Visa application form guide Inside the UK

This guide is designed to provide guidance for University of Exeter students, aged 16 or over, to apply for a <u>Student visa</u> from inside the UK.

You will be able to save your application and come back to it at another time if you need to (click 'Return to this application later'). If you are inactive for 25 minutes you will be automatically logged out.

Answer each question fully and truthfully. Failure to declare something on your form will be seen by UKVI as deception and will result in this application (and possibly future applications) being refused. Providing the correct information will not automatically lead to a refusal. If you need advice about your specific situation, <u>contact us</u>.

Setting up your application form

Click <u>here</u> to start

1. Where are you planning to live? England, Scotland, Wales or Northern Ireland

2. **Do you have a current EU, EEA or Swiss passport?** If you have one of these passports choose 'Yes' otherwise choose 'No'

3. **Do you have a valid UK biometric residence permit (BRP)?** If you have a valid BRP choose 'Yes' otherwise choose 'No'

4. Are you 17 years old or younger? Answer 'Yes' only if you are 17 or younger

5. Do you have any children applying with you?

If you have children applying with you choose 'Yes' otherwise choose 'No'

6. Is your name on your biometric residence permit the same as on your current passport?

Answer 'Yes' or 'No'

If you have answered '**Yes**' to steps 3- 6:

You will need to verify your identity by attending a biometric appointment once you have submitted your application form. You will be redirected to the version of the application form that allows you to book a biometric appointment.

We recommend that you still use this guide to help fill in the visa application form but the order of questions will be different.

If you have answered 'No' to steps 3-6:

You will be asked to check if you can use the 'UK Immigration ID check' app to verify your identity.

We highly recommend using the 'UK Immigration ID check' app to start your application form and scan your BRP card. If your phone doesn't work, ask to borrow a friend's phone. No information is stored on the app or the phone after you close it.

If you use the app, you will NOT need to attend a biometric appointment as your biometrics will be re-used.

Once you have completed the steps on the 'UK Immigration: ID Check' app and logged back into your account (<u>here</u>), you will be able to start completing the form.

You will need to complete the sections one at a time, and each section will be marked as 'completed' when finished.

You will need to fully complete each section before moving onto the next one.

Part 1 Identify and Contact

The information you provided for the 'UK Immigration: ID check' app will be included in the 'Confirm you identity' section of the form.

Immigration adviser details

Answer '**No**' to having an immigration adviser, unless you are receiving advice from a registered Immigration Adviser outside of the University.

Contact Preferences

Indicate whether you are happy to be contacted on the email address and phone number you provided when you created your account, or whether there is a different email address you would prefer to be contacted on.

What is your address? - Enter the University's address as your postal address. You'll need to click '**enter address manually'** in order to fill these out:

Exeter Campuses:

Amelia Mansfield ISSO University of Exeter The Innovation Centre, Rennes Drive Exeter EX4 4RN

Penryn Campus:

C/O Natalie Battelle International Student Adviser Post Room, Penryn Campus Treliever Road Penryn TR109FE

Any other names? - Answer 'yes' if you have ever been known by another name to the one that you have already provided on your application, and provide details.

Your identity card – If you have a valid national identity card, enter the details here, even if you are unable to present your card.

If you don't have a national identity card, click 'no'.

Your other nationalities – If you currently hold, or have previously held, any other nationalities or citizenships you should enter the details here.

Part 2 Prepar<u>e application</u>

People applying with you

If you have anyone applying with you (for example your spouse), provide their details here. There is a separate application form for Dependant partners to complete <u>here.</u>

Your Location

Enter 'United Kingdom'.

If you are not physically in the UK, you will need to <u>complete a different</u> form. Please refer to our 'Applying outside the UK' application form guide instead.

Personal Details

Passport Details

Select the sex which is on your passport/travel document and provide your passport details.

Do you live at this address?

As you entered the University's address in the 'contact preferences' section, you will need to tick 'no' here. You can then provide details of your current address.

About your home

If you rent a house or apartment from a private landlord or landlady, select 'I rent it' and enter your landlord or landlady's details.

You should be able to find these on your rental contract/tenancy agreement.

If you live in university-managed accommodation or another privately managed student accommodation block, select 'Other' and type 'student accommodation' and the address of your accommodation.

If you have not arranged permanent accommodation yet and are living in a hotel or short-term rental while you seek longer term accommodation, select 'Other' and enter your current place of accommodation.

Address History

You will then be asked whether you have lived at any other addresses in the past 2 years. Provide details of ALL addresses that you have lived at in the past 2 years, both in the UK and overseas. Be as accurate as possible with the dates, but an approximate is fine.

Family and Relationships

Your relationship status

Answer the question about your relationship status. If applicable, provide details of your partner.

Previous marriage/civil partnership

If you tick 'yes' to this question you will be asked to provide details.

Your parents' details

Answer the questions about your parents' names, dates of birth and nationalities in full. Once you have completed details of your first parent, you will then be able to add your second parent's details.

Travel History

How long have you lived in the UK? Calculate how long you have lived in the UK.

Time spent outside the UK

Here, you will need to indicate any time that you have spent outside the UK for longer than 2 weeks since you started living here. The information should be as accurate as possible, but approximate dates are fine.

You can only list one country here, so if you travelled to more than one country in a single trip, provide details of the main country you travelled to, and include details of the other countries you visited, including dates, in the free text box.

Travel to Australia, Canada, New Zealand, USA, Switzerland or European Economic Area

Indicate how many times you have travelled to Australia, Canada, New Zealand and the European Economic Area. Details about which countries are members of the EEA can be found <u>here</u>.

You will then need to provide details of your trips, including dates and your reason for travel.

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

Here, you should provide details of all travel history that has not yet been declared in the previous two questions.

Medical Treatment in the UK

Answer the questions about any previous medical treatment you have had in the UK.

Choose '**no**' if you registered with a doctor but never received medical treatment.

Choose '**yes**' if you've ever had an appointment with or been treated by a doctor/nurse at a doctor's surgery or clinic, health centre, walk-in centre or hospital.

You should answer the question about whether you were asked to pay for your treatment. This does not include charges for prescriptions or treatment from the dentist.

If you didn't have to pay for treatment, you will be asked to provide details.

You may find these details helpful:

Student Health Centre Reed Mews Streatham Drive University campus Exeter EX4 4QP	NHS walk-in centre Unit 4 31 Sidwell Street Exeter EX4 6NN	Penryn Surgery Saracen Way Penryn TR10 8HX
NHS walk in centre Wonford Hospital Exeter EX2 5DW	Royal Devon & Exeter Hospital Barrack Road Exeter EX2 5DW	Falmouth Health Centre Trevaylor Road Falmouth TR11 2LH

National Insurance Number

If you have a national insurance number, click 'yes' and provide the number. You can find your national insurance number listed on your payslip, if you are not sure what it is.

Driving License

Answer the question about whether you hold a UK driving license. If you answer yes, you will be asked to provide your driving license number.

This is the long number on the front of the card, and will look something like this: MORGA657054SM9IJ. If you have a provisional license, you can also include details here.

Public Funds

If you answer 'yes' to having received public funds within the UK, you will be asked to provide further details.

Immigration permission

Provide details of your current visa, leave to enter or remain, or other permission to be in the UK, and select the type of visa you currently hold. You'll notice that there is no option for 'Tier 4', so if you currently hold a Tier 4 visa you should select the option for 'Student general'.

Provide the start and end date of your current visa. The start date will be the 'issue date' on the front of your BRP, NOT the start of the entry clearance vignette in your passport.

IMPORTANT

You must submit your application before your current visa expires. If you are close to this date, or if this has passed, you must <u>contact us</u> as soon as possible for advice.

Criminality

Previous visa refusals

Answer the questions in this section truthfully. Remember, this is for the UK and any other country. Selecting 'yes' will allow you to provide more details about what happened, including a free text box. You can add multiple immigration problems.

Listing details of a refusal will not automatically mean your application is refused. However, failing to list a refusal will likely mean you are refused. Be truthful. **Breach of UK Immigration Law** Answer the question truthfully.

Selecting 'yes' will allow you to provide more details about what happened, including a free text box.

Convictions and other penalties

Answer the question truthfully, including information for ANY country (not just those from within the UK). Selecting an option from the list directs you to another page with a free text box where you can add further details.

Remember, this question is not solely regarding criminal convictions and includes issues such as driving offences or cautions. Read the list in full and consult an adviser if you are unsure.

War crimes; terrorist activities, organisations and views; extremist organisations and views

Read the definitions and answer the questions truthfully. Confirm that you have read and understand the guidance. If you answer 'yes' to any of the questions, you will be provided with an opportunity to supply more details.

Person of good character

Answer the questions truthfully. If you answer 'yes' to any question, you will be provided with an opportunity to give more details.

Employment History

If you have worked in any of the types of organisations listed, you can provide further details about your role, including the name of your organisation and the dates of your employment.

Study details

CAS number

Enter the CAS number listed on your CAS statement. You must use a new CAS for each visa application. If you have not received your CAS statement yet, save the form and come back to it later as you will not be able to progress any further.

Type of sponsor

Select 'Higher Education Provider with a track record of compliance.'

Sponsor license number and address

Student Sponsor license number: *3FMMCWWY2* Address of sponsor (use the same address for all campuses): University of Exeter Northcote House Queens Drive Exeter EX4 4QJ

Primary site of study

Streatham Campus: Select 'yes'. St Luke's, Penryn or Truro Campus: Check the details on your CAS statement and edit if necessary.

Course information

Use your CAS to help you answer the following questions:

Name of Sponsor institution: University of Exeter

Course name: Enter your course name as it appears on your CAS statement.

Qualification you will get: This is the RQF level listed on your CAS statement.

Sabbatical officer:

Answer 'no' unless you are an elected Students' Guild Officer.

Course Dates

Enter your course dates exactly as they appear on your CAS.

Official Financial Sponsorship – Have you received money from a financial sponsor for either this current year or the past year? If you are currently sponsored by your government, an international company or university, or you have been in the past 12 months, you should tick 'yes'. You may need to show a letter from your sponsor giving permission for you to continue your studies in the UK.

Will you get money from an official financial sponsor for your course?

If you are sponsored by your government, an international company or university, you can tick 'yes' and select how this will be evidenced. You will need to select 'Letter of official financial sponsorship' unless you are sponsored by the University of Exeter and this is detailed on your CAS. Your parents do not count as official financial sponsors.

Course Fees

The course fees must match the amount written on your CAS statement.

Course Fees

If you have made a tuition fee payment, choose 'yes' to the question which asks whether you or your parent(s)/legal guardian(s) have paid any of your course fees. This brings up further options to confirm how much has been paid, and whether this has been confirmed on your CAS, or by receipt.

Remember to ensure your CAS is up to date if you have recently paid money towards you tuition fees.

If you are submitting your application with International Student Support and have your payment receipt available during the appointment, the adviser will be able to update the fees on your CAS.

Student Loan

Confirm if your funds are in the form of a student loan. If you choose 'yes' you will be asked if you have already received this loan.

Scholarships

Answer the question about whether you hold a Marshall, Chevening, or commonwealth scholarship.

English language ability

Do you have a medical condition which prevents you taking the English language test?

If you select 'yes' to this question, you will need to provide some evidence of this.

Have you provided evidence of your English language ability in a previous application?

Only choose 'yes' if you are extending your visa for your current programme. Everyone else should choose 'no'.

Do you have an English language or literature qualification from a UK school?

Only answer 'yes' if you attended secondary school in the UK.

If you answer 'no' you will be presented with a screen which asks whether the University has assessed that you meet the English Language requirement. Select 'yes' if this is stated on your CAS. The University of Exeter is a Higher Education Provider with a track record of compliance.

Account security questions

You will need to select 3 security questions to answer. You will need to use these answers to access your account if you forget your password.

STOP here and <u>book an appointment</u> with International Student Support.

Before your appointment, you will need to have the following ready:

- Your application log-in details
- A credit or debit card to pay for your application
- Scans of all your supporting documents saved to a folder on your desktop

DO NOT COMPLETE THE DECLARATION BEFORE YOUR APPOINTMENT

During the appointment:

- We will check your application form and supporting documents.
- You will pay and submit your visa application online.

If you choose to submit your own application, you should follow the instructions listed on the online application form and <u>contact us</u> if you have any questions.

New students will need to present evidence of their visa submission at their <u>International Student Clearance</u> appointment.