

# CAS Request Form For New Applicants

Dear Student,

To provide you with a Certificate of Acceptance for Studies (CAS) for the purpose of applying for your Tier 4 visa, you must complete all the sections on this form, sign the declaration & submit all the relevant supporting documents. Once you have signed the completed form, please scan it and email it as an attachment to the International Admissions Team: [internationalapplication@mmu.ac.uk](mailto:internationalapplication@mmu.ac.uk). Please include in the subject line of your email: 'CAS Request Form'. The International Admissions Team aim to process your request as soon as possible and will contact you by email when your CAS Statement is ready, therefore please ensure that your contact details are filled in correctly.

**You must submit the following supporting documents together with the CAS request form:**

1. Copy of the photo-page of your passport.
2. Copy of your academic documents for the highest level qualification and English language qualification used to obtain your offer (if not already submitted when you made your application).
3. If you have already studied in the UK under a student visa, please send copies of all your previous student visas and/or Biometric Residence Permits.
4. If you have already studied in the UK under a Tier 4 visa, please send a copy of your previous CAS letters/statements.
5. Evidence of your tuition fee deposit payment, or your letter of confirmation from your official sponsor (see guidance on the UKBA website: [www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/money/](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/money/)).
6. If you have previously applied for a Tier 4 visa to study in the UK and it was refused, you must provide all pages of the visa refusal notice.
7. If you are requesting a CAS after 12 August 2013, you must also provide your bank statements, see guidance below.
8. ATAS certificate (if applicable), please note we must receive a copy from the Foreign and Commonwealth Office before we issue you CAS.

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## Personal Information:

Family Name as it appears on your passport	_____	Given Name(s) as it appears on your passport	_____
MMU ID	_____	Date of Birth	_____
		Passport number	_____
Country of Birth	_____	Nationality	_____
Email	_____	Telephone	_____
Have you previously been granted a visa to study in the UK? (Yes/No)	<input type="checkbox"/>	Have you previously been refused a visa to study in the UK? (Yes/No)	<input type="checkbox"/>
If yes, please include copies of all visas and the CAS letter/statement you were issued with when submitting this form.		If yes, please include a copy of all student visa refusals.	

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## Programme Details:

Course Name	_____	Did you apply via UCAS or Direct?	<input type="checkbox"/>
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## Financial Details:

Amount paid towards tuition fees (if you are not a sponsored student) \_\_\_\_\_

Have you made any other payment to MMU e.g. towards accommodation? If yes, please indicate the amount paid \_\_\_\_\_

If you are requesting your CAS number after 12 August 2013, you must also submit copies of your bank statements which must show that you have held the required money for a consecutive 28-day period (finishing on the date of the closing balance) ending no more than one month before your application. If you cannot provide the requested bank statements, we cannot process and release your CAS. For more information about 'How much money do you need?' go to [www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/money/](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/money/).

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## Declaration

It is important that you read the Manchester Metropolitan University "CAS Policy for students joining a new course of study " on our website: [www2.mmu.ac.uk/media/international/publications/MMU%20CAS%20Policy%20-%20New.pdf](http://www2.mmu.ac.uk/media/international/publications/MMU%20CAS%20Policy%20-%20New.pdf). Before you submit your visa application, you should take the time to familiarise yourself with the programme details and the University to ensure you are well prepared for any questions the Entry Clearance Officer may ask you. **I confirm I have read the MMU CAS Policy and the information given on this form is true and correct.**

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Credibility interviews for Tier 4 applicants**

### **1. Who will be interviewed?**

In many countries, visa applicants are already called to attend an interview about their visa application. The expansion of the interview programme by UK Visas and immigration will focus particularly on the Tier 4 student visa route and visitor and settlement applications, although any applicant may be called for interview.

We will not routinely interview Tier 4 students who are nationals of the low risk countries listed in Appendix H of the Immigration Rules, who already benefit from a streamlined visa application process. These countries are currently: Argentina, Australia, Botswana, Brunei, Canada, Chile, Croatia, Japan, Malaysia, New Zealand, Singapore, South Korea, Trinidad and Tobago, USA, plus British National (overseas), Hong Kong and Taiwan passport holders.

Tier 4 students applying from any other country should expect to be interviewed.

### **2. How will it affect me?**

Applicants applying under the Tier 4 category, other than in a country identified as low risk in the Immigration Rules, should expect to attend a short interview when you attend the Visa Application Centre to submit your application and biometrics.

### **3. What will the interviewer ask me?**

The interviewer will ask you straightforward questions about your application and proposed study in the UK.

### **4. How will the interview be conducted?**

The interview will usually be held over video conference. You will be asked questions by a UK Visas and Immigration official on screen. The interview will be conducted in English. The answers provided by you during the interview will form part of the evidence considered in making a decision on your visa application.

### **5. Will my English language skills be assessed?**

The interviewer will ask questions about the applicant's proposed study in the UK. The interview will be conducted in English and provide assurance that the English language requirements of the Tier 4 rules are met.

### **6. How long will this interview take?**

Interviews conducted at the time of application will take approximately 10 minutes, depending on the circumstances of the applicant.

### **7. Will I need to attend a second interview?**

Following the first interview, your case will be assessed by a Visa Officer. If the Visa Officer considers that further information is required, they may call you to attend a second interview.

### **8. Will you ask me different questions from my first interview?**

The second interview will go into further details about the specifics of your visa application.

### **9. Will my second interview be conducted by video conference?**

Where possible these interviews will be face to face, but they may be conducted via video conference or telephone.

**10. What if the video conference equipment breaks down?**

There will be staff on hand at the Visa Application Centre to help with this. If the equipment does not work on the day of your interview, we will conduct the interview over telephone. Where this is not possible you may be re-called for interview.

**11. When will I know the outcome of my application?**

UK Visas and Immigration aims to meet its customer service standards. If an applicant is called for a second interview the decision will be made after the visa officer assesses your case.

**12. Will I have to pay more for my visa?**

The cost of the visa remains the same to the applicant, as per the published charges, whether or not an interview is required. There is no charge for any part of the interview.

**13. Can I bring someone with me for the interview?**

No, only the applicant can attend the interview. Reasonable adjustments will be made for disabled applicants to attend an interview.

**14. Can I change my appointment time, or decline to attend an interview?**

Appointments may be changed but not repeatedly. Refusing to attend an interview may lead to a visa application being refused.