



The
University
Of
Sheffield.

International Exchanges Unit

Visa Fact sheet

This information is an informal guide for Study Abroad Programme students only. For further information see www.sheffield.ac.uk/international/welcome/visasandimmigration or UK Border Agency - www.ukvisas.gov.uk

1. Do I need a Visa to study at Sheffield?

If you have a European Union passport, you do not need a visa.
If you do not have European passport, we strongly advise you to obtain a visa before coming to the UK, even if this is not compulsory for your nationality. See: www.ukvisas.gov.uk/en/doineedvisa/

2. According to the website I do not need a visa before coming to the UK. Why are you advising me to apply for a visa although it is not compulsory?

At immigration control, you must declare why you are coming to the UK. If you do not have to have a visa and you are coming for the purpose of studying you should be admitted as a student visitor and not as a general visitor or a tourist. The problem is that the stamp you receive at the airport does not look any different to a general visitor stamp - some immigration officers distinguish them by writing VST next to it but some don't. If it can't be distinguished from a general visitor stamp, you could face problems in the future: the University may not be able to register you; you won't be able to prove that you entered as a student visitor and not as a general visitor. We strongly advise not to take this risk but to apply for a student visitor visa or a Tier 4 Student Visa before you leave home to avoid any problems in the future.

3. Which should I apply for - a Tier 4 Student Visa or a Student Visitor Visa?

If you are coming to Sheffield for a full academic year or might stay for a full academic year then you must apply for an adult student visa - Tier 4 (General).

If you are coming to Sheffield for one semester only, you have two options – (1) you can apply for a Student Visitor Visa OR (2) an adult student visa - Tier 4 (General). We recommend the second option.

4. Student Visitor Visa (not recommended)

- We do not recommend this option.
- If you do, we advise that you apply before leaving your home country.
- Your study period must be 6 months or **less**
- You cannot extend your visa
- You cannot work (paid or voluntary) in the UK
- You will not need a CAS number from Sheffield

Information:

www.sheffield.ac.uk/international/welcome/visasandimmigration

www.ukba.homeoffice.gov.uk/studyingintheuk/student-visitors/

Adult student visa - Tier 4 (General) (Recommended)

- You **MUST** apply before leaving your home country
- You can work part time in the UK (conditions apply)
- You will need a CAS number from Sheffield
- You can apply to extend your visa, if you need to

Information:

www.sheffield.ac.uk/international/welcome/visasandimmigration

www.ukba.homeoffice.gov.uk/studyingintheuk/
Click;

>Quick Guide for Students

>Adult Students

>Applying for an adult student visa - Tier 4 (General)

5. What is a Confirmation of Acceptance for Studies (CAS) number?

You need a Confirmation of Acceptance for studies (CAS number) to apply for an adult student visa - Tier 4 (General). Your CAS number is confirmation of your place to study at the University of Sheffield. Before we can issue your CAS number, we must inform the UK Border Agency (UKBA) of some of your personal details. We send you these details for careful checking and confirmation in advance.

The International Exchanges Unit will email you your offer with an acceptance form. You must read the information on your acceptance form carefully.

The information must match EXACTLY what is in your passport and other documents. If there are any errors, please make changes on the form. You then need to return the acceptance form.

Your CAS number will be issued to you in an email. You must write your CAS number on your visa application form.

You do not need to send the CAS email to the UKBA. Upon receipt of your visa application, UKBA staff will use your CAS number to access your online record.

Your University of Sheffield CAS number ONLY allows to study at the University of Sheffield. If you want to study

elsewhere you must apply for a new CAS and visa, from that University before you leave your home country.

6. When will I receive my CAS number?

Your CAS number will be emailed to you no sooner than 3 months before your official start date at Sheffield. So for example – if you will join us in September, you will be sent the number from mid June. If you will join us in February it will be sent from mid November.

7. Do I need a Visa Letter?

Adult student visa - Tier 4 (General) - No. You can no longer apply for a visa with a Visa Letter.

Student Visitor Visa – you will need an “offer” letter from Sheffield, this will be sent to you approximately 3 months before arrival

8. What is Biometric Information? What do I have to do?

You only need to do this if you apply for an adult student visa - Tier 4 (General)

Information: www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/applying/biometrics-id-cards/

9. How do I fill in the adult student visa - Tier 4 (General) form?

See: www.ukcisa.org.uk/student/info_sheets/applying_home_country.php

www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/applying/how-to-fill-in-the-form/

Information from Sheffield to include on your Tier 4 (General) form

Question: Give the full address of your Tier 4 Sponsor including postal code:

Question: Give the full address of your primary site of study, including postal code:

University of Sheffield
Western Bank
Sheffield
S10 2TN
United Kingdom

CAS number – This will be emailed to you

Course title:

Study Abroad Programme (but see below:)

If you are doing a Summer course at the English Language Teaching Centre you must write:

Study Abroad Programme (with English Language Preparation)

Course level: Undergraduate Degree

Secondary course level: not applicable

Course start date: This is given on your Offer Email

Course end date: This is given on your Offer Email

Tick if the course is full time: Please tick – it is full time

Tuition fees

Exchange Students - If you are coming to Sheffield on an exchange then we have told UK BA that you will be paying £0.00 to Sheffield.

Fee paying students – we have told UKBA the fee you will be paying. If you do not know what this is, please email ieu@sheffield.ac.uk

11. What documents do I need to submit?

Student Visitor Visa

See:

www.sheffield.ac.uk/international/welcome/visasandimmigration

www.ukba.homeoffice.gov.uk/studyingintheuk/student-visitors/applying/

Adult student visa - Tier 4 (General)

See

www.sheffield.ac.uk/international/welcome/visasandimmigration

www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/applying/how-to-fill-in-the-form/

12. How much money do I have to show for the Maintenance section application form?

This is only applicable for Adult Student Visa - Tier 4 (General) applications

As Sheffield is outside London, the amount you have to show is £600 per calendar month:

Full Year at Sheffield - £5400

One Semester at Sheffield - £3600

These are the amounts you must show in your own or your parent's name. The money must be in the bank account

for at least 28 days, never dropping below the figure above.

Important information you should read:

www.sheffield.ac.uk/international/welcome/visasandimmigration

www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/evidence/money/

www.ukcisa.org.uk/student/info_sheets/applying_home_country.php#financial_requirements

13. Applying for a visa can seem quite stressful; however, if you read all of the suggested websites, the application form guidance notes and allow plenty of time it can make things a lot easier.

14. Questions?

University of Sheffield

www.shaf.ac.uk/newstudents/international/immigration

Email: international.students@sheffield.ac.uk

<http://ask.sheffield.ac.uk/help/prospective>

UK Border Agency

www.ukba.homeoffice.gov.uk/studyingintheuk/

15. After your arrival in Sheffield - Attendance Monitoring

You must visit the Student Services Information Desk (SSiD) on the 1st and 15th of each month to confirm your continuing attendance at the University of Sheffield.

This is an official condition of your Visa.

If the 1st or 15th falls on a weekend or national Bank Holiday, please visit on the next available working day.

You must take your University membership card (Ucard) with you on every visit.