



Instructions for completing the CAS request form

You will need the following documents when completing the CAS request form:

- Your current passport
- University of Chichester offer letter
- Deposit payment details and scholarship details (if applicable)
- Previous UK immigration history details/documents (if applicable)

If your passport is due to be renewed before you apply for your visa, please wait to get your new passport before completing this CAS request form.

If you need to book a CAS eligibility interview, you will also need to have your financial evidence ready for uploading.

If you are not logged in to a Microsoft account, your responses will not be saved until you have fully submitted the form.

Please visit <https://beprepared.chi.ac.uk/how-to-book-your-cas-interview/> if you have any questions about the CAS request form or the CAS eligibility interviews.

Question	Guidance
YOUR DETAILS	
1. Applicant number	This is a 7-digit number that you will find on your offer letter. It usually starts with the year of your entry e.g. "24...."
2. Nationality	Enter your nationality as stated in your passport that you will use to apply for your visa
3. First/Given Name(s)	As it appears in your passport
4. Surname/Family Name	As it appears in your passport
5. Passport number	Enter the passport number of the passport that you will use to apply for your visa
6. Email address	Your email address

7. Agent/Representative details	Enter the name and email address of your agent (if applicable)
VISA APPLICATION LOCATION	
8. Where are you applying for your visa?	Select as appropriate
CURRENT OR PREVIOUS UK STUDIES ON A STUDENT VISA	
If you are currently studying in the UK or have previously studied in the UK on a Student visa, you must complete this section.	
If you have never had a UK student visa, please leave the section blank.	
9. Your current or most recent UK degree title	Enter your degree title
10. Start date of your current or most recent UK degree?	Enter as appropriate
11. End date of your current or most recent UK degree?	Enter as appropriate
12. Current or most recent student visa start date	Enter as appropriate
13. Current or most recent student visa expiry date	Enter as appropriate
14. Name of your current or previous UK University/Institution	Enter as appropriate
15. Current or most recent UK visa type	Select as appropriate
16. Current or most recent UK degree level	Select as appropriate
17. Other previous study in the UK	List any degree and above-level courses you have studied in the UK not listed above.
18. If you currently have a UK visa or previously had one, please upload a copy of it via this OneDrive link.	<p>Please upload your current/previous visa(s) via the OneDrive link provided.</p> <p>A new window/tab will appear.</p> <p>Return to the CAS request form once you have uploaded your document.</p> <p>Please choose the appropriate answer:</p>

	<ul style="list-style-type: none"> • I have uploaded my current/previous visa(s) • I will upload my current/previous visa(s) later <p>If you are unable to upload the document(s) now, please do so later. You can find the upload link on our website. Please do this as soon as possible to avoid any delays with your CAS issuing.</p>
DEGREE STUDIES OUTSIDE THE UK	
19. Have you studied at degree level or above outside the UK?	Select as appropriate
20. If you selected YES to the previous question...	Include details of your previous non-UK degree studies here. Include: subject, level and start and end dates.
OTHER UK IMMIGRATION HISTORY	
21. Have you ever had any other UK visas which are not listed above?	Select as appropriate
22. If you answered yes above, please tell us what type of visa you had before	Enter your previous visa type
23. Do you currently have a Graduate Route visa?	Select as appropriate
24. Have you ever had a UK visa application refused?	Select as appropriate
25. If you answered YES to the previous question...	<p>Please upload your previous refusal notification(s) via the link and state "Document(s) uploaded" when completed.</p> <p>A new window/tab will appear.</p> <p>Return to the CAS request form once you have uploaded your document.</p>

	<p>Please choose the appropriate answer:</p> <ul style="list-style-type: none"> • Documents uploaded • I will upload my document later <p>If you are unable to upload the document(s) now, please do so later. You can find the upload link on our website. Please do this as soon as possible to avoid any delays with your CAS issuing.</p>
DECLARATION	
26. Read the declaration before confirming	Type your name here to confirm the details and your understanding
27. Date of your declaration	Enter today's date
CONFIRMATION OF DEPOSIT PAYMENT, SCHOLARSHIPS AND PASSPORT UPLOAD	
28. Have you paid a deposit? If yes, how much?	Enter your total tuition fee deposit(s) paid
29. Have you been awarded a Global Merit Scholarship?	Select as appropriate You have received a confirmation email from the Global Student Outreach team if you were successful in getting this scholarship
30. Have you been awarded a Great Scholarship?	Select as appropriate. You have been informed via email if you were successful in getting this scholarship
31. Have you been given other fee waivers/scholarships by the University of Chichester not mentioned above?	Select as appropriate
32. If you answered "YES" to previous question...	Please state what type of fee waiver/scholarship you are in receipt of
33. Copy of your passport	Upload a copy of your passport via the secure OneDrive link on the online form and choose "I have uploaded my passport" when done.
BOOK YOUR CAS ELIGIBILITY INTERVIEW	
34. Is your country of nationality <u>listed above</u> ?	Select as appropriate

<p>35. If you answered "NO" to the previous question, you need to book your CAS eligibility interview.</p> <p>If you answered "YES" to the previous question, you can skip the interview booking part and submit the CAS request form.</p>	<p>Book your interview using the link provided.</p> <p>A new window/tab will appear. Return to the CAS request form once you have booked the appointment.</p> <p>You will need to have your financial evidence ready for uploading when you book your interview</p> <p>If you can't book your interview now, please return to our website later to make the booking. Please book your appointment as soon as possible to avoid any delays. https://beprepared.chi.ac.uk/how-to-book-your-cas-interview/</p> <p>Select the appropriate answer:</p> <ul style="list-style-type: none"> • I have booked my appointment • I will book my appointment later
<p>Submit your CAS Reques form</p> <p>You will see a thank you message on the final screen. This means your form has been submitted.</p> <p>You will not receive an email confirmation. Please see the website below for information on the next steps you need to take.</p>	
<p>QUESTIONS?</p> <p>Please visit our website if you need more information https://beprepared.chi.ac.uk/student-visa-information/</p>	