Congratulations on your Chevening Award!

We’ve put together a step by step guide to help you complete your Student Visa application form. Please make sure you read **Applying for a Student Visa** on the Chevening website first before you start your visa application. You can also read more in the Home Office’s Student Visa Policy Guidance.

After you have received your **CAS** (Confirmation of Acceptance of Studies) from your university, and your **Final Award Letter** from the British embassy or high commission in your home country, you should apply for your visa by finding the link on the UK Government’s website and the screen below will appear.

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**Apply**

You must apply online for a Student visa.

Check which [documents you’ll need to apply](#).

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**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:

- give your fingerprints and a photograph (biometric information) at a [visa application centre](#)
- 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

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

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

[Click here to apply](#).

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**Click on the link as shown in the box above to start the application process.**

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**IMPORTANT:** You must complete the form fully and accurately. If you deliberately withhold or use false information your current application and any future UK visa applications could be refused.
Passport. If you hold one of these passports with a biometric chip, then you can use the UK Immigration ID Check app. If you do not have one of these passports with a biometric chip then you will need to attend a visa appointment at a visa application centre in your country, or the designated alternative location.

We recommend that you select English as the language which the online visa application system will use for your application.

Make sure that you select the correct visa type for your application. You should select the student visa to come to study a 1-year master’s course in the UK.

Next, choose the country from where you are making your application.

You should be applying for the visa in the country where you are legally a resident. Normally you will be required to submit your biometric data (fingerprints and photograph) at a visa application centre (VAC) in that country. Not all countries will have a VAC and if this is the case for you then you will need to travel to a different country to
submit your biometric data. If the country where you are a resident does not have a VAC then there will be more information about this on the next page, and so we would recommend that you still enter the country where you are a resident on this page.

You will then be asked to confirm that you are able to attend an appointment at a visa application centre in your country.

On this screen you will need to confirm that you are able to attend the visa application centre (VAC) for the country of your application.
Check available visa application centre locations

The continued international effort to limit the impact of the coronavirus (COVID-19) pandemic has resulted in the disruption of services at some of the UK’s visa application centres. To check the availability of services at your preferred application centre you can find more information by visiting the website of our commercial partner TLScontact 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.

São Tomé & Príncipe

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

Clicking the link shown above will take you to a page showing VACs in your region. If there is no VAC in your country, it will show where you will need to travel to attend your appointment.

The screen you will see will depend on the region you are applying from. It will look like either the screen above or below.
Once you confirm that there is a VAC available for you to attend, go back to the main application page and select the option "I have identified the location where I will provide my biometrics (or I am unable to provide my biometrics at any location)." Then click Next to continue.

If there is no VAC in your country, then you will have to travel to the redirected country indicated on the webpage.

If you are not able to travel to a location in your selected country, or redirected country, then you can go back to the initial page to select a country to provide your biometrics and choose to apply from another country where you have legal residency.

The COVID-19 pandemic has resulted in disruption at some of the UK’s visa application centres around the world. You should check the availability of the services by checking the webpages of the UKVI commercial partners, as shown above.

IMPORTANT If you must travel to a different country because there is no VAC in your home country, the Chevening Secretariat may be able to contribute towards some of the costs associated with this travel. Please contact your Programme Officer for further information.
The next two screens will take you to the start of the online application.

Please note that if you wish to bring dependents (family) to the UK you will need to make separate applications for them. The Chevening Secretariat advises against bringing dependents due to the high living costs in the UK. We are not able to provide any additional funding to cover any costs associated with dependents nor are we able to provide any advice on the visa application processes for dependents. If you need advice for your dependents’ visas, then an international student adviser at your university may be able to help you.

To start a visa application, you will first need to register your e-mail address and create a password. Your application will then be registered with that address, and you will be sent a link for your application.

It is important that you keep this link safe as you will need to use it to come back and finish off any sections of your application if at any point you save and close it.
You will then be asked to confirm your e-mail address and will be taken to another screen where you can provide an additional e-mail address.
The next screens will ask you to provide any contact telephone numbers you have as a Home Office caseworker may want to contact you about your application. This is very rare, but it is a good idea to provide a telephone number where you can be contacted if required.

If at any stage throughout your visa application, you would like to review and change your previous answers then you can do this by clicking on this button.
Make sure you include the full international dialling code if you are not providing a UK telephone number.

You can provide additional numbers if you have more than one telephone number. Once you have submitted all your telephone numbers you can choose how you would like to be contacted by the Home Office if they need to discuss your application with you.
The following screen is very important as you can confirm that you will be in receipt of a Chevening scholarship for the 2022/23 academic year. Selecting yes to this question allows you to bypass any visa fees, including the immigration health surcharge (IHS).

**Scholarships**

Do you have a Marshall, Chevening or commonwealth scholarship?

Check the [postgraduate scholarship guidance](#), if you do not know.

- [ ] Yes
- [ ] No

[Save and continue]

[Return to this application later]

[Show and edit answers]

**IMPORTANT:** To evidence your Chevening Scholarship you will need to submit your Final Award Letter (FAL) at the end of the visa application. If you have received your FAL electronically from the Chevening Officer at the British embassy or high commission in your country, please remove the password protection from the document before you upload it for your visa application.
For the next section you will need your CAS (Confirmation of Acceptance for Studies) number from your university.

For the next section you will need your CAS (Confirmation of Acceptance for Studies) number from your university.

You must have a CAS before submitting your Student Visa application. The CAS is an electronic document issued to you by your chosen university and is valid for six months from the date it was created by your university.

Your CAS should contain the Confirmation of Acceptance for Studies reference number, the details of your university’s Student Sponsor Licence Number, your course details as well as the information from your passport. The name of your sponsor is the name of the university where you will be studying in the UK.

If you submit your visa application without a CAS or the wrong CAS details your visa application will be refused.

You can find out more information about your CAS by visiting the UKCISA website.

IMPORTANT: Your CAS can only be used once. If for any reason you need to submit a new visa application, then you may need a new CAS. If you do need to make a new visa application, please speak to an international student advisor at your university first.
You will need to provide details of your name, as shown in your passport or travel document.

You should be using your personal passport. If you have a diplomatic passport, you should not be using this passport for this visa application because a Chevening Scholarship is not considered an official posting.

If you have been known by any other names, then you will be given an opportunity to provide these details on the next screen.
Following this page you will also have to complete a few more personal details including details about your **relationship status** and **sex**.

Civil partnerships are legal relationships which can be registered by two people of the same sex and gives couples legal recognition of their relationship.

The definition of an unmarried partner in the immigration rules is a person who has been living together with the applicant (you) in a relationship akin to a marriage or civil partnership for at least two years prior to the date of application.

If you select married/civil partner or unmarried partner, then you will need to provide some information about your spouse or partner.
The next screen will ask you for your address details.

You should use your permanent address for the country where you will be applying for your visa from.

If you have a different correspondence address then you will have an opportunity to provide the details of this.
You will also need to provide some information about how long you have lived at this address and the ownership status of your home.

**About this property**

How long have you lived at this address?
Select a unit of time and enter a value

[ ] [ ]

What is the ownership status of your home?

- [ ] I own it
- [ ] I rent it
- [ ] Other

[Save and continue]

[Return to this application later]

[Show and edit answers]
The next section asks about your **passport and identity**. It is important that the passport details that appear on the CAS match the passport details that you submit here.

If you have received a new passport since you have provided your details to your university then you should **contact your university as soon as possible** as they will need to add a note to your CAS about your new passport details.

Please also send a scanned copy of your new passport to your programme officer.
If you have a national identity card then please provide the details of this in your application.
The next sections ask about your **nationality**.
If you have other nationalities, you must provide these details on the next pages on the application.

If you tick the box to show that you still hold your additional nationality, then you do not need to put a date in the ‘date held to’ boxes.
If you hold a current and valid passport for any of your additional nationalities then you will need to provide these details, like the page regarding your main passport. If you do not have access to your additional passports, then please select no to this question.

![Image of a form page from GOV.UK Visas and Immigration showing the section for providing passport details.]

**Your passport (Brazil)**

Do you have a valid passport?
Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

- Yes
- No

**Passport number**

**Issuing authority**
On your passport this could also be referred to as 'country of issue' or 'place of issue'.

**Issue date**
For example, 31 3 2020

- Day
- Month
- Year

**Expiry date**
For example, 31 3 2020

- Day
- Month
- Year

**Save and continue**

- Return to this application later

- Show and edit answers
The next couple of questions ask about your English language ability.

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 GCSE, A level or 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

☐ Yes ☐ No

If you have had a previous UK visa and you were required to submit evidence of your English language ability as part of that visa then you can select yes to this question.

If you have not previously held a UK visa where you were required to submit evidence of your English language ability as part of your visa application, then you should select no to this question.
The next section asks you about the **language** you would like to be interviewed in.

**Spoken language preference**

We may have to talk to you about your application. Which language would you prefer to use?

- [ ] English
- [ ] Other

**IMPORTANT:** We strongly recommend that you select English as you are required to demonstrate to UKVI that you can undertake a course taught in English.
If you answered no to the question regarding previous evidence of English Language ability, then you will see the following question.

**English qualification from a UK school**

Do you have an English language or literature qualification from a UK school?

This must be from a school you attended when you were under 18. You will need to provide your exam certificate.

You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.

☐ Yes  ☐ No

**Save and continue**
If you answered no to the previous question regarding English qualifications from a UK school then the following question will appear next.

For the first question, select yes if your university or higher education provider (HEP) has a track record of compliance. For most universities, including all publicly funded universities, you can select yes to this question. You can check the status column of the Register of Student Sponsors to see if they have a track record of compliance.

If you are going to attend a private institution that doesn’t have a track record of compliance then you should select ‘no’ here – this includes the Condé Nast College of Fashion & Design. You will need to provide evidence that you meet the English language requirements in another way, for example by passing an approved English language test, or if you are from a majority English speaking country listed in EL 4.1 of the immigration rules.

If you select ‘yes’ to the first question you will be asked whether your institution (university) has assessed your English Language ability. This will be shown on your CAS and for the majority of cases it will say that the HEP has made its own assessment of your English language ability. If it says something different and you are not sure what it means then please contact welfare@chevening.org.

If you’re unsure about the English language requirements please check your CAS and speak with your POUK or contact welfare@chevening.org.
If you selected your relationship status as being married, in a civil partnership or unmarried partnership then the next screen that comes up asks you to complete the following questions about your spouse or partner.
The next part of the application asks about people who are *financially dependent* on you.

If your dependents are travelling with you then you will need to provide their details in your visa application but a separate visa application will need to be made for each dependent travelling with you. If you do have dependents, even if they are not travelling with you to the UK, then you will need to provide some details. If they have a passport then use this to help you complete this part of the application form.
The next few questions ask you for information about your parents.

Give details about your first parent

Give details about 2 of your parents.

What if I do not have my parents' details?

What is this person's relationship to you?

- Mother
- Father

Given names

Family name

Date of birth
Enter date in the format DD MM YYYY

Day Month Year

Country of nationality

Have they always had the same nationality?

- Yes
- No

Save and continue

Return to this application later

Show and edit answers
The next part of the application asks you about any **family you have who live in the UK.**

If you have any relatives living in the UK, then you will need to provide their details including information about their immigration permission in the UK. If you do not know the full details of your relative living in the UK, then it may be necessary to contact them to ask them for the required information.

As well as the family members listed on the application page, as shown above, you should also include the details of any siblings and step-siblings, or siblings and step-siblings of your spouse or partner that are living in the UK.
On this page, you should provide the details of any relative you have in the UK.

**About your relative**

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]

[Return to this application later]

[Show and edit answers]
The next question asks about **travelling as part of an organised group**. Please select **no**.

If you are planning on travelling to the UK with another person, who is not your spouse, partner or dependent then you can provide their details here.
If you are staying with a family member during your stay in the UK then you will need to provide their address details and the details of when you will be arriving and when you will be leaving the address. If you are not staying with a family member then you can leave this screen without selecting any option and simply click save and continue.


Back

Staying with family

Who will you be staying with in the UK?
Choose only one person if your family lives at the same address. If you will not be staying with family, click 'save and continue'.

☐ Family Member

► I will be staying with another family member (for example an aunt, uncle or cousin)

Save and continue

Return to this application later

► Show and edit answers
The next couple of pages ask about your accommodation plans. If you have secured your accommodation, you will be asked to provide the details. Having the postcode for your accommodation will help you complete this part of the application.

If you have not yet secured your accommodation, then you will need to provide some explanation as to how you will plan your accommodation.
The next few pages will deal with your travel history to the UK and countries other than your home country.

The UK is defined as England, Scotland, Wales, and Northern Ireland.
If you have travelled to the UK one or more times in the past 10 years you will need to provide details of your three most recent visits, starting with the latest.

When filling in this section, it will be useful to have your current passport and any other expired passports with you as you will need to remember the reason for your travel, the date that you visited the UK and how long you stayed for. As with all parts of the form, you need to ensure that you complete this page as accurately as possible.
If you have travelled to the UK in the last 10 years, then the next page will ask you about any medical treatment you may have had in the UK.

If you have previously received medical treatment from the National Health Service (NHS) in the UK and you were required to pay for it then you can explain this here. Most NHS medical treatments would not have incurred a charge if you paid the immigration health surcharge as part of your previous visa application. Treatment in an Accident and Emergency department should have been free of charge. Most other non-emergency treatment may have incurred a charge depending on the visa you had at the time of your stay in the UK.
If you have received any medical treatment, then you will be able to provide the details of this on the following page. It is important that you complete these parts of the form accurately. If you have any queries about this then please contact us on welfare@chevening.org.

If you only received medical treatment from a private provider, which you have paid for, then you will not need to answer yes to these questions. You will not need to answer yes if the only costs you had to pay were for prescription medication at a pharmacy.
The next page will ask you about any previous applications you have made seeking permission to remain in the UK. This means applying for a new UK visa whilst you were already in the UK with a current valid visa.

If you select ‘no’ to the question ‘Have you applied for leave to remain in the UK in the past 10 years?’ then you will move to the next section of the application form.

If you select ‘yes’ then you will need to provide the details as indicated below.

If you were refused a visa, then please contact the Welfare and Immigration Team at welfare@chevening.org.
If you have previously worked in the UK, you may have a National Insurance number. If so, you should provide details of it here. If you do not have a National Insurance number, you can answer 'no' here and move on to the next screen.

If you have a UK driving licence then you will need to provide the details of this here.
Driving licence

Do you have a UK driving licence?

- Yes
- No

Enter your licence number, if you know it

Save and continue

Return to this application later

Show and edit answers
It is very unlikely that you will have received public funds whilst you were in the UK, but if you have then please provide the details in the following pages.
If you did receive public funds and selected yes to the question above, you will then see a page listing the different types of funds that you may have received. Please tick all that apply to you. You must tick the box to confirm that you have documents to show the public funds you have received before you can proceed, so please make sure you have those documents before you submit your visa application. You will be asked again at the end of the application to confirm that you have these documents.

Housing help

- Council Tax Benefit
- Council Tax Reduction
- Housing Benefit
- Housing or Homelessness Assistance

Other public funds

- Any other types of public funds or benefits

Confirm you will provide:

- Documents to show the public funds I or anyone else who is part of this application received any time during the 12-month period prior to the date of my application. For example, this can include bank statements or letters.
If you have travelled to Australia, Canada, New Zealand, USA, or a country in the European Economic Area (EEA) within the last 10 years you will need to provide some details regarding this in the following section. You can find a list of EEA countries [here](#). If you have travelled to any of these countries, then the next screens will ask you to provide some details of your two most recent trips so it will be useful if you have your old and current passports to help you complete this section as accurately as possible.
You will also need to provide any details of all other countries, not including UK, USA, Canada, Australia, New Zealand, or the EEA that you have visited within the last 10 years. You will see a similar screen to the one above to provide the necessary details.

**World travel history**

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

Which countries are part of the European Economic Area (EEA)?

- [ ] Yes
- [ ] No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)
The next set of questions ask about your **travel plans**. The earliest date you can come to the UK is one month before the start date on your CAS. If you do not know when you intend to travel to the UK, we would advise that you select the date that is one month before your course start date on your CAS.

**Your planned travel information**

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day  Month  Year

[Why is this information important?](#)

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)
The next part of the form asks about any previous issues with immigration to the UK and other countries.

If you have ever been refused a visa, or been deported, removed, or required to leave the UK or another country or refused entry at the UK border or the border of another country then you will need to provide these details at this point.

You should select yes to this question even if visa refusals were subsequently overturned on appeal or after an administrative review.

Please contact the welfare and immigration team for further advice if you need to select ‘yes’ to any of these questions.

If you have had immigration issues on more than one occasion, then you will have the chance to answer this question several times.
If you have answered yes to the previous question, then you will be taken to this screen. You must answer this section accurately and honestly. If it is determined that you have withheld information or used deception during this part, or any other part of your visa application, then your visa will be refused, and you could be banned from traveling to the UK for up to 10 years.
If you have ever entered the UK illegally, or remained in the UK beyond the validity of your visa or permission to stay (also known as overstaying), or breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission, or given false information when applying for a visa, leave to enter, or leave to remain, or breached UK immigration law in any other way, then you should declare this on your application form.

If you do not answer this question accurately or withhold information then it could be determined that you are using deception in your visa application, and your visa will be refused, and you could be banned from traveling to the UK for up to 10 years.

Please contact the welfare and immigration team for further advice if you need to select 'yes' to any of these questions.
If you answered yes to the previous question, then you will need to provide some more information about your breach of the UK immigration law.

**Details of breach of UK immigration law**

**Give details of what happened**
You will be able to add details of any additional breaches after you select 'Save and continue'.

- I entered the UK illegally
- I remained in the UK beyond the validity of my visa/permission to stay
- I breached the conditions of my leave
- I gave false information when applying for a visa, leave to enter or remain
- Other

When did this breach of UK immigration law happen?
Enter the date in the format MM YYYY

Month  Year

Give details of what happened

Maximum of 500 characters

Save and continue

Return to this application later
The next page will ask you about any **criminal convictions or penalties** you may have had whilst in the UK or other countries.

If you have received any convictions or penalties in the UK or any other country, then you will need to provide the details here. Unless you select ‘**No, I have never had any of these**’ you will be requested to submit further information on the next screen.

There is more information about criminal convictions on the Student visa requirements part of the [UKCISA website](https://www.ukcis.gov.uk).

If you have any concerns or questions about this, then please contact us at [welfare@chevening.org](mailto:welfare@chevening.org).
If you have had any convictions or other penalties, then you will next see a screen like the one below. Please make sure you provide full and accurate information. If you have had more than one conviction or penalty, then you will have the opportunity to answer this question more than once.
The next few screens will look similar to the one below and ask if you have ever been involved with or suspected of involvement with war crimes, terrorist activities, terrorist or extremist organisations, or whether you have expressed any views that glorify or justify terrorism, or if you have undertaken any other activity that may be dangerous to the interests or security of the UK and its allies, or that may indicate that you are not a person of good character. If you answer yes to any of the questions on these pages you will be provided with an opportunity to give more information.

Please read the information and the guidance carefully and please contact welfare@chevening.org if you have any questions or concerns.
If you have been employed in any of the occupations or industries listed below then please provide the required details.

Your employment history

Have you ever worked for any of the following types of organisation? Include information for any paid or unpaid work. Select all that apply.

- [ ] Armed Forces (career)
- [ ] Armed Forces (compulsory national or military service)
- [ ] Government (including Public or Civil Administration and non-military compulsory national service)
- [ ] Intelligence services
- [ ] Security organisations (including police and private security services)
- [ ] Media organisations
- [ ] Judiciary (including work as a judge or magistrate)
- [ ] I have not worked in any of the jobs listed above

Save and continue

Return to this application later

Show and edit answers
The next part of the application will ask you about your chosen university and course.

You will need to refer to your CAS to complete the details required on this page. Your CAS should have the details of your university’s Student sponsor licence number. The sponsor’s address is the address of the university where you will be studying in the UK as listed on the CAS.
The next screen asks about the type of institution that you will be studying at.

If you are studying at the Condé Nast College of Fashion & Design, you should put Private Provider here. For all other universities you should put Higher Education Provider with a track record of compliance.
It may be that your choice of university has different sites and campuses. If you will be based at a different site to the main address of your university, you should enter the address of the department where you will be studying in your university in the section on the form where it asks for the address of the main site of study.

If you are not sure what department your course is being taught in, then please refer to your university’s offer of study letter.
The next page asks about **UCAS details.**

UCAS is the Universities and Colleges Admissions Service which mainly operates the application process for undergraduate and some postgraduate degrees.

If you have applied for your programme directly to the university or via a different agent, please select ‘*No*’ for this question.
The next part of the application is about Academic Technology Approval Scheme (ATAS).

Some programmes of study require their students to secure an ATAS certificate before they can enroll on the course. If this is the case with your programme, then you will also need the ATAS certificate to secure your visa.

You should refer to your university offer letter and CAS to find out if you need an ATAS certificate or not. If you are in doubt then you should ask the course convener, programme administrator, or another relevant member of university staff.

ATAS certificates generally take 20 working days to produce but can take longer during the busy summer period, so you should apply for them as soon as you can. Once you have the ATAS certificate you can complete this part of the application form by providing the ATAS reference number. Chevening cannot intervene with the Foreign, Commonwealth and Development Office to speed up the process of obtaining an ATAS certificate.
Most scholars will receive a fully funded award, however, please check your Final Award Letter to see if you need to make an additional financial contribution. If you are in receipt of a full scholarship (tuition fees, stipend, and flights), then you need to select ‘yes’ to the question ‘Will you be receiving money from an official financial sponsor for your continuing studies?’ You will prove this with a ‘letter of official financial sponsorship’ so please choose this option. This is what we refer to as your Final Award Letter (FAL).

FOR FULLY FUNDED SCHOLARS ONLY

The following section only applies if you are in receipt of a full Chevening Award. Please scroll down if you are a scholar with a part award or you must make a personal contribution to tuition fees.

Most scholars will receive a fully funded award, however, please check your Final Award Letter to see if you need to make an additional financial contribution. If you are in receipt of a full scholarship (tuition fees, stipend, and flights), then you need to select ‘yes’ to the question ‘Will you be receiving money from an official financial sponsor for your continuing studies?’ You will prove this with a ‘letter of official financial sponsorship’ so please choose this option. This is what we refer to as your Final Award Letter (FAL).
This section only applies to scholars who have a part award or need to contribute to their fees.

If you are in receipt of a part award or paying some of the tuition fees yourself (tuition fees or part tuition fees only), then you need to select ‘yes’ to the question ‘Will you be receiving money from an official financial sponsor for your continuing studies?’ but should select the option ‘I am not being wholly sponsored’.
The next part of the application asks about your course details, and you will need your CAS to answer these questions.

**FOR ALL SCHOLARS**

Enter your course information as it is shown on your CAS. Your qualification should be stated on your CAS and should be either RQF Level 7 or SCQF Level 11.

Please select 'no' for the question are you going to be a student union sabbatical officer.
The next page will ask you about your course start and end dates. Please refer to your CAS to find the official course start date used by your university for your chosen course.
The next section asks about accommodation payments.

This page regarding accommodation only applies to you if you are staying in university owned or managed accommodation. If you have not made any accommodation payments, then select no and move on to the next section. If you have made some accommodation payments, then please provide the details.

Only answer yes here if you are staying in university managed accommodation and you have made a payment towards your accommodation.

The amount that you fill in here should match what is on your CAS or receipts.

If you are using receipts to prove that payment has been made, then you will need to submit these with the rest of your documents at your visa appointment.
This next part is asking about your **course fees**.

The first question here asks about fees. Please enter the ‘total academic fee’ for your course in this box, not just the percentage Chevening is paying or your university is paying. You should have this information on your CAS and Final Award Letter.

For the question *Have you or your parent(s) or legal guardian(s) already paid any of your course fees?* you should check your CAS. Some universities will class your scholarship as your fees already being paid, others will not, so check your CAS. If you select yes to that question the following question appears.

Please refer to your CAS and fill in the box with the figure that has been confirmed as having been paid. If you are required to contribute to your tuition fee and you have already paid this then please make sure that this is shown on your CAS.
If you are a fully funded scholar who does not need to contribute to tuition fees, your Final Award Letter proves that you meet all the financial requirements of your visa application. In this case, please select ‘no’ to the question about whether you will be in receipt of a student loan.

![Government of the UK - Visas and Immigration](image-url)

[Image: A screenshot of a UK government website showing the section for determining if the applicant is in receipt of a student loan.]

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**FOR FULLY FUNDED SCHOLARS ONLY**

The following section only applies if you are in receipt of a full Chevening Award. Please scroll down if you are a scholar with a part award.

---

You must show that you have enough money to cover your course fees, and living costs for you and any dependants [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.

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

- [ ] Yes
- [ ] No

[Save and continue]

[Return to this application later]

[Show and edit answers]
This part of the application is asking about funds for your course fees and living costs.

**FOR FULLY FUNDED SCHOLARS ONLY**
The following section only applies if you are in receipt of a full Chevening Award. Please scroll down if you are a scholar with a part award.

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**GOV.UK**

Visas and Immigration


Back

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### Maintenance funds

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

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

- [ ] Yes
- [x] No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

- [ ] Yes
- [x] No

⚠️ If you are relying on money held in a bank account, it must be in an account that you or your parent(s)/legal guardian(s) are named as account holder(s) on.

Save and continue

Return to this application later

Show and edit answers
If you have a part award scholarship, or you need to contribute towards your tuition fees, you will need to show that you have additional funds available to pay your tuition fee and/or meet the financial requirements of the Student visa.

**FOR SCHOLARS WITH A PART AWARD**

This only applies to scholars who have a part award or need to contribute to their fees.

If you need to make a financial contribution towards your fees, you will need to demonstrate that you have these funds. If you need to contribute towards your fees, we advise that you make the payment to your university and then ask them to update your CAS, this way you will not need to provide any further financial evidence as part of your visa application.

Additionally, if your award does not include living costs (stipend), then you will need to show that you have the following:

- £9,207 for living costs (stipend) for the year, or
- £12,006 for the year if you are studying in London

You will be considered to be studying 'in London' if you are studying at the University of London, or at institutions wholly or partly within the Greater London Area, which means the City of London and the 32 London Boroughs.
If you are not sure if your institution is considered to be ‘in London’ you should check with your university before you make your Student visa application.

If you are using a loan to meet the maintenance requirements of the Student visa application, then you can answer yes to the question above. However, you should only answer yes to this question if the loan is being provided to you by your national government, state, or regional government, or by a government approved student loan company or if the loan is part of an academic or educational loans scheme. If your loan does not meet this requirement then you will need to meet the maintenance requirements for the Student application by showing that you have cash funds in an appropriate bank account. This will be dealt with on the next screen. For further information about documents used to evidence funds, read page 39 onwards of the Student Caseworker Guidance and refer to Appendix Finance in the Immigration Rules.
If you answer yes to this question, you will not see the further questions below. The required cash amount must have been available to you for 28 consecutive days on a date not ending earlier than 31 days before the date of your application.

FOR SCHOLARS WITH A PART AWARD
This only applies to scholars who have a part award or need to contribute to their fees.
If you need to show that you meet the finance requirements of the Student visa using cash funds, then the required funds must have been available to you for at least 28 consecutive days and on a date not ending earlier than 31 days before the date of your visa application. If you are relying on money in a bank account and submitting documents from that bank then you must ensure that they meet the requirements of Immigration Rules Appendix Finance, paragraph FIN.21. If you are relying on funds in a non-UK bank account, then you must ensure that the account is held in an account regulated by the relevant regulatory authority in that country.

You can meet the requirements if the cash is available to you in your parent(s), or legal guardian’s bank account, but you would need to have additional documents confirming that the money is available to you for the purpose of study, and proof of relationship.
If you have answered any questions during your online application which you feel requires further information or explanation, then please use this box to provide any extra detail.

If you are a fully funded scholar, you may wish to write ‘As a recipient of a Chevening scholarship, all course fees and living costs are paid by the Foreign, Commonwealth and Development Office as per the final award letter which includes a partnership contribution from [insert university]’ to make it clear that you are a Chevening scholar.

Once you have completed this question you will be given a chance to review all the answers you have provided for each question before moving on to the next part of the application. Please take the time to check that you have answered each question as accurately as possible.
The next part of the application provides details and information about the documents you must submit.

If you are a part award scholar or need to contribute to your fees and you are relying on money being held in a bank account, then you will need to provide some details of the bank account where those funds will be held and the documents you will be providing.

Evidence showing the required maintenance funds

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

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

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

What evidence is accepted

Your bank or other financial institution must use electronic records and be regulated in the country where it operates.

We may check your evidence with your bank or financial institution.

Financial institution (such as a bank or building society)

Type of evidence

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

Other documents

If you do not provide these documents, your application may be delayed or refused.

☐ Statements from a personal bank or building society account (XXXXXXXXXXXXXXXX XXXX)
The next section of the application summarises the **documents** that you will need to provide as part of your application.

This is the final award letter that Chevening will provide to you once your scholarship is confirmed. Please make sure you remove the password protection from the FAL if you received it by email.

Depending on some of the answers you have provided in the application form, you will see a list of other documents you should provide, such as an ATAS certificate in this example.

Please note that whilst copies of most documents are permissible, any passports that are required must be original documents.

Depending on your residential history of the last 6 months you may need to submit a TB certificate. You can read more about on the [gov.uk website](https://www.gov.uk).
When you have complete the application you can click on your name in the top right hand corner to download a copy of your application form. We would advise that you do this and keep a copy of the application form in a safe place.

Once you have completed these details about your documents you should read the information about your visa which you will need to accept if you wish to proceed.
One of the final parts of the application is the declaration.

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the **privacy policy**

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

I understand that any passports/travel documents submitted in support of my application, which remain uncollected after 3 months from the date they were ready for collection, will be returned to an office of the authority that issued the document. If this happens, the Visa Application Centre will be able to advise where the document has been sent.

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

I agree to the **terms and conditions**.

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

I confirm that:

- [ ] I am the applicant aged 18 or over
- [ ] I am the applicant aged under 18
- [ ] I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- [ ] I am submitting the form on behalf of the applicant

I accept the above

Return to this application later

- Show and edit answers

Once you have completed the application and confirmed that you have all the required documents, you will need to complete this declaration that confirms that, to the best of your knowledge, you have provided correct information. It also confirms that you accept the privacy policy and accept the terms and conditions of the application.
Once you have accepted the declaration, the next screen will be about the **Immigration Health Surcharge** (IHS).

As a Chevening scholar you won’t need to pay for the IHS but you still need to provide your details on the IHS website. This will ensure that you are given an IHS number, which you will need in order to access the National Health Service once you are in the UK. Please ensure that you have selected ‘**yes**’ to the question ‘**Do you have a Marshall, Chevening or Commonwealth Scholarship**’ as shown on page 10 of this guide.

You should only continue once you are happy with all the answers you have provided in the previous part of your application form, as once you have proceeded to the IHS website you will not be able to amend any other part of your application.

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Please note that it is not possible to amend your answers once you have continued onto the IHS website so please make sure that you have double checked that the information you have provided is correct.
You will be redirected to the IHS website and you will see the following screen. This provides some information about how the IHS is calculated. As a Chevening scholar you will be exempt from paying the IHS but if you have any dependants they will need to pay for it based on the calculations shown.

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, e.g. prescriptions, dental treatment and A&E tests. If

Cost

The healthcare surcharge is £624 per year of the visa for customers aged 18 years and over and is payable in full to cover length of the visa being applied for.

Example

A person making a 5-year visa application would pay £624 x 5 = £3120.

For customers under the age of 18, or who are applying as a Student, as the dependant of a Student or for the Tier 5 Youth Mobility Scheme visa, a reduced rate of £470 per year applies.

Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

- your passport or travel document
- your payment card

You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

When you click continue you will need to provide some details again. Most will be automatically completed so please check to make sure that these are correct.
Summary

The information taken from your visa application can’t be changed or removed. If you’d like to change or remove this information you must start your visa application again.

Your details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying from UK</td>
<td>No</td>
</tr>
<tr>
<td>Staying in Isle of Man, Jersey or Guernsey?</td>
<td>No</td>
</tr>
<tr>
<td>Full name</td>
<td>xxxxxxxxxxxxxxxxxxxxxxxx</td>
</tr>
<tr>
<td>Email</td>
<td>xxxxxxxxxxxxxxxxxxxxxxxx</td>
</tr>
<tr>
<td>From</td>
<td>xxxxxxxxxxxxxxxx</td>
</tr>
<tr>
<td>Visa route</td>
<td>Student</td>
</tr>
<tr>
<td>Visa type</td>
<td>Student (Chevening, Marshall and Commonwealth Scholars Only)</td>
</tr>
<tr>
<td>Passport or travel document number</td>
<td>xxxxxxxxxxxxxxxx</td>
</tr>
<tr>
<td>Date of birth</td>
<td>xxx/xxx/xxxx</td>
</tr>
</tbody>
</table>

Are you applying to join or remain with a person already in the UK?

- Add this person's details

You don't need to add this person's details if they are a UK or EEA citizen.

You don't have any dependants

- These details are correct
- Print these answers
- Download these answers (PDF)
You may be asked to accept another declaration, as shown below, then you will be taken to the payment summary screen. This should show a balance of zero in your local currency.

**Declaration**

I confirm that, to the best of my knowledge and belief, my details are correct and complete.

If I give false information, I, or a person named on this application could be:

- stopped from entering the UK now or in the future
- required to leave or removed from the UK
- required to pay extra for healthcare in the UK

I agree to the [terms and conditions](#) and [how my information will be used](#).

![Go to payment summary](#)
You should then go to a screen which shows your IHS number and you should also receive an e-mail confirmation with these details within a few minutes. You can now return to your visa application.

The next few pages will take you through the payment pages of the application. Again, as a Chevening Scholar you should not need to pay for your application.
You will first need to select where you will collect your BRP once you are in the UK. You will have the option of collecting your BRP from an assigned Post Office by using a specific postcode. If you chose this option, it is best to choose a Post Office near your accommodation or university, so you should use that postcode to find the nearest Post Office to you.

Please check with your university to see if they have and **Alternative Collection Location code**. Some institutions have arrangements in place to distribute your BRP and you will need this information for this part of the application.

Once you click confirm you will receive a message asking you to confirm that the location is suitable. **We advise you to check the location of the Post Office or Alternative Collection Location before you do this.**
Once you have passed this page you will come to a screen confirming that no payment is required. The website here says that most people get a decision on their visa within 15 working days. This will be 15 working days from the date that you attend your visa appointment. However, you may experience delays in receiving your visa if you are applying in August and September.

No payment required

You do not need to pay for this service.

What happens next?

Most people get a decision within 15 working days

UK Visas and Immigration will contact you if it will take longer to process your application.

⚠️ You will no longer be able to edit your answers after you click 'Save and continue'

Save and continue

Return to this application later

Show and edit answers
You have now submitted your visa application and you should see the screen below. You will also receive e-mail confirmation within a few minutes of coming to this screen.

"Application submitted successfully"

Reference number
UKVI_XXXXXXXXXXXXXXX

Date of submission
XXXXXXXXXX

Name
XXXXXXXXXX

Application
Student visa

Fee paid
No payment required

Your confirmation has been sent to
XXXXXXXXXX

Print confirmation

⚠️ You have a few more steps before your application will be complete.

Save and continue to final tasks
There are further actions that you will need to take to complete your application. The most significant of these is booking your visa application centre (VAC) appointment and uploading your documents.

When you click on the green button to provide documents and biometrics you will be redirected to one of the UKVI’s two commercial partners, VFS or TLS Connect. This is where you will book an appointment to submit your biometric data and documents. Most fields will automatically populate with information included in your visa application form, but if they do not, please ensure that you fill in the necessary fields correctly.
The following screens show the process of booking your appointment if **VFS** provides the Visa Application Centre services in your country. Scroll further down for guidance if **TLS Connect** is providing the Visa Application Centre services in your country.

First you will need to register an account with VFS Global. Please provide your personal details and keep them safe so that you can use them to log-back in later if you need to.
You will first need to select the location where you will need to attend the visa appointment. This should be determined by the country that you chose at the beginning of the application process, though some larger countries will give you the option of attending an appointment in different cities.

You will also need to select a date and time to attend the visa appointment. Selecting a standard appointment means that you will not need to pay any additional costs. If you wish to select the Premium Lounge option, then you will need to pay the cost of this yourself.
The next screen outlines a range of additional services that you may want to purchase to help you with your application. It is not necessary to use any of the services and you can complete your application without them. If you choose to purchase any additional services, then you will need to pay for these yourself. Different countries and different VACs offer a different variety of services.

Once you have chosen any services and advanced you will be taken to a page to review your appointment and pay any fee. In certain countries, some VACs charge a mandatory fee, sometimes called a **user pay fee**. Chevening will not be able to cover the cost of this fee if there is another VAC in your country that you can attend where no fee applies.
The next screen gives you another summary of your appointment booking and transaction but crucially gives you the opportunity to upload your documents via an online portal. If you do not upload the documents to the portal, you can take them in person to your visa appointment and you will need to pay a fee for the VAC staff to upload them. We would not be able to reimburse you for this fee.
You can upload your documents to the relevant categories shown below. You do not need to upload a document for every category, and you should only upload documents that have been asked for on the document checklist that you were required to download and print off.

Upload Documents

- Please refer to the Document Checklist you received from GOV.UK as part of your application.
- We suggest uploading no more than five documents at once, and into one category at a time.
- We can’t accept encrypted, password-protected, or ‘Read-only’ files. Please upload a scan of the printed document if you can’t remove these restrictions.
- Please ensure your document name is in English.
- You can upload PDFs/JPGs/PGs/PNGs up to 5MB.
- If you close your browser, you’ll lose your progress. If you can, upload all of your files in one session.

Please preview and check that each of your documents are legible before submitting. Once you’ve clicked ‘Submit’, you won’t be able to preview your files again.

- Sponsor evidence
  - Birth Certificate
- Accommodation: Permanent/Temporary
- Educational evidence
- Financial evidence
- Additional documents
- Appendix II
- Consent letters and proof of relationship
- Employment evidence
- Sponsor evidence
- Tuberculosis (TB) certificate

I have read and agree to the Terms and Conditions.

Neither VFS Global nor UK Visas and Immigration shall be liable in any way for any direct or indirect loss, costs or expenses arising from delay to a visa application processing or a rejection of a visa application as a result of a failure by the customer to comply with these self-upload terms of use.

Back to My Account  Save and Upload
The next page provides some explanation as to what you might upload to each category.

- **Accommodation** – Please only use this box to upload receipts for university accommodation that you have paid for if it matches what you have completed in your application form.
- **Educational Evidence** – If you are not sponsored by a university with a track record of compliance or are not from a country listed in Appendix Student ST 22.1, you will need to provide copies of documents used to obtain your CAS. This should be noted on your CAS and may include items such as degree certificates, transcripts, or references. Please only provide the documents specifically mentioned on your CAS to this box.
- **Financial Evidence** – If you are required to submit financial evidence, because you are a part funded scholar, then please use this box to upload your documents.
- **Additional Documents** – Please use this to upload any additional documents that are required as part of your application that does not fit another category.
- **Appendix ii** – Please use this for any additional or surplus documents.
- **Consent letters and proof of relationship** – If you are required to submit your own financial evidence and your finances are held in an account in the name of your parent(s) or legal guardian(s) then you will need to upload proof of relationship to your parent(s) or legal guardian(s) here.
- **Employment Evidence** – You will not need to upload anything to this box as part of your Student application.
- **Sponsor Evidence** – Please use this option to upload your final award letter. If you have received your FAL by email, please ensure that you remove the password protection before you upload it.
- **TB certificate** – If you are required to provide a certificate showing that you are free of tuberculosis then please upload the document here.

**IMPORTANT:** It is not necessary to upload a document for every category on this screen. Please only upload documents that are requested on your supporting document checklist.

If you have not uploaded any documents, cannot upload any documents, or need assistance uploading documents you can pay for Document Scanning Assistance, which will allow you to take your documents to your appointment and the staff at the Visa Application Centre will scan the documents for you. You will be charged a fee for this service.

If you do upload your own documents, we would advise that you still take physical copies of your documents with you to your appointment. Please note, you **MUST** take your passport with you to your appointment.

Once you have uploaded your documents you have completed all the online elements of your visa application. You can sign out of the VFS pages at any point and log back in using your GWF number and e-mail address. You can manage your booking by changing your appointment, uploading new documents, or purchasing some additional services.
If TLS Connect are providing the Visa Application Centre services for your country, then after you have read through and accepted the terms and conditions you will see the following screens.

The details of your name, visa application GWF reference, date of birth and passport number should automatically be completed. The VAC where you need to attend may also be completed based on the country you put in at the start of the application. If there are other cities in your country where you can attend the appointment you should be able to complete this here.
The first screen after confirming your personal details outlines a range of additional services that you may want to purchase to help you with your application. It is not necessary to use any of the services and you can complete your application without them. If you choose to purchase any additional services, then you will need to pay for these yourself. Different countries and different VACs offer a different variety of services.

Click on the green button that says ‘Step 2: Book An Appointment’ to move to the next screen to book your appointment.
The next step requires you to book an appointment to attend the VAC and submit your biometric details. When the page first opens it will show the available appointments for Assisted Service, which you will have to pay extra for. **To book a free appointment you will need to select the option for Self Service.**
Once you have chosen your time slot you will receive confirmation of this, and you will see a button to proceed to checkout. If you have chosen self-service and no additional services, then you should not have to pay any additional fee. In certain countries, some VACs charge a mandatory fee, sometimes called a ‘user pay fee’. Chevening will not be able to cover the cost of this fee if there is another VAC in your country that you can attend where no fee applies.

This screen explains that if you have chosen self service you will need to upload your documents in advance of attending your appointment.

If you do not upload your documents in advance of attending your appointment you will need to pay a fee for a member of the VAC staff to upload the documents. You can do this by selecting the assisted service option when you book your appointment, as shown on the previous page.
To upload your documents, click on the View My Application Button shown on the previous screenshot. You will now see a few different headings and options. Underneath the Self-Service option please click the green upload button.

You will then see the following screen where you can upload your documents.

You should only upload documents that have been asked for on the document checklist that you were required to download and print off. For each document you upload you will need to select a category for it. Once you have uploaded all your documents you will need to confirm this to make the final submission. You will need to take that checklist with you to your biometric appointment as well as your passport.
If you do upload your own documents, we would advise that you still take physical copies of your documents with you to your appointment. Please note, you **MUST** take your passport with you to your appointment.

Once you have uploaded your documents you have completed all the online elements of your visa application. You can sign out of the TLS pages at any point and log back in using your GWF number and e-mail address. You can manage your booking by changing your appointment, uploading new documents, or purchasing some additional services.

**DISCLAIMER:** *Whilst every effort is made to ensure this guide is up to date, UKVI changes visa rules and regulations frequently. The information in this document is correct as of 21 June 2022*