

# Requesting a CAS

## What is a CAS?

CAS stands for “Confirmation of Acceptance for Studies”. This is a secure electronic record, created by the university and shared with UK Visas and Immigration (UKVI). It contains detailed information about you, your course of study and your fees, and has a unique reference number. Once a CAS has been generated, you will ordinarily be emailed a statement of the relevant information (known as a “CAS statement”), which you will need when completing your on-line visa application form. If a visa application is submitted before a corresponding CAS has been generated, it will be refused by UKVI.

## How do I request a CAS?

To request a CAS, please work your way through the following steps:

### STEP 1:

If you are starting a new course, submit your advance tuition fee payment of £3000 using the university’s [Quick Pay](#) facility. [Please note: if you have a complicated immigration history and are uncertain as to whether you will be eligible to receive a CAS, you may initially submit your CAS Request without making this payment. Once your eligibility for a CAS has been confirmed, you will then be instructed to submit the advance tuition fee payment.]

### STEP 2:

Download the university's  [CAS Request form](#) and complete it using Microsoft Word.

### STEP 3:

Print off the completed CAS Request form, and add your signature and date to the Declaration section (Section F).

### STEP 4:

Scan the signed CAS Request form, and email an electronic copy to the [Immigration Team](#) along with the following supporting documents:

- An electronic copy of your passport photo page;
- Electronic copies of all your previous UK visas;
- An electronic copy of the financial document(s) you propose to submit with your visa application.

## When should I request a CAS?

You should submit your CAS Request form (plus supporting documents) as soon as practicable after meeting the conditions of your offer, and no later than the relevant deadline stated below. Please note, however, that in accord with UKVI regulations, the university will issue a CAS no earlier than three months before your course start date.

## What is the latest date the university will accept a CAS Request?

The latest date the university will accept a CAS Request is dependent on the course start-date and where you will be submitting your Tier 4 visa application. Please see the table below for further information.

Course Type (start date)	Latest Date university will accept CAS Request	
	Out-of-country applications	In-country applications
Undergraduate (Sep 2019)	06/09/2019	30/09/2019
Postgraduate Taught (Sep 2019)	06/09/2019	30/09/2019
MA/MEd Inclusive Education (Oct 2019)	13/09/2019	08/10/2019
MA Education (Oct 2019)	13/09/2019	08/10/2019
MA Educational Leadership (Oct 2019)	13/09/2019	08/10/2019
MBA Top Up (Mar 2019)	22/02/2019	21/03/2019
MBA Top Up (Jul 2019)	07/06/2019	04/07/2019
Postgraduate Research – PhD (Oct 2019)	30/08/2019	24/09/2019
Postgraduate Research – PhD (Feb 2020)	To be confirmed	To be confirmed
Postgraduate Research – DBA (Jul 2019)	To be confirmed	To be confirmed
Pre-sessional (Jun 2019)	To be confirmed	To be confirmed
Pre-sessional (Sep 2019)	To be confirmed	To be confirmed