

# **Ravensbourne University London Confirmation of Acceptance for Studies (CAS) Issuance Policy**

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## **1. Governing Principles**

**1.1.** Individuals who require a visa in order to undertake study in the UK for more than 6 months will normally be required to obtain a Confirmation of Acceptance for Studies (CAS) before applying for immigration under the Student route (previously Tier 4).

Anyone requesting a CAS from Ravensbourne must satisfy Ravensbourne that they meet the Home Office/UK Visas and Immigration (UKVI) and Ravensbourne's requirements before a CAS will be issued.

**1.2.** Only relevant staff who are Level 1 or 2 users on the institution's sponsor licence) are authorised to issue CASs, to students starting a new course at Ravensbourne as well as existing students switching into the Student route during their studies. CASs assigned to Student route/Tier 4 students currently studying at Ravensbourne who wish to further extend their leave to complete a course are normally issued by the UKVI Compliance team or alternate. All CASs must be approved/signed off by the relevant staff (where applicable) or their alternate before being issued to an incoming/current student.

**1.3.** As part of its responsibilities as a Student sponsor Ravensbourne will only issue a CAS to a student who to the best of its knowledge meet the requirements under the Student route and will be able to make a successful Student immigration application. Authorised staff may require an applicant/student requesting a CAS to provide further information and documentary evidence to enable Ravensbourne to properly evaluate the case and fulfil its sponsor duties before issuing the CAS.

**1.4.** Authorised staff will normally issue a CAS to an applicant who:

- has met all conditions for the course they intend to study at Ravensbourne.
- has paid the required CAS deposit (unless exempt) and/or provided proof of financial sponsorship and ability to meet the financial requirements for their immigration permission application;
- is seeking to study a course that is deemed to be 'progression' from previous study in accordance with published UKVI guidance, unless exempt.
- has demonstrated that they are a genuine student; and
- has provided Ravensbourne with all required documents and information required for CAS issuance.

**1.5.** Ravensbourne can only sponsor students under the Student route who will be studying a programme at RQF Level 3 or above on a full time basis (part time also for postgraduate study if applicable).

## **2. Issuing Confirmation of Acceptance for Studies (CASs)**

**2.1.** Authorised staff should refer to the relevant UKVI and internal guidance before issuing a CAS.

**2.2.** Only applicants who have been given and formally accepted an unconditional offer for a place to study on a full-time course (part-time also for relevant postgraduate studies) at Ravensbourne and have submitted all outstanding required documentation including a completed Immigration History Form and paid any relevant CAS deposit (unless exempt) are eligible to receive a CAS.

The CAS will be issued no more than six months prior to the course start date.

**2.3.** All documents (academic, financial, etc) required for CAS issuance must be submitted in English, where the applicant's/student's documents have not been issued in English s/he must provide Ravensbourne with a copy of the original along with a fully certified translation prepared by a professional translator or translation company.

**2.4.** Applicants holding an unconditional offer who have opted to attend a pre-session English language, course, which is not a requirement of their offer, will be issued a single CAS to cover both the pre-session and the main course of study (degree programme).

**2.5.** Applicants' with CEFR B1 English language ability in 1 or more of the four sub-components of language learning may be assigned a separate CAS to enable them to attend the English language pre-session course. If at the end of the pre-session course the student successfully achieves English Language CEFR level B2 in each component or provide us with an IELTS or equivalent English language qualification demonstrating CEFR B2 level in each component Ravensbourne shall assign a second CAS for their main academic course of study, providing they continue to meet all the relevant eligibility requirements for the Student immigration permission.

**2.6.** Receipt of an academic admission offer from Ravensbourne does not guarantee that a CAS will be assigned to the applicant. The applicant's immigration history, previous UK study and status will be assessed in accordance with the relevant Student route and other UK Immigration Rules

**2.7.** Ravensbourne reserves the right to refuse to issue a CAS even if the applicant meets all its academic entry requirements. Where an applicant/student has been declined a CAS the applicant/student may seek a review of this decision by the Authorising Officer (AO) of Ravensbourne's sponsor licence or their designate. Appeals should be sent within 10 days of being informed that they will not be issued a CAS.

**2.8.** Ravensbourne may make any additional checks deemed necessary to ensure it only sponsors genuine students who are likely to make a successful immigration application. These checks may include, but are not limited to, reviewing bank statements and financial documents, or requesting previous immigration history (from the individual and UKVI) and CASs from previous institutions of study.

**2.9.** Ravensbourne will not issue a CAS in the following situations:

- Where the course the applicant/student intends to study will not comply with the Student route requirements.
- If there is any reason to believe that the individual will not comply with the conditions of their Student route immigration permission.
- The applicant/student is unable to demonstrate that they meet the requirements for immigration permission under the Student route or is in breach of any of Ravensbourne's regulations.
- If an applicant/student has submitted documents which are proven or suspected to be fraudulent.
- Where a student has outstanding tuition or other debts with Ravensbourne and Ravensbourne has concerns about the student's ability to pay tuition and/or other fees.
- If the duration of an applicant/student's course will result in them exceeding any study cap under the Student/Tier 4 route.

- If Ravensbourne decides that sponsoring an applicant/student will put its sponsor licence at risk or has concerns about the applicant's/student's intention to study and genuineness.
- The student is not making satisfactory academic progress in accordance with Ravensbourne's Academic Regulations or has failed to engage with their course during their studies at Ravensbourne.
- The course does not represent academic progression in accordance with the Student Sponsor Guidance and Immigration Rules.
- Where sponsorship has been withdrawn by Ravensbourne previously and the student has remained in the UK but it unable under the prevailing Immigration Rules to apply for a immigration permission inside the UK.

**2.10.** Ravensbourne reserves the right to not issue a CAS if there are reasonable grounds to believe that an applicant/student's application for immigration permission will be unsuccessful due to:

- A history of visa refusals.
- Insufficient funds (tuition and maintenance).
- Criminal convictions or involvement with terrorist activity.
- Any behaviour or evidence which would lead Ravensbourne to believe the applicant/student is not a genuine student.
- Any evidence to suggest an applicant/a student has broken immigration laws or conditions of any previously held UK immigration permission.
- The applicant/student has overstayed their UK immigration permission as defined in the Immigration Rules.
- The applicant/student is in the UK and does not hold valid immigration permission to be in the country or they are in the UK in an immigration category, which does permit switching into the Student route.
- The applicant/student's course does not represent academic progression and they are not exempt from the requirement.
- if the applicant has failed a course of study at another institution in the UK, unless due to medical conditional or serious personal circumstance (to be reviewed on a case-by-case basis).
- Poor English language ability.
- The applicant/student has provided false information to the Ravensbourne or presented fraudulent documentation.
- There are less than 5 working days before the latest start date for an applicant's course.
- An applicant/a student will not arrive in time for their course's latest start date.

**2.11.** Ravensbourne reserves the right to charge applicants where a CAS needs to be reissued due to a mistake on the applicant's part.

### **3. Financial requirements for CAS issuance**

**3.1.** Unless exempt, most applicants for a CAS would normally be expected to provide evidence of funds to cover one year of tuition/course fees (less any CAS deposit paid) and maintenance funds (covering 9 months). Evidence of funds must be provided in the form specified by UKVI.

**3.2.** Bank statement(s) or other evidence of finances submitted must show the full required amount has been held by the applicant/parent(s)/legal guardian(s) for 28 consecutive days from the closing balance of the bank statement(s)/financial documents and has not fallen below the required amount at any point during the 28 days.

**3.3.** The bank statement(s)/bank letter/loan letters or official financial sponsorship letter provided by the applicant must be dated no earlier than 31 days before the intended date of their Student immigration permission application, if applicable.

**3.4.** If the applicant is relying on money held in their parent's or legal guardian's bank account, the applicant must provide Ravensbourne with a signed and dated letter from their parent/legal guardian confirming their relationship to the applicant and that they have given the applicant full use of the available funds for their studies. In addition, the applicant must provide relevant evidence as proof of the relationship, such as a birth certificate or family register.

### **4. Financial documentary requirements (exemptions)**

**4.1.** Nationals of certain countries (please refer to [Appendix Student](#) for a full list) are not required by UKVI to submit their financial or educational documentation with their immigration permission application because they qualify for a 'differentiation arrangements'.

**4.2.** Individuals applying for permission to stay under the Student route are not normally required to submit financial documents with their application if they have been in the UK for 12 or more months and meet the requirements for the exemption.

**4.3.** Whilst individuals who qualify for the exemption are not currently required to submit financial documents with their Student route immigration application they are required by UKVI to confirm that they hold the documents in the required manner and must therefore be able to provide UKVI with the documents immediately if requested. If an applicant is unable to provide the documentation when requested, their application could be refused.

**4.4. As a matter of precaution, Ravensbourne currently requires exempted**

**applicants/students to provide their financial documentation for review before we issue a CAS to them. The documents can be submitted digitally and screenshots are sufficient provided that they meet the other UKVI requirements (i.e. money has been held for 28 days, clearly states the account holder etc.).**

**4.5.** Applicants are strongly advised to note the information related to the financial and educational documents detailed in their CAS letter provided by Ravensbourne and have them ready to hand before they submit their Student immigration permission application however they **must** not submit the documents with their application.

## **5. Students requiring immigration permission extensions**

**5.1.** Ravensbourne will assess the academic performance/progression for any applicant/student who has previously held or currently holds Student/Tier 4 permission and has studied in the UK. To receive a CAS an applicant/student must normally be applying for a course which is at a higher RQF level than the previous course studied under Student/Tier 4 (General). Where an applicant/student has previously studied on a course in the UK at the same level or a lower level than the course he or she intends to study at Ravensbourne, Ravensbourne will only consider issuing a CAS if:

- The new course is connected to, is part of the same subject group as, or involves deeper specialisation of the previous course for which immigration permission was granted; or
- The previous course and new course together support a student's genuine career aspirations; and
- The applicant is otherwise exempt from showing academic progression.

If the student is unable to meet the requirements for a Student permission extension as set out in the Immigration Rules they will be advised to leave the UK to make an out of country application before a CAS is issued to them.

**5.2.** Ravensbourne will only provide a CAS to an existing Ravensbourne student to enable them to extend their leave if it is satisfied the student intends to and is able to follow the course of study as evidenced by previous academic performance.

**5.3.** For the purposes of applying for a visa extension in the UK, a CAS will only be issued to an applicant/student whose current visa permits for an extension or switching into the Student category.

**5.4.** Any student wishing to extend their leave under the Student route category must complete an Immigration History Form, which should be received at least 10 working days before the expiry date of their current immigration permission. A CAS extension will be considered once an



applicant/student has signed and submitted these documents as well as any other required documentation.

**5.5.** Applicants/Students will only be issued a CAS after agreeing to Ravensbourne's Terms and Conditions of Student Sponsorship.

## **6. Length of Sponsorship**

**6.1** Ravensbourne will sponsor an incoming student for the duration of the student's course, subject to any compliance requirements of the institution, which would result in sponsorship being withdrawn.

**6.2.** The course start date detailed on the CAS should normally correspond with the official start/term date for their specific course as published by Ravensbourne.

**6.3.** The course end date on the CAS should normally correspond with the course end date of the incoming student's programme of study and is the date by which a student is expected to have completed all academic elements of the course including taught sessions, examinations, assessments and writing and submitting dissertations/theses unless these can be completed from overseas and there is no substantial reason to remain on campus/in the UK.

**6.4.** If a student meets the conditions to have their leave extended to continue their course, Ravensbourne will only assign a CAS for the remaining duration of the course.

## **7. Immigration permission refusals**

**7.1.** If an incoming student's visa application is refused, Ravensbourne may consider issuing **only one** additional CAS during the academic year if the student can provide evidence to show there is minimal chance of their visa being refused a subsequent time. Students deferring their place on a course due to a visa refusal will be permitted to defer their place for one academic year only.

**7.2.** Further CASs will not normally be assigned where an incoming student/current student has had a refusal due to failing a credibility interview.

**7.3.** Any incoming/current student whose application for Student immigration permission or where an administrative review request was refused will be reported to UKVI and Student sponsorship will be withdrawn.

**7.4.** Any incoming/current student whose Student immigration permission is refused by UKVI and requires a new CAS from Ravensbourne must provide a full copy of their Home Office/UKVI refusal notice and any other relevant information and will need to consent to UKVI sharing information with Ravensbourne about their immigration permission application.

**7.5.** Provided the above conditions are met, Ravensbourne may issue one additional CAS to a student following the refusal of a Student immigration permission application. However, if the applicant/student's is refused immigration application is refused a second time Ravensbourne is not able to issue a further CAS.

**7.6.** Ravensbourne reserves the right to not issue a CAS to any incoming/current student who has had their immigration permission application refused, particularly if it was due to them failing a UKVI credibility interview.

## **8. Deferrals and CAS issuance**

**8.1.** Incoming Students who are unable to enrol by the agreed enrolment deadline and wish to defer their place on the course for longer than the stipulated late enrolment period allowed must contact the Admissions /UKVI Compliance teams as soon as possible for further guidance.

## **9. Sending a CAS to Student**

**9.1.** A CAS will normally be provided directly to an incoming/returning student. A CAS should not be sent to any other party without the student's consent. In all cases where a student has provided consent to send their CAS to third party, such as an Agent, the student must be copied into the email.

**9.2.** When a CAS is emailed to an incoming student Ravensbourne will provide the student with information on the qualifications and information that were used to make the admission offer and issue their CAS.

## **10. Intermissions, Re-sits and Repeats**

**10.1.** When a student wish to return to their studies following a period of intermission, Ravensbourne will only sponsor the student if they meet the relevant conditions for CAS issuance as detailed in this policy including:

- meeting the requirement to provide valid documentary evidence of English language ability at CEFR level B2 for courses at RQF 6 and above in accordance with UKVI's requirement and Ravensbourne's English language policy unless exempt;
- obtaining academic approval for extending their programme;
- demonstrating academic progression in accordance with published Home Office/UKVI Rules and Ravensbourne's institutional requirements.
- is no more than two years behind their original completion date for the programme;

- has no outstanding financial obligations to the Ravensbourne, whether for tuition or other fees;
- has paid the relevant CAS deposit (see above) and has or will pay all tuition fees on or before re-enrolment;
- has not breached any UK Immigration Rules during their studies and/or during the period of their deferral/intermission; and
- providing Ravensbourne with any documentation requested such as updated immigration history details, evidence of departure from the UK and evidence of finances etc. The UKVI Compliance team may require returning students requesting a CAS to provide further information and documentary evidence to enable Ravensbourne to properly evaluate the case and fulfil its sponsor duties before issuing a CAS.
- Providing relevant evidence if intermission was taken because of medical reason.

**It is the responsibility of the returning student to provide any required information and to fulfil any conditions set by Ravensbourne.**

**10.2.** If a Student route/Tier 4 student is outside the UK and is required to re-sit an exam Ravensbourne will not normally assign a CAS to that student if there is no further participation or intention to study after the exam. The student will be expected to obtain a short- term study visa which will allow them to enter the UK to re-sit the exam.

**10.3.** If a student is required to repeat modules, then a CAS will be assigned where there is a demonstrated requirement for the student to remain in the UK to complete repeat the module(s)/ unit(s) and complete their programme and the student's continued participation is required within 60 days of the start of Ravensbourne's next academic period.

**10.4.** If a student's continued participation on campus is not required within 60 days of the start of the next academic period and or/their current Student route/Tier 4 visa will expire, they will be required to leave the UK and apply for a new immigration permission under the Student route from overseas.

## **11. Writing Up, dissertations and Revisions**

**11.1.** Ravensbourne will not normally issue a CAS to a postgraduate student who has already submitted their dissertation but requires an extension to their immigration permission to attend their final presentation or complete revisions.

**11.2.** In the event a student's continued participation on campus and use of

Ravensbourne facilities is required for the purposes of carrying out revisions Ravensbourne may consider issuing a CAS, provided Ravensbourne can continue to meet its sponsorship duties. For example, a student may require the use of specialist equipment for the purpose of completing major revisions. These cases will be rare, and Ravensbourne will consider requests on a case-by-case basis and reserves the right to refuse any request to issue a CAS to a student in such circumstances.

**11.3.** If a postgraduate student is currently outside the UK and is required to return to campus to attend their final presentation, the Ravensbourne will not normally assign a CAS and will expect the student to obtain a visitor or short-term study visa.

## **12. Pre-sessional Courses and Foundation to degree course progression**

**12.1.** Ravensbourne will issue one CAS to cover a pre-sessional course and main course of study if the incoming student has received an unconditional offer for their main course of study.

**12.2.** Applicants' with CEFR B1 English language ability in 1 or more of the four sub-components of language learning are to be assigned a separate CAS to enable them to attend the English language pre-sessional course. Before a CAS can be issued, they must provide Ravensbourne with a SELT confirming that they are at CEFR B1 level in each component of language learning (reading writing, speaking, and listening).

**12.3.** If an incoming student is will be studying a course on a stand-alone Foundation Education programme, Ravensbourne will issue a single CAS to cover the year for the foundation course. Progression to any degree course and the issue of any further CAS is subject to the satisfactory completion of the Foundation Education programme and any specific conditions of undergraduate entry as required by Ravensbourne.

## **13. Key CAS contacts**

Name	Contact Details	Area of Work
<b>Admissions Team</b>	admissions@rave.ac.uk	for admissions and CAS queries from prospective students and offer holders.
<b>UKVI Compliance team</b>	ukvicompliance@rave.ac.uk	for queries related to CAS issuance for current /returning Ravensbourne students and other visa matters.

