



HARTPURY

Applying for the new Student Visa route from outside the UK

Congratulations on receiving an offer from Hartpury for your chosen course of study. We look forward to welcoming you to campus.

We have identified that you will need a Student Visa in order to join Hartpury, and so below you will find helpful tips to guide you through the United Kingdom Visa and Immigration (UKVI) visa process.

Step 1: Familiarise yourself with the application process and guidance

- Take a look at the **UKVI Student Visa** web page: <https://www.gov.uk/student-visa>. Everything you need to know about the visa application process is given on this easy-to-use site.
- There are also links to a number of important documents, including the full '[Student and Child Student](#)' guidance which we ask you to read carefully and refer to when completing your application.
- Please note that if you are not from a country that is acknowledged by the UKVI as a **Majority English Speaking Country**, then you will be required to take an IELTS certificate to demonstrate your knowledge of English:
 - The full list of *Majority English Speaking Countries* can be found at: <https://www.gov.uk/student-visa/knowledge-of-english>
 - If your passport country does not appear in this list, you will be required to take an **IELTS for UKVI (Academic)** test before we can issue you with a CAS.
 - Follow the link <https://takeielts.britishcouncil.org/ielts-ukvi/book-ielts-ukvi> to book your test.
 - You will need to provide a copy of your IELTS certificate as part of your application for a CAS
- **Please remember** that you will need to provide any requested documents in the format that is stated in the guidance. Even if your application form is completed correctly and you have paid the correct fee; if you fail to submit the correct supporting documents, your whole application would be rejected and you would need to start the process again from the beginning.

Step 2: Request your Confirmation of Acceptance for Studies (CAS)

- In order to complete a visa application, you will need a Confirmation of Acceptance for Studies (CAS) from Hartpury. This is a document that shows personal information about you and nominates Hartpury as the sponsor of your visa to enter the UK.
- Every time you apply for a visa you will need a new CAS. This is the same if it is your first time in the UK or if you are an existing student applying for a new visa to allow you to remain at Hartpury.

** If you have any further questions please contact the International Admissions & Immigration Manager at: international@hartpury.ac.uk



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- At Hartpury, we ask students to apply for a CAS through a [CAS Application Form](#). We do this to ensure that you are fully prepared to make your visa application, meaning that we will check your supporting documents and we will only issue the CAS once we are sure that you have done everything to ensure that your visa application will be successful.
- **IMPORTANT NOTE:** A CAS can only be issued a maximum of 6 months before the course start date. Therefore, for September entry, the earliest date that we will issue a CAS is 21st March

Step 3: Complete the on-line application process and book an appointment at your nearest Visa Application Centre

- Once you have your CAS from us, you should submit your Student Visa application online
- If you wish to submit your visa application via a premium route, at an additional cost, please check that such an option is available at the relevant Visa Application Centre by contacting them directly.
- Visa Application Centre locations, contact information, and opening times are available on the UK government website: <https://www.gov.uk/find-a-visa-application-centre>
- When completing your application form, there is a section (copy shown below) that deals with the delivery of your Biometric Residence Permit (BRP).

Biometric Residence Permit (BRP) Collection

If you are granted leave to enter the UK for over six months, you will be given a BRP as proof of your leave and conditions of stay. You can read more about the BRP here <https://www.gov.uk/biometric-residence-permits>.

If you enter a UK postcode you will be assigned to a Post Office. If neither your Sponsor Address Postcode nor Residential Address Postcode gives you a suitable Post Office branch, you may enter another UK postcode in the "Alternative Location" field.

You can find details of the location and opening hours of any Post Office branch here: <http://www.postoffice.co.uk>.

If your sponsor offers collection from their own site, rather than the Post Office, they will have told you to use an **ACL code**. Please enter that code in the "Alternative Location" field. Your sponsor will tell you about the opening hours of their collection point.

If you are applying to enter a Crown Dependency (Jersey, Guernsey or the Isle of Man) you will not be given a BRP and will not need to visit a Post Office branch. If this applies to you, please enter SW1H 0AX in the "Alternative Location" field.

Alternative Location

Find

Your assigned collection location:

Back Confirm

As you can see, you have the option to have your BRP delivered directly to Hartpury, saving you time. All you need to do is enter Hartpury's Alternative Location Code which is: **2FE252** into the 'Alternative Location' section in the application form.

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- If you do not complete the Alternative Location Code section correctly, your BRP will be sent to the Post Office in Gloucester. To avoid delays in receiving your BRP, all students are strongly urged to complete the alternative collection section of the application.

Step 4: Attend your appointment and submit your documents

At the appointment, you will need to:

- Submit all required documents*
- Have your 'biometric information' (your fingerprints and photograph) taken
- You may also undergo a brief "credibility interview" using video conferencing software

*Please ensure that you submit ALL of the required documents. As we have already advised; there is no flexibility here and you must submit the documents exactly as they are requested. Failure to submit the correct documents will result in your visa being rejected. We highly recommend that you take a photocopy of your completed application and all submitted documents, including your passport for reference, whilst your application is in process.

Step 5: Receive and check your visa

- Hopefully, your visa application will be successful and your passport will be returned to you with a vignette (sticker) inside it. This vignette is valid for 30 days from your proposed date of travel to the UK and is used as your 'entry visa' to the UK.
- With your passport, you will also be issued a letter that gives full details of your period of study, and explains that you need to collect your Biometric Residency Permit (BRP) within 10 days of arriving in the UK.
 - If you have completed the 'Alternative Location Code' properly, the BRP will be at Hartpury when you arrive.
- It is important that you check all of the information in the letter is correct and also that the information on the BRP card is correct when you collect it too. In particular, you should check:
 - Your name
 - Your date of birth
 - Your status is listed as a 'Student'
 - The start and end dates of the leave (this should cover the full duration of your course and end no later than 3 months after the course ends)
 - Your permission to work conditions
 - If you are required to register with the Police as a condition of your visa

Important: If any of the details are incorrect, you must attempt to have them corrected by the issuing body in your home country, before you travel to the UK. You will find details of the process for corrections included in the letter that accompanies your passport/ vignette and also in the letter that accompanies your BRP.

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What happens if the visa is not granted?

- In the event that your visa is not granted, you must notify Hartpury immediately and provide a scanned copy of the rejection letter, which gives details as to why the visa has been denied.
- The Head of Admissions and International Manager will review all visa rejections on an individual basis and will advise if we can support you in a second visa application.

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