

CAS Guide for Applicants

The CAS Process: submit required documents and pay your deposit

Pay your study deposit to start the CAS process.

*If you were required to interview, you must have passed your interview before you can proceed.

*Do not pay your deposit before interview.

Navigate to MyRecord and select Application(s)



On the application screen, there are several tiles. The red tiles with exclamation marks show actions you must take to progress to the next stage.

Application(s)					
MSc International Business					~
Application id			Personal ID	N/A	
Course	MSc International Business		Mode of study	Full-Time	
Entry year	2022/23		Start month	September	
Faculty	Faculty of Science, Engineering and Social Scien	ices	Department	Business School	
Decision	Unconditional offer	/	Conditions	N/A	
Response	Firmly accepted				
Referees	Documents Action required	Events	Communications	Contact Us	L Vew Visa or Passport

In order to move to the CAS stage, you must submit any outstanding documents and pay your study deposit.

Select the **Documents** tile



You must upload the completed Immigration History Form and a clear, colour scanned copy of your passport.

Canterbury Christ Church MyF	lecord			Logged In: Alay Varghese (Logou
My Visas Application(s) MyFinance				
Application Info				
Student Number		Pers	sonal ID N/A	
Course	MSc International Business	Mode o	of Study Full-Time	
Entry Year	2022/23	Start	t Month September	
Faculty	Faculty of Science, Engineering and Social Sciences	Depa	artment Business School	
Documents				
Please download the documents by clicking the	e below 'Download' buttons. Once completed, please upload by clic	king the relevant 'Upload' buttons further below.		
Download Immigration History				
Document Type	Status	Status updated Files	Uploaded	Action
Immigration History Form	Required			Upload
ID Check for Registration	Required			Upload
		Back		

- > When finished, click the **Back** button
- > Select the **Deposit** tile





> On the **Deposit** tile page, select **Take Action**

Canterbury Christ Church Myl University Myl	Record				Logged in: Ajay Varg
My Visas Application(s) MyFinance					
Application informa	tion				
Student number			Name		
Course	[DPFC101014] MSc International Business		Mode of study	Full-Time	
Entry year	2022/23		Start month	September	
Faculty	Faculty of Science, Engineering and Social Sciences		Department	Business School	
Deposit information	1				
Description		Amount to pay	Status	Required by	
A tuition fee deposit is required in order for you to complete your course application. This payment will be deducted from your tuition fee invoice. You may need to provide proof of deposit payment if you require a visa to study in the UK. The payment must be neceward by the University by the due date listed.		25000.00	Not paid		Take action
The deposit payment is non-refundable exce	pt in the case of a visa being refused.				

On the Payment options screen, you can pay your study deposit by card or by bank transfer. Choose the option that suits and follow the instructions on the screen.

If you have already made payment, select the appropriate option and give details of your payment, including the payment reference.

If you are being officially sponsored, select the relevant option to provide details of your sponsor/official sponsor letter.



My Visas Application(s) MyFinance	
Payment options	
You have applied to study MSc International Business and a payment of £5000.00 is now required. You must pay this fee in order to complete your application. Please select one of the payment methods below.	
Pay by card Select	
Bank Transfer Select	
If your fees are being paid by a sponsor or you have already paid this deposit, please let us know.	
Payment already made Select	
My fees are being paid by a sponsor Select	
If you are unsure how to proceed with the payment of your deposit, please get in touch with us at accounts.receivable@ca	anterbury.ac.uk.
	Exit

We accept card payments (credit or debit) from Visa or Mastercard. Payment by card can be made through the portal directly.

Bank transfers must be made through your bank and reported via the portal. Please upload your evidence of payment (payment remittance or other proof of payment) via the portal.

Note: refund processing time is 30 days.

CAS Request Process

Once you have paid your deposit and uploaded all outstanding documents, and this has been acknowledged by the Admissions Team, you can begin the CAS request process, which will allow you to supply everything needed to receive your CAS.

> Navigate to My Visas in MyRecord



UKVI Compliance Team, Canterbury Christ Church University, February 2022.



> On the My Visas page, select the orange Request a CAS tile

y Visas				
sa Details				
A Creative and Cultural Indust	ries			
Application Id	100C		Personal ID	N/A
Course	MA Creative and Cultural Industries		Mode of study	Full-Time
Entry year	2022/23		Start month	September
Faculty	Faculty of Arts, Humanities and Education		Department	School of Creative Arts and Industries
Decision	Unconditional offer		Conditions	N/A
Response	Firmly accepted			
Contact Us	Request a CAS	L View Visa or Passport		
	1			

The CAS Tile will bring up the **CAS Request Task**, which asks you to submit certain information and documents.

CAS Request Sections

Before a CAS can be requested, you will need to confirm that the following details are correct. Please review and able to submit your CAS request once each section has been marked either Pending or Passed	confirm each section. You will be
Programme Details	Not checked *
Passport Confirmation	Not checked *
Personal Details	Not checked *
Qualifications	Not checked *
English Language Detail	Not checked *
Accommodation and Fees	Not checked *
Financial Evidence	Not checked *
Back	

> Review each section of the CAS request to ensure it is correct and complete.

UKVI Compliance Team, Canterbury Christ Church University, February 2022.



Programme Details

Ensure your course title and start and end dates are correct.

CAS Request Sections

Before a CAS can be requested, you will need to confirm that the following details are correct. Please review and confirm each section. You will be able to submit your CAS request once each section has been marked either Pending or Passed			
Programme Details	Not checked *		
Please review and confirm the programme details listed below. If any changes are required please click the Contact Us button and give details in the box provided.			
Course Title	MA Creative and Cultural Industries		
Course Start Date	19/Sep/2022		
Course End Date	24/Sep/2023		
Address			
Contact Us	Confirm		

Passport Confirmation

Ensure the passport copy uploaded is up-to-date, clear, easily readable and in colour. Note that UKVI will not accept passports with less than six months remaining before their expiry dates.

Passport Confirmation	Not checked *
Please verify that the passport details (including attachment) below are correct and will be the passport used for you passport) by clicking the Confirm button. If this is incorrect, please click Edit/Add and make the necessary changes.	ır visa application (primary
Name in passport	
Country of birth	
Nationality	
Passport number	
Passport expiry date 26 September 2027	
Document	
Contact Us Edit/Add Confirm	



Personal Details

Ensure your personal details are complete and correct.

ersonal Details	Not checked
lease review and confirm the personal details listed below match those on your passport. If any changes are require utton and give details in the box provided.	ed please click the query
First Name	
Middle Name(s)	
Last Name/Family Name	
Date of Birth	
Gender	
Nationality	
Country of Birth	
Contact Us Confirm	

Qualifications

Ensure your qualification details are displayed correctly, including institution name, degree name and subject field.

Qualifications		Not checked *
Please review and confir and give details in the bo	rm the qualifications listed below are complete and correct. If any change ox provided.	es are required please click the query button
	Qualification	Subject
	Overseas qualification - New York University - Bachelor Degree Broadcasting and	d Media
	Previous UK student? No	
	Contact Us Confirm	



English Language Detail

If you are studying on the International Foundation Programme, make sure your Secured English Language Test (SELT) details are present and correct.

If you are studying on any other programme, ensure that the English language qualification used or reason for exemption is correct.

English Language Detail	Not checked 🏶
Please review and confirm the details listed below. If any ch. provided.	anges are required please click the query button and give details in the box
Is SELT Required?	No
Reason not required.	Higher Education Institution (HEI) sponsor has made assessment
Overall English language level obtained	
English language test provider	
Contact Us	Confirm

Accommodation and Fees

Ensure that the amount of course fees paid to date is correct.

If you've made an additional payment that is not reflected here, or the amount is otherwise incorrect, please send a copy of your payment remittance to <u>ukvi.compliance@canterbury.ac.uk</u> along with your name and student ID number so we can confirm the correct amount and update the system.

Accommodation and Fees	Not checked *
Please review and confirm the accommodation and fee deta details in the box provided	ils listed below. If any changes are required please click the query button and give
Course Fees Charged for the first year of the course	£ 13000
Course fees paid to date	£ 2900
Accommodation fees paid to date	£ No Value Recorded
Contact Us	Confirm



Financial Documents

If required, you must upload financial documentation proving you can pay any remaining tuition fees and monthly living expenses while studying in the UK.

- Amount required for living expenses: £ 9,207
- You can use bank statements, an official sponsor letter or loan document
- The money must be held in your account for a minimum of 28 days
- o UKVI prefers bank statements that cover more than 28 days
- Ensure your statements are on official letterhead (including institution's name and logo on every page), signed and stamped with account number, statement date and currency
- Your parents can sponsor you financially; in this case, please submit a letter agreeing to the sponsorship (signed & dated), your birth certificate/adoption certificate/letter of guardianship, and their bank statements
- Statements involving recent large deposits will require evidence of origin to be provided, a parent's bank statement or receipt of a sale as an example.

0	1		
	Financial Evidence		Not checked *
	We currently have your nationality recorded on our records as Indian		
	Will you make your Student	Please select *	
	country of your nationality?		
		Uploaded Documents	
		Contact Us I don't have my financial documents	Confirm

Next Steps

After confirming all the details of your CAS, our UKVI Compliance Team will review your CAS Request. If further information is required, the team will email you directly.

Your CAS details are sent by email. This email contains the CAS number you need to use for your visa application. Do not make an application until you have received this number, otherwise it will be refused.

When you receive your CAS details, make sure to check the details for accuracy.

Should your visa application be refused, we would be grateful if you could provide a scanned copy of the refusal to <u>ukvi.compliance@canterbury.ac.uk</u>. In some cases, visa applicants who have been refused can ask for an <u>Administrative Review</u>.

UKVI Compliance Team, Canterbury Christ Church University, February 2022.



If your arrival in the UK is delayed due to your visa application or other circumstances, please inform the UKVI Compliance Team and your academic department. Your CAS contains the last date you can register for your course in the UK (usually three weeks from the start date). You must inform us if you will not arrive in the UK by this date.

Need to defer your place? Contact the appropriate admissions team with your request for deferral.

pgadmissions@canterbury.ac.uk ugadmissions@canterbury.ac.uk

Please note refunds of fees paid are only given in specific circumstances.

Accommodation Resources International Student Fees & Funding