



# Applying for a Student Visa Step by Step Guide

Congratulations on your Chevening Award!

We've put together a step by step guide to help you complete your Student Visa application form online. 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.

## Apply

You must apply online for a Student visa.

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

## 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.

**Start now >**

**Click here to apply**

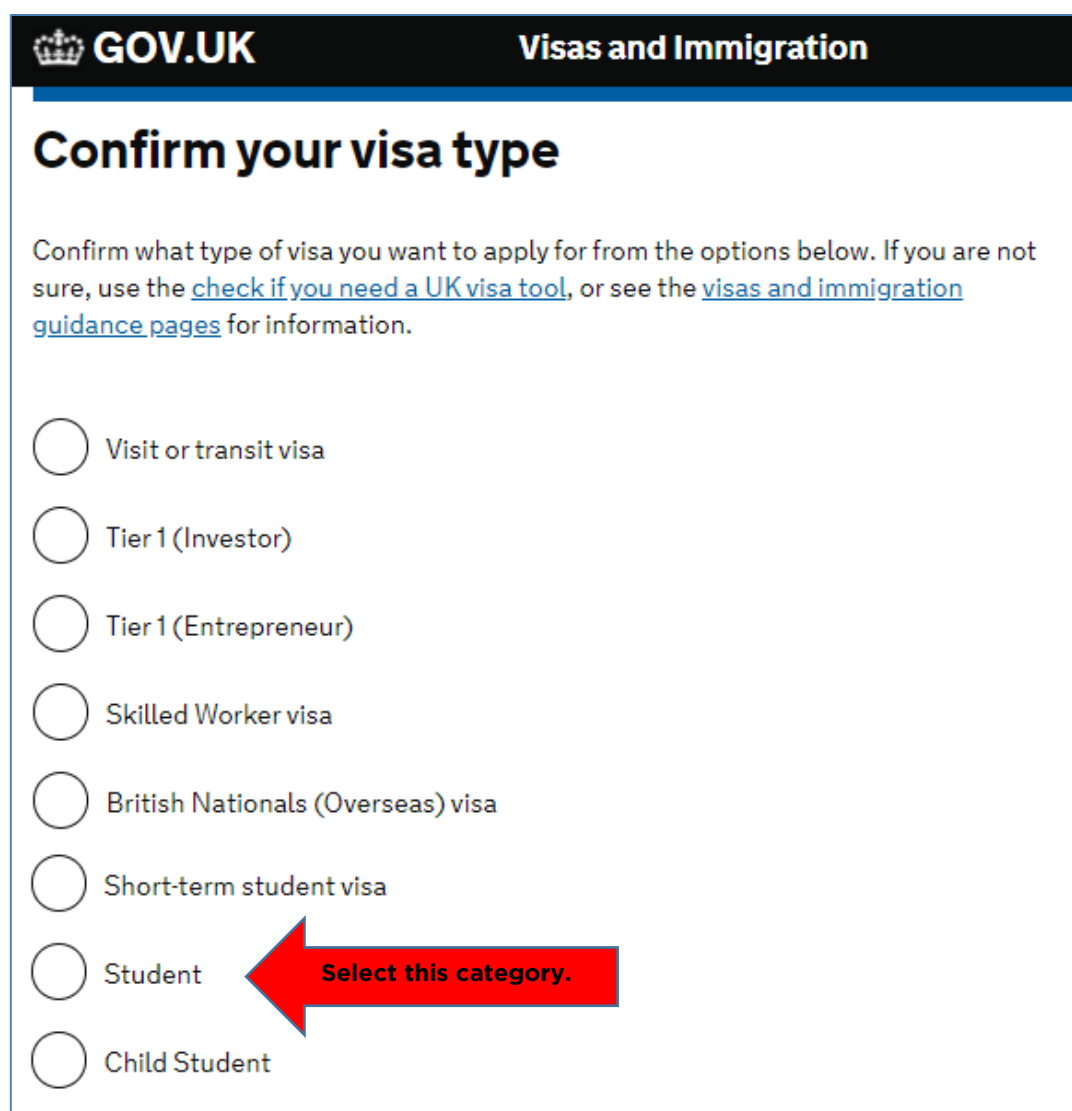
Click on the link as shown in the box above to start the application process.

**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.**

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](#). 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.



**GOV.UK** Visas and Immigration

## Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

- ☐ Visit or transit visa
- ☐ Tier 1 (Investor)
- ☐ Tier 1 (Entrepreneur)
- ☐ Skilled Worker visa
- ☐ British Nationals (Overseas) visa
- ☐ Short-term student visa
- ☐ **Student**
- ☐ Child Student

**Select this category.**

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.

## Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

**Enter the country in which you are making your application and wish to provide your biometrics**

 **Enter your country here.**

[Can I enter any country?](#)

 **Next** **Click here.**

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**

Click here to check VAC availability.







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.

S		
	San Marino	Apply through <a href="#">Italy</a>
	Sao Tome and Principe	Apply through <a href="#">Angola</a>
	Senegal	Dakar <a href="#">Priority-service</a>
	Serbia	Belgrade <a href="#">Priority service</a>

The screen you will see will depend on the region you are applying from. It will look like either the screen above or below.


VFS.GLOBAL


UK Visas and Immigration

## Premium Services

Select the country you entered on your GOV.UK application below. Note that centres are not available in all countries.

If no centre is available and your country is redirected, you must be able to travel to a centre in the designated country. If you cannot travel to the designated country, you should go back to your GOV.UK application and enter a different country which you can travel to.

For example, if you have entered Uruguay, you will need to travel to Argentina if you continue without changing. If you cannot travel to Argentina, you should go back to your GOV.UK application and enter a different country which you can travel to.

Where are you applying from?

Uruguay

Which Visa Application Center would you like to attend?

Select Your Visa Application Centre

Buenos Aires

Select Your Visa Application Centre

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.

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.

GOV.UK Visas and Immigration	GOV.UK Visas and Immigration
<h2>Student visa</h2> <p>Use this form to apply from outside the UK for a Student visa.</p> <p>You cannot add family members ('dependants') to this application. You must complete a <a href="#">separate form</a> for your dependants.</p> <h3>Before you apply</h3> <p>Before you start your application, <a href="#">read the guidance</a> on:</p> <ul style="list-style-type: none"> <li>• eligibility</li> <li>• how to apply and required documents</li> <li>• fees</li> </ul> <p>How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.</p> <p>If you are inactive for 25 minutes you will be automatically logged out.</p> <h3>How we use your data</h3> <p>The Home Office will use the personal information you provide to decide whether to grant your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the <a href="#">Privacy Notice for the Border, Immigration and Citizenship system</a>. This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.</p> <p><a href="#">Apply now</a></p>	<div>1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions</div> <h2>Register an email</h2> <p>Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.</p> <p>Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.</p> <p>Email address</p> <input type="text"/> <p>Create a password</p> <p>Your password must be 8 characters or longer and include a letter and a number or symbol.</p> <input type="password"/> <p>Repeat your password</p> <input type="password"/> <p><a href="#">Save and continue</a></p>

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.

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## Contacting you by email

We may use email to contact you about your application, for example, we may contact you for further information, or send a decision on your application by email. We may also use email to contact you about your immigration status after your application has been decided.

You must notify us immediately if the contact email addresses you provide as part of this application change.

youremail@email.com

If your email is wrong, click [here](#) to change it.

Who does this email address belong to?



You



Someone else

**Save and continue**


Cancel

[Return to this application later](#)

If you wish to save your application and come back to it at any time, then you can click on this link to save and sign out. If you leave the application inactive for 25 minutes you will be automatically signed out and all previous answers will be saved up to but not including the last page that you were on.

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.



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## Your telephone number

We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided.

You must notify us immediately if the contact telephone number(s) you provide as part of this application change.

Provide your telephone number

Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

Where do you use this telephone number?

You can select more than one option

☐ For use whilst in the UK

☐ For use whilst out of the UK

Select whether this is your home, mobile or work telephone number

You can select more than one option

☐ Home telephone number

☐ Business telephone number

☐ Mobile telephone number

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

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.



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## Contacting you by telephone

Are you able to be contacted by telephone?

- ☐ I can be contacted by telephone call and text message (SMS)
- ☐ I can only be contacted by telephone call
- ☐ I can only be contacted by text message (SMS)
- ☐ I cannot be contacted by telephone call or text message (SMS)

**Save and continue**

[Return to this application later](#)

[▶ Show and edit answers](#)

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 2023/24 academic year. Selecting yes to this question allows you to bypass the visa fee and the immigration health surcharge (IHS).

The screenshot shows the GOV.UK Visas and Immigration application interface. At the top, the GOV.UK logo and 'Visas and Immigration' are displayed. Below this is a progress bar with five steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, and 5. Pay. A 'Back' link is visible. The main heading is 'Scholarships'. The question asks: 'Do you have a Marshall, Chevening or commonwealth scholarship?'. Below the question is a link: 'Check the [postgraduate scholarship guidance](#), if you do not know.' There are two radio button options: 'Yes' (selected) and 'No'. At the bottom, there are two buttons: 'Save and continue' (green) and 'Cancel' (grey). Below the buttons are two links: 'Return to this application later' and 'Show and edit answers'.

**GOV.UK** Visas and Immigration

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## Scholarships

Do you have a Marshall, Chevening or commonwealth scholarship?

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

☒ Yes ☐ No

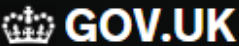
**Save and continue** Cancel

[Return to this application later](#)

[Show and edit answers](#)

**IMPORTANT:** 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.

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



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## Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

☒ Yes ☐ No

Confirmation of Acceptance for Studies reference number

Save and continue

Cancel

[Return to this application later](#)

[▶ Show and edit answers](#)

**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.

If your passport displays your family name first, you will need 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.

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## Your name

Enter your name as shown on your passport or travel document. Use the English spelling of your name where provided.

You must tell us your full name.

**Given name(s)**

Your given name is usually your first name. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name, include it with your given name. You must tell us all your given names.

**Family name**

Your family name is the surname shared by your family.

[I do not have a current passport or travel document](#)

If you do not have a passport or travel document, you can use a biometric residence permit, immigration document or birth certificate.

If you are a recognised refugee, you have humanitarian protection, or you are stateless, give us the name you used before.

[I do not have both a given and family name](#)

Enter your name(s)

Save and continue

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**.



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## Your sex and relationship status

What is your sex, as shown in your passport or travel document?

☐ Male

☐ Female

☐ Unspecified

What is your relationship status?

Single

Married or a civil partner

Unmarried partner

Divorced or civil partnership dissolved

Separated

Widowed or a surviving civil partner

[Show and edit answers](#)

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.

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## Your address

Address

Town/City

Province/Region/State

Postal code (if applicable)

Country

Is this address also your correspondence address?

We may use this address to contact you about your application, including after it has been decided.

☐ Yes ☐ No

Save and continue

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

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## 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 as soon as possible.




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## Your passport

 You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Issuing authority

On your passport or travel document this could also be referred to as 'country of issue' or 'place of issue'.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Enter date in the format DD MM YYYY

Day Month Year

Save and continue

[Return to this application later](#)

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If you have a national identity card then please provide the details of this in your application.



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## Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

☒ Yes ☐ No

National identity card number

Provide the number as shown on your identity card

Issuing authority

On your identity card, this could also be referred to as 'country of issue' or 'place of issue'.

Issue date (if applicable)

Enter date in the format DD MM YYYY

Day Month Year

Expiry date (if applicable)

Enter date in the format DD MM YYYY

Day Month Year

**Save and continue**

Cancel

[Return to this application later](#)

[Show and edit answers](#)

The next sections ask about your **nationality**.

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## Your nationality, country and date of birth

### Country of nationality

Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

### Country of birth

### Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

### Date of birth

For example, 31 3 2020

Day    Month    Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**Save and continue**

[Return to this application later](#)

[▶ Show and edit answers](#)

If you have other **nationalities**, you must provide these details on the next pages on the application.

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## Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship?  
You must provide all the nationalities that you currently hold or have ever held.

☒ Yes
☐ No

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## Details of other nationality

Country of other nationality  
If you have additional nationalities, you will be able to add these later.

Date held from  
Enter date in the format DD MM YYYY  
If you are unsure of the exact date, provide the month and year

Day   Month   Year

Date held to  
Enter date in the format DD MM YYYY  
If you are unsure of the exact date, provide the month and year

Day   Month   Year

Confirm if you still hold this nationality  
☐ I still hold this nationality

[Return to this application later](#)

[▶ Show and edit answers](#)

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.

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## 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


Save and continue

Cancel

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.

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

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## Spoken language preference

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

☐ English

☐ Other


[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

**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.

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## 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.

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## English language assessment

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

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

☒ Yes ☐ No

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

☐ Yes ☐ No

Select 'YES' here if your CAS indicates that your university has made its own assessment of your English language ability.

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 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](#), 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](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).

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.

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## Your current partner

Use your partner's passport or travel document, if they have one, to complete this section

Given names

Family name

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Country of nationality

Do they currently live with you?

☐ Yes ☐ No

Will they be travelling with you to the UK?

☐ Yes ☐ No

[Save and continue](#)

[Return to this application later](#)


[▶ Show and edit answers](#)

The next part of the application asks about people who are **financially dependent** on you.

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.

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## About your dependant

You should use your dependant's passport, if they have one, to complete this section.

What is this person's relationship to you?

Given names

Family name

Date of birth

Enter date in the format DD MM YYYY

Day    Month    Year

Does this person currently live with you?

☐ Yes

☐ No

Is this person travelling with you to the UK?

☐ Yes

☐ No


Save and continue

Cancel

[Return to this application later](#)

[▶ Show and edit answers](#)

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



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## 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**.

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## Family who live in the UK

Do you have any family in the UK?

This includes:

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

☐

Yes

☐

No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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 relatives you have in the UK.

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## 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.



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## Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?  
This include travel companies or sports, work, or study groups.


☐ Yes ☒ No

Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

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.



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## Travelling with another person

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

☐ Yes ☐ No

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.

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## Where you will stay in the UK

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

☐ Yes
☐ No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you have not yet secured your accommodation, then you will need to provide some explanation as to how you will plan your accommodation.

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## Accommodation plans in the UK

Where do you plan to stay in the UK?

Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends.

Maximum of 500 characters

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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.

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## UK travel history

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

☒ Yes ☐ No

How many times have you been to the UK in the past 10 years?

If you are unsure of the exact number, provide an estimation. You will be asked to provide details for up to 3 of your most recent times in the UK.

**Save and continue**

[Return to this application later](#)

[▶ Show and edit answers](#)

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.



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## Your most recent time in the UK

Select why you were in the UK:

☐ Tourism (including visiting family and friends)

☐ Work

☐ Study

☐ Transit (travelling through the country)

☐ Other reason

Date you arrived in the UK  
Enter date in the format MM YYYY

Month Year

How long were you in the UK?  
Select a unit of time and enter a value

Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

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.



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## Medical treatment in the UK

Have you ever been given medical treatment in the UK?  
For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment

☐ Yes
☐ No

Were you told that you had to pay the hospital, clinic or doctor's surgery for your medical treatment?  
This does not include the Immigration Health Surcharge

☐ Yes
☐ No

Have you paid the full amount?

☐ Yes
☐ No

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

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](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.

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## Details of previous medical treatment in the UK

Where did you go for your previous medical treatment in the UK?  
You will be able to add details of any additional medical treatments after you click 'Save and continue'

☐ Accident and Emergency (A&E) at a hospital
☒ To a doctor, clinic or hospital for non-emergency treatment

Name of hospital, clinic or doctors's surgery

Address

This address must be in the UK




Town/City

Enter a UK postcode

When did you start receiving this medical treatment?  
Enter date in the format MM YYYY

Month Year



When did you stop receiving this medical treatment?  
Enter date in the format MM YYYY

Month Year



☐ I am still receiving this medical treatment

Save and continue


[Return to this application later](#)

[Show and edit answers](#)

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 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.



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## UK leave to remain

Have you applied for leave to remain in the UK in the past 10 years?

☒ Yes ☐ No

Date of application

Enter date in the format MM YYYY

Month Year

What was the result of your application?

☐ Approved ☐ Refused

[▶ What is leave to remain?](#)

Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

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

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## National Insurance numbers

Do you have a UK National Insurance number?

☒ Yes ☐ No

Save and continue

Cancel

[Return to this application later](#)

[▶ Show and edit answers](#)

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## Your National Insurance number

What is your National Insurance number?


For example, QQ 12 34 56 C

Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

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



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## 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.



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## Public funds

Have you received any public funds (money) in the UK?

This includes benefits for people on low incomes, housing or child benefit

☐ Yes ☒ No

Save and continue

Cancel

[Return to this application later](#)

[▶ Show and edit answers](#)

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.

☐ Severe Disablement Allowance

## 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.

Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

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). 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.

GOV.UK

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## Details of your most recent travel

!

This is about your most recent visit to either Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

Which country did you visit?

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

☒

Australia

☐

Canada

☐

New Zealand

☐

USA

☐

European Economic Area and Switzerland

What was the reason for your visit?

☒

Tourism (including visiting family and friends)

☐

Work

☐

Study

☐

Transit (travelling through the country)

☐

Other reason

Date of visit

Enter date in the format MM YYYY

Month Year

How long was your visit?

Select a unit of time and enter a value


Save and continue

Cancel

[Return to this application later](#)

[Show and edit answers](#)

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.



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## 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.



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## 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.



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## Immigration history

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

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

☐ Yes☐ No

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

**Refused a visa or refused permission to stay or remain in the UK or another country** means that you have made an application to enter or remain in the UK and has been refused.

**Refused entry** means that you were not permitted to enter the UK, for example at the airport.

**Refused Asylum** means that you have made an application for asylum which has been refused.

**Deported** means that you were subject to a deportation order in the UK.

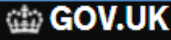
**Removed** means that you were forcibly removed from the UK because of a breach of the immigration rules.

**Required to Leave** does not mean that you left because your plans changed, but that you were served with removal papers and were required to leave.

**Excluded or banned from entry** means 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.

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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.



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## Details of an immigration problem

Give details of what happened

You will be able to add details of any further immigration problems after you click 'Save and continue'

☒ An application for a visa was refused

☐ I was refused entry at the border

☐ I was refused permission to stay or remain

☐ I was refused asylum

☐ I was deported

☐ I was removed

☐ I was required to leave

☐ I was excluded or banned from entry

Country

When did this immigration problem happen?  
Enter date in the format MM/YYYY  
Month Year

Give more details of what happened

500 characters remaining of 500 characters

Save and continue

[Return to this application later](#)


[Show and edit answers](#)

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.

 **GOV.UK**

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## Breach of UK immigration law

Have you ever:

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


☐ Yes ☐ No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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.

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## 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

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

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## Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?  
Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- ☐ 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

You must tell us about spent as well as unspent convictions.

[Save and continue](#)

[Return to this application later](#)

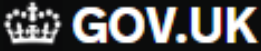
[▶ Show and edit answers](#)

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](#).

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.



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## Your criminal conviction

What crime were you convicted of?

Give details about your sentence

Include details about the sentence, for example, how long it was, how much you served, if you went to prison or did community service

Maximum of 500 characters

Date you were sentenced

Enter date in the format DD MM YYYY

Day Month Year

Which country were you convicted in?

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

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](mailto:welfare@chevening.org) if you have any questions or concerns.

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## War crimes

You must read all of the information on this page before answering.

▼ [War crimes](#)

War Crimes are grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict.

The types of acts that may constitute a war crime include:

- wilful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- the taking of hostages

Crimes against humanity include:

- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons

Genocide includes:

- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [legislation.gov.uk](http://legislation.gov.uk). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

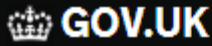
In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

☐ Yes ☐ No

☐ I have read all of the information about war crimes, including the guidance



If you have been employed in any of the occupations or industries listed below then please provide the required details.

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## 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.



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## Sponsor licence number and address

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

What is your sponsor licence number?

Sponsor's address

Town/City

Postcode


Save and continue

[Return to this application later](#)

▶ Show and edit answers

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. For the majority of universities you should put Higher Education Provider with a track record of compliance but double check your CAS if you're not sure.



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## Place of Study

What type of sponsor will you be studying with?

The [Register of Student sponsors](#) sets out what type of sponsor each institution on the register is. A Higher Education Provider with a track record of compliance will have the status 'General Student Sponsor – Track Record'.

☐ Independent School

☐ Higher Education Provider

☐ Higher Education Provider with a track record of compliance

☐ Overseas Higher Education Provider

☐ Publicly Funded College

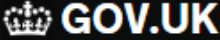
☐ Private Provider

[What is the difference between a school and a higher education institution?](#)

Save and continue

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.



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## Primary site of study

Is this the site where the majority of your study will take place?

The address of your university should appear here.

☐ Yes ☒ No

Address of your primary site of study

Town/City

Postcode

Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

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.



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## UCAS details

Did you apply for your course through UCAS?

☐ Yes

☐ No

▼ What is UCAS?

The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the [ucas.com](https://ucas.com) website.

Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

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 \(ATAS\)](#).

The screenshot shows the GOV.UK 'Visas and Immigration' application process. The progress bar at the top indicates the following steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is available. The main heading is 'Academic Technology Approval Scheme (ATAS)'. Below this, a paragraph explains that students of certain sensitive subjects need an ATAS certificate to study in the UK, with a link to find out more. A question asks if the user needs permission from the ATAS, with 'Yes' selected. Below this, a question asks for the ATAS reference number, with a text box for the answer. At the bottom, there is a 'Save and continue' button, a link to 'Return to this application later', and a 'Show and edit answers' link.

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## Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

☒ Yes ☐ No

What is your Academic Technology Approval Scheme (ATAS) reference number?

This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

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.

The next few pages talk about tuition fees, living costs and finances. This guide displays several pictures of the same screen of the online application showing how to complete it depending on your circumstances. Please read the information in the blue boxes to see what scenario applies to you.

## 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 if you are required to 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).

The screenshot shows the 'Future official financial sponsor' section of the GOV.UK Visas and Immigration application. The page has a black header with the GOV.UK logo and 'Visas and Immigration'. Below the header is a progress bar with six steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'Future official financial sponsor', followed by the question 'Will you be receiving money from an official financial sponsor for your continuing studies?'. There are two radio button options: 'Yes' (selected) and 'No'. Below this is a link 'What is an official financial sponsor?'. A grey box contains the question 'If you are being wholly sponsored by an official financial sponsor how will you prove this?'. There are three radio button options: 'My Student sponsor has confirmed this information on my CAS', 'Letter of official financial sponsorship' (selected), and 'I am not being wholly sponsored'. At the bottom are two buttons: 'Save and continue' (green) and 'Cancel' (grey).

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### Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

☒ Yes ☐ No

[What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?

☐ My Student sponsor has confirmed this information on my CAS

☒ Letter of official financial sponsorship

☐ I am not being wholly sponsored

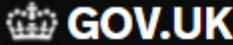
Save and continue Cancel

## FOR SCHOLARS WITH A PART AWARD

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

This section only applies to you if you are in receipt of a part award **or** need to make a personal contribution towards tuition fees. If you are not sure check your Final Award Letter or contact your programme officer.

If you are in receipt of a part award or are 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'**.

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### Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

☒ Yes ☐ No

[What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?

☐ My Student sponsor has confirmed this information on my CAS

☐ Letter of official financial sponsorship

☒ I am not being wholly sponsored


Save and continue

Cancel



## FOR ALL SCHOLARS

The next part of the application asks about your **course details**, and you will need your CAS to answer these questions.



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## Course information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course.  
If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

RQF7/SCQF11

Are you going to be a student union sabbatical officer?

► What is a student union sabbatical officer?

☐ Yes ☒ No

Save and continue

[Return to this application later](#)

► Show and edit answers

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.



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## Course dates

Course start date

Provide the start date of your main course of study, but do not include any other courses you may be taking before.  
Enter date in the format DD MM YYYY

Day

Month

Year

Course end date

Day

Month

Year


Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

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.



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## Accommodation payments

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

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance [here](#)

☒ Yes ☐ No

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

How much has been paid?

£

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

How can you prove this amount has been paid?

☐ My sponsor has confirmed this information on my CAS

☐ 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.

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

This next part is asking about your **course fees**.

The screenshot shows the 'Course fees' section of the GOV.UK Visas and Immigration application process. At the top, there's a navigation bar with the GOV.UK logo and 'Visas and Immigration'. Below this is a progress bar with steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'Course fees'. The first question is 'What are your course fees for your first year?'. It provides instructions: 'If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.' Below this is a text input field with a pound sign (£) and a placeholder box. The second question is 'Have you or your parent(s) or legal guardian(s) already paid any of your course fees?'. It includes a note: 'Please select No if your course does not have a fee.' There are two radio button options: 'Yes' and 'No'. Below the radio buttons is a green 'Save and continue' button. At the bottom, there are two links: 'Return to this application later' and 'Show and edit answers'.

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.

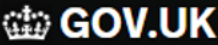
This screenshot shows the follow-up question for the 'Have you or your parent(s) or legal guardian(s) already paid any of your course fees?' question. It asks 'How much has been paid?' and provides a text input field with a pound sign (£). The second question is 'How can you prove this amount has been paid?'. There are two radio button options: 'My sponsor has confirmed this information on my CAS' (which is selected) and 'Receipts'.

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.

## 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.

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.



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## Student Loan

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

## 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.

This part of the application is asking about funds for your course fees and living costs.

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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 ☒ No

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

☐ Yes ☒ 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](#)

Your FAL provides evidence that your course fees and living costs are fully funded and therefore, they are not being paid for by yourself, or your parent(s) or legal guardian(s), so you should answer 'no' to both these questions.

## 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 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.

The screenshot shows the GOV.UK Visas and Immigration application interface. At the top, the GOV.UK logo and 'Visas and Immigration' are displayed. Below this is a progress bar with six steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'Student Loan'. The text states: 'You must show that you have enough money to cover your course fees and living costs. [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.' The question is: 'Are any of the maintenance funds required for this application in the form of a student loan?'. There are two radio button options: 'Yes' and 'No'. Below the options is a green 'Save and continue' button. At the bottom, there is a link 'Return to this application later' and a blue 'Show and edit answers' button.

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.

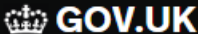
If you are not sure if your institution is considered to be 'in London' you should check with your university before you make your Student visa application.

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](#).

## FOR SCHOLARS WITH A PART AWARD

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

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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 ☒ No

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

☒ Yes ☐ No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

☒ Yes ☐ No

How can you prove they are your parent(s) or legal guardian(s)?

☐ Birth certificate

☐ Adoption certificate

☐ Court document

Save and continue

Cancel

[Return to this application later](#)

[Show and edit answers](#)

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.

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 2.1](#). 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.

## 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.

The screenshot shows the '2. Application' step of a visa application process on the GOV.UK website. The page title is 'Additional information about your application'. It includes instructions on how to provide further details and a large text input box. Below the box, it states 'Maximum of 1,000 characters'. There are three buttons/links at the bottom: 'Save and continue' (green), 'Return to this application later' (purple), and 'Show and edit answers' (blue). A red callout box with an arrow points to the 'Show and edit answers' link, containing the text: 'Click here to review and edit any of the answers that you have provided for each question.'

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### Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

**Save and continue**

[Return to this application later](#)

[▶ Show and edit answers](#)

Click here to review and edit any of the answers that you have provided for each question.

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.**

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.

## 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 (xxxxxxxxxxxxxxxxxxxx  
xxxxxx)

The next section of the application summarises the **documents** that you will need to provide as part of your application.

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## Documents

### Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

☐ The passport or travel document for xxxxxxxxxx

### Other documents

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

☐ Letter to prove official financial sponsorship

☐ The ATAS clearance certificate for xxxxxxxxxx

After you submit your application, you must provide your documents to our commercial partner. You can provide your documents by:

- uploading copies of your documents yourself through our commercial partner's website, free of charge
- taking your documents (originals or copies) to your appointment where our commercial partner will scan them for you, for a fee

If you choose to pay for the assisted scanning service, all documents (originals or copies) need to be A4 size or you may be charged to make them suitable for scanning.

If we require passports, you must take the originals to your appointment. If you have self-uploaded copies on our commercial partner's website you must still take your original passports, but will not be charged for scanning.

### Tuberculosis test results

You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application. [Check](#) if you get tested.

**Callout 1:** 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.

**Callout 2:** 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.

**Callout 3:** Please note that whilst copies of most documents are permissible, any passports that are required must be original documents.

**Callout 4:** 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](#).

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.

Visas and Immigration

▼ YOUR NAME

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Documents

Student visa

[Return to this application later](#)
[Download PDF](#)
[Sign out](#)

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.

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Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

☐
I confirm that I understand and accept these conditions

Save and continue

[Return to this application later](#)

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

The screenshot shows the 'Declaration' step of a visa application on the GOV.UK website. The page has a dark blue header with the GOV.UK logo and 'Visas and Immigration'. Below the header is a progress bar with six steps: 1. Start, 2. Application, 3. Documents, 4. Declaration (highlighted), 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'Declaration'. The text states: 'By sending this application, you confirm that to the best of your knowledge and belief the following is correct:'. This is followed by a bulleted list: 'the information relating to the application' and 'the supporting evidence'. Below this, there are several paragraphs of text: '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.', and 'I agree to the [terms and conditions](#).' Another paragraph states: '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.' This is followed by 'I confirm that:' and four radio button options: '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', and 'I am submitting the form on behalf of the applicant'. At the bottom, there is a green button labeled 'I accept the above', a link 'Return to this application later', and a link 'Show and edit answers'.

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## 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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## Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

 **Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.**  
[Check your answers](#)

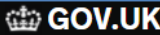
[Go to IHS website](#)

[Save and continue](#)

[Return to this application later](#)

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 dependents they will need to pay for it based on the calculations shown.

Immigration health surcharge

ALPHA This is a new service – your [feedback](#) will help us to improve it.

## Pay towards your healthcare in the UK

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 eye tests](#).

### 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  $£624 \times 5 = £3120$ .


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:

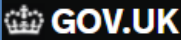
- your passport or travel document
- your payment card

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

Continue



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.



Immigration health surcharge

ALPHA This is a new service – your [feedback](#) will help us to improve it.

## 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

Applying from UK	No	
Staying in Isle of Man, Jersey or Guernsey?	No	<a href="#">Change</a>
Full name	XXXXXXXXXXXXXXXXXXXX	
Email	XXXXXXXXXXXXXXXXXXXX	
From	XXXXXXXXXXXX	
Visa route	Student	
Visa type	Student (Chevening, Marshall and Commonwealth Scholars Only)	
Passport or travel document number	XXXXXXXXXXXX	
Date of birth	XX/XX/XXXX	


### 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.

**ALPHA** This is a new service – your [feedback](#) will help us to improve it.

## 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](#).

I agree

**ALPHA** This is a new service – your [feedback](#) will help us to improve it.

## Payment summary

XXXXXXXXXXXX

0.00 (INR)

Exempt based on Visa Route

**Total**

0.00 (INR)

Next

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.

✓ Complete

Your IHS reference number is  
IHS XXXXXXXXXXXX

✉ We have sent you a confirmation email.

What you need to do next

Finish your visa application. We'll make sure your IHS reference number is included.

If you're applying in person at a premium service centre, you'll need your IHS reference number when you attend your appointment.

Find out more

[Contact UKVI](#)

[Immigration health surcharge](#)

Return to my 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.

BETA


This is a new service - your [feedback](#) will help us to improve it.

Continue your application

Your IHS reference number is IHSXXXXXXXXX. Your number will be shown on your checklist and application form.

! You must now pay for your application.

Continue



Visas and Immigration

1. Start
2. Application
3. Documents
4. Declaration
5. Pay
6. Further actions

[Back](#)

## Demonstrating your permission to be in the UK

If your application is successful you may need to collect evidence of your immigration status in the UK.

You will usually need to do this if you are given permission to stay in the UK for more than six months.

If you need a biometric residence permit (BRP) in the UK, where do you want to collect it from?

[What is a BRP?](#)

[What if I do not need a BRP?](#)

If you have a sponsor, they may have made arrangements to receive your BRP, and they will give you an Alternative Collection Location (ACL) code to enter below.

Otherwise, you will need to collect your BRP from a UK Post Office. Enter a UK postcode below to find out where your nearest UK Post Office will be.

☐

Collect from a UK Post Office

☐

Collect from an alternative location (for example, your sponsor)

Save and continue

[Return to this application later](#)

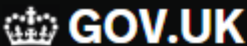
[Show and edit answers](#)

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.



Visas and Immigration

1. Start2. Application3. Documents4. Declaration5. Pay6. Further actions

[◀ Back](#)

## 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.

 **GOV.UK**

**Visas and Immigration**

1. Start 2. Application 3. Documents 4. Declaration 5. Pay **6. Further actions**


**Application submitted successfully**

Reference number  
**UKVI\_XXXXXXXXXXXX**

Date of submission	<b>XXXXXXXXXXXX</b>
Name	<b>XXXXXXXXXXXX</b>
Application	<b>Student visa</b>
Fee paid	<b>No payment required</b>

Your confirmation has been sent to  
**XXXXXXXXXXXX**

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.

**GOV.UK Visas and Immigration**

1. Start 2. Application 3. Documents 4. Declaration 5. Pay **6. Further actions**

## Further actions you must complete

There are some more actions below that you must complete. **Your application may not be successful** if you do not complete the mandatory actions.

**!** Any previously booked appointments are no longer valid due to a change in how we collect documents and biometrics. You must now make arrangements with our commercial partner to provide your documents and biometrics.

### Mandatory actions

**Download your supporting documents checklist** Download checklist

You must download your supporting documents checklist and print it for when you provide your biometrics. This document will only be available to download until 29 January 2022.

**Get a tuberculosis test, if required** Check requirement

You must check if you need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application.

**Make arrangements to provide your documents and biometrics** Provide documents and biometrics

You must make arrangements to provide your documents and biometrics (fingerprints and facial photograph) with our commercial partner.

### Optional actions

**Download a copy of your application form**

You can [download a copy of your application form](#) for your records. This document will only be available to download until 29 January 2022.

**Cancel your application**

Your application details cannot be changed. If you need to change any of your information, you will need to [cancel your application](#) and submit a new one.

**DOWNLOAD CHECKLIST:** You will need to download and print this document and take it to your visa appointment. It contains a list of documents that you will need to submit with your application.

**CHECK TB TEST REQUIREMENTS:** This will take you to the Government website with some information about whether you need to submit a TB test Certificate. If you are unsure if this applies to you, please contact [welfare@chevening.org](mailto:welfare@chevening.org)

**BOOK YOUR BIOMETRIC APPOINTMENT:** Click here to book your VAC appointment to submit your biometrics. This will also take you to the pages where you can upload your documents. More information about this follows below in this guide.


**OPTIONAL ACTIONS:** It might be a good idea to download a copy of your application form for your own records.

If you have made an error on your application, then please contact [welfare@chevening.org](mailto:welfare@chevening.org) before you cancel your application.

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.

**VFS.GLOBAL**  
EST. 2001

# Register with VFS Global


We're an official partner of UK Visas and Immigration. We'll help you with the next stage of your visa application. To continue your application register with your email and a new password.

From 1 June, UK Visas and Immigration is beginning a phased resumption of services and we will be starting operations in certain Visa Application Centres for existing customers first and then for new applications. Please check our [individual country pages](#) and [GOV.UK](#) for more information.

Email\*

Password\*

Re-enter password\*



[Refresh](#)  
Enter the string in below text

REGISTER WITH VFS GLOBAL

Already have an account?

[Login](#)➔



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.

**We are official partners of UK Visas and Immigration**

You now need to book your appointment to visit one of our Visa Application Centres, where you can provide your biometric details and supporting documents.

**Due to local government lockdown restrictions, certain Visa Application Centres in India may be closed at short notice. [Find out more.](#)**

If you booked your appointment with VFS Global before 15:15 (IST), 29 April 2021 and wish to reschedule or upload documents, please [click here](#).

You can Self-Upload your supporting documents at no cost, prior to your appointment. Or, you can purchase optional **Document Scanning Assistance** and have our staff do this for you at the Centre. Important information for any customers who have applied for an EEA Family Permit. [Read more...](#)

To get started please select your Visa Application Centre

Reference Number

Email Address

Country of application: India 12 Centres

Select your centre

If you need a faster Visa decision, please choose one of the Priority Visa services

Standard Visa

I will do it later Continue

All fields are mandatory unless marked as optional

## Book an Appointment

First choose the type of appointment you would like, followed by your preferred date. You will then be able to select from all the time slots currently available on that day.

**Pick an Appointment Type**

☒ Choose a slot

**Pick an appointment date**

☒ Available and paid ☐ unavailable

June 2021

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Choose an appointment time**

All

Time	Standard Free	Premium Lounge INR 3000
	Appointments within usual opening hours	Includes direct access to a Premium Service desk
8:00	Select	Select
8:15	Select	—
8:30	Select	Select
8:45	Select	—
9:00	Select	Select

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.

## Services

We offer a range of optional services to make your application faster, more convenient and more relaxed. Click a service to find out more about it.

All available Additional services

Services	Unit Cost (INR)	
<b>Gold Premium Package</b> (Includes Premium Lounge...) Our Gold Premium Package offers you the highest levels of service, comfort and speed when applying for a visa. Our... <a href="#">Read more -&gt;</a>	5450.00	<a href="#">Add</a>
<b>Premium Lounge Package</b> Add a little extra to your application. Treat yourself to a more relaxed, more convenient experience when you visit us at the... <a href="#">Read more -&gt;</a>	3500.00	<a href="#">Add</a>
<b>Digital Application Submission</b> (Includes Courier, SMS, Application and Document Check...) Our new Digital Application Submission service allows for the remote submission of your UK visa application from the safety... <a href="#">Read more -&gt;</a>	3000.00	<a href="#">Add</a>
<b>Bronze Premium Package</b> (Includes Automated Call Back Service...) Our Bronze Premium Package is the most frequently asked-for services, all in one great-value package. This service package... <a href="#">Read more -&gt;</a>	1400.00	<a href="#">Add</a>

## Review and Pay

Please check all your details carefully, ensuring you can attend your chosen appointment time, and you have added any services you need.

**Application details** [Edit](#)

Resident of

Going to  
United Kingdom

Visa Application Centre

Visa Type  
Student (Chevening, Marshall Island and Commonwealth Scholar)

**Appointment details** Appointment not confirmed until payment is made [Edit](#)

Visa type  
Standard

Date  
Monday 14, June 2021

Time  
9:15-9:30

**Fees** [Edit](#)

Sub-Total INR 0.00

**Add-on packages and services** [Add services](#)

Sub-Total INR 0.00

Total INR 0.00


☒ I accept the [Terms and Conditions](#)

[Go back](#)

[Confirm](#)

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.



### Thank you for booking an appointment with us!

We've sent you a confirmation email with your appointment details. Please bring a printed copy of the email attachment together with your [booking details](#) and means of payment when you visit the Visa Application Centre.

As part of your application, you may be required to pay additional Visa and Service fees at the Visa Application Centre.

#### Self Upload

If you'd like to upload your supporting documents before visiting the Centre, you can do that by clicking 'upload supporting documents now'.

If you can't upload your documents now, you have two options:

- 1 Upload later:** You can upload as many documents as you want, at any point before your appointment. Simply access the 'My Appointments' page by clicking the link in your registration email, or by logging into your account as normal.
- 2 Get Document Scanning Assistance:** For a fee you can bring your supporting documents and use our Document Scanning Assistance service at the Visa Application Centre.

**Please note:**

- We accept originals and photocopies, but photocopies must be A4 size, clear and legible.
- Customers applying through the Windrush Scheme or Family Reunion under Part 11 of the Immigration Rules are eligible for free Document Scanning Assistance.

Yes I will do it now →

Click here to upload your documents for free.

### Transaction Summary

#### Application details

Resident of
Going to United Kingdom
Visa Application Centre UK Visa Application Centre,
Visa Type Student (Chevening, Marshall Island and Commonwealth Scholar)


Reference #

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'd 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/ JPG/JPEG/PNGs upto 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** is 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.

Welcome to TLScontact's website for UK Visa Applications in Botswana.

## Your visa application process

Here are the mandatory steps to apply for a UK visa

[Watch the video](#)

### Summary of information entered on gov.uk

**1. Please confirm your identity:**

Application reference	Full name
<input type="text"/>	<input type="text"/>
Date of Birth	Passport
<input type="text"/>	<input type="text"/>

*If you need to change any of your information, you must submit a new application on [GOV.UK](#).*

**2. Please choose the Visa Application Centre where you would like to submit your supporting documents and biometrics:**

*Please note that this selection is final. You will not be able to change the location of your appointment. If you have already purchased a priority visa service, please verify [here](#) that this service is available at the location which you wish to submit your application.*

[CONTINUE](#)

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: UKVI services' to move to the next screen to book your appointment.

## Welcome to TLScontact

**STEP 1**  
**TLScontact Services**

**STEP 2**  
**UKVI Services**

**STEP 3**  
**Book an appointment**

**STEP 4**  
**Checkout**

### STEP 1: TLScontact Services

Non-Regulated services

Added Value Services are entirely optional. Purchasing any of these services will in no way affect or influence UK Visas and Immigration's decision on your application.

**Appointment Assisted Service - Regular**

Our team will scan and upload your documents on your behalf.

**KES 3,904.00**

[ADD TO BASKET](#) [i](#)

**Express Courier Return**

Avoid unnecessary travel, save time, and avoid the crowds by having your passport returned to you by courier.

**KES 2,280.00**

[ADD TO BASKET](#) [i](#)

**Upgrade to Assisted Scanning Settlement Priority**

[ADD TO BASKET](#) [i](#)

**KES 15,344.00**

**Express Courier Return (out of country)**

Avoid unnecessary travel, save time, and avoid the crowds by having your passport returned to you by courier.

**KES 7,600.00**

[ADD TO BASKET](#) [i](#)

**Premium Lounge**

Upgrade to experience the ultimate in convenience, comfort, and support for your application in a dedicated space with fewer queues.

**KES 13,528.00**

[ADD TO BASKET](#) [i](#)

**Flexi Appointment**

Don't worry about delays and travelling during busy times when booking your appointment – choose flexi and arrive when it suits you.

**KES 10,640.00**

[ADD TO BASKET](#) [i](#)

[See more services ▼](#)

### MY BASKET

**UKVI Services**

No Service

VAT	£0.00
<b>TOTAL</b>	<b>£0.00</b>

**TLScontact Services**

No Service

VAT	KES 0.00
<b>TOTAL</b>	<b>KES 0.00</b>

**STEP 2: UKVI SERVICES**

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'.

Welcome to TLScontact

STEP 1

TLScontact Services

STEP 2

UKVI Services

STEP 3

Book an appointment

STEP 4

Checkout

STEP 1: TLScontact Services

✓

STEP 2: UKVI Services

Regulated services

⚠ **Priority Visa services for Start Up, Innovator or High Potential Individual applications:** Customers and their dependants applying on the Start Up, Innovator or High Potential Individual routes are not eligible for the Priority Visa service.

Priority Visa Service (non settlement)

£250.00

Your application will be placed at the front of the queue at every stage of the decision-making process.

Please do not purchase this service if you have already purchased it on the gov.uk website.

ADD TO BASKET

i

Super Priority Service

£956.00

Get your application decision by end of the next working day.

Please do not purchase this service if you have already purchased it on the gov.uk website.

ADD TO BASKET

i

MY BASKET

UKVI Services

No Service

VAT

£0.00

TOTAL

£0.00

TLScontact Services

No Service

VAT

KES 0.00

TOTAL

KES 0.00

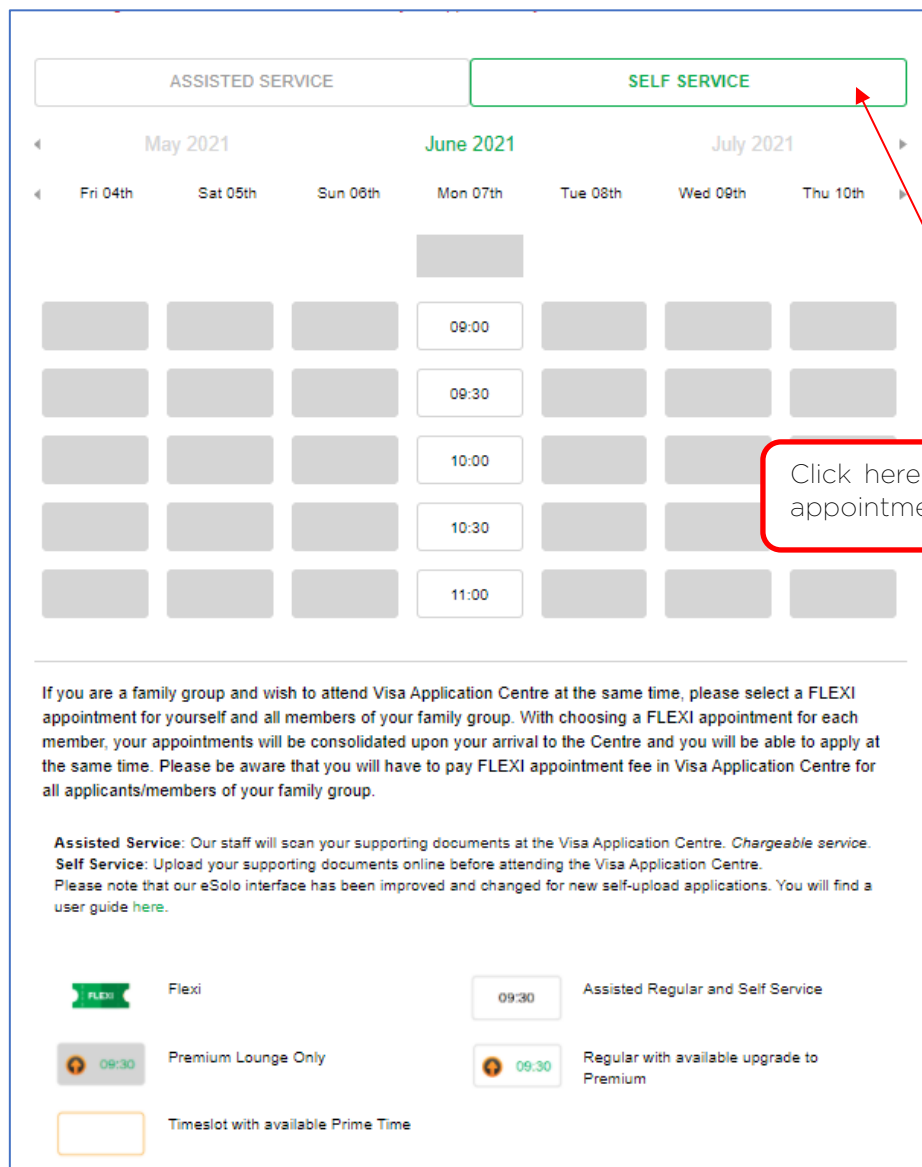
STEP 3: BOOK AN APPOINTMENT

Click here to book your appointment.

88



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.**



ASSISTED SERVICE SELF SERVICE

May 2021 June 2021 July 2021

Fri 04th Sat 05th Sun 06th Mon 07th Tue 08th Wed 09th Thu 10th

09:00 09:30 10:00 10:30 11:00

If you are a family group and wish to attend Visa Application Centre at the same time, please select a FLEXI appointment for yourself and all members of your family group. With choosing a FLEXI appointment for each member, your appointments will be consolidated upon your arrival to the Centre and you will be able to apply at the same time. Please be aware that you will have to pay FLEXI appointment fee in Visa Application Centre for all applicants/members of your family group.

**Assisted Service:** Our staff will scan your supporting documents at the Visa Application Centre. *Chargeable service.*  
**Self Service:** Upload your supporting documents online before attending the Visa Application Centre.  
Please note that our eSolo interface has been improved and changed for new self-upload applications. You will find a user guide [here](#).

**FLEXI** Flexi 09:30 Assisted Regular and Self Service

09:30 Premium Lounge Only 09:30 Regular with available upgrade to Premium

Timeslot with available Prime Time

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.

## Welcome to TLScontact

STEP 1

TLScontact Services

STEP 2

UKVI Services

STEP 3

Book an appointment

STEP 4

Checkout

### STEP 1: TLScontact Services

### STEP 2: UKVI Services

**⚠ Priority Visa services for Start Up, Innovator or High Potential Individual applications:** Customers and their dependants applying on the Start Up, Innovator or High Potential Individual routes are not eligible for the Priority Visa service.

### STEP 3: Book an appointment

You have selected a **Self Service Appointment** for Thursday the 27<sup>th</sup> of April 2023 at 09:15

[Amend my appointment](#)

Click here to confirm your appointment booking and proceed to the next screen.

### MY BASKET

#### UKVI Services

No Service

VAT £0.00

**TOTAL £0.00**

#### TL Scontact Services

Appointment Self Service - Regular KES 0.00

Subtotal KES 0.00

VAT KES 0.00

**TOTAL KES 0.00**

**PROCEED TO CHECKOUT**

## Thank you for your order.

A confirmation email has been sent to you with further instructions - please check your mailbox.

**If you have chosen Self Service,** you must upload your supporting evidence before coming to the Visa Application Centre. You will find a user guide [here](#).

**Help us to improve our services:** As part of our efforts to improve customer satisfaction, we may send you an email request to complete a short survey. We thank you in advance for your participation.

**VIEW MY APPLICATION**

Click here to view your application and upload your documents.

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.

My Application

Application Reference

Buy a Product

Book or Amend My Appointment

Appointment Time and Date

Return to GOV.UK

Track My Application

Self Service

GWF070218031

BUY

AMEND

09:15  
Thursday the 27<sup>th</sup> of April

GOV.UK

TRACK

UPLOAD

Click here to upload your documents.

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

← Back to applicants portal

⌚ Not yet submitted

1 Upload

2 Summary

3 Submitted

Welcome

In order to spend less time in VAC, please upload documents required.  
Please check your emails to see what's expected.

+

Drag and drop files  
(only .pdf files)

✓ Capture.pdf  
75.69 kB

Please choose category

Please choose category

Employment evidence

Financial evidence

Studies evidence

Sponsor evidence

Family status

Accommodation temporary or permanent

Other

VAF

Travel and Residency

⬇️🗑️

⚠️ Some files have no category selected.

→ Continue to summary

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 8 June 2023.***