The University of St Andrews
Student Visa application guide – Apply from OUTSIDE the UK (07/2023)

International Advice: advint@st-andrews.ac.uk
To begin the application: Click START NOW on webpage: https://www.gov.uk/student-visa/apply

Where are you planning to live?

- England, Scotland, Wales or Northern Ireland
- Jersey, Guernsey or the Isle of Man

Select the option that includes ‘Scotland’

Continue
This document shows the process for applications for those who DO NOT have an EU/EEA/Swiss passport. But EU/EEA/Swiss nationals may still find this document helpful.

**EU/EEA/Swiss Passport** – Select ‘YES’ then follow the instructions for completing the application and biometric process online.

**if you have dual nationality that includes EU/EEA/Swiss – we recommend using your EU/EEA/Swiss passport to apply as the process is simpler**

**Other Nationalities** – Select ‘NO’ and continue with the application.
Select a country to provide your biometrics

To complete your application, you must provide your biometrics (fingerprints and facial photograph). This may involve attending a visa application centre (VAC) operated by one of our commercial partners.

We need to know which commercial partner will manage your biometrics appointment. This is so we can transfer you to the correct website after you have submitted your visa application.

Enter the country where you would like to provide your biometrics. This will usually be the country you are in now. If there is no VAC in your selected country, you will be able to choose an alternative location.

If you believe you are unable to provide your biometrics at any location, you should still choose a location. You will then be told how to proceed.

Enter the Country where you will provide your biometrics and click ‘NEXT’.

You will be asked to confirm there are Visa Application Centre’s available in your chosen location, where you can provide biometrics.

The form will then provide information on how your data will be used.

You can then click ‘APPLY NOW’.

There are rules on where you are allowed to apply from (https://www.gov.uk/government/publications/where-to-apply-ecb05)

Applications should be made in the country in which you are living. You must have legal residency – you cannot be a tourist.
Register an email address and create a password.

An application link will be emailed to you, this allows you to log out and return to your application later.

You can review, edit, and print your answers at any point.

You must then provide the UKVI with a contact email address and contact telephone number. The UKVI may use this to contact you about your application.
Confirm you have a CAS and then enter the CAS number.

Copy and paste the CAS number from your CAS information.

DO NOT apply without a CAS number for the relevant course.

Only select ‘YES’ if you have been awarded a Marshall, Chevening, or commonwealth scholarship - if eligible, the visa application fee will not be charged.

Postgraduate Scholarship Guidance:
https://www.gov.uk/postgraduate-scholarships-international-students

This application requires a valid Confirmation of Acceptance for Studies (CAS) number. If you do not provide one, your application is likely to be refused.
Enter your name as it appears on your passport. Use the passport your CAS was issued to.
If you have ever been known by any other name, enter it here.

Do not include unofficial nicknames.
Input your sex as shown in your passport, and relationship status (even if your partner is not applying for a dependent visa with you).

What is your sex, as shown in your passport or travel document?

- Male
- Female
- Unspecified

What is your relationship status?

I am unsure of my current relationship status

'Single' means that you have never been married or in a civil partnership, and that you do not currently consider yourself in a relationship.

'Unmarried partnership' means that you currently consider yourself in a relationship but are not married or in a civil partnership.
Enter the address where you currently live.

If you prefer your correspondence to be sent to an alternative address, you can select ‘NO’ and enter a correspondence address.
If you live with your parents, select 'Other' and give more details.
Your passport

⚠️ You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Issuing authority
On your passport or travel document this could also be referred to as 'country of issue' or 'place of issue'.

Issue date
Enter date in the format DD MM YYYY

Day  Month  Year

Expiry date
Enter date in the format DD MM YYYY

Day  Month  Year

Save and continue

Return to this application later

Show and edit answers
Not every country has a national identity card.

If you do, select ‘YES’ and you’ll be asked to provide the details of it.

You don’t have to submit the ID document as part of the visa process.
If you are under 18 at the time of your application, you may be asked more questions about your accommodation and care arrangements in the UK.

Under 18’s also need to provide a consent letter from their parents/legal guardians consenting to your accommodation and care arrangements in the UK (example below). You must provide proof of your relationship (birth certificate) when you apply.

Example letter from your parent(s) or legal guardian(s). This letter must be an original document with an original signature. If it is not in English, it must be accompanied by a professional English translation.

[Your parent(s)/legal guardian(s) address]

Entry Clearance Officer

[Date]

Dear Sir/Madam

RE: Under 18 parents’ consent letter for [student’s name]

This is to confirm that we, [parent(s) or legal guardian(s) name], are the [mother/father/parents/legal guardian] of [student’s name] and that we give our permission for our [son/daughter/ward] to apply for a Student visa to study in the UK.

We agree with the living arrangements that have been made for [student’s name] in the UK.

We consent to [student’s name] living independently in the UK and to travel independently.

Yours faithfully,

[Father’s/legal guardian(s) signature]
[Father’s/legal guardian(s) name]
[Father’s/legal guardian(s) address]
[Father’s/legal guardian(s) contact number]
[Father’s/legal guardian(s) email address]
[Mothers/legal guardian(s) signature]
If you hold another nationality: You will need to input the country of your other nationality; dates nationality has been held from and to, or if you still hold this nationality.

Applicants from a majority English speaking country will NOT be asked these questions.

Previous application means a previous application for a UK visa. Only select ‘YES’ if you’ve read the full question and meet the requirements.
It is preferable to select English, especially since your visa requires you to have a level of English language ability to study here.
You’ll only be asked this question if you’ve not provided evidence of English language ability in a previous application.

We are a Higher Education provider with a track record of compliance.
If you have dependants, you will need to input their details: Name, date of birth, relationship to you, and information about where they will live and if they are travelling with you.

Please Note:

Information about these dependants will help us with your application but they will not be included in this visa application. They will need to apply separately if they want to be with you in the UK.
You will be asked for details of your two parents.

If you have do not have your parent’s details, click the link and you can tick a box that specifies that.

What if do not have my parent's details?

☐ I do not have my parents' details
If you have family staying in the UK, you’ll need to provide their details, including what permission they have to live in the UK.

Don’t include extended family ie cousins, aunts, uncles.
For the majority of students the answer will be NO. But if you are part of an organised group, you will be asked for further details.

Select YES if you are travelling with someone who is not your partner, spouse, or dependant.

You will need to provide further details.

You will be asked for the details of 1 person even if travelling with more.
If you are not staying in halls - Select NO and input further information about your accommodation plans.

Accommodation plans in the UK

Where do you plan to stay in the UK?
Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends. Include the names of anyone else you will live with and their relationship to you.

Maximum of 500 characters
Other places you will stay while in the UK

Will you be staying anywhere else in the UK?

This includes staying in:

- a hotel or bed and breakfast (B&B)
- accommodation provided by an employer
- a private home with friends or work colleagues
- accommodation provided by the educational institution where you will be studying
- any other type of accommodation

☐ Yes  ☐ No

If YES – enter the details on the next page.
If YES –

How many times have you been to the UK in the past 10 years?
If you are unsure of the exact number, provide an estimation. You will be asked to provide details for up to 3 of your most recent times in the UK.

If YES –

Include visits to the UK in transit.

You’ll then be asked – for 3 of your most recent visits:

Reason for coming to the UK | Date you arrived | How long you were here.

If you’ve ever received medical treatment in the UK.

If you have applied for leave to remain in the UK (a visa extension inside the UK) in the last 10 years.

If you have a National Insurance No | Driving License | receipt of public funds

Information must be as accurate as possible. Use passport date stamps for accuracy.
If you have been to one of these countries, you’ll be asked –
Country | Reason for visit | Date of visit | How long you visited

Information must be as accurate as possible. Use passport date stamps for accuracy.

You will only be asked for details for two of most recent times. Complete as accurately as possible, to best of your ability.

Which countries are part of the European Economic Area (EEA)?

- Zero
- Once
- 2 to 5 times
- 6 or more times

Include visits in transit.
World travel history

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

Which countries are part of the European Economic Area (EEA)?

☐ Yes  ☐ No

Include visits in transit.

If YES you’ll be asked —

Country | Reason for visit | Date of entry | Date of exit

Information must be as accurate as possible. Use passport date stamps for accuracy.

Complete as accurately as possible, to best of your ability.
Think carefully before you input a date. This is the date your visa will begin.

The earliest you can arrive in the UK is **1 MONTH BEFORE** your course start date on your CAS.

***If you arrive outside the visa validity dates, your visa will not be valid and you can’t study until you exit and re-enter the UK***
If **YES** – you will be asked for details of the immigration problem and can input details of the issue in a free text box.

**Answer this question honestly** – having previous immigration problems does not necessarily mean your application will be refused. The UKVI need all the details to be able to make an informed decision.
If **YES** – you will be asked for details of this breach and can input details of the issue in a free text box.

**Answer this question honestly** – having previous immigration problems does not necessarily mean your application will be refused. The UKVI need all the details to be able to make an informed decision.
If you have had a conviction or other penalty, you will need to give further details.

Answer this question honestly – having convictions and other penalties does not necessarily mean your application will be refused. The UKVI need all the details to be able to make an informed decision.

Speeding tickets: UKVI advises that you only need to list these if you have 3 or more, or if an unpaid one led to a further penalty. If you are not sure, select what you have and go to next step where there will be further chance to write the offence and there will be a blurb giving more information.

The next questions are about involvement in war crimes, terrorist activity, and extremist organisations. You’ll also be asked whether you are a person of good character.
If you have been employed by any of these organisations you’ll be asked for further details.
It’s important to fill out the following CAS information as it appears on your CAS.
Select: Higher Education Provider with a track record of compliance
Primary site of study

Is this the site where the majority of your study will take place?

The University of St Andrews
College Gate
St Andrews
KY16 9AJ

Select YES.
This address is for visa purposes only.
Select appropriate option and insert your UCAS ID number (this is not the same as your St Andrews Student ID).

What is UCAS?

The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the ucas.com website.
You will have been notified by Registry if your course requires an ATAS, they would have issued you an email detailing your course code and your statement of research.

If you need an ATAS, you must upload the ATAS certificate as a supporting document.

Select appropriate option and insert your ATAS certificate number if you have one.
Your Parents/Siblings etc are not official financial sponsors.

Select appropriate option.

What is an official financial sponsor?

Examples of an official financial sponsor include the UK Government or your home Government, a university, an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

Funding only appears on your CAS when it is provided by the University.

Wholly sponsored means your whole fees and full living costs are covered by the official financial
Enter ‘The University of St Andrews’.

Copy full course title from the CAS.

Qualification Level: This should be on your CAS. If you are unsure contact advint@st-andrews.ac.uk

Are you going to be a student union sabatical officer?

What is a student union sabatical officer?

☐ Yes  ☐ No

Sabatical Officer is a full time officer role in the Students Union, elected by members.
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

Course end date

Enter the start and end date as shown on your CAS
For University Halls only: If you have paid accommodation fees this can be added to your CAS, contact visas@st-andrews.ac.uk for this to be added.

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 [ ]

Save and continue

Enter the Course fees as they appear on your CAS.
You can show you have enough money using a student loan from a government, government sponsored loan company, or a regulated student loans scheme.
For the amount required please see: https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants

If money is in your parents' bank account, select NO and fill out your parents' details. You will need to submit a letter from them confirming they give you permission to use the money in your accounts, and also submit proof of your relationship.
Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

Save and continue

Return to this application later
Show and edit answers
Check all your answers and use the hyperlink ‘Change’ to make any changes to those sections.
The passport is always required. Other documents may be required depending on your nationality.

If you need a TB test, you need to upload the certificate with the application.
Supporting Documents Clarification

At the end of the application, you will be able to view a ‘supporting document checklist’. Use this to verify which documents need to be uploaded to the partner website. If you are unsure which supporting documents to provide send your supporting document checklist to advint@st-andrews.ac.uk and we can review and advise. [https://www.gov.uk/student-visa/documents-you-must-provide](https://www.gov.uk/student-visa/documents-you-must-provide)

The documents you must upload with the application differ depending on your nationality. If you are from a country considered ‘low risk’ you do not need to provide financial or educational documents at point of application: [https://www.gov.uk/student-visa/money](https://www.gov.uk/student-visa/money)

The UKVI reserve the right to request these documents at any time, so our advice is that you must still meet the requirements.

Consent Letters – required when:

- Under 18 [https://www.gov.uk/student-visa/documents-you-must-provide](https://www.gov.uk/student-visa/documents-you-must-provide)

TB Tests - required if you are coming to the UK for more than 6 months, and you live in a listed country, or have lived in a listed country in the past 6 months. Contact advint@st-andrews.ac.uk if you are unsure. Certificates must be uploaded with your application.

You MUST be tested at a clinic approved by the Home Office – this may mean travelling to a different country.
Confirm your understanding and acceptance to continue.

You must then pay your Immigration Healthcare Surcharge.

This must be paid in full at point of application.

You will be charged for the full duration of your visa (ie. 4 year courses charged for 4.5 years).
Answer NO to both.
**Course start and end dates.**

**New Students:** Use the dates on the CAS.

**Returning Students (leave of absence, extended end date, new course):** Check your CAS ‘evidence’ section. If you are a returning student we will have input the date you started your original course here: ‘Actual Start date of Course...’ This actual date is the start date for this part of the application.

**Continuing on the same course?** Only select YES if the course on your CAS is the same course you were last granted a visa for.

**Is your course at NQF 7?** NQF 7 is Postgraduate Masters level study (inc PG Dip/PG Cert, MRes, and MPhil courses)

**Is your course a Masters degree?** This also refers to postgraduate Masters courses. Not an undergraduate Masters.

**Is your course for 13 months or less?** Only select Yes if it applies to your entire course duration.

**Location?** St Andrews usually doesn’t appear on this list, select Other.
To enter the country you’ll receive a visa sticker (vignette) in your passport. This is valid for a limited time only. This is not your visa, your visa is the BRP card, which can be collected on arrival. You need to specify where you wish to collect it from (either a Post Office or the University via the Alternative Collection Code). We recommend collecting from the ACL.

**BRP collection** – When asked to enter an Alternative Collection Code input 2HE357 to collect from the University.
Completing the Application

Once you have paid your application fee, you will be directed to the partners website to book a biometric appointment and upload your supporting documents.

Please keep in mind that the partner website is a one size fits all and will have upload slots for every possible document required during a visa application – it’s your responsibility to use your ‘Supporting document checklist’ to upload only what the UKVI require.

Please follow all instructions given after your biometric appointment. A lot of applicants will be required to submit their passport.

VFS Global step by step guides by country: https://www.vfsglobal.com/united-kingdom/


This is a general advice document, correct at date of publication (July 2023). The Home office can change and update the application at short notice. You must continue to read each question carefully and select appropriate option for further explanation if required. Answer honestly and accurately and include any further explanations in the ‘additional information’ free text box or upload in the form of a cover letter. Contact advint@st-andrews.ac.uk for application advice if you are unsure how a question relates to your circumstances. We cannot take responsibility for any errors or omissions or for decisions made by the Home Office.