**Applying for a Student Visa (Accessible Version)**

**Introduction**

Congratulations on your Chevening Award!

We’ve put together this step by step guide to help you complete your Student Visa application form. Please make sure you also read *Applying for Student Visa* on the [Chevening website](https://www.chevening.org/applying-for-your-visa/) first.

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.

You need to apply for your visa online and we have prepared this guidance specifically for people with visual impairments who may be using screen readers.

This is a text only version with no pictures which will guide you step by step through each part of the online UK visa application process.

We have used headings in this guide that match the heading for each screen that you may come across during the online visa application.

The headings and pages of this guide are arranged in the order they appear on the online visa application system. All the information in the guide is relevant to the page on the application form that shares its title with the headings used here.

This guide should help you through the application process and you may want to refer to it as you complete the online form. If you are unsure about one of the sections on the application or you have a question that is not covered by this guide then please contact us at [welfare@chevening.org](mailto:welfare@chevening.org).

**Fully funded or part funded scholars?**

Some parts of this guide provide guidance on different ways of filling in the same part of the application form depending on whether you are a fully funded or part funded scholar.

A fully funded scholar means that you will receive a full stipend for the duration of your studies and that the entirety of your tuition fees will be paid for by Chevening and your university. Being fully funded also means that your visa application and flight to the UK is paid for by Chevening.

A part funded scholar is a scholar who does not receive a monthly stipend and/or must pay for or make a personal contribution towards the costs of their 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.

All the headings in this guide provide advice on how to fill in that section for all scholars. Where the advice is different for part and full award scholars this will be made clear in the heading title.

**Getting Started**

When you are ready to start your visa application you should go to the [UK Government’s website which hosts the online visa application system](https://www.gov.uk/student-visa/apply). There is lots of information on this website about the Student visa process and the requirements you need to meet. On the Government’s website, to start your application you can click on the hyperlink that says apply online.

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

Important information on completing the form accurately.

When making your online application it is very important that you complete the form fully and accurately. If you deliberately withhold or use false information your current application and any future applications could be refused.

**Show and edit answers**

There is a page near the start of the online application form called Contacting you by email. From that page onwards there will be a tool at the bottom of the screen which says show and edit answers. When you click on this the page will expand which shows how you have answered all previous questions. Next to all these previous answers will be an add or change button which you can click on to either add additional answers or change your previously submitted answers.

**Where are you planning to live?**

One of the first pages you will come to will be titled where are you planning to live. Please select your answer and select the green continue button.

You will be asked some initial questions to start the application including whether you intend to live in one of the Crown Dependencies of the UK and whether you hold an EU, EEA, or Swiss Passport. If you hold one of these passports with a biometric chip, then you can use the [UK Immigration ID Check app](https://www.gov.uk/guidance/using-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.

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.

**Select a country to provide your biometrics**

You will need to select a country where you will be making your visa application from and submitting your biometric details and passport. Your biometrics are your fingerprints and facial photograph. You must submit these at a visa application centre (VAC) in your chosen country.

The country you should choose should be the one where your scholarship is awarded but if this is not the case then it must be in a country where you have legal residency.

On the application system start typing in the country where you want to provide your biometrics. As you start typing, the names of matching countries will start to appear. Click on the one that is relevant to you and then click on the green next button to go to the next page.

**Check available biometric enrolment locations**

Not all countries will have a visa application centre and if this is the case for you then you will need to travel to an alternative location to submit your biometrics.

When you come to this screen on the application you should click on the link to check the available biometric enrolment locations. Clicking on this link will open another page on your web browser and take you to another website showing the visa applications centre locations. Find your country to see the visa application centre details. If there is no visa application centre in your country, then the website will show you what alternative country you will need to travel to so that you can submit your biometrics.

Once you have checked these details return to the online visa application system. To proceed with your application, you need to select the option that says that you have checked the available biometric enrolment locations and that you can travel to your selected country or alternative location.

If you are not able to travel to a visa application centre in your country or the alternative location country, then you can select this option on this screen. This will take you back to the previous screen to select a country to provide your biometrics and you will be able to select a different country. Please see previous heading for information about that screen.

Once you can confirm that you can travel to a relevant visa application centre, please click on the green next button at the bottom of the screen to continue.

**Important information on travelling to alternative countries to submit your biometrics**

If you *must* travel to a different country *because* there is no VAC in your home country, the Chevening Secretariat may be able to reimburse some of the costs associated with this travel. Please contact your Programme Officer UK (POUK) for more information. The Chevening Officer at your local British embassy or high commission may also have further guidance on this.

**Student visa…before you apply**

On this page you can find a link to the Home Office’s [guidance for Student visa applicants](https://www.gov.uk/government/publications/points-based-system-student-route). There is also some information about how the Home Office uses your data and information about visa applications for your dependents.

Please note that if you wish to bring dependents to the UK you will need to make separate applications for them. The Chevening Secretariat recommends that scholars do not bring dependents to the UK due to the high living costs. The Chevening Secretariat is not able to provide any additional funding to cover any costs associated with dependents. We are not 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.

When you have read this click the green apply now button to continue.

**Register an e-mail**

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 to that email address.

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.

Click the green save and continue button to move to the next screen.

**Contacting you by e-mail**

You will be asked to confirm your e-mail address and will be taken to another screen where you can provide any additional e-mail addresses that you have.

**Show and edit answers**

From this page onwards in the online application system there will be a tool at the bottom of the screen which says show and edit answers. When you click on this the page will expand and shows how you have answered all previous questions. Next to all these previous answers will be an add or change button which you can click on to either add additional answers or change your previously submitted answers.

**Your telephone number and contacting you by telephone.**

The next screen will ask you to provide a contact telephone number 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 contact telephone number that someone can call you on.

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 can be contacted by the Home Office if they need to discuss your application with you.

Please select your preferred option and then click on the green save and continue button to move to the next screen.

**Scholarships**

The following screen is very important as you can confirm that you will be in receipt of a Chevening scholarship for the 2023/24 academic year. Selecting yes to this question allows you to bypass the visa fee and the immigration health surcharge (IHS). If you select the wrong visa type, then you will be charged for your visa application and the immigration health surcharge, and we cannot reimburse this.

To evidence your Chevening Scholarship you will need to upload 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.

**Your confirmation of Acceptance for Studies**

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 this [webpage about Student Route eligibility and requirements](https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-route-eligibility-and-requirements) on the UK Council for International Student Affairs (UKCISA) website.

When you have your CAS select yes to the question do you have a Confirmation of Acceptance of Studies (CAS) number and then provide the reference in the box below.

**Important information on using your CAS**

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. Please also contact the Welfare and Immigration team by email [welfare@chevening.org](mailto:welfare@chevening.org).

**Your name**

You will need to provide details of your name, as shown in your passport or travel document.

If your passport displays your family name first, you will need to complete the fields as shown in the application form.

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.

When you have done this click on the green save and continue button to move to the next screen.

**Your sex and relationship status**

You will need to complete a few more personal details including details about your **relationship status** and **sex.**

For sex, you can select the option of male, female or unspecified.

You will need to select your relationship status by clicking on the the drop down menu and choosing from the options. The options available are:

* Single
* Married or a civil partner
* Unmarried Partner
* Divorced or civil partnership dissolved
* Separated
* Widowed or a surviving civil partner

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.

**Your address**

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.

**About this property**

You will also need to provide some information about how long you have lived at this address and the ownership status of your home.

**Your passport**

The next section asks about your **passport and identity**. You need to provide the details of your passport during the visa application. This should be the passport that you intend to use for your travel to the UK and which the initial part of your visa, which is a 90-day vignette, will be attached to.

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 as soon as possible.

**Your identity card**

If you have a national identity card then please provide the details of this here.

**Your nationality, country and date of birth**

This section asks about your nationality. If you are a dual national, we would advise that you select the nationality upon which your scholarship has been awarded to you. You will have an opportunity to provide the details of any other nationalities that you hold.

**Your other nationalities**

If you hold any current and valid passports for any of your additional nationalities, then you will need to provide these details.

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.

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

The next couple of questions ask about your **English language ability**.

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 application, 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.

Please note, if you have met the English language requirement in a previous application by submitting evidence that you have passed an approved English language test, then that test must show that you scored at least B2 for it to be eligible for this application.

**Spoken language preference**

The next section asks you about the **language** you would like to be interviewed in.

We strongly recommend that you select English as you are required to demonstrate to UKVI that you can undertake a course taught in English.

**English qualification from a UK school**

If you answered no to the earlier question regarding previous evidence of English Language ability, then you will be asked if you have an English language qualification from a UK school.

If you have earned a qualification in English language or English literature from a UK school, then you can meet the English language requirement of the visa. The relevant certificates are GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.

If you hold one of these certificates you can answer yes to this question.

**English language assessment**

This part of the application asks about your English language ability.

The next question asks if you are coming to the UK to study at a higher education provider with 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](https://www.gov.uk/government/publications/register-of-licensed-sponsors-students) to see if they have a track record of compliance.

If attending a private university

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 JCA London Fashion Academy. 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](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt), or if you are from a majority English speaking country listed in [EL 4.1 of the immigration rules](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-english-language).

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](mailto:welfare@chevening.org).

If you’re unsure about the English language requirements please check your CAS or contact [welfare@chevening.org](mailto:welfare@chevening.org).

**Your current partner**

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.

**About your dependant**

If there is anyone in your life who is financially dependant on you then you will need to provide these details on your application.

If your dependants 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 dependant travelling with you. If you do have dependants, 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.

**Important information on travelling with dependents.**

Please note that we advise against bringing dependents to the UK, and we are unable to provide immigration advice or financial support for your dependents. If you wish to bring your family, you should seek advice from your university’s international advice team. You can also find [information on dependents on the UKCISA website.](https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants)

**Your parents**

The next few questions ask you for information about your **parents.**

You will initially come to a page that asks you to give details about your first parent. Please provide the details of your first parent.

**If you do not have the details of both parents**

If you do not have the details for any of your parents, then you can proceed without completing these details. To do this, there is a tab that you can click on this page that says what if I do not have my parents’ details? If you click on this then a box appears with the text saying I do not have my parents’ details. If you click this box then you can proceed with your application by pressing the green save and continue box, and you will not need to answer any further questions about this.

**If only have the details of one parent**

If you only have the details of one parent, then please complete this on the page asking about the details of your first parent and then click on the green save and continue button.

**Family who live in the UK**

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. The extra information on the application form says that family members include:

* 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.

We would also advise that you select yes to this question if your siblings, or the siblings of your spouse, civil partner, or partner are already in the UK. For children, you should also include any stepchildren or adopted children that are currently 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.

**About your relative**

If you do have family living in the UK then you should provide the details on this page.

**Travelling as part of an organised group**

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 on the next screen where it asks you if you are travelling with another person.

**Where you will stay in the UK**

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.

**UK travel history**

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.

**Medical treatment in the UK**

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.

**Details of previous medical treatment in the UK**

If you have received any medical treatment when you were previously in the UK, then you will need to provide the details of this on this 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](mailto: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.

**UK leave to remain**

This section asks 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 valid visa.

If you have made a visa application from within the UK in the last 10 years, then you will need to provide the details of this here.

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 of when you applied and the result of the application.

If you were refused a visa, then please contact the Welfare and Immigration Team at [welfare@chevening.org](mailto:welfare@chevening.org).

**National Insurance numbers and your National Insurance number**

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.

**Driving Licence**

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

**Public Funds**

If you have previously been to the UK, it is very unlikely that you will have received public funds, but if you have then please provide the details in the following pages.

The first question that you will have to answer is simply to ask whether you have received any public funds (money) in the UK. There is a specific definition of what public funds are and you can find this on the [UK Government’s webpage about public funds](https://www.gov.uk/government/publications/public-funds--2/public-funds).

If you have selected yes to this question, then you will need to provide more details about the types of funds that you have received.

If you have received public funds previously and have answered the question accordingly, then before you can proceed from this page you must tick a box confirming that you have the documents to show the public funds you received. Please make sure you do have those documents before proceeding with the rest of your application.

If you have answered yes to the question regarding public funds, then please do contact us at [welfare@chevening.org](mailto:welfare@chevening.org) if you need more advice.

**Travel to Australia, Canada, New Zealand, USA, Switzerland, or the European Economic Area**

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 on the [gov.uk website](https://www.gov.uk/eu-eea). 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.

**World travel history**

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.

**Your planned travel information**

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.

**Immigration History**

This part of the forms asks about any previous immigration issues you have had with the UK and other countries.

The page on the application form lists some specific immigration issues that you may have had in the past and which you should declare in your application. We have provided some extra information and definitions of these specific immigration issues below under the appropriate headings.

You should select yes to this question even if the immigration issue was resolved, overturned, or successfully appealed.

Please contact the [welfare and immigration team](mailto:welfare@chevening.org) 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.

**Refused a Visa**

Refused a visa means that you have been refused a visa of any type for any country, including the UK.

**Refused entry at the border**

Refused entry means that you were not permitted to enter the UK or another country at the border, for example, at the airport. This also includes situations where you were refused entry into a country even if you held a valid visa.

**Refused permission to stay or remain**

Refused permission to stay or remain in the UK or another country means that you are already in the country for which you are making a new visa application to extend your stay, and it has been refused.

**Refused Asylum**

Refused Asylummeans that you have made an application for asylum or refugee status which has been refused.

**Deported**

Deportedmeans that you were subject to a deportation order in the UK or another country.

**Removed**

Removed means that you were forcibly removed, at the cost to the government, from the UK or another country, because of a breach of the immigration rules.

**Required to leave**

Required to Leavedoes not mean that you left because your plans changed, but that you were served with removal papers and were required to leave at the request of the government.

**Excluded or banned from entry**

Excluded or banned from entrymeans that the Secretary of State has directed that your presence or entry to the UK is not conducive to the public good and any visa application will face mandatory refusal.

**Details of an immigration problem**

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.

**Breach of UK immigration law**

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](mailto:welfare@chevening.org) for further advice if you need to select ‘yes’ to any of these questions.

**Details of breach of UK immigration law**

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.

**Convictions and other penalties**

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

Convictions and penalties that you need to declare include:

* A criminal conviction
* A penalty for a driving offence, for example disqualification for speeding or no motor insurance
* An arrest or charge for which you are currently on, or awaiting trial
* A caution, warning, reprimand, or other penalty
* A civil court judgment against you, for example for non-payment of debt, bankruptcy proceedings or anti-social behaviour
* A civil penalty issued under UK immigration law
* No, I have never had any of these.

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.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-route-eligibility-and-requirements).

If you have any concerns or questions about this then please contact us at [welfare@chevening.org](mailto:welfare@chevening.org).

**Your criminal conviction**

If you answered yes on the previous question, you will be taken to a screen where you need to provide more details about your criminal conviction or penalty.

You will need to provide details of the crime you were convicted of, the details about the sentence, the date you were sentenced, and the country you were convicted in. Please try and provide the required details as fully and accurately as possible.

If you have had more than one conviction or penalty, then you will have the opportunity to answer this question more than once.

If you have any concerns or questions about this then please contact us at [welfare@chevening.org](mailto:welfare@chevening.org).

**War crimes, Terrorist activities, organisations and views, Person of good character**

The next few screens will 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 to the interests or security of the UK and its allies. It also asks if you have undertaken employment, activities, or anything else 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 provide more information.

Please read the information and the guidance carefully and please contact [welfare@chevening.org](mailto:welfare@chevening.org) if you have any questions or concerns.

**Your employment history**

This page asks whether you have been employed in any of the specific occupations or industries listed below. These occupations and industries are:

* Armed Forces (career)
* Armed Forces (compulsory national or military service)
* Government (including Public or Civil Administration and non-military compulsory national services)
* Intelligence services
* Security organisations (including police and private security services)
* Media organisations
* Judiciary (including work as a judge or magistrate)

You can tick more than one box if more than one occupation applies to you. For each box that you tick you will need to provide some details about your job title, who you worked for, and the dates of your employment.

**Sponsor licence number and address**

The next section of the application form will focus on your studies and university. You will need your CAS for many of the next pages so please make sure that you have it available so that you can complete the application form.

The page about sponsor licence number and address asks you for information that will be on your CAS. You will find the sponsor licence number and address on the CAS.

You will not be able to proceed beyond this page without the sponsor licence number. Please enter the address on this page as it is shown on the CAS.

**Place of Study**

The next screen asks about the type of institution that you will be studying at. For most scholars, it will be a Higher Education Provider with a track record of compliance.

**Primary site of study**

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.

**UCAS details**

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.

**Academic Technology Approval Scheme (ATAS)**

The next part of the application is about [Academic Technology Approval Scheme](https://www.academic-technology-approval.service.gov.uk/) (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 applications generally take 20 working days to produce but can take longer during the busy summer period, so you should apply for it 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.

**Future official financial sponsor (for fully funded scholars)**

This page asks about whether you will be receiving any money from an official financial sponsor for your studies.

If you are in receipt of a full scholarship (full tuition fees, stipend, and flights), then you need to select yes.

When you select yes, a further question appears asking how you will prove receipt of financial sponsorship. You will prove this with a letter of official financial sponsorshipso please choose this option. This is what we refer to as your Final Award Letter (FAL).

**Future official financial sponsor (for part funded scholars)**

Please only follow the guidance under this heading if you are in receipt of a part award or you need to make a personal contribution towards tuition fees. If you are not sure check your Final Award Letter or contact your programme officer.

Please select yes to the question will you be receiving money from an official financial sponsor for your continuing studies?

When you select yes, a further question appears asking how you will prove receipt of financial sponsorship. As a recipient of a part award you should select the option that says I am not being wholly sponsored.

**Course information (for all scholars)**

This part of the application form asks you about the details of the course that you have accepted.

The application form asks you for the name of sponsor institution and course name. Please complete these details as it is shown on your CAS.

You will also need to select the level of the qualification that you will receive when you complete your course. All masters programmes should be RQF Level 7/SCQF Level 11 so please select this from the drop down menu.

There is one further question asking if you are going to be a student union sabbatical officer. Please select no to this question.

**Course dates**

On this page you will need to provide your course start and end dates. Please refer to your CAS to find the official course start and end dates.

**Accommodation payments**

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.

If you are staying in university accommodation and either you, your parents, or legal guardians have made some accommodation payments, then select yes to the first question.

You will then be prompted to fill in how much has been paid. You will need to select the option to show what proof you have that the amount has been paid. Your options here are to select that your sponsor has confirmed the payment on the CAS or that you have a receipt.

If you made an accommodation payment after you initially received your CAS, you can ask your university to update it to show that it has been paid.

If you are using receipts to prove that payment has been made, then you may need to submit these with the rest of your documents at your visa appointment.

**Course fees**

This next part is asking about your **course 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 your university has shown on your CAS that part of your tuition fee has been paid then select yes to the question. If your university has shown on your CAS that no amount of the tuition fee has been paid then select no and proceed to the next page.

If you do select yes to the question, have you or your parent(s) or legal guardian(s) already paid any of your course fees? then another box appears asking how much has been paid. Please refer to your CAS and fill in the box with the figure that has been confirmed as having been paid.

**Course fees for scholars who need to make a personal contribution to the fees.**

If you are required to contribute to your tuition fees and you have already paid this then please make sure that this is shown on your CAS. If it is not shown on your CAS, then please contact your university and ask them to update it.

If you do not pay the fee before you make your visa application, then you will need to have evidence that you have the means to pay it. You can have these funds either in the form of a student loan or held in cash in a bank account under your name or the name of your parents or legal guardians. You can find out more about how to meet the financial requirements if you are relying on a student loan or money held in a bank account in the below sections of this guide called [Student Loan (for part funded scholars)](#_Student_Loan_(for) and [Maintenance Funds (for part funded scholars)](#_Maintenance_Funds_(for).

**Student Loan (for fully funded scholars)**

If you are a fully funded scholar who does not need to contribute to tuition fees, then the Final Award Letter is sufficient and meets the financial requirements for your visa. In this case, please select no to the question about whether you will be in receipt of a student loan.

**Maintenance Funds (for fully funded scholars)**

For your visa application to be successful you must demonstrate that you have adequate funds to support your living costs in the UK. As a fully funded scholar your monthly stipend meets the UKVI finance requirement for the Student visa route. Your Final Award Letter demonstrates that you meet these requirements.

Therefore, on the question of whether your maintenance funds are in a bank account with your name on it, please select no.

A further question will appear asking whether you are relying on money held in an account under your parent(s) or legal guardian(s) name. Again, select no for this question and then proceed to the next screen by clicking on the green save and continue button.

**Student Loan (for part funded scholars)**

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.

If you are using a loan to meet the maintenance requirements of the Student Visa, 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 visa 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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/976139/student-route-casework-guidance-v3.0-ext.pdf) and refer to the [Appendix Finance in the Immigration Rules](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-finance).

If you have any questions about this then please contact the Chevening [Welfare and Immigration Team](mailto:welfare@chevening.org).

**Maintenance Funds (for part funded scholars)**

If you are not receiving a Chevening stipend you will need to show that you have the required funds to support your living costs in the UK.

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 'in London' you should check with your university before you make your Student visa application.

[If you also need to contribute to your tuition fees](#_Course_fees_for) and you have not yet paid this to the university, then you will also need to add the outstanding balance of the tuition fee to the maintenance requirements above.

On the application form, when you are on the screen which asks about maintenance requirements the first question will ask whether all of your maintenance funds are in a bank account with your name on it. If this is the case and you have the required funds, as described above, then please select yes to this question.

If the money is not in a bank account in your name, then it is possible to show you meet the maintenance requirements if the required money is in your parents’ or legal guardians’ bank account. In this case select no to the initial question asking if the money is in account under your name, and then select yes to the follow up question asking if the required funds are available to you from your parents’ or legal guardians’ account. You will also need to have documentation proving the relationship between you and your parents or legal guardians. Only certain documents can be used to prove this relationship and there is more information about this in the [Student visa guidance document.](https://www.gov.uk/government/publications/points-based-system-student-route)

If you need to show that you meet the maintenance 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 2.1](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-finance). 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](https://www.bis.org/regauth.htm?m=2%7C269).

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.

**Additional information about your application (for all scholars)**

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.**

**Evidence showing the required maintenance funds (for part funded scholars)**

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.

**Documents (for all scholars)**

This page of the application provides some explanation about the documents that you need to submit as part of your application. You will see a variety of documents listed depending on how you have answered the questions throughout the application.

Mandatory documents are documents you must submit as part of your visa application.

Other documents are also documents that you should submit as part of your visa application.

**Mandatory documents**

These are documents that you must submit as part of your visa application. This includes your passport or travel document and your final award letter. You might be able to upload these documents when you book your biometrics appointment, but you must also take these documents to the appointment with you.

**Other documents**

You should submit any document that is listed under this category. You should be able to upload these documents when you book your biometric appointment, and we would also advise that you take copies of these documents with you to your appointment.

**Regional information**

Under the other documents section there is some information about how your visa will be processed. This does vary from region to region so please make sure you read it carefully. It will also explain more on the process of submitting your documents and the options available to you.

**Tuberculosis test results**

Depending on your residential history for the last 6 months you may need to submit a TB certificate. You can read more about this on the [UK Government’s webpage on tuberculosis testing](https://www.gov.uk/tb-test-visa).

When you have completed 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.

**Conditions**

Once you have completed the page about your documents you should read the information and conditions about your visa which you will need to accept if you wish to proceed.

**Declaration**

One of the final parts of the application is the declaration. 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.

**Immigration health surcharge (IHS)**

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 11 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.

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.

Once you have completed this page you should be taken to the payment summary. As you should be exempt from this the payment required should show as 0.00 (USD). Click on the green next button to confirm the payment summary and complete the IHS process.

Once you have completed the IHS part of the application, a screen will appear with your individual IHS number. You should also receive an e-mail confirmation with these details within a few minutes. You can now return to your visa application by clicking on the green button which says return to my visa application.

**Summary**

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 may be asked to accept another declaration and then a payment summary page. This should show a balance of zero in your local currency.

**Demonstrating your permission to be in the UK**

This page is about deciding where you will need to collect your Biometric Residence Permit (BRP). This is a document that you will only be able to collect in the UK and is your visa and will demonstrate your right to be in the UK, and the conditions attached to your stay.

You will have the option of collecting your BRP from an assigned Post Office by using a specific postcode. If you choose 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.

**No payment required**

Once you have confirmed where you will collect your BRP, you will come to a screen confirming that no payment is required. As a Chevening scholar you should not be required to pay for your visa application if you selected yes to the earlier question asking if you are in receipt of a Chevening, Marshall, or Commonwealth Scholarship.

If there is a mistake on this page, then please contact us at [welfare@chevening.org](mailto:welfare@chevening.org). If everything is correct on this page, click on the green save and continue button. You will now have submitted your application and you will be taken to a page confirming this. This should include confirmation of your name, date of submission, the type of visa you have applied for, the fee paid, confirmation of your e-mail address and a unique UKVI reference number called a GWF. You will also receive e-mail confirmation within a few minutes of coming to this screen.

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.

**Further actions you must complete.**

You will be taken to a screen with further actions to complete following the submission of your application. You will need to complete all mandatory actions.

You should download the supporting document checklist and print it for when you provide your biometrics.

You should also check if you need to be tested for TB. The requirement of the TB test will depend on your residential history for the last 6 months. You can read more about this on the [UK Government’s webpage on tuberculosis testing](https://www.gov.uk/tb-test-visa).

To complete your mandatory actions, you must make arrangement to provide your documents and biometric data (fingerprints and facial photograph). You will need to click on the green button that says provide documents and biometrics to continue.

**Provide documents and biometrics**

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.

**Provide documents and biometrics (VFS Global)**

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.

We have provided a short list below explaining what document you might want to upload under each heading. We would advise that you only submit documents that are required as part of your application.

* **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](https://www.gov.uk/guidance/immigration-rules/appendix-student), 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.

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.

Provide documents and biometrics (TLS Contact)

The following paragraphs explain the process of booking your appointment if TLS Contact provide the visa application centre services in your country.

The details of your name, visa application GWF reference, date of birth and passport number should automatically be completed, but please double check these are correct. 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: UKVI services’ to move to the next screen to book your appointment.

The next step asks whether you would like to purchase any priority services with your application. We suggest you do not purchase any additional services as these are costly and during busy periods, are not guaranteed. Chevening does not provide any funding for additional services. You should click the green button straight through to ‘Step 3: Book an 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.**

All available self-service appointments will now be displayed. You may still need to pay for some self-service appointments if they are premium lounge, prime time, or flexi appointments. However, there should still be free time slots available, and you can scroll through different weeks and months to find a time and date that suits you.

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.

The next 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. Please note that you will need to pay for this service and Chevening will not be able to provide additional funding for this.

To upload your documents, click on the View My Application Button. You will now see a few different headings and options. Underneath the Self-Service option please click the green upload button. You can then 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 7 June 2023.**