**[](http://www.escpeurope.eu/)**

**CAS (CONFIRMATION OF ACCEPTANCE FOR STUDIES) REQUEST FORM**

**(FOR TIER 4 STUDENT VISA APPLICATIONS)**

**PLEASE READ THE FOLLOWING CAREFULLY**

This form is for use by new and current students who will study for more than 6 months in London and require a CAS letter to apply for a Tier 4 (General) Student visa. The CAS letter is a very important electronic document similar to a database record. Each CAS has a unique reference number and contains information about you and the course of study for which it has been issued. You can use the CAS letter no more than three months before the start of your programme. The letter is only valid for 6 months, and it can only be used once. All students must understand the requirements to apply for the Tier 4 visa and must always apply from outside the UK.

**Requirements to request the CAS letter:**

* To request a CAS letter, you must have accepted an unconditional offer of study for your main academic course, and paid the deposit.
* Please do not request a CAS if your course is for 6 months or less as you must apply for a Short Term visa.
* Please do not request a CAS if you are going to have your passport renewed. Wait until your new passport has been issued before submitting your request with the new passport details.
* Please complete all fields correctly and electronically. It is your responsibility to fill in this form using the correct information.
* Please be aware that there are strict maintenance fund requirements in order to make a successful Tier 4 (General) student visa application. It is your responsibility to check that you have the right amount of funds and that any money that you use for maintenance and fees needs to be in your account for a consecutive 28-day period ending no more than 31 days before the date of your application.

**Required documents you must send with this form:**

* A scan of the details page of your passport (the one you are going to use when you apply for visa).
* A scan of your unconditional offer.
* Scholarship confirmation (if relevant).
* Receipt of fees already paid for your study in London.
* Evidence of UKVI IELTS (if applicable).
* A transcript of your secondary school results (if you have been accepted on an undergraduate degree at ESCP), or a transcript of your first degree (if you have been accepted on a postgraduate programme).
* Any additional documents relevant to your visa and immigration history, e.g. previous visa rejection.

**Please complete this form FULLY and return with all required documents to:**

[**visasupportlondon@escpeurope.eu**](mailto:visasupportlondon@escpeurope.eu)

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| **Section A. Personal and Contact Details** |
| **A1. Name, as given in your passport:**    Last name or Family name:    First name:    **A2. Date of birth: (in this format dd/mm/yyyy)**    **A3. Gender:**    **A4. Current nationality:**    **A5. Country of birth:**    **A6. Passport number:**    **A7. Contact details:**  Email address (CAS letters will be sent to this address):    Telephone number, including the country code:    **A8. Correspondence address:** |

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| **Section B. Study Details** |
| **B1. Please write the full name of your course:**    **B2. Start date for your course in London (dd/mm/yyyy)**    **B3. End date for your course in London (dd/mm/yyyy)**    **B4. Does your course include a compulsory and assessed internship? If your answer is ‘yes’ and you intend to take it in the UK, then please specify the exact length of the compulsory internship (in weeks).**    **B5. Does your request for a Tier 4 visa letter relate to a new course of study OR continued study?**    **B6. Please use this space to summarise why you need a CAS letter:** |

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| **Section C. Fee Status** |
| **C1. How much are your tuition fees for this academic year? (in GBP)**    **C2. If you have paid any deposit for the course, please write the amount here (in GBP).**    **C3. Have you been awarded a scholarship? If your answer is ‘yes’, please state the amount (in GBP)** |

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| **Section D. Immigration Status** |
| **D1. Passport issue and expiry date (dd/mm/yyyy):**      **D2. Have you studied in the UK before? If your answer is ‘yes’, then please list details of any previous study. Include courses for which you obtained a visa but did not attend. Please continue on a separate piece of paper if required.**    **D3. Have you had any visa application refused to the UK over the last 10 years? If your answer is ‘yes’, then please explain the reason and send a copy of the decision letter with this form. Please continue on a separate piece of paper if required.** |

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| **Section E. Previous Qualifications and Proof of English Language Proficiency (Secure English Language Test)** |
| Unless officially exempted, you must provide evidence of passing a secure English language test (SELT). The Academic IELTS for UK Visas & Immigration (UKVI) is the most common test for international students to demonstrate this. Please note that normal IELTS certificates will not be accepted by the Home Office. You must have an IELTS for UKVI certificate. Please check the link for more details <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>  **E1. Which of the following statements apply to you?**  I am from a majority English-speaking country.  I am not from a majority English-speaking country, but I hold a degree from a majority English-speaking country.  I currently hold a Tier 4 (Child) visa, but now need to apply for a Tier 4 (General) visa.  None of the above apply to me. (In this case, you need to send your UKVI IELTS test results with this form).  **E2. Name of the high school/university you graduated from**  **E3. Year of graduation of the School/university**  **E4. The school/university location**  **E5. Final award and result** |

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| **Section F. Declaration** |
| **Please read the following and tick all boxes:**  I confirm that the information I have given on this form is complete and true.  I confirm that I have read / will read ESCP Europe Guide to Tier 4 visa and the relevant information on the Home Office website before I apply for visa, and I understand that if I do not fully comply with all the relevant UK Visas and Immigration (UKVI) guidance and maintenance rules my application is likely to be refused.  I understand that I am required to send a copy of my passport, visa and BRP card to the Visa Compliance Officer on [visasupportlondon@escpeurope.eu](mailto:visasupportlondon@escpeurope.eu) no more than three weeks after arriving in the UK.  I understand that I am not allowed to apply for the Tier 4 (General) Student visa from inside the UK and that I must apply from outside the UK, and that I may not be allowed to extend my visa after the end date stated on the CAS letter.  I understand that I must seek permission from the Programme Office and the Visa Compliance Officer to change my campus while I am on Tier 4 visa, and that I must inform both the Programme Office and the Visa Compliance Officer of any change to my study or circumstances.    I understand that I will be permitted to have a work placement in the UK only if it is an assessed part of my course and that the time that I can spend on it must not exceed 30% of the total length of my course.  I understand that I must notify the School when I leave the UK and finish my study in London. |
| **Name:**    **Date:**    **Signature:** |

**Please complete this form FULLY and send with all required documents to:** [**visasupportlondon@escpeurope.eu**](mailto:visasupportlondon@escpeurope.eu)

**Please note that the School will not be able to issue the CAS letter unless all the documents listed on the top of this form are received and the application is completed fully.**