



The
University
Of
Sheffield.

Visa Fact Sheet for Incoming Study Abroad Students

Do I need a visa to study at Sheffield?

This depends on 3 things: (1) why you intend to come to the UK, (2) your nationality and (3) the country you are living in right now. For an assessment please visit the following website: www.gov.uk/check-uk-visa

Non-visa nationals

Nationals of some countries can travel to the UK for up to six months without needing to apply for a visa before travelling. These are called 'non-visa nationals'.

If you are a non-visa national, you can ask for permission to be admitted to the UK when you arrive at immigration control. However you must ensure you bring all documents with you to show at the border. See the relevant [student visa guide](#) to see what documents to bring. You will get a stamp in your passport that will allow you to stay in the UK as a short term student for up to six months.

Which visa should I apply for?

If you are coming to study in Sheffield for a full academic year, you must apply for an adult student visa - Tier 4 (General).

If you are coming to study in Sheffield for a semester only, you can apply for EITHER (1) an adult student visa - Tier 4 (General) OR (2) a Short-Term Study visa.

Each option has different requirements and rules. You need to decide which visa you want to apply for.

Short-Term Study Visa

- We strongly advise that you apply before leaving your home country
- Your study period must be 6 months or less
- You cannot extend your visa
- You cannot work in the UK
- You will not need a CAS number from Sheffield

The current fee for a Short-Term Study Visa is £89.

Information:

[University of Sheffield information](#)

[UKVI Information](#)

Adult student visa - Tier 4 (General)

- You MUST apply before leaving your home country
- You can work part-time in the UK (conditions apply)
- You will need a CAS number from Sheffield
- You can request to extend your visa

The current fee for a Tier 4 visa is £328.

You will also have to pay a Health Surcharge of £150 per year.

Information:

[University of Sheffield information](#)

[UKVI Information](#)

What is a Confirmation of Acceptance for Studies (CAS) number?

You only need a Confirmation of Acceptance for Studies (CAS) number if you are applying for an adult student visa - Tier 4 (General). Please skip to the 'Do I need a visa letter?' section if you are applying for a Short-Term Study visa.

The CAS number represents the official confirmation of your place to study at the University of Sheffield. Before we can issue you a CAS number, we need to inform the UK Visa and Immigration Service (UKVI) of some of your personal details. We will send you these details for careful checking and confirmation before we do this (see below).

The CAS number will be issued to you through the pre-registration system. You must write your CAS number on your visa application form.

Once you have used your University of Sheffield CAS number you will ONLY be allowed to study at the University of Sheffield. If you want to study elsewhere, you must apply for a new CAS number and visa before you leave your home country.

When will I receive my CAS number?

Global Opportunities & Exchanges office will send you an acceptance form by email, which you must check it thoroughly and add in any details where required.

The information in the acceptance form must match up EXACTLY with the details in your passport and other documents. If there are any errors, please make changes on the form. You then need to sign and return the acceptance form to the Global Opportunities & Exchanges office by scan and email. Details will then be passed to a specific team within the Admissions Office and they will process your data and send you a CAS number.

Your CAS number will be available to you no earlier than 3 months before your official start date at Sheffield. So for example – if you will join us in September, you will be sent the CAS number from mid-June onwards. If you will join us in February, it will be sent to you from mid-November (please note these dates are approximate and may vary).

Do I need a Visa Letter?

Adult student visa - Tier 4 (General) - No. Visa letters were replaced with CAS numbers on 22 February 2010. You can no longer apply for a Tier 4 visa using a visa letter.

Short-Term Study Visa – you will need an “offer” letter from Sheffield; this will be sent to you approximately 3 months before your arrival.

What is biometric information? What do I have to do?

You only need to do this if you apply for an adult student visa - Tier 4 (General)

[More Information](#)

What documents do I need to submit?

Short-Term Study Visa

See:

[University of Sheffield information](#)

[UKVI Information](#)

Adult student visa – Tier 4 (General)

See:

[University of Sheffield information](#)

[UKVI Information](#)

How much money do I have to show for the Maintenance section application form?

This is only applicable for Adult student visa - Tier 4 (General) applications.

As Sheffield is outside of London, the amount you have to show is £1015 per calendar month:

Full Year at Sheffield - £9135

One Semester at Sheffield - £6090

These are the amounts you need to evidence to show that you have enough money to live in Sheffield.

Important information you should read:

[University of Sheffield](#)

[UKCISA](#)

Information from Sheffield to include on your Tier 4 (General) form

Question: Give the full address of your Tier 4 Sponsor including postal code:

Question: Give the full address of your primary site of study, including postal code:

University of Sheffield

Western Bank

Sheffield

S10 2TN

United Kingdom

CAS number – This will be available to you through the pre-registration system.

Course title:

Study Abroad Programme (but see below;)

If you are doing a Summer course at the English Language Teaching Centre you must write:

Study Abroad Programme (with English Language Preparation)

Course level: Undergraduate Degree

Secondary course level: not applicable

Course start date: This is given on your Offer Email

Course end date: This is given on your Offer Email

Tick if the course is full time: Please tick – it is full time

Tuition fees

Exchange Students - If you are coming to Sheffield on an exchange then we have told UKVI that you will be paying £0.00 to Sheffield.

Fee paying students – we have told UKVI the fee you will be paying. If you do not know what this is, please email

globalopps@sheffield.ac.uk

Applying for a visa can seem quite stressful; however, if you read all of the suggested websites, the application form guidance notes and allow plenty of time it can make things a lot easier.

Questions?

Please note that the Global Opportunities & Exchanges office do not issue your CAS number, it is the Admissions Service

About receiving your [CAS](#) from Sheffield:

Admissions Service: pbsapply@sheffield.ac.uk

[General immigration advice from Sheffield](#)

Email: Please use the relevant form at the following link to submit a query:

<http://www.sheffield.ac.uk/ssid/international/email>

[UKVI](#)

After your arrival in Sheffield - Attendance Monitoring

If you are accepted into the UK on an adult student visa - Tier 4 (General), you must visit the Student Services Information Desk (SSiD) on the 1st and 15th of each month to confirm your continuing attendance at the University of Sheffield.

This is an official condition of your Visa.

If the 1st or 15th falls on a weekend or national Bank Holiday, please visit on the next available working day.

Please ensure you take your University membership card (Ucard) with you on every visit.

Extensions after arrival at Sheffield

If you wish to extend your stay at Sheffield you must firstly contact the Global Opportunities & Exchanges office before 1st November (fall semester) or 1st April (spring semester) and they will look into the possibility. Please be aware that this is not automatically approved and it is handled on a case by case basis.

You need to be aware of the following immigration details with regard to extending:

Students holding a Tier 4 visa: If you wish to continue your studies in Sheffield, you can extend your Tier 4 student visa in the UK. The University offers the University visa extension scheme where an Immigration Adviser checks your visa application before you submit it. Once you have received approval and the necessary paperwork from Global Opportunities & Exchanges office, you can look at the information [here](#) to see what you will need to do next to extend your visa.

Student holding a Short-Term Study Visa: You cannot extend a Short-Term Study Visa. If you need more time in the UK to study, you have to leave the UK and apply for a Tier 4 student visa, normally in your home country.