

The journey of a Student visa applicant CAS Team Procedure

“Sponsorship is a privilege and not a right. Sponsors benefit directly from migration and are expected to play a part in ensuring that the system is not abused. Sponsors must therefore fulfil certain duties, in order to ensure that immigration control is maintained. Providers must be able to show that they can fulfil, and are fulfilling, these sponsor duties in order to gain and retain a Student sponsor licence.”

Guiding Principles – GOV.uk sponsorship duties for Student visa licence holders

Contents

- What is a CAS?
- The Student visa applicant's journey
- What are the possible hold-ups?
- Does the CAS team only deal with CAS-eligible students?

What is a CAS?

- 'Confirmation of Acceptance for Studies'
- 14-16 digit code
- Unique to that student, sponsor and course
- Contains a representation of the full assessment made by that sponsor

E.g. *E4F8HG0F32C0T4*

- **A CAS cannot be amended once issued**

Refusal of Entry Clearance

- Failure to meet the Immigration rules results in a refusal
- Refusals are held against the student and the sponsor
- Kent also keeps a record of the agent that any refused applicants are working with
- Refusals can be based on:
 - **Credibility, finances**, academic ability, English language ability, criminal convictions, lack of TB certificate, ATAS etc.
- The refusal rate has declined for Kent in the last 10 years generally, but the sector as whole has been affected by fraud and deception

The visa applicant's journey

1. The applicant becomes UF in Kent Vision
2. CAS Shield record is created
3. Applicants complete all CAS Shield tasks
4. CAS Shield record is audited by CAS Team
5. Final check
6. Pre-CAS is sent on Kent Vision
7. Pre-CAS (and T&Cs) are accepted
8. CAS Number is provided on Kent Vision
9. Applicant makes their Student visa application
10. Student arrives and registers for study

1. The applicant becomes UF in Kent Vision

- The first stage that the CAS team is made aware of eligible visa students
- We are not automatically notified of fee and visa status, so it is essential that applications for study are accurate at submission
- We check each applicant individually to determine how they meet the requirements for a CAS, in order to apply for a Student visa
- The academic assessment and the CAS assessment are separate
- Applicants are transferred into CAS Shield automatically

2. CAS Shield Record is created

All information given on the Kent Vision application will feed into CAS Shield, so it's essential this is up to date and accurate



3. Applicants complete all CAS Shield Tasks

- Applicants are sent a welcome message once they are UF and been transferred to CAS Shield
- They will have several tasks to complete, in order to be eligible for a full CAS assessment by a member of the CAS Team, which will usually include:
 - Completing an information checklist of questions
 - Uploading general and financial documents
 - Completing an interview request
 - Completing a Pre-CAS Questionnaire
- The CAS Team tracks applicant progress to see who is ready for a full CAS assessment
- CAS Shield includes a messaging service for applicants and agents to use if they have any queries or need assistance from the CAS Team
- Tagged agents have access to CAS Shield, as they do with Kent Vision

4. CAS Shield Record is audited by CAS Team

- The academic review
 - What was their offer based on?
 - What English Language do they hold?
 - What course have they been accepted for? Does that course have additional requirements, e.g. ATAS (Academic Technology Approval Scheme)?
- The immigration review
 - Does their application indicate they've been to the UK previously?
 - Are they a genuine student? Do they need an IHC (Immigration History Check)?
 - Are they from a country that needs a pre-CAS interview or TB test certificate?
- The financial review
 - Are they from a low risk country (Differential Evidence List)?
 - Does their application indicate financial hardship?
 - Have they paid their deposit?

5. Final check

- Once all tasks and uploads are completed by the applicant and the CAS assessment is fully complete by a member of staff on CAS Shield, the application is ready for a final check before CAS issuance
- The CAS application is reviewed again by a second CAS team member as best practice

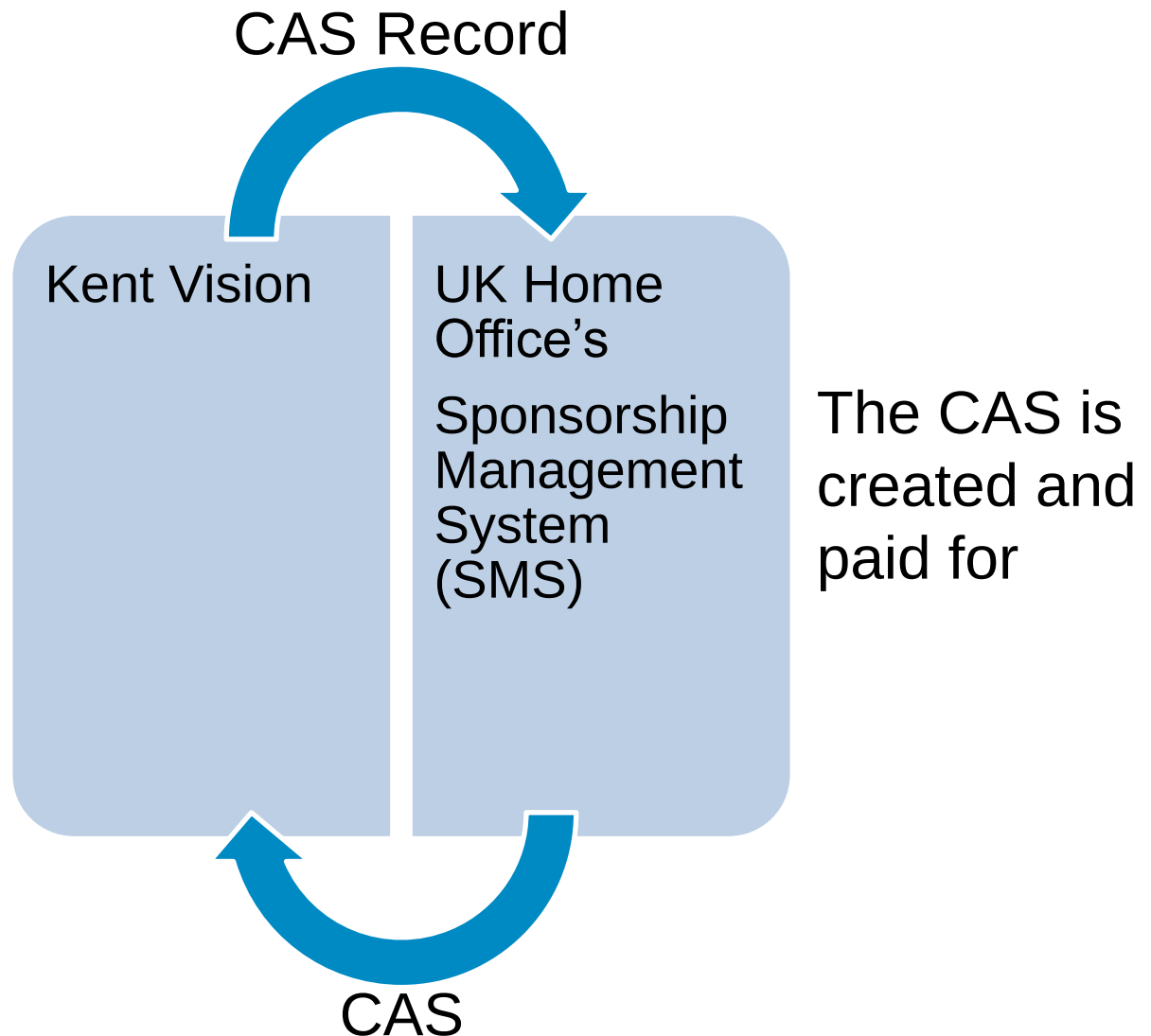
6. Pre-CAS is sent on Kent Vision

- The Pre-CAS is a reduced version of the CAS Record and represents a draft version of the final CAS that the applicant will receive
- The actions ask the student to 'accept' or 'not accept' the details as being correct
- If the student does not accept, they will need to complete a mandatory text box stating why, then we get an automatic in-tray message stating what they believe is wrong with the pre-CAS
- We then check whatever is highlighted as incorrect by the applicant, amend (if applicable) and resend the pre-CAS for approval
- **It is essential that the pre-CAS is checked fully before being accepted, as that is the last chance for any amendments to be made – no changes can be made after a CAS is issued**

7. Pre-CAS (and T&Cs) are accepted

- Two stage acceptance on Kent Vision:
 1. Accept the pre-CAS details are correct
 2. Accept the terms and conditions of sponsorship
- No in-tray message for CAS team
- Applicants are not automatically issued a CAS – they must all complete the two stage acceptance above

8. CAS Number is provided on Kent Vision



9. Applicant makes their Student visa application

- Submits relevant information to Home Office
 - The CAS Team are not permitted to assist or advise on the Student visa application process
 - Kent Union Advice Centre (advice@kent.ac.uk)
- Waits for decision
- Will either be granted entry or will be given a refusal of entry clearance

10. Student arrives and registers for study

- Presents entry vignette (if applicable) and confirms leave dates with a share code
- Registers with police (if required)
- May register before decision (if already in the UK)



What are the possible hold-ups?

What are the possible hold-ups?

- Incorrect financial evidence
- Missing document uploads (e.g. passport and qualifications) in CAS Shield
- Incomplete CAS Shield tasks
- Deposit not paid
- Last minute changes to applications
- Lack of engagement – “Ghost applicants”

Does the CAS team only deal with students who need a CAS to study?

- We are required to ensure every student has permission to study with us
- We must ensure applicants with leave through other visa routes can register for study at Kent
- Commonly reviewed statuses include:
 - Asylum/Refugee
 - Leave to Remain
 - Indefinite Leave to Remain/Settlement
 - Workers
 - Dependants
 - EU Settlement Scheme – Settled and Pre-settled status

Further reading

www.kent.ac.uk/studentimmigration



Immigration and visa support



Visa types



Student visa information



Your visa responsibilities



Other information

Further reading

<https://www.gov.uk/guidance/immigration-rules/appendix-student>

[Home](#) > [Immigration rules](#)

Immigration Rules

From: [Home Office](#)
Published 25 February 2016
Updated: 6 October 2021, [see all updates](#)

[Contents](#)

Immigration Rules: Appendix Student

Student route

This route is for a person aged 16 or over who wants to study with a sponsor on a course of further or higher education, a pre-sessional English course, a recognised foundation programme or to take an elected post as a Student Union Sabbatical Officer.

Any questions?