Licence Number

Every university has its own unique Sponsor Licence Number. Ensure that the number printed on your student visa matches the one for London Southbank University, which is shown on your CAS. If your visa lists a different institution, you will *not* be allowed to study at London Southbank University, so it's very important that this number is correct.

### Visa End Date

Refer to the student visa Guidance to confirm that the length of your visa is correct.

- If your course lasts 12 months or longer, your visa should cover your course end date *plus an extra four months*.
- If your course is between 6 and 12 months long, your visa should run until your course end date *plus an additional two months*.

### Work Permissions

Full-time students at London Southbank University holding a student visa can work up to 20 hours per week during term time (in line with university policies). If you are uncertain about your work conditions, contact the Immigration and Compliance team for clarification. Students studying part-time on a student visa are *not* allowed to work in the UK.

### If You Find Mistakes

If you notice any errors *before* travelling to the UK, you should contact the visa application centre where you applied and ask them to correct the mistake. If there isn't enough time to fix the issue before you travel, speak to the Immigration and Compliance team once you arrive at London Southbank University for further guidance.

When you contact the team, make sure you include the following information:

- Full name
- Date of birth
- Nationality
- Passport number
- Application case reference number or Home Office reference number
- Telephone number
- A description of the error on your visa

If your visa has been issued with incorrect leave conditions or the wrong work permissions, get in touch with the Immigration and Compliance team immediately. Late administrative review requests may not be accepted, which could impact how long you are allowed to stay in the UK.

# Financial Specifications

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When applying for your Student Visa, you must demonstrate that you have sufficient funds to cover both your tuition fees and your living expenses. It is essential that you read this guidance carefully, as any mistakes in your financial evidence can lead to delays or a refusal of your visa application.

## 1. Tuition Fee Requirements

You are only required to show funds for **the first year of your course** (or the full amount if your programme is a one-year master's degree).

- If **none** of your tuition fees have been paid, you must show the **full first-year tuition fee amount** in your bank account.
- If you have paid **part of your tuition fees**, the amount you paid must be included and confirmed on your **CAS (Confirmation of Acceptance for Studies)**. You will then only need to show the **remaining balance**.

If you have made a payment that is **not reflected on your CAS**, you must contact the **Admissions** at LSBU *before* submitting your visa application. Please note that payments can take several days or even weeks to appear in the University's account, depending on the payment method used.

Submitting a visa application that claims you have paid fees not shown on your CAS may result in a **visa refusal**. Always ensure your CAS is accurate before applying.

## 2. Living Cost Requirements

If you are applying from **outside the UK**, you must show that you have enough money to cover your living costs. The minimum amount required is:

- **£13,761 in total**, calculated as
- **£1,529 per month for 9 months**.

## 3. Financial Evidence Rules

The funds you use as evidence must meet the following requirements:

- The money must be in **cash** (e.g., a savings or current account). *Investments, shares, or other financial assets are not acceptable.*
- The required amount must be held in your bank account for a **minimum of 28 consecutive days**.
- The **closing balance date** on your bank statement must be **no more than 31 days** before the date you submit your online visa application.
- Your **application date** is the day you complete the online form and pay the visa fee.

## 4. Differential Evidence Requirement

If you are from a country listed under the **differential evidence requirement**, you may not be required to submit financial evidence when you apply.

However, UK Visas and Immigration (UKVI) may still request proof of funds at any time during the processing of your application.

Therefore, you **must still hold the required funds for at least 28 consecutive days** before submitting your application, even if you are not required to upload financial documents.

## Proof of Funds – What Documents Are Accepted by UKVI?

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Many Student Visa refusals occur because applicants do not provide adequate financial documents or fail to show that they have held the required funds for the correct amount of time. To avoid this, your bank statements must meet all UKVI requirements.

### Bank Statement Requirements

Your financial documents must show that:

- The **closing balance date** on your bank statement is **no more than 31 days** before the date you submit and pay for your Student Visa application.
- The **full amount of required funds** has been held in your account for **28 continuous days**, and at no point during this period did the balance fall below the required level. You can use *timeanddate.com* to check whether your 28-day period is correct.
- The account is a **personal or savings account** (such as a current, deposit, or pension account from which cash can be withdrawn immediately).  
*You cannot use business accounts, investment funds, shares, pensions that cannot be accessed, credit cards, or overdraft facilities.*
- The bank or financial institution is one that **UKVI recognises and accepts**.

Your bank statement must clearly show:

- your name (or your parent's/legal guardian's name)
- the account number
- the financial institution's name and logo
- the available balance

When you submit your application, you are confirming to UKVI that the money you are showing is genuinely available to you and will remain available unless used for tuition fees or living costs.

### Financial Institutions UKVI Will Not Accept

UKVI will *not* consider financial evidence from a bank/financial institution if:

1. UKVI is unable to verify the documents,
2. the institution is not regulated by the official financial regulator in its home country, or
3. the institution does not keep electronic financial records.

If any of these apply, your application will be refused. If you are not sure your documents meet the requirements, contact the Student Immigration team for guidance.

## Tips to consider when obtaining supporting documentation

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### Currency Fluctuations

If your funds are held in a foreign currency, be aware that exchange rate changes may affect whether you meet the requirement every day of the 28-day period. UKVI uses [Currency Converter | Foreign Exchange Rates | OANDA](#) to calculate exchange rates. If your balance drops below the required amount even for one day, your application will be refused.

### Clarity of Documents

If your bank statements could be misinterpreted, you may include an explanation. You can also add a letter from your bank confirming that the account is a cash account and that the funds are immediately accessible.

### Documents Not in English

If your statements are not in English, you must provide a professionally certified translation that UKVI can verify. When using an overseas account, include a currency conversion using [Currency Converter | Foreign Exchange Rates | OANDA](#). Overseas accounts are acceptable for applications inside and outside the UK.

### Using Multiple Accounts

You may use several accounts to meet the financial requirement. UKVI will look at the **combined totals** over the 28-day period. To make things easier to understand, include a short summary showing how each account contributes to the required amount.

### Using Your Parent's or Legal Guardian's Funds

You may use your parent's or legal guardian's bank statements as evidence, provided the documents meet all UKVI requirements. You must also provide proof of your relationship, using one of the following:

- your birth certificate showing your parents' names
- an adoption certificate with your name and your parent(s)' name(s)
- a court order naming your legal guardian(s)

You will also need a letter from your parent(s) or guardian(s) confirming both your relationship and their permission for you to use their funds to pay for your studies and living expenses in the UK.

If you use a **joint account**, you may rely on it if your name appears on the account. In this case, no additional relationship documents are required.

### Scholarships

According to Home Office guidance, an **official financial sponsor** is defined as:

- His Majesty's Government
- your home government
- the British Council

- an international organisation
- an international company
- a university or an independent school

Support from any other source, including relatives, is **not** considered official sponsorship.

Important notes:

- **US Federal Loans** are not classified as scholarships; they are educational loans.
- If you currently receive a scholarship or sponsorship for your course, you must provide evidence of this.
- If you received full government or international scholarship funding within the last 12 months, you must provide written permission from that sponsor confirming they allow you to continue your studies in the UK.
- If you have a **London Southbank University scholarship**, it will appear on your CAS – always check that the information is accurate.
- If you receive an **external scholarship**, you must provide a letter from your official sponsor meeting the requirements listed in Appendix Finance (section 9.2).

## Loans

If you wish to use a loan as proof of your funds, the loan letter must confirm that the loan:

- is issued by a government, government-sponsored student loan provider, or a recognised educational loan scheme, and
- comes from an institution regulated by the relevant financial authority (FCA, PRA, or the official regulator in the country where the account is held).

UKVI has not precisely defined what counts as an “academic or educational loan scheme,” but the scheme must be genuine and verifiable. A personal loan that is incorrectly described as an educational loan could lead to a refusal and potentially an immigration ban for deception.

Additional rules:

- You **cannot** use loans held in your parent’s or guardian’s name as evidence of funds.
- There must be **no conditions** on releasing the loan to you except that your Student Visa is granted.
- For any other type of loan (e.g., personal loans, loans from relatives, loans from banks that are not education-specific), you **cannot** submit a loan letter as evidence. The money must be paid into your own bank account (or your joint account) and held for 28 consecutive days before applying.

## Supporting Documentation

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Some applicants do not need to provide all supporting documents under the student route of the points-based system because the Home Office offers *differentiation arrangements* for certain nationalities. However, you may still be asked to submit these documents at any time during the application process, so it is important that you understand the rules for financial and academic evidence.

You can benefit from the differential arrangement if:

- You are being sponsored by an approved Student sponsor.
- You are applying for entry clearance from the country where you normally live, or you are applying for permission to stay from within the UK.
- You are a national or citizen of one of the countries listed in Appendix Student ST22 of the Immigration Rules.

### Academic Qualifications

London Southbank University will list on your CAS (Confirmation of Acceptance for Studies) the qualifications they used to assess your eligibility for your course. You can check the section titled “*Evidence we have used to assess your application to London Southbank University*” to confirm which documents were considered.

You **must** provide all the documents listed on your CAS - along with official translations if required - when you submit your visa application. Failure to do so may result in a refusal.

### English Language Requirements

To study at London Southbank University, you must meet the English language level required for your programme. You can satisfy this requirement in several ways:

- 1. Nationals eligible for differential arrangements:**  
If you are from a country listed under the Home Office’s differential evidence rules, you normally do not need to provide English language documents. Your CAS will indicate whether you must submit an English test certificate.
- 2. Assessment based on previous study in English:**  
If London Southbank University assessed your English ability through previous study, this will be stated on your CAS. In this case, no further English language documents are required.
- 3. Pre-session course entry:**  
If you are joining a pre-session English course, you may need to provide English language evidence. The Admissions team will let you know if this applies to you.
- 4. A degree taught in a majority English-speaking country:**  
If you completed a qualification equivalent to a UK degree in a country where English is the main language, you must provide documentation from UK NARIC/Ecctis confirming this.

Even if you meet the English language requirement, you must still provide your other academic documents. Each original document must clearly show:

- Your full name
- The title of your qualification
- The date it was awarded
- The name of the awarding institution

Your CAS will outline exactly which evidence must be submitted.

## **Translations**

If you are applying from outside the UK and your documents are not in English, each document must be accompanied by a fully certified translation. A valid translation must:

- Be completed by a professional translator or a translation company
- Include the translator/translation company's credentials
- Confirm the translation is a true and accurate copy of the original
- Provide contact details and include the translator's dated signature

If you are submitting an overseas qualification, the certificate will not be accepted as proof of its UK academic level. UKVI will instead check the equivalency using Ecctis (formerly UK NARIC).

## **Academy Technology Approval Scheme (ATAS)**

ATAS clearance is required only for students studying science, engineering, or technology subjects. If you need an ATAS certificate, this will be stated on both your course offer letter and your CAS.

If you are unsure whether ATAS applies to your course, contact London Southbank University's Admissions team. Additional guidance and the application link are available online.

## **Tuberculosis (TB) Screening**

If your programme lasts more than six months and you are applying from a country where TB testing is required, you must obtain a valid TB certificate before applying for your visa. Without this certificate, your application will be refused.

If your nationality is listed under the Home Office's TB screening requirements, you must complete testing before travelling to the UK.

 Some countries do not have approved test centres, in which case you must travel to a nearby country for screening.

The following applicants do not need TB testing:

- Diplomats accredited to the UK

- Returning UK residents who have been outside the UK for less than two years
- People who have lived for at least six months in a country where TB testing is not required, provided they have not been away from that country for more than six month.

## Priority and Super Priority Services

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When you apply for a UK visa (including a student visa), you may be able to pay extra to get a faster decision. This can be helpful if your course start date is close. There are two faster services you might be able to use, **priority service** and **super priority service**.

To determine whether you can use Priority or Super Priority services, you must have a valid permission to stay in the UK and should be applying for a visa that allows faster processing (not all visas do).

***You will be told during your application whether you are eligible.***

Your processing time ends when you receive an email or letter confirming that a decision has been made.

### **Please note:**

Even if you pay for a faster service, the decision can still take longer if the Home Office needs more information or must check your details with other government departments. If this happens, you are usually not refunded.

### Priority Service – £500 (Faster Decision)

This service cost £500 in addition to the visa application fee. The stipulated decision time is usually within 5 working days. **The time starts from the day of your appointment**, if you attended an **appointment in person**. If you use the **UK Immigration: ID Check app**, time will start from the **next working day** after **uploading your documents**.

### Super Priority Service – £1,000 (Fastest Decision)

This service costs £1,000, in addition to the visa application fee, and provides the fastest possible decision, depending on how you prove your identity:

#### **In-person appointment**

- Weekday: Decision by next working day
- Weekend/Bank holiday: Decision within 2 working days

#### **UK Immigration ID Check app**

- Documents uploaded on a weekday: Decision by next working day
- Documents uploaded on weekend/bank holiday: Decision within 2 working days

If you apply with family members, each person must pay their own priority fee, £500 for priority, or £1,000 for super priority. Everyone will receive their decision at the same time

 If any family member needs to give fingerprints or a photo in person, the decision may take longer.

### **When May a Decision Take Longer?**

Your application may take longer if the Home Office needs to check your details with other government departments. In this case, they will ask you to provide more information or documents. If this happens, you

will be told what is needed and how to provide it and once the information is received, your application will be prioritised again.

### **Tips to Consider**

If your course start date is close, check:

- Whether your visa allows priority or super priority
- Whether you can use the ID Check app, as it can be faster and easier
- If you have received a letter or email confirming that a decision has been made in your spam or junk folder if you do not see any emails.

## Problems with Your Application

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### Administrative Review

If you believe the Home Office has made an error in handling your application - for instance, if they may have overlooked or misinterpreted a document - you can request an administrative review. During this process, the Entry Clearance Manager at the visa processing centre, who was not involved in the original decision, will re-examine your application. The Home Office aims to reach a decision within 12 months, though it can sometimes take longer.

**Please note:** an administrative review will not succeed if the mistake was on your part. Also, you cannot request an administrative review at the same time as submitting a new visa application.

### Credibility interviews

If your application was refused because of a credibility interview, you must request an administrative review before submitting a new application. Unless you can show that the original decision was incorrect, the Home Office is likely to refuse your application again. Being refused on these grounds does not guarantee that London Southbank University will be able to issue another CAS.

### Applying again

If you are reapplying, you will need to provide new bank statements dated within one month of your application, as well as a new CAS. You cannot use the same CAS number from a previous application. The number of visa refusals among an institution's students can impact the institution's ability to maintain its student sponsor licence. Therefore, it is important that you inform London Southbank University if your visa application has been refused.

## Checking Your Visa for Errors

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When you receive your visa from the Home Office, you should carefully check that all the details are correct. In addition to your personal information (such as your name and date of birth), please check the following:

### End date of your student visa

You should check that the end date of your visa is correct. You can refer to the Student visa guidance to confirm how long you should be granted permission to stay:

- If your programme is 12 months or longer, your visa should be valid until the end of your course plus four months.
- If your programme is between 6 and 12 months, your visa should be valid until the end of your course plus two months.

### Work conditions

Full-time students at London Southbank University on a Student visa are normally permitted to work up to 20 hours per week during term time, in line with University policies. If you are unsure about your working conditions, please contact the Immigration and Compliance team for advice.

⚠️ Part-time students on a Student visa are not permitted to work in the UK.

## Errors

If you identify an error before travelling to the UK, you should contact the visa application centre where you submitted your application and request a correction. If you are unable to make the amendment in your home country due to time constraints, please contact the CAS team upon arrival at London Southbank University for further guidance.

When emailing, please include the relevant details:

1. Full name
2. Date of birth
3. Nationality
4. Passport number
5. Application case reference number or Home Office reference number
6. Telephone number
7. Details of the error on visa

If there is an issue with your grant of leave or if you have been issued incorrect work permissions, you must contact the Pre-CAS team immediately for advice. Please note that late administrative reviews are not guaranteed to be accepted, and this may affect the duration of your stay in the UK.

## Key Contact Points for Guidance and Advice

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### LSBU Pre-CAS Team

Email: [cas@lsbu.ac.uk](mailto:cas@lsbu.ac.uk)

### Home Office

Website: [UK Visas and Immigration - GOV.UK](https://www.gov.uk/uk-visas-and-immigration)

### UK Council for International Student Affairs (UKCISA)

UKCISA is an international organisation that supports and advocates for international students. It provides guidance on immigration matters and Student Visa applications.

Website: [UKCISA's international student advice line](https://www.ukcisa.org.uk)

Phone: +44 (0) 20 7788 9214

Opening hours: Monday to Friday (excluding public holidays), 13:00–16:00 (UK time)

## Supporting Document Examples

### Example of Bank Statement

**Example Bank Statement**

The statement must show the name and logo of the bank

Your statement must show your name and account number

The statement must be dated

If the statement is not in GBP, then the currency must be shown.

Example Bank

Anne Example 26-15-86 Account number: 216789453

Balance carried forward £9500.00

Date	Item	Credit	Debit	Balance
14.03.18	ATM		50.00	9450.00
16.03.18	Transfer	60.00		9510.00
19.03.18	ATM		200.00	9310.00
21.03.18	Visa		125.00	9185.00
28.03.18	Visa		25.00	9160.00
02.04.18	ATM		100.00	9060.00
12.04.18	Transfer	200.00		9260.00
19.04.18	Closing balance			9260.00

The funds you need to show must be in your account for 28 consecutive days

The closing balance must be dated no more than 31 days before the date of your visa application.

The amount of money available. This should cover the tuition fee and maintenance and should not drop below the required amount during the 28 day period.

## Example of CAS Letter

### Confirmation of Acceptance for Studies Details

#### Tier and Category

Tier and Category: Tier 4 (General)

#### Batch details

Batch name:

#### CAS details

Sponsor licence number:  
Sponsor name: London South Bank University  
CAS Number:  
CAS status:  
Current CAS status date:  
Date assigned:  
Expiry date (use by):  
Sponsorship withdrawn:  
Sponsor note:  
Migrant application status:

#### Student details













Family name: Required  
Given name(s): Required  
Other names:  
Date of birth: Required  
Gender: Required  
Nationality: Required  
Place of birth:  
Country of birth: Required  
Passport number: Required  
Sponsor's system unique ID for a student: Required  
UCAS ID number:

#### Offer details

##### Course details

Application Number:  
Course title: Required  
Course ID:  
Course level: Required  
Secondary course level:  
Course start date: Required  
Course end date: Required  
Latest date a student can be accepted on to the course: Required  
Tick if the course is full time: Y  
Hours per week: 0.0  
Tick if the course requires an Academic Technology Approval Scheme (ATAS) certificate: If ATAS required  
Tick if the course requires a certificate from the Postgraduate Dean (for postgraduate doctor and dentist courses only):

## Proof of Funds: Required Documents

Document Type	What It Proves / Requirements
 <b>Official Financial Sponsorship letter</b>	If someone or an organization is sponsoring you, provide a confirmation letter on official letterhead with the organization's stamp. The letter should include: your name, sponsor's name & contact info, date, sponsorship length, and the amount they're giving (or confirmation they'll cover all fees & living costs).
 <b>Your Application Date</b>	This is the date the visa fee is paid for online
 <b>Money from Parents / Legal Guardians</b>	If relying on a parent/guardian's account, provide proof of your relationship and an additional document such as birth certificate, adoption certificate, or court document naming your legal guardian. The document must be original or notarised.
 <b>Parental/Guardian Consent Letter</b>	You must also provide a letter from your parent/guardian confirming: (1) your relationship, and (2) their consent for you to use the funds for your studies in the UK.
 <b>Bank Letter Confirming Funds</b>	Provide statements covering a consecutive 28-day period ending no more than 31 days before your application. Statements must show: your name (or your parent/guardian's), account number, institution name & logo, and the available balance. Bank-letterhead statements are also accepted. For joint accounts, you must be named.
 <b>Building Society Passbook</b>	Shows your funds over a 28-day period ending no more than 31 days before your application. Must include: your name (or parent/guardian's), account number, institution name & logo, and available balance.
 <b>Loan Letter from a Regulated Institution</b>	Your bank or building society can provide a letter showing funds have been held for 28 consecutive days ending within 31 days of your application. The letter should show: your name (or parent/guardian's), account number, date, institution name & logo, current balance, and confirmation that the funds cover your course fees and living costs.
 <b>Single or Multiple Bank Statements</b>	If using one account, the UKVI will look at the closing balance on that statement. If using multiple statements, the most recent statement's closing balance is assessed. They always choose the balance that most favours you.
 <b>Differential Arrangements by Nationality</b>	Some students from certain nationalities or sponsored courses do not need to show funds upfront. Check the official list in <a href="#">Appendix ST 22</a> of the Immigration Rules. Otherwise, you must show funds for a consecutive 28-day period ending within one month of your application.
 <b>Regulated Financial Institution Letter</b>	Your bank or financial institution must be regulated by the FCA, PRA, or the home regulator (if overseas). The letter should show: your name (or your sponsor's), account number, date of the letter, institution name & logo, and the funds in the account.
 <b>Certificates of Deposit</b>	Only acceptable if funds are not frozen. Must meet: (1) visa application within 31 days of issue, (2) account opened at least 28 days before certificate issue date.
 <b>Unacceptable Documents</b>	Do not use handwritten notes, unofficial letters, or unverifiable statements. Make sure your evidence is official and easily verified.