

Home Office Document Requirements for your Student Visa Application

The following information is taken from the Student Route [Guidance](#) or [Immigration Rules](#) issued by the Home Office. It outlines the format requirements for documents if you are applying for the Student visa route from within the UK. You may not require all these documents, but please make sure you use this as a guide when preparing your documents.

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Note about Low Risk Nationals and document requirements:

Students who are nationals of certain countries, as listed in Appendix ST 22.1 of the [Immigration Rules](#), are considered by the Home Office to be 'Low-Risk'. This means that these students are subject to different documentary requirements to other applicants. The Student Route [Guidance](#) confirms that students who are considered 'Low Risk' are not required to provide evidence of their finances, or previous qualifications with their Student applications. However, the UKVI may choose to request this evidence during the processing of the Student application, therefore, students are strongly advised to ensure they have all the documents as per the Student requirements at the time of sending their application. When completing the application, students are required to declare that they meet all the requirements at that time so the Home Office can expect for these documents to be produced.

In order for SU Advice to check your application has been completed correctly we will ask to see these documents.

Personal Bank Statements

You are advised that the [Immigration Rules](#) (Appendix Finance) state that money in the form of cash funds can be evidenced using bank statements from UK or overseas bank accounts. The [Immigration Rules](#) state that funds will not be considered if they are held in a financial institute where any of the following apply:

- *The decision maker [Home Office caseworker] is unable to make satisfactory verification checks; or*
- *The financial institution is not regulated by the appropriate regulatory body for the country in which that institution is operating; or*
- *The financial institution does not use electronic record keeping.*

Unless, you have already been in the UK for at least 12 months with valid permission to stay on the date of your new application, you will be required to provide evidence to show you have held the required money in your bank account for a minimum of 28 days prior to applying.

You should ensure your bank statement shows a recent final transaction date (within 31 days of the date you intend to apply for your visa) and you may need to add £1 to your account to show this. The Home Office Caseworker will also expect the bank or building society statement to:

- *Be on official stationery of the bank, or an electronic record*
- *Be printed or electronic (not handwritten)*
- *Include the account holder(s) name(s)*
- *Include the account number, and*
- *Include the date of the statement, and*
- *Include information about the bank, such as contact details or branch code*
- *Show transactions and the amount held over the 28-day period*

It is no longer a requirement for electronic bank statements to be stamped on each page or accompanied by a supporting letter, however Mini Statements printed from an ATM will not be accepted.

Parent(s) Bank Statement

The UKVI [Immigration Rules](#) and [Guidance](#) state that evidence of funds can only be in the name of the main applicant or in the name of your parent(s). The UKVI Student [Guidance](#) states that in addition to bank statements meeting the requirements as detailed below, you must also provide proof of relationship and a letter from your parent(s) confirming they give consent for their money to be used.

The bank statement must show the necessary funds have been held for a minimum of twenty-eight days. The bank statement must show a recent final transaction date (within 31 days of the date you intend to apply for your visa) and so you may need to ask your parent(s) to add £1 to their account to show this. The Home Office Caseworker will also expect the bank or building society statement to:

- *Be on official stationery of the bank, or an electronic record*
- *Be printed or electronic (not handwritten)*
- *Include the account holder(s) name(s)*
- *Include the account number, and*
- *Include the date of the statement, and*
- *Include information about the bank, such as contact details or branch code*
- *Show transactions and the amount held over the 28-day period*

It is no longer a requirement for electronic bank statements to be stamped on each page or accompanied by a supporting letter, however Mini Statements printed from an ATM will not be accepted.

If you are using your parent's evidence, you must also provide:

- 1) Proof of your relationship with your parent(s), such as:
 - o your birth certificate showing the names of your parent(s)/legal guardian(s); or
 - o your certificate of adoption showing names of both parent(s) or legal guardian(s); or
 - o a Court document naming your legal guardian(s).

The document used must be the original legal document or a notarised copy. Documents such as a Household Register would also be acceptable as proof, but you will need the original document and the relevant translations.

- 2) A letter from your parents. This letter must:
 - a. Confirm the relationship between you and your parent(s) or legal guardian(s) and,
 - b. Confirm that your parents(s) or legal guardian(s) have given their consent to you using their money to study in the UK.
 - c. Be signed and dated by your parent(s)

Letter from a Bank

If a bank statement cannot be provided, a letter from the bank can also be used. The letter must still confirm that the required funds have been held for a period of at least 28 days and the letter should be printed within 31 days of the date you intend to apply for your visa. The letter should normally:

- Be on official stationery of the bank
- Be printed or electronic (not handwritten)
- Include the account holder(s) name(s)
- Include the account number, and
- Include the date of the letter, and
- Include information about the bank, such as contact details or branch code
- Be signed by an official from the financial institution
- Confirm the minimum amount of money that has been held in the account in the last 28 days

Certificate of Deposit

A Certificate of Deposit is a document issued by a bank which confirms an individual has deposited or invested a sum of money. To be acceptable as evidence the following should apply:

- The certificate of deposit should have been issued within 31 days of the date of application, **and**
- The money must have been deposited at least 28 days before the date of issue of the certificate
- The money **must not** be frozen/inaccessible

Fees Already Paid to the University – Requesting a CAS Update

If you have already paid some, or all, of your tuition fees to the University but this is not shown on your CAS, you will need to request a CAS update.

If you are starting a new course at the University, you can do this by emailing visaquery@essex.ac.uk. You should include your name and either your UCAS number, or your PG application number and put the subject of the email as 'CAS Update Required for Tuition fee payment'. Please attach any evidence receipts you have as proof of payment to the email.

If you are continuing on the same course at Essex but need to extend your visa in order to complete your studies, you should email international@essex.ac.uk. You should include your name and your PRID and put the subject of the email as 'CAS Update Required for Tuition fee payment'. Please attach any evidence receipts you have as proof of payment to the email.

Official Financial Sponsorship Letter

The UKVI [Guidance](#) and [Immigration Rules](#) allow for students to show evidence of their funds through an Official Financial Sponsorship. An Official Financial Sponsor must be Her Majesty's Government, the student's home government, the British Council, an international organisation, an international company, a University or a UK independent school.

In order to provide evidence of Financial Sponsorship, you must provide a letter of confirmation from your official financial sponsor on official letter-headed paper or stationery of the organisation. The letter must show:

- *your name*
- *the name and contact details of your official financial sponsor*
- *the date of the letter*
- *the length of time the sponsorship will cover, and*
- *the amount of money the sponsor is providing or a statement that the official financial sponsor will cover all the fees and living costs.*

No longer receiving Official Financial Sponsorship - 'No Objection' Letter

The UKVI require students to confirm on the application form if they have previously (within the last 12 months) been receiving financial sponsorship. If you have been financially sponsored within the last 12 months, but are no longer receiving this financial sponsorship, you must provide a letter from the sponsor that confirms they give unconditional consent and have 'no objection' to you remaining in the UK (self-funded) to complete your course. The application will be refused if this is not provided.

Academic Technology Approval Scheme (ATAS)

Certain courses of study will require a student to seek approval from the Academic Technology Approval Scheme (ATAS) prior to submitting their application and they must provide an ATAS certificate with their Student visa application. If you are required to provide an ATAS certificate, this will be stated on your CAS. You can apply for the ATAS certificate through the [Foreign Commonwealth Office Website](#).

Applications take at least 20 working days to be processed and may take longer during peak periods (April to September). Please make sure you apply in good time to ensure you have your certificate before your current visa is due to expire.

Police Registration Certificate

Students who are nationals of countries specified in the [Immigration Rules](#) (Appendix 2) may have to undertake Police Registration as a condition of their visa. This requirement will be stated on the letter you received from the UKVI with your previous application, and in some cases on your current BRP or visa. If your visa requires you to Register with the Police, you will need to send your Police Registration Certificate with your application form. Your certificate must have your up to date details on it (such as your current address, your current visa information etc). If your certificate is not up to date, you must visit Colchester Police Foreign Nationals Office and get this updated before your final appointment with SU Advice. Please note it is

To update a certificate, you can drop into the Colchester Police station any time between 9am and 5pm.

Telephone: 101 (ext 430388)

Address: 10 Southway, Colchester, CO3 3BU

English Language Requirement

The UKVI [Immigration Rules](#) require students to be able to prove that they meet certain English language requirements in order to be allowed to study in the UK. The University will confirm on your CAS how your English language ability has been confirmed and this will also determine whether any evidence will be required to prove this ability. Higher Education providers with a track record of compliance, such as the University of Essex, will be able to assess a students' English language abilities and can confirm this on a CAS.

Previous Qualifications (evidence used to obtain offer)

In order to determine if you are eligible to study your new course, the University will need to have accessed your academic ability. Usually this will mean they have requested to see proof of your previous qualifications. As the University of Essex is a Higher Education provider with a proven track record of compliance, you will not normally need to provide this evidence with your application unless a caseworker requests for you to do so.

If you are requested to provide this evidence, you should provide evidence for any of the qualifications listed on your CAS in the 'Evidence used to obtain offer' section. Any document provide must include:

- *The applicant's name*
- *The title of the award*
- *The name of the awarding institution or awarding body*
- *The date of the award (if the qualification has already been awarded)*
- *Confirmation that the qualification will be awarded (if the documents is a transcript of results or print out of a transcript of results)*

Translations

The [Immigration Rules](#) state that any document that is not in English must be supplied with a certified translation as well as the original document.

The translation must show the following details:

- *The date it was translated*
- *A statement confirming it is an accurate translation of the original document*
- *The full name and signature of the translator (or an authorised official of the translation company)*
- *The translator or translation company's contact details*
- *Certification by a qualified translator and details of the translator or translation company's credentials.*

Passports, Visas and Identity cards

Passports:

All students are required to submit their current passport with their Student application (unless it is not available due to being lost or stolen/already with the Home office). In addition, students will need to provide any previous passports that they have used in order to travel to the UK (unless unavailable or returned to their Home government after expiry). Unlike many other countries, the UK does not require that a passport is valid for any particular period of time after arrival in the UK, but it must be valid when the student makes their application. It must also contain at least one full page that is blank on both sides.

Evidence of other/previous nationalities:

If you hold multiple nationalities or have previously held a different nationality you are required to state this in your application form. Evidence of these nationalities (especially currently held nationalities) will need to be evidenced by providing your passport or National Identity card with your application.

National Identity cards:

If your home country requires you to hold a National Identity card as well as a passport you will need to enter details of this identity card on your application form. Unless this card is evidence of holding multiple nationalities you should not need to provide the card itself with your application, but SU Advice will request to see a copy of this card so that the information in your form can be checked.

National Insurance Number:

If you have been issued with a National Insurance number (for work purposes) in the UK, you will need to enter this number in your application form. You do not need to send proof of this number with your application form but SU Advice will request to see a copy of this card so that the information in your form can be checked.

Other Documents

Please note this list of documents is not exhaustive and other documents may be required or used as evidence for your application. Your SU Advice Adviser will discuss any other documents you might need in your appointment.

Please also be aware, if you have had previous refusals or issues with your immigration history you will be required to provide details of this in your application form. It may help if you can provide copies of any letters, notifications or correspondence you have had with the UK Government, or other Border officials or official agencies about these issues so that you can provide accurate information in your form.