

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE Student Advice and Engagement Team / Student Services Centre

# Student Route Application Guide – UK ID check app

November 2024

Student Advice and Engagement Team – November 2024

This guide is divided into three sections:

- Section 1 Completing the Student visa application as an EU/EEA national outside the UK using the UK Immigration: ID Check App
- Section 2 Completing the Student visa application from inside the UK using the UK Immigration: ID Check App
- Section 3 What happens next?

#### Key points of the application process:

- If you apply outside the UK via standard service it can take up to 3 weeks to get a decision on your Student visa application (priority services may be available for an additional fee and usually you get a decision within 5 working days but this is not guaranteed).
- You can apply for your visa via standard service (for a decision within 8 weeks of submitting biometrics), priority (for a decision within 5 working days of submitting biometrics) and super priority (for a decision the next working day after the biometric appointment). There is also a VIP Service for which you should receive a decision on your application within 24 hours of providing biometrics.
- You can apply up to 6 months before your programme start date if you apply outside the UK.
- You can only apply up to a maximum of three months in advance of your programme start date on your CAS if you are applying inside the UK.
- You can scan and upload your supporting documents.
- Most EU/EEA students applying for their Student visas outside the UK can use the <u>UK</u> <u>Immigration: ID Check app</u> if they have a biometric passport. If you apply using the app, you will not need to book or attend a physical appointment to provide your fingerprints. However, some applicants may still be required to attend a biometrics appointment and should be issued with a digital status/eVisa and visa vignette (sticker). You may find the rest of this guide helps you with the process of using the app and completing the questions.
- Most students applying to extend their Student visas in the UK can use the UK Immigration: ID Check app if they have a biometric passport. If you apply using the app, you will not need to book or attend a physical appointment to provide your fingerprints. However, some applicants may still be required to attend a biometrics appointment and you should be issued with digital status/eVisa. You may find the rest of this guide helps you complete the questions.
- You will either go to a <u>UKVCAS</u> / visa application center to provide your biometric information or may be able to use the UK Immigration: ID Check app if your biometrics can be reused. These are no longer at Post Offices but are based in <u>libraries around the</u> <u>UK</u>.
- If you need to attend an in-person biometrics appointment (either if applying from inside the UK or applying from overseas), your passport will be returned to you once you have provided your biometric information. Please note if you're applying inside the UK, you cannot leave the UK and Ireland (Common Travel Area) while your Student visa application is in progress because this can cause your application to be automatically cancelled.

• More information on applying from outside the UK can be found on the following web page:

https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Applying-for-a-Student-route-visa-outside-the-UK

• More information on applying in the UK can be found on the following web page:

https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Studentroute-application-in-the-UK

## Section 1: Completing the Student visa application as an EU/EEA national outside the UK using the App

The form is designed based on the answers you provide to questions, so we have not been able to cover every eventuality. If you do not answer mandatory questions, you cannot progress through the form, so we suggest waiting until you are fully ready to apply to start your application. If you do have any queries and they are not answered in this guide, please contact us.

#### <u>Start</u>

- Go to <u>Student visa : Apply online GOV.UK (www.gov.uk)</u>
- Once you've read the information on that page, you will need to click the 'Start now' link:



• Read all the information on this page and if you are happy to progress choose:



• You will then be asked Where are you planning to live? to which you should choose 'England, Scotland, Wales or Northern Ireland'

where are you planning to live?	
England, Scotland, Wales or Northern Ireland	
Jersey, Guernsey or the Isle of Man	
Continue	

You will then be asked the following question:



EU/EEA/Swiss nationals with a biometric passport should choose 'Yes' and will be directed to use the UK Immigration: ID Check app. Using this app means you will not need to attend a visa application centre. It will also be recognised that you are a 'low-risk' national. If you are a dual-national, you should ensure that you are using the correct passport for the nationality stated on your CAS.

• You will then be asked to Confirm your identity

Confi	rm your identity
You will nee	ed a passport with a biometric chip.
Scan you	Ir passport and upload a photo of yourself
To confirm to scan yoι	your identity, you will use the free UK Immigration: ID Check a Ir passport with a biometric chip and upload a photo of yoursel
lf you are a identity - yo	pplying for someone else, the applicant needs to confirm their ou can help them use the app.
lf you ca	nnot use the app to confirm your identity
You will nee applicatior	ed to go to a visa application centre after you apply instead. Vis o centres are not available in all countries.
Continue	

• You will then be asked the following question:



If you have a passport with a biometric chip answer 'Yes' – if not answer 'No'. If you answer 'No' you will be redirected to the online application form and will need to book an appointment at a via application centre to give your biometrics.

• The next page that you will see on the online form will be to check if you can use the app:



If you choose 'Continue' on the previous question, you then be asked to create an UKVI account:

Create a UK Visas and Immigration account	
To use this service, you need to create an account.	
Once you have an account, you can use it to confirm your identity, apply and use other Home Office services.	
What you need	
You will need your:	
<ul> <li>date of birth</li> <li>passport</li> <li>email address</li> <li>phone number</li> </ul>	
If you need to give someone application access so they can apply for you, you also need their email address and phone number.	
Who can create an account	
You can create an account for yourself or someone else in some cases - for example, your young child.	
Create an account	

- Your email and password. You must provide a secure email address for an account that you check regularly. Use a password that you will be able to remember because you will need this to log back in to your application. After providing these details, you will receive an email from <u>noreply@visas-immigration.service.gov.uk</u> with a link that you can use to sign back into your application in future. If you do not receive this email, check your junk folder. Keep the email so that you can easily re-access your application.
- Registration email address: You will need to say who the email address belongs to.
- **Country of Nationality**: You must confirm your nationality on the basis of the passport that you will be using for the visa application and as listed on your CAS.

- Enter your passport details: You will then be asked to enter your passport details such as Passport number, Country of Issue and Expiry date.
- Confirm your Date of Birth: You will be asked to input your Date of Birth
- **Confirm your identity document for the application**: You have the option to use Passport, National Identity card or Biometric residence card or permit. We will strongly recommend that you use either the Passport or the Biometric residence card or permit.
- **Confirm your passport number**: This will be on the next screen if you have chosen Passport in the previous step where you had to confirm your identity document. If you have chosen the Biometric residence permit, you will be asked to provide the BRP number in this step.
- **Confirm your Date of Birth as per the passport** this is if you have chosen your passport to be the identity document.
- Security code: You will then be asked how you wish to receive the security code either via e-mail or phone

#### **Application**

• The first part of the form is to confirm your identity via the App

Date started: 30 January 2024	
Download application (PDF copy)	
f you no longer want to continue, <u>delete</u>	this application.
Identity and contact	
Confirm your identity	COMPLETED
Immigration adviser details	
Contact preferences	CANNOT START YET
Other names and nationalities	
People applying with you	
People applying with you	
People applying with you Your location	CANNOT START YET
People applying with you Your location Personal details	CANNOT START YET
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If you click on Confirm your Identity, you will then be asked to download the UK Immigration ID check app on your phone and receive a security code in order for the UK Government webpage to connect you with the app.

After you access the app, you will be asked to provide the following information:

- Scan the 1<sup>st</sup> page of the passport.
- Scan your front page of the passport where the chip is located
- You will also be asked to take a picture of yourself twice.
- You will then need to confirm that the details you have provided are correct before progressing on to the application.
- After the confirmation of your identity is confirmed, you will be re-directed to the GOV.UK web-page again to input your passport number, date of birth and receive another security code before logging in to the student visa application.

• You will then see this screen and you need to select 'continue'

tudent nique application n	umber (UAN): 3434-9406-3677-8921
pplication status: S	tarted on 19 January 2024
Continue application	

• **Immigration adviser**: If you are filling the form in yourself, select 'No'. You should only select 'Yes' if you are applying using an external immigration adviser such as an immigration solicitor. Our team Student Advice and Engagement (SAET) are not considered immigration advisers for this purpose.

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#### **Applicant Contact Details**

- You must enter the email address that you wish to be contacted on;
- You must enter your telephone number and your current correspondence address in your country. You must ensure that you are able to receive important post securely at the address you provide. Immigration related documents are time sensitive so you will need to check your mail (both regular mail and signed for mail) frequently after applying for your visa. You will be asked to confirm whether you live at your correspondence address. Page 8 of 56

• If you live at a different address, you will need to confirm your living address and when you started living there. If you have any concerns about accessing post at your address or you are moving, please <u>contact SAET</u> for more advice.

#### **Any other names and Nationalities**

• Please answer with 'Yes/No' here if you have ever been known by another name



#### Your Identity Card

• If you have a valid national identity card, you will need to provide details here.

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• If you hold more than one nationality, you must declare that within this section. Page **9** of **56** 

#### People applying with you

• You have to disclose here if you have a partner or children applying with you. If you do, there will be a further set of questions to add the details of your dependants.

#### Your Location section:

- You will need to confirm that you are applying from your country or from a country where you are legally resident.
- You will be asked "if you have lived in a country which requires TB testing" to enter the UK.

#### Your Gender, Country of Birth and Your Home Address

- State your gender and country of birth
- Confirm your home address here and accurately calculate the period you have lived at the most current address. You will also be asked if you own the home, rent it or you have another arrangement. If you rent it, you will have provide the details of your landlord

#### Your address in the UK

• You will be asked whether you know where you will be staying in the UK.

#### Family and relationships

• State your current relationship status. Civil partnerships in the UK now refer to both same-sex and mixed-sex relationships. There is a <u>Home Office list</u> of recognised international civil partnerships.



- You will also be asked if you have previously been in a marriage or civil partnership
- You'll need to provide details of your parents in this section, including information about their nationality.
- If you don't have your parents' details (e.g. because you do not know your parents), please click on the heading 'What if I do not have my parents' details?'. You'll then be able to tick a box to confirm that. Please do not do this if you have parents but do not have their details with you at that time, you'll need to ask your parents for the details before continuing with the form.
- You will be asked to confirm why you do not have your parents' details.
- If you only have one parent, you should enter the details of that parent only and tick the box confirming that you only have the details of one parent.

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#### Living Arrangements

• You will be asked in this section to confirm whether you have any children under the age of 18 who live with you or who you are financially responsible for.

#### Family in the UK

• You will be asked whether you have any family in the UK that you have not already mentioned. You should select "Yes" if your mother/father/spouse/children are already in the UK.

#### **Travel History section**

• You will be asked when you plan on arriving in the UK.

Your planned travel information		
Date you plan to arrive in the UK Your permission to stay in the UK will start from this date if your application is successful, and the date you provide here has not passed.		
Enter date in the format DD MM YYYY		
Day Month Year		
Continue Save and return later		

- The next screen will ask you to confirm whether you have been to USA, Canada, Switzerland, New Zealand, Australia, or those in the EEA within the last 10 years.
- Answer 'Yes' or 'No'
- If you answer 'Yes' you will need to input details of the most recent two trips in the next screen of the application form. You will need to include the country you visited and the dates and purpose of the trip.
- The next screen will ask you to confirm whether you have been to any other countries in the past 10 years
- Answer 'Yes' or 'No' and include details of all trips if you answer 'Yes'
- You will then be asked whether you have been in the UK for the past 10 years.
- Answer 'Yes' or 'No' and include details of last 3 trips if you answer 'Yes'

You should input these dates as accurately as possible.

If you answer 'Yes' you will be asked to confirm how many times you have been in the UK and the purpose of your visit(s).

#### Medical Treatment in the UK



You will be asked to declare if you have ever received medical treatment in the UK. If you select 'Yes' you will be asked whether you were told you needed to pay for it and then for further details about the treatment you received on the next screen.

#### Problems with immigration to the UK / Criminality



You must declare if you have had any issues with immigration to the UK. These details are checked so failure to declare this information could lead to a refusal and a potential ban on visa applications to the UK. When the form asks if you were required to leave the UK, this does not mean because your visa has expired, it means you have been given a departure notice by the Home Office.



You must declare if you have ever breached UK immigration law. These details are checked so failure to declare this information could lead to a refusal and a potential ban on visa applications to the UK. If you answer 'Yes' to this question, you will be asked to give further details about the breach on the next screen.

#### **Convictions and Other Penalties**

In this section you must declare if you have any of the listed convictions or penalties. If your answer is 'Yes', you may wish to contact us for advice before proceeding with your application.

#### **Other History**

You will be asked if you have ever been involved in war crimes, terrorist activities and terrorist organisations or have terrorist views or whether you have even been a member of an extremist organisation or expressed extremist views. You will also need to confirm whether you are a person of good character. You must answer honestly. If your answer to any of these questions is 'Yes', you may wish to contact us for advice before proceeding with your application.

#### **Employment History**

You will need to confirm whether you have ever worked in any of the organisations below:



You should select any of the organisations that you have worked for and provide further details underneath. If you have not worked in any of the organisations, you should select 'No'

#### Study Details / Your Confirmation of Acceptance for Studies (CAS)

• You will be asked to answer what spoken language preference you have and you should choose English.



• You will then be asked about your CAS number.



You should select 'Yes' because you can only apply for a Student visa if you have a valid CAS. If you do not have a CAS yet, you must get one before applying for your visa.

A CAS can only be used once. If you have used a CAS number in a previous visa application, you will need to request a new CAS. If you apply using a CAS which has already been used, your application will be refused.

Your CAS number will be stated on your CAS email that you should have received from Admissions (if you are starting a new course) or the Student Advice and Engagement Team (if you are continuing the same course). You must enter your CAS number accurately into this section of the application.



You should select 'Higher Education Provider with a track record of compliance" on the next screen.

• You will also be asked to answer with 'Yes/No' whether you will be studying as a Doctor or Dentist. Answer 'No' as LSE does not offer medicine or dentistry

#### UCAS Details

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UCAS details
Did you apply for your course through UCAS?
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If you are doing a Bachelor's degree at LSE, you will have applied through UCAS. Choose **'Yes'** and enter your UCAS ID number. If you are not doing a Bachelor's degree (eg. if you are doing a Masters, a PhD or General Course), choose 'No'.

#### **Sponsor Licence Number and Address**

Complete the information as shown on the next page.



#### **Primary Site of Study**

You will be given the address you gave for the sponsor's address. LSE only has this campus so choose 'Yes'.

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Primary site of study
Is this the site where the majority of your study will take place?
Old building HOUGHTON STREET LONDON WC2A 2AE
Primary site of study
Yes No
Continue Save and return later

#### **Course Information**

The information here should be the same as on your CAS. Check the answers you provide match the information on your CAS.

Your CAS will state NQF/SQF levels. You need to choose the following equivalent:

RQF6 = NQF 6 (Undergraduate or General Course) RQF7 = NQF 7 (Postgraduate Diploma or MSc) RQF8 = NQF 8 (Postgraduate Research degree e.g. PhD)

SCQF levels relate to Scottish qualifications and are therefore not relevant.

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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, <u>find out what</u> <u>qualification levels mean</u> or ask your sponsor institution.	Please write the full name of the institution- London School of Economics and Political Science
Are you going to be a student union sabbatical officer?  Mhat is a student union sabbatical officer?  Yes No	
Continue Save and return later	

If you are studying, select 'No' for the question 'Are you applying to be a Student Union Sabbatical Officer?'

#### Course dates

Provide the sponsorship start and end dates as shown on your CAS.

• If you are applying for your student visa from outside the UK, you can not apply more than 6 months before the official course start date shown on your CAS.

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Cours	edates
Course star	t date
Provide the	start date of your main course of study, but do not include any
other course Enter date in	es you may be taking before.
Day Mo	onth Year
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#### **Current or Past Official Financial Sponsor**



#### **Future Official Financial Sponsor**

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Will y finan	ou get money from an official cial sponsor for your course?
◯ Yes	No
Continue	Save and return later

• If you select Yes to this question, you will have to answer the following question:



If will receive funding from LSE, it should be shown on your CAS. Check the information on your CAS carefully; the funding amount for the first/current academic year may be shown as an overpayment of fees. If LSE funding is shown on the CAS, you can choose the option 'Yes' confirming that you are receiving money from an official sponsor. If you only get a partial scholarship/funding, please choose 'No' in the second screen. Contact the team who issued your CAS if any information is missing.

If you will receive funding from an external organisation, it cannot be shown on the CAS so you should ensure that you have your scholarship letter and an official translation if it is not in English).

If you are not being wholly sponsored (full tuition fee and living costs) you must choose the No on the second screen.

#### **Course Fees**

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Course fees
What are your course fees for your first year?
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.
£
Have you or your parent(s) or legal guardian(s) already paid any of your course fees?
Please select No if your course does not have a fee.
Ves Ves
○ No
Continue Save and return later

Check your CAS. The course fees for the first (if you are starting a new course) or the current (if you are continuing the same course) year should be stated on the CAS. Course fee payments which have cleared in the LSE's account should also be shown on your CAS. Contact the team who issued your CAS if any fee payments are missing.

If you or your parent(s) have paid any of your fees you should select '**Yes'** to this question, confirm the amount that has been paid and select that it has been confirmed on your CAS.

If you are applying for a visa in order to re-sit exams, your course fee may be zero, in which case you should write '0' for the amount and choose '**No'** for payments made

#### Student Loan



- If you are using a student loan to fund your studies, you must declare this here. Not all types of loans can be used as evidence, so it's vitally important that you check both the UKVI's guidance and LSE's guidance to know if you can use your loan as evidence of your maintenance funds.
- The UKVI has provided guidance on financial evidence for students and you can access this below:

https://www.gov.uk/guidance/financial-evidence-for-student-and-child-studentroute-applicants

#### **Scholarships**



If you have any of the following scholarships awarded, please choose "Yes'. If not, please choose "No".

#### Previous evidence of English Language ability

The next section of the form asks you to demonstrate how you meet the English language requirement for a Student visa. You can meet this requirement in a variety of ways and therefore the questions you see on the application form will depend upon your circumstances and the answers you give.

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Do you prevent languag	have a medical condition which ts you taking the English ge test?
You must provi	de a letter from a doctor to confirm you have a <u>medical</u> hervents you from doing the test
Yes (	No
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Have yo English applicat	u provided evidence of your language ability in a previous tion?
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<ul> <li><u>Have yo</u></li> <li><u>English</u></li> <li><u>applicat</u></li> <li>You must have I</li> <li>language require</li> <li>scored level I</li> <li>assessed you</li> <li>have a degree</li> <li>have an Engli</li> <li>Advanced Hig</li> <li>if you were a si</li> <li>required leve</li> </ul>	been granted a visa or permission to stay after meeting the ement at level B1 or above. For example: 31, B2, C1 or C2 on an approved English language test which r reading, writing, speaking and listening skills a which was taught in English sh GCSE. A level or Scottish National 4 or 5, Higher, or gher qualification student, your sponsor confirmed on your CAS that you met the l
<ul> <li><u>Have yo</u></li> <li><u>English</u></li> <li><u>applical</u></li> <li>You must have t</li> <li>language requir</li> <li>scored level t</li> <li>assessed you</li> <li>have a degree</li> <li>have an Engli</li> <li>Advanced Hig</li> <li>Advanced Hig</li> <li>if you were a :</li> <li>required leve</li> <li>Yes</li> </ul>	Deen granted a visa or permission to stay after meeting the terment at level B1 or above. For example: 31, B2, C1 or C2 on an approved English language test which reading, writing, speaking and listening skills a which was taught in English sh GCSE. A level or Scottish National 4 or 5, Higher, or gher qualification student, your sponsor confirmed on your CAS that you met the l

If you select 'Yes' you will proceed to the next section of the application form. If you select 'No' you will be asked the next question about your English Language ability.

You should select 'Yes' to the question which reflects your circumstances. Most students will either have provided evidence of English Language in a previous application or will have had their English Language assessed by LSE.

### THE OPTIONS YOU WILL BE PROVIDED WITH DEPEND ON YOUR PERSONAL CIRCUMSTANCES. YOU WILL NOT SEE ALL OF THE FOLLOWING SCREENS.

If you met the English language condition at a school, you can choose 'Yes' for the next option. Your CAS will confirm what LSE used to assess your English language.

#### **Security Question**

Please answer the following Security Questions:

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< <u>Back</u>
Talking to us about your application
Answer one question from each set of questions. If you need to talk to us about your application, we may ask you to answer these questions. This is to make sure we are talking to you.
Make sure that you make a note of your answers or give answers you will remember. If you contact us and cannot tell us the answers you have given, we may not be able to discuss your application with you.
First set of questions
Give an answer to one of the questions in this set.
What is the name of the first school you went to?
In what city or town did your wedding take place?
What is the first job you ever had?
What is the last name of your favourite teacher from when you were at school?
In what city or town did your mother and father meet?
Second set of questions
Give an answer to one of the questions in this set.
What is the name of the city or town you were born in?
What was the street name of the first house or flat you lived in?
When you were young, what did you want to be when you grew up?
What is the name of your partner?
What was the name of your first pet?
Third set of questions
Give an answer to one of the questions in this set.
What is your favourite film?
What is your partner's mother's name?
Which city or town was your father born in?
What make was your first car?
What is your eldest sibling's middle name?
Continue Save and return later

#### Conditions

If you provide false information in your application but accept the conditions, you could be accused of deception.

If you are submitting the application yourself, you should indicate that by confirming 'I confirm that I understand and accept these conditions. You must then click the green button to confirm that you accept the conditions.

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< <u>Back</u>
Conditions
Conditions
If your application is successful, there will be conditions attached to your leave (your permission to be in the UK). 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
<ul> <li>You can be prosecuted, fined and imprisoned</li> </ul>
<ul> <li>You can be removed and banned from returning to the UK</li> </ul>
<ul> <li>You will not be allowed to work</li> </ul>
<ul> <li>You will not be able to rent a home in England</li> </ul>
<ul> <li>You will not be able to claim any benefits and can be prosecuted if you try to</li> </ul>
<ul> <li>You can be charged by the NHS for medical treatment</li> </ul>
<ul> <li>You can be denied access to a bank account</li> </ul>
<ul> <li>DVLA can prevent you from driving by taking away your driving licence</li> </ul>
I confirm that I understand and accept these conditions
Continue Save and return later

#### Next Steps

Please only hit Continue after you have read all information on the next page:



#### **Declaration**

If you provide false information in your application but accept the declaration, you could be accused of deception.

If you are submitting the application yourself, you should indicate that by confirming 'I am the applicant'. You must then click the green button to confirm that you accept the terms of the declaration.

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< Back
Declaration
By sending this application, you confirm that to the best of your knowledge and belief the following is correct:
<ul> <li>the information relating to the application</li> <li>the supporting evidence</li> </ul>
l understand that the data I have given can be used as set out in the <u>privacy</u> <u>policy</u>
I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.
I have discussed with any applicants that I am applying on behalf of, and confirmed that the contents of the application are correct and complete.
l agree to the <u>terms and conditions</u> .
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
Continue Save and return later

#### Immigration Health Surcharge (IHS)

You will be required to pay an IHS fee. Use this calculator to find out how much you should pay:

https://www.immigration-health-surcharge.service.gov.uk/checker/type

There are some exemptions so check here to find out if you need to pay: <u>https://www.gov.uk/healthcare-immigration-application/when-you-need-to-pay</u>

You will need to enter some required information in order to proceed with the payment. Once you have read the IHS Information, the next information you see will look like that in the screen shot on the next page. You need to complete the 'Missing Details' which are highlighted in red in order to proceed.

Your details			
Add where you are plan	ning to stay		
Add your course start d	ate		
Add your course end da	<u>te</u>		
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ersey or Guernsey	
e you applying from within the UK?	hoose 'Yes'.
Are you applying to stay in the Isle of Man, • Yes • No Choose	'No'.

After clicking 'Save and continue', you will need to enter the course dates shown on your CAS. If there is less than 1 month between the course start and end dates, <u>contact us for advice</u>.

Ensure that the amount you are being charged is correct. If you overpay, you should be refunded for the excess payment. If you underpay, you should be contacted and asked to pay a top-up but if you fail to pay the top up, your application will be refused. Check your answers before proceeding with the declaration.

After you have successfully made the appropriate IHS payment, you will be given an IHS number; please make a note of this. You should also receive an email about your IHS. You will then be re-directed back to your visa application to proceed with the visa application payment.

#### <u>Pay</u>

Your application is only considered to be submitted at the point when you have submitted and paid for your online application. At the payment point you will choose which service you wish to apply under:

- Standard decision in three weeks from appointment
- Priority decision in 5 working days from appointment but not available in all locations

If you apply using the app, you will not need to book or attend a physical appointment to provide your fingerprints. However, it does mean that you have to ensure you meet the requirements of the visa before applying as you will not be able to rely on a member of staff giving you guidance on your documents at an appointment.

There are some circumstances where the app will not read the biometric chip in your passport correctly. In this case you will be directed to book an appointment to provide your fingerprints. You will receive a sticker in your passport and Biometric Residence Permit if you are unable to use the app.

## Section 2: Completing the online Student visa application form in the UK using the App

The form is designed based on the answers you provide to questions, so we have not been able to cover every eventuality. If you do not answer mandatory questions, you cannot progress through the form, so we suggest waiting until you are fully ready to apply to start your application. If you do have any queries and they are not answered in this guide, please contact us.

#### <u>Start</u>

- Go to Student visa : Extend your visa GOV.UK (www.gov.uk)
- Once you've read the information on that page, you will need to click the 'Start now' link:

Apply
You must apply online.
As part of your application you'll need to prove your identity. How you do this depends on where you're from and the type of passport or resident permit you have.
You'll either:
<ul> <li>use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign in to your UK Visas and Immigration (UKVI) account</li> </ul>
<ul> <li>give your fingerprints and a photograph (biometric information) at a UK Visa and Citizenship Application Services (UKVCAS) service point - this is to get a biometric residence permit</li> </ul>
You'll be told what you need to do when you apply.
Start now >

• Read all the information on this page and if you are happy to progress choose:



• You will then be asked Where are you planning to live? to which you should choose 'England, Scotland, Wales or Northern Ireland'

Wher	e are yo	u planr	ning to liv	e?	
Eng	land, Scotland	, Wales or Nor	thern Ireland		
Jers	ey, Guernsey o	r the Isle of Ma	an		
0					



EU/EEA/Swiss nationals with a biometric passport should choose 'Yes' and will be directed to use the UK Immigration: ID Check app. Using this app means you will not need to attend a visa application centre. It will also be recognised that you are a 'low-risk' national. If you are a dual-national, you should ensure that you are using the correct passport for the nationality stated on your CAS.

If you are non EU/EEA/Swiss national applying you will be asked for a valid Biometric Residence Permit (BRP) as per the following screen:



All other nationalities should choose 'No'. If you choose 'Yes', the following screen will appear:



• You will then be asked the following question:



If you have a passport with a biometric chip answer 'Yes' – if not answer 'No'. If you answer 'No' you will be redirected to the online application form and will need to book an appointment at a UKVCAS centre to give your biometrics.

• The next page that you will see on the online form will be to check if you can use the app:



If your mobile phone is not recognised by the app, you will need to choose the option 'I do not have a phone that can use the app'

If you choose 'Continue' on the previous question, you then be asked to create an UKVI account:

Create a UK Visas and Immigration account
To use this service, you need to create an account.
Once you have an account, you can use it to confirm your identity, apply and use other Home Office services.
What you need
You will need your:
<ul> <li>date of birth</li> <li>passport</li> <li>email address</li> <li>phone number</li> </ul>
If you need to give someone application access so they can apply for you, you also need their email address and phone number.
Who can create an account
You can create an account for yourself or someone else in some cases - for example, your young child.
Create an account

- Your email and password. You must provide a secure email address for an account that you check regularly. Use a password that you will be able to remember because you will need this to log back in to your application. After providing these details, you will receive an email from <u>noreply@visas-immigration.service.gov.uk</u> with a link that you can use to sign back into your application in future. If you do not receive this email, check your junk folder. *Keep the email so that you can easily re-access your application*.
- Registration email address: You will need to say who the email address belongs to.
- **Country of Nationality**: You have to confirm your nationality on the basis of the passport that you will be using for the visa application and as listed on your CAS.
- Enter your passport details: You will then be asked to enter your passport details such as Passport number, Country of Issue and Expiry date.
- Confirm your Date of Birth: You will be asked to input your Date of Birth
- **Confirm your identity document for the application**: You have the option to use Passport, National Identity card or Biometric residence card or permit. We will strongly recommend that you use either the Passport or the Biometric residence card or permit.
- **Confirm your passport number**: This will be on the next screen if you have chosen Passport in the previous step where you had to confirm your identity document. If you have chosen the Biometric residence permit, you will be asked to provide the BRP number in this step.
- **Confirm your Date of Birth as per the passport** this is if you have chosen your passport to be the identity document.
- Security code: You will then be asked how you wish to receive the security code either via e-mail or phone

#### **Application**

• The first part of the form is to confirm your identity via the app

Date started: 19 January 2024	
Download application (PDF copy)	
f you no longer want to continue, <u>delete th</u>	is application.
Identity and contact	
Confirm your identity	
Immigration adviser details	CANNOT START YET
Contact preferences	CANNOT START YET
Other names and nationalities	CANNOT START YET
Prepare application People applying with you	CANNOT START YET
Prepare application People applying with you Your location	CANNOT START YET
Prepare application People applying with you Your location Personal details	CANNOT START YET CANNOT START YET CANNOT START YET
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Prepare application People applying with you Your location Personal details Family and relationships Uving arrangements Travet history Criminality Study details English Language ability Account security questions	CANNOT START YET CANNOT START YET

If you click on Confirm your Identity, you will then be asked to download the UK Immigration ID check app on your phone and receive a security code in order for the UK Government webpage to connect you with the app.

After you access the app, you will be asked to provide the following information:

- Scan the 1<sup>st</sup> page of the passport.
- Scan your front page of the passport where the chip is located
- You will also be asked to take a picture of yourself twice.
- You will then need to confirm that the details you have provided are correct before progressing on to the application.
- After the confirmation of your identity is confirmed, you will be re-directed to the GOV.UK web-page again to input your passport number, date of birth and receive another security code before logging in to the student visa application.
- You will then see this screen and you need to select 'continue'

Student	
Jnique applicati	on number (UAN): 3434-9406-3677-8921
Application stat	us: Started on 19 January 2024
Continue applicati	ion
Continue applicati	on
vou no longer wan	t to apply you can delete this application.

• **Immigration adviser**: If you are filling the form in yourself, select 'No'. You should only select 'Yes' if you are applying using an external immigration adviser such as an immigration solicitor. Our team Student Advice and Engagement (SAET) are not considered immigration advisers for this purpose.

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Are you using an immigration adviser based in the UK?			
Are you using an immigration adviser based in the UK?			
Ves			
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You must tell us immediately if there are any changes.			
Continue			
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#### **Applicant Contact Details**

- You must enter the email address that you wish to be contacted on;
- You must enter your telephone number and your current correspondence address in the UK. You must ensure that you are able to receive important post securely at the address you provide. Immigration related documents are time sensitive so you will need to check your mail (both regular mail and signed for mail) frequently after applying for your visa. You will be asked to confirm whether you live at your correspondence address.
- If you live at a different address, you will need to confirm your living address and when you started living there. If you have any concerns about accessing post at your address or you are moving, please <u>contact SAET</u> for more advice.

#### **Any other names and Nationalities**

• Please answer with 'Yes/No' here if you have ever been known by another name



#### **Your Identity Card**

• If you have a valid national identity card, you will need to provide details here.



• If you hold more than one nationality, you must declare that within this section.

#### People applying with you

• You have to disclose here if you have a partner or children applying with you. If you do, there will be a further set of questions to add the details of your dependants.

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Are your partner of applying with you	or children  ?
If you are applying as part of person including children v individual application form	f a group or family, each vill need to complete an
Yes	
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#### Your Location section:

• You will need to confirm that you are applying from inside the UK.

#### Your Gender, Country of Birth and Your Home Address

- State your gender and country of birth
- Confirm your home address here and accurately calculate the period you have lived at the most current address. You will also be asked if you own the home, rent it or you have another arrangement. If you rent it, you will have provide the details of your landlord

#### Family and relationships

• State your current relationship status. Civil partnerships in the UK now refer to both same-sex and mixed-sex relationships. There is a <u>Home Office list</u> of recognised international civil partnerships.



- You will also be asked if you have previously been in a marriage or civil partnership
- You'll need to provide details of your parents in this section, including information about their nationality.
- If you don't have your parents' details (e.g. because you do not know your parents), please click on the heading 'What if I do not have my parents' details?'. You'll then be able to tick a box to confirm that. Please do not do this if you have parents but do not have their details with you at that time, you'll need to ask your parents for the details before continuing with the form.
- You will be asked to confirm why you do not have your parents' details.
- If you only have one parent, you should enter the details of that parent only and tick the box confirming that you only have the details of one parent.

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Can you provide de parents?	etails about at le	east one of your
You must provide of you know them	details about all	your parents, if
Yes		
○ No		
	Continue	
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#### **Travel History section**

• You will be asked to confirm how long you have lived inside the UK

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Time in the	UK	
How long have you	u lived in the U	K?
Year(s) Month	(s)	
	Continue	
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- You will need to give an exact amount of time that you have been living in the UK as this will be used to calculate whether you have breached the cap in degree level studies (Undergraduates only) or are exempt from showing financial requirements.
- This will be time you have spent in the UK on a residence permit and not on tourist permission.
- You will also be asked to answer the time you have spent outside of the UK since starting to live in the UK, but you only declare periods of more than 2 weeks spent outside the UK.
- The next screen will ask you to confirm whether you have been to USA, Canada, Switzerland, New Zealand, Australia, or those in the EEA within the last 10 years.
- Answer 'Yes' or 'No'
- If you answer 'Yes' you will need to input details of the most recent two trips in the next screen of the application form. You will need to include the country you visited and the dates and purpose of the trip.
- The next screen will ask you to confirm whether you have been to any other countries in the past 10 years
- Answer 'Yes' or 'No' and include details of all trips if you answer 'Yes'

You should input these dates as accurately as possible.

- If you are applying from outside the UK, you will asked to confirm whether you have been to the UK in the past 10 years.
- Answer 'Yes' or 'No'

If you answer 'Yes' you will be asked to confirm how many times you have been in the UK and the purpose of your visit(s).

#### **Medical Treatment in the UK**

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Medical treat	ment in the UK
Did you receive medic January 2021?	al treatment in the UK after 1
For example, if you vis hospital, this counts a	ited a doctor, clinic or Is having medical treatment
Yes	
Were you told hospital, clinic medical treatr This does not Health Surcha Yes No No	that you had to pay the c or doctor's surgery for your ment? include the Immigration arge
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You will be asked to declare if you have ever received medical treatment in the UK. If you select 'Yes' you will be asked whether you were told you needed to pay for it and then for further details about the treatment you received on the next screen.

#### Your National Insurance number



You will only have a National Insurance number (NINo) if you have undertaken paid employment in the UK. You would not be given a NINo automatically; you would have been required to have applied for one so you should know if you have one or not.

If you have a NINo, you must provide it. If you do not have a NINo, you can tick the box to confirm that.

#### **Driving Licence**

You will need to confirm if you have a UK driving licence. Select 'Yes' if you have a full or provisional UK driving licence.

#### Public Funds

You will be asked to confirm whether you have ever received public funds (money) in the UK.

If you currently have a Tier 4/Student visa, 'no recourse to public funds' means that you are not eligible to claim financial benefits in the UK such as a jobseeker's allowance. Check this list for a definition of public funds: <u>http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Welfare-Benefits</u>. If you have claimed public benefits, <u>contact us</u> for advice because you may not be eligible to apply for a Student visa

#### Your current UK immigration status



- You should apply for your new visa before your current visa expires. If your current visa is still valid choose 'Yes'.
- Choose your current visa type. If you currently have a Tier 4/Student visa, choose 'Student General'.



• If you cannot see your current visa type, click on 'Other' and then type the name of your visa type in the text box. Even if you declare this other visa it doesn't mean you can apply for a Student visa in the UK.

If you do not currently hold a Tier 4/Student visa, you must check the relevant guide to applying for a Student visa to check if you are able to switch to a Student visa within the UK. The form allows you to input different visa types but does not confirm if you can switch to a Student visa and you may be at risk of refusal. Double-check with us to avoid this risk.

YOU CANNOT APPLY FOR YOUR STUDENT VISA IN THE UK IF YOU ARE HERE AS A STANDARD VISITOR. <u>CONTACT SAET FOR ADVICE</u> ON YOUR OPTIONS BECAUSE YOU MAY BE REFUSED AND YOU WILL NOT BE ABLE TO CAMPUS ENROL FOR TEACHING.

#### Your UK Immigration Status

- You will be asked to confirm the start date of your current immigration permission. If you
  do not have a valid visa, you must <u>contact us</u> for advice. The form does not recognise if
  your visas has expired or inform you of the consequences of applying with an expired
  visa. However, you will be an overstayer and there are consequences to this. <u>Contact us
  immediately for advice.</u>
- Other Home Office applications: if you have an application with the Home Office in progress and you have not received a decision choose 'Yes' and get <u>advice from SAET</u> before submitting your application, otherwise choose 'No'.

#### Problems with immigration to the UK / Criminality

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Immigration his	tory
For either the UK or any ever been:	other country, have you
refused a visa     refused entry at the b     refused permission to     refused asylum     deported     removed     required to leave     excluded or banned fi	order stay or remain rom entry
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You must declare if you have had any issues with immigration to the UK. These details are checked so failure to declare this information could lead to a refusal and a potential ban on visa applications to the UK. When the form asks if you were required to leave the UK, this does

not mean because your visa has expired, it means you have been given a departure notice by the Home Office.



You must declare if you have ever breached UK immigration law. These details are checked so failure to declare this information could lead to a refusal and a potential ban on visa applications to the UK. If you answer 'Yes' to this question, you will be asked to give further details about the breach on the next screen.

#### **Convictions and Other Penalties**

In this section you must declare if you have any of the listed convictions or penalties. If your answer is 'Yes', you may wish to contact us for advice before proceeding with your application.

#### **Other History**

You will be asked if you have ever been involved in war crimes, terrorist activities and terrorist organisations or have terrorist views or whether you have even been a member of an extremist organisation or expressed extremist views. You will also need to confirm whether you are a person of good character. You must answer honestly. If your answer to any of these questions is 'Yes', you may wish to contact us for advice before proceeding with your application.

#### **Employment History**

You will need to confirm whether you have ever worked in any of the organisations below:

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Employment h	history
Have you ever worked of organisation?	for any of the following types
Armed Forces (care     Armed Forces (com     service)     Government (incluc     Administration and     national service)     Intelligence service     Security organisatio     private security sen     Media organisation     Judiciary (including     magistrate)     Yes     No	er) ipulsory national or military ding Public or Civil non-military compulsory is ons (including police and vices) s work as a judge or
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You should select any of the organisations that you have worked for and provide further details underneath. If you have not worked in any of the organisations, you should select 'No'

#### Study Details / Your Confirmation of Acceptance for Studies (CAS)

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Your Acce	Confirma eptance fo	tion of r Studies	
Do you Studie	have a Confirm s (CAS) number	ation of Accept ?	tance for
0	Yes		
Ĩ	Confirmation of reference num	f Acceptance f ber	or Studies
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You should select 'Yes' because you can only apply for a Student visa if you have a valid CAS. If you do not have a CAS yet, you must get one before applying for your visa.

A CAS can only be used once. If you have used a CAS number in a previous visa application, you will need to request a new CAS. If you apply using a CAS which has already been used, your application will be refused.

Your CAS number will be stated on your CAS email that you should have received from Admissions (if you are starting a new course) or the Student Advice and Engagement Team (if you are continuing the same course). You must enter your CAS number accurately into this section of the application.

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O Overseas I	Higher Educati	on Provider
Publicly Fu	unded College	
Private Pro	ovider	
	Continue	
Save and return la	ter	
Help Cookies Pri	vacy Accessibi	lity statement
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You should select 'Higher Education Provider with tracked record of compliance" on the next screen.

• You will also be asked to answer with 'Yes/No' whether you will be studying as a Doctor or Dentist. Answer 'No' as LSE does not offer medicine or dentistry

#### **UCAS Details**

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		Sign out
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UCAS detail	s	
Did you apply for yo	our course thro	ugh UCAS?
O Yes		
O No		
What is UCAS?		
	Continue	
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Help Cookies Priv	acy Accessibil	lity statement
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All content is available Licence v3.0, except	e under the <u>Oper</u> where otherwise	<u>n Government</u> stated
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If you are doing a Bachelor's degree at LSE, you will have applied through UCAS. Choose **'Yes'** and enter your UCAS ID number. If you are not doing a Bachelor's degree (eg. if you are doing a Masters, a PhD or General Course), choose 'No'.

#### **Sponsor Licence Number and Address**

Complete the information as shown on the next page.

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< Back
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? IRRV3MMMEX Postcode
Find address
Save and return later

#### **Primary Site of Study**

You will be given the address you gave for the sponsor's address. LSE only has this campus so choose 'Yes'.



#### **Course Information**

The information here should be the same as on your CAS. Check the answers you provide match the information on your CAS.

Your CAS will state NQF/SQF levels. You need to choose the following equivalent:

RQF6 = NQF 6 (Undergraduate or General Course) RQF7 = NQF 7 (Postgraduate Diploma or MSc) RQF8 = NQF 8 (Postgraduate Research degree e.g. PhD)

SCQF levels relate to Scottish qualifications and are therefore not relevant.

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< <u>Back</u>	
Course information	
Name of sponsor institution (school/college/university)	
Course name	Please write the full name of institution- London School of
Qualification you will get	Economics and Political Scie
If you are unsure about the level of your qualification, <u>find out what</u> <u>qualification levels mean</u> or ask your sponsor institution.	
<b>`</b>	
Are you going to be a student union sabbatical officer?	
Yes No	
Continue Save and return later	

If you are studying, select 'No' for the question 'Are you applying to be a Student Union Sabbatical Officer?'

#### Course dates

Provide the sponsorship start and end dates as shown on your CAS.

- If you are applying for a new programme at LSE, you cannot apply more than three months in advance if you are in the UK, *plus*, there must be no more than 28 days between the expiry date of your current visa and the start date of your new programme.
- If you are extending your visa to continue the same programme, you can apply at any time although the UKVI prefer you to wait until three months before the expiry date of your current visa.

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< Back
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
Continue Save and return later

#### **Current or Past Official Financial Sponsor**



If you are/were fully funded (for course fees and living costs) by a government or international scholarship agency within the last 12 months, you will need to provide an official letter from them which shows that they have no objection to your applying for this visa extension. Your visa application could be refused if you fail to provide a letter. This does not apply to LSE scholarships because LSE is a university and not a government or international scholarship agency.



#### **Future Official Financial Sponsor**



If will receive funding from LSE, it should be shown on your CAS. Check the information on your CAS carefully; the funding amount for the first/current academic year may be shown as an overpayment of fees. If LSE funding is shown on the CAS, you can choose the option 'Yes' confirming that you are receiving money from official sponsor. If you only get a partial Page **47** of **56** 

scholarship/funding, please choose 'No' in the second screen. Contact the team who issued your CAS if any information is missing.

If you will receive funding from an external organisation, it cannot be shown on the CAS so you should ensure that you have your scholarship letter and an official translation if it is not in English).

If you are not being wholly sponsored (full tuition fee and living costs) you must choose the Yes on the second screen.

#### **Course Fees**

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< <u>Back</u>
Course fees
What are your course fees for your first year?
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.
£
Have you or your parent(s) or legal guardian(s) already paid any of your course fees?
Please select No if your course does not have a fee.
Yes
○ No
Continue Save and return later

Check your CAS. The course fees for the first (if you are starting a new course) or the current (if you are continuing the same course) year should be stated on the CAS. Course fee payments which have cleared in the LSE's account should also be shown on your CAS. Contact the team who issued your CAS if any fee payments are missing.

If you or your parent(s) have paid any of your fees you should select '**Yes'** to this question, confirm the amount that has been paid and select that it has been confirmed on your CAS.

If you are applying for a visa in order to re-sit exams, your course fee may be zero, in which case you should write '0' for the amount and choose '**No'** for payments made

#### Student Loan

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< <u>Back</u>
Student Loan
You must have enough money to cover your course fees and living costs. <u>Read</u> <u>the quidance document</u> to find out how much money you need and what documents you can use as evidence.
Are any of the funds required for this application in the form of a student loan?
Ves Ves
No
Continue Save and return later

- If you are using a student loan to fund your studies, you must declare this here. Not all types of loans can be used as evidence, so it's vitally important that you check both the UKVI's guidance and LSE's guidance to know if you can use your loan as evidence of your maintenance funds.
- If you have already been living in the UK with a visa for 12 months or more on the date you submit and pay for your visa application online, you do not need to prepare or provide evidence of finances, as you automatically meet this requirement.
- The UKVI has provided guidance on financial evidence for students and you can access this below:
- <u>https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants</u>

#### **Scholarships**

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< <u>Back</u>
Scholarships
Do you hold a Marshall, Chevening, or commonwealth scholarship?
Continue Save and return later

If you have any of the following scholarships awarded, please choose "Yes'. If not, please choose "No".

#### Previous evidence of English Language ability

The next section of the form asks you to demonstrate how you meet the English language requirement for a Student visa. You can meet this requirement in a variety of ways and therefore the questions you see on the application form will depend upon your circumstances and the answers you give.



If you select 'Yes' you will proceed to the next section of the application form. If you select 'No' you will be asked the next question about your English Language ability.

You should select 'Yes' to the question which reflects your circumstances. Most students will either have provided evidence of English Language in a previous application or will have had their English Language assessed by LSE.

### THE OPTIONS YOU WILL BE PROVIDED WITH DEPEND ON YOUR PERSONAL CIRCUMSTANCES. YOU WILL NOT SEE ALL OF THE FOLLOWING SCREENS.

If you met the English language condition at a school, you can choose 'Yes' for the next option. Your CAS will confirm what LSE used to assess your English language.

#### **Security Question**

Please answer the following Security Questions:

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< Back
Talking to us about your application
Answer one question from each set of questions. If you need to talk to us about your application, we may ask you to answer these questions. This is to make sure we are talking to you.
Make sure that you make a note of your answers or give answers you will remember. If you contact us and cannot tell us the answers you have given, we may not be able to discuss your application with you.
First set of questions
Give an answer to one of the questions in this set.
What is the name of the first school you went to?
In what city or town did your wedding take place?
What is the first job you ever had?
What is the last name of your favourite teacher from when you were at school?
In what city or town did your mother and father meet?
Second set of questions
Give an answer to one of the questions in this set.
What is the name of the city or town you were born in?
What was the street name of the first house or flat you lived in?
When you were young, what did you want to be when you grew up?
What is the name of your partner?
What was the name of your first pet?
Third set of questions
Give an answer to one of the questions in this set.
What is your favourite film?
What is your partner's mother's name?
Which city or town was your father born in?
What make was your first car?
What is your eldest sibling's middle name?
Continue Save and return later

#### Conditions

If you provide false information in your application but accept the conditions, you could be accused of deception.

If you are submitting the application yourself, you should indicate that by confirming 'I confirm that I understand and accept these conditions. You must then click the green button to confirm that you accept the conditions.



#### **Next Steps**

Please only hit Continue after you have read all information on the next page:



#### **Declaration**

If you provide false information in your application but accept the declaration, you could be accused of deception.

If you are submitting the application yourself, you should indicate that by confirming 'I am the applicant'. You must then click the green button to confirm that you accept the terms of the declaration.

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< Back
Declaration
By sending this application, you confirm that to the best of your knowledge and belief the following is correct:
<ul> <li>the information relating to the application</li> <li>the supporting evidence</li> </ul>
l understand that the data I have given can be used as set out in the <u>privacy</u> <u>policy</u>
I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.
I have discussed with any applicants that I am applying on behalf of, and confirmed that the contents of the application are correct and complete.
l agree to the <u>terms and conditions</u> .
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
Continue Save and return later

#### Immigration Health Surcharge (IHS)

You will be required to pay an IHS fee. Use this calculator to find out how much you should pay:

https://www.immigration-health-surcharge.service.gov.uk/checker/type

There are some exemptions so check here to find out if you need to pay: <u>https://www.gov.uk/healthcare-immigration-application/when-you-need-to-pay</u>

You will need to enter some required information in order to proceed with the payment. Once you have read the IHS Information, the next information you see will look like that in the screen shot on the next page. You need to complete the 'Missing Details' which are highlighted in red in order to proceed.

Your details		
Add where you are plan	ning to stay	
Add your course start da	<u>ate</u>	
Add your course end da	<u>te</u>	
he information taken fron	n your visa application can't be changed or	
he information taken fron emoved. If you'd like to ch	n your visa application can't be changed or 1ange or remove this information you must	
he information taken fron emoved. If you'd like to ch tart your visa application	n your visa application can't be changed or nange or remove this information you must again.	
he information taken fron emoved. If you'd like to ch tart your visa application <b>'our details</b>	n your visa application can't be changed or nange or remove this information you must again.	You must click here.
he information taken fron emoved. If you'd like to ch tart your visa application <b>'our details</b>	n your visa application can't be changed or 1ange or remove this information you must again.	You must click here. You will then see the
he information taken fron emoved. If you'd like to ch tart your visa application <b>'our details</b> Applying from UK	n your visa application can't be changed or nange or remove this information you must again. Yes	You must click here. You will then see the information in the
he information taken fron emoved. If you'd like to ch tart your visa application <b>'our details</b> Applying from UK	n your visa application can't be changed or nange or remove this information you must again. Yes	You must click here. You will then see the information in the screenshot below
he information taken fron emoved. If you'd like to ch tart your visa application <b>Your details</b> Applying from UK Staying in Isle of Man,	n your visa application can't be changed or nange or remove this information you must again. Yes Add where you are planning to stay	You must click here. You will then see the information in the screenshot below.

You need to state whether you are applying to Jersey or Guernsey	stay in the Isle of Man,
Are you applying from within the UK? • Yes ONO	Choose 'Yes' or 'No' depending upon your location
Are you applying to stay in the Isl Yes No Choo You need to state whether you are applying to	ostay in the Isle of Man, Jersey or Guernsey

After clicking 'Save and continue', you will need to enter the course dates shown on your CAS. If there is less than 1 month between the course start and end dates, <u>contact us for advice</u>.

Ensure that the amount you are being charged is correct. If you overpay, you should be refunded for the excess payment. If you underpay, you should be contacted and asked to pay a top-up but if you fail to pay the top up, your application will be refused. Check your answers before proceeding with the declaration.

After you have successfully made the appropriate IHS payment, you will be given an IHS number; please make a note of this. You should also receive an email about your IHS. You will then be re-directed back to your visa application to proceed with the visa application payment.

#### <u>Pay</u>

Your application is only considered to be submitted at the point when you have submitted and paid for your online application. At the payment point you will choose which service you wish to apply under:

- Standard decision in eight weeks from appointment
- Priority decision in 10 working days from appointment
- Super priority decision in one to two working days from appointment.
- VIP Service decision within 24 hours of providing biometrics.

Important: if you are paying for priority or super priority because you have urgent travel, you must remember that you will only get your decision within these timeframes and your digital status/eVisa should be send to you with the visa decision email.

If you apply using the app, you will not need to book or attend a physical appointment to provide your fingerprints. However, it does mean that you have to ensure you meet the requirements of the visa before applying as you will not be able to rely on a member of staff giving you guidance on your documents at an appointment.

There are some circumstances where the app will not read the biometric chip in your passport correctly. In this case you will be directed to book an appointment to provide your fingerprints. You will receive a sticker in your passport and Biometric Residence Permit if you are unable to use the app.

#### **Documents**

## If you have held a UK visa for more than 12 months on the date you submit and apply for your Student visa

You will not need to provide or prepare financial evidence to submit with your visa application, as you will meet this requirement automatically.

#### Low Risk Nationals

If you are a national of a low-risk country and have had a UK visa for less than 12 months on the date of application, you will only be asked to provide the mandatory documents. However, evidence of finances can and has been requested from low-risk nationals, so we advise that you still prepare it in case the UKVI ask for it.

## Non-Low Risk Nationals that have not held a UK visa for 12 months or more on the date of application

You will need to provide evidence that you meet the financial requirements with your visa application. You will need to give details of the evidence you are going to provide in the application form on the screen below:

Evidence showing the required maintenance funds
Service Update
There is planned maintenance of the Immigration Health Surcharge (IHS) site on Wednesday 15 March from 03:00 GMT until 08:00 GMT. You will not be able to complete your application during this time.
You must provide evidence showing that you have the required maintenance funds to cover living costs and fees for you and any of your dependants while you are in the UK.
For information on how much money you need to show, refer to the guidance document here.
Enter details about the financial evidence you will send. You will be able to provide details of several evidences if you need to.
What evidence is accepted
Financial institution (such as a bank or building society)
Type of evidence
Statements from a personal bank or building society account
Building society passbook
Letter from a bank, building society or other recognised financial institution

You must prepare your finances and supporting documentation before applying for the visa so you will know if you meet the financial requirements. This also includes low risk nationals even though you will not need to upload your documents. <u>Contact us</u> before applying if you are still unclear about the financial requirements after reading our guidance and the guidance below:

https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-routeapplicants

In this section you need to indicate what documentation you will be providing to prove that you have sufficient funds. You must type the name of the financial institution (the name of the bank) and select the type of original document you hold as evidence.

If you are using multiple bank accounts in order to meet the financial requirements, you will be able to add information about the additional documents on the next page after clicking **'continue'**.

#### Documents

- **Mandatory documents** are documents that are mandatory for all applications, such as your passport. If you do not provide these, your application will be rejected as invalid. Tick the boxes to confirm that you have and will submit / upload them.
- Other documents are the documents which you have indicated are applicable to your personal circumstances. Tick the boxes for the documents that you have and can provide as part of your application. If any documentation is listed here which doesn't apply, there may be an error within the answers you submitted in your application. If you do not provide the required documentation listed in this section, your application may be refused.

Important: We are aware that the document checklist is asking that you submit evidence of qualifications with your visa application. This is no longer required under the Student visa rules but we do advise that you upload evidence of the qualification that shows that you meet the rules of academic progression for completeness.

e.g., If you will be studying a MSc at LSE, then we would advise that you submit either your bachelors certificate or transcript to confirm you meet academic progression. Please <u>contact us</u> if you have questions.

**Please note** that the checklist has not always been accurate previously so please ensure that you have read our guidance carefully when preparing your supporting documents and contact us if you have any questions before submitting the application.