



## Instructions for completing the CAS request form

2025/2026

Question	Guidance
<b>PRIVACY STATEMENT</b>	
1. Please confirm that you have understood and agree to the privacy notice	Read the privacy notice and agree to the statement "I have understood...."
<b>INSTRUCTIONS</b> <p>You have been invited to complete our CAS Request Form as you require a student visa to study in the UK. Please read the instructions in this section carefully and visit our website (<a href="https://beprepared.chi.ac.uk/how-to-book-your-cas-interview/">https://beprepared.chi.ac.uk/how-to-book-your-cas-interview/</a>) for instructions on how to complete this form. It is important that you complete this process accurately and as soon as possible, so that you can apply for your student visa promptly.</p> <p>You will need the following documents when completing this form:</p> <ul style="list-style-type: none"><li>• Your current passport</li><li>• University of Chichester offer letter</li><li>• Deposit payment details and scholarship details (if applicable)</li><li>• Previous UK immigration history details/documents</li></ul> <p>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.</p> <p>There are two parts to the CAS Request Process:</p> <p>Part 1: CAS Request form (all students)</p> <p>Part 2: CAS Eligibility Interview and Financial Evidence Check (see our Be Prepared website for information on who needs to book an interview)</p> <p>You will be directed to upload your documents via a OneDrive Link and to book your CAS Eligibility Interview via a Microsoft Bookings link. Please return back to this CAS Request form once you have submitted all your required documents in the final section of this form.</p> <p><b>Make sure you click <u>submit</u> when you get to the end of this CAS Request form.</b></p> <p>If you are not logged in to a Microsoft account, your responses will not be saved until you have fully submitted the form.</p> <p>Please visit <a href="https://beprepared.chi.ac.uk/how-to-book-your-cas-interview/">https://beprepared.chi.ac.uk/how-to-book-your-cas-interview/</a> for full instructions</p>	

on how to complete this form and to find answers to your CAS request form or the CAS eligibility interview related questions.

#### **YOUR DETAILS**

2. 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...."
3. Nationality	Enter your nationality as stated in your passport that you will use to apply for your visa
4. What is the title and level of your degree?	Enter the details of your degree here. E.g. BA (Hons) Business Management /MA Dance /MSc Sports Coaching/MPhil History /PhD Sport and Exercise
5. First/Given Name(s)	As it appears in your passport
6. Surname/Family Name	As it appears in your passport
7. Passport number	Enter the passport number of the passport that you will use to apply for your visa
8. Email address	Your email address
9. Agent/Representative details	Enter the name and email address of your agent (if applicable)

#### **VISA APPLICATION LOCATION**

10. 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,

11. Have you ever had a UK visa before?	Select Yes/No If you selected "no", you will not need to answer the questions 12-21
12. If you selected "yes" to question 11, please answers the following questions: Your current or most recent UK degree title	Enter your degree title

13. Start date of your current or most recent UK degree?	Enter as appropriate
14. End date of your current or most recent UK degree?	Enter as appropriate
15. Current or most recent student visa start date	Enter as appropriate
16. Current or most recent student visa expiry date	Enter as appropriate
17. Name of your current or previous UK University/Institution	Enter as appropriate
18. Current or most recent UK visa type	Select as appropriate
19. Current or most recent UK degree level	Select as appropriate
20. Other previous study in the UK	List any degree and above-level courses you have studied in the UK not listed above.
<b>DEGREE STUDIES OUTSIDE THE UK</b>	
21. Have you studied at degree level or above outside the UK?	Select as appropriate
22. 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.
<b>OTHER UK IMMIGRATION HISTORY</b>	
23. Have you ever had any other UK visas which are not listed above?	Select as appropriate
24. If you answered yes to question 23, please tell us what type of visa you had before	Enter your previous visa type
25. Have you ever had a UK visa application refused?	Select as appropriate
<b>DECLARATION</b>	
26. Read the declaration before confirming	Tick the box to confirm
27. Date of your declaration	Enter today's date
<b>CONFIRMATION OF DEPOSIT PAYMENT &amp; SCHOLARSHIPS</b>	

28. Have you paid a deposit?	Enter your total tuition fee deposit(s) paid
29. If you answered no, what is the reason you have not paid your deposit?	Enter a reason. E.g. you are going to pay it, you are exempt from paying it etc....
30. Have you been awarded a University of Chichester International Scholarship?	Select as appropriate
31. Have you been given other fee waivers/scholarships by the University of Chichester not mentioned above?	Select as appropriate
<b>DOCUMENT UPLOADS</b> Upload the following documents by using the link provided. Make sure you return to the CAS request form (Microsoft Forms) after submitting the documents via a secure OneDrive document request link.  1. Passport 2. Current and /or previous visas (if applicable) 3. Any visa refusal decisions (if applicable)	
<b>BOOK YOUR CAS ELIGIBILITY INTERVIEW</b>	
32. Is your country of nationality listed?	Select as appropriate
33. If you answered "yes" to question 32, you will be directed to answer this questions:  Have you ever had a visa refusal?	YES => Book a CAS Eligibility Interview (section 36). NO => Submit your CAS Request form.
34. If you answered "no " to question 32, you will be directed to answer this question: Are you a PhD or MPhil applicant?	YES => Submit your CAS Request form. NO => Go to section 35.
35. If you answered "no" to question 34, you will be directed to answers this question: Are you a recent University of Chichester graduate (alumni)?	YES=> Finish and Submit your CAS form. NO => Book a CAS Eligibility Interview (section 36).
36. Based on the answers you have given, you need to book your CAS eligibility interview using the link below	Book your interview using the link provided ON THE FORM. You will be directed to Microsoft Booking portal. <ul style="list-style-type: none"> <li>Once you have booked your interview and uploaded your financial evidence, please return to the CAS Request form</li> </ul>

	to confirm that you have booked an interview and click "Submit".
<p><b>After booking your interview</b> You will receive an email confirmation which will include:</p> <ul style="list-style-type: none"> <li>• Date and time of your interview</li> <li>• Instructions for how to prepare for the interview</li> <li>• Link to submit your financial evidence before the interview</li> <li>• Privacy notice.</li> </ul> <p>Please see the Be Prepared website below for information relating to the CAS Request process and the interviews.</p>	
<p><b>QUESTIONS?</b></p> <p>Please visit our website if you need more information  <a href="https://beprepared.chi.ac.uk/student-visa-information/">https://beprepared.chi.ac.uk/student-visa-information/</a></p>	