



Swansea University
Prifysgol Abertawe

Document guidelines: Student visa application

Within this leaflet you will find information and examples of documents that will assist you in making sure that your documents meet the requirements for making a Student visa application. If you are unsure as to whether or not your documents meet the requirements, we are more than happy to check them for you.

Document Checking

Swansea University understands that applying for a visa to enter the UK can be a stressful process. We have a dedicated team of immigration specialists who will be happy to check your documents to make sure that they are suitable for your visa application to give you peace of mind.

If you would like your documents checked, please send scanned, clear and legible copies of the complete documents (all of the pages) to international.campuslife@swansea.ac.uk along with the following information:

- Your name
- Your Swansea University student number
- Your date of birth
- **Any specific concerns you have about the documents**

Please note that if you do not send the information in the requested format, we will not be able to check the documents for you. We will endeavour to respond to your request as soon as possible, but please do not send multiple identical emails as this will slow the process down for yourself and others.

Applications made in the UK

Students who are submitting their applications **in the UK**, and who have been in the UK **for at least 12 months** with valid permission on the date of application, will be exempt from showing their financial documents. They will automatically receive 10 points for finances in the visa application. Everyone else will fall into the categories below.

Differentiation/'low risk' applications

All overseas applicants will need to be able to provide the following documents in support of their Student visa application. Some applicants will be asked to provide these **upfront** as part of their initial application and some will just need to have them **in case requested** by the UKVI. This is called **differentiation** for applicants (sometime referred to as '**low risk**' applications).

Students who are on the list in the [UKVI Appendix \(ST 22.1\)](#) will not need to submit their financial documents as standard but should always make sure they have them in hand in case requested. Being under differentiation **does not mean you are exempt from the requirements**- only from submitting the documents up front and you could still be asked for them as part of your application.

Financial Documentation

Your financial documents are one of the most important pieces of evidence that you will need to include with your application. Whether you are sponsored or are using your own bank statements, you need to make absolutely sure that they meet the requirements. The UKVI has provided comprehensive guidance around acceptable financial evidence in their Appendix Finance. We have outlined the most popular ways of demonstrating funds below (if you have something different please check the Appendix):

Bank Statements and the Required Level of Funds

If you will be supporting yourself while in the UK, you need to demonstrate that you have the required level of funds available to you. Our leaflet [How much money do I need for a Student visa application?](#) will help you work this out: unpaid fees + living costs (£9,135) plus visa fee and Immigration Health Surcharge.

Funds may be held in any form of personal bank or building society account (including current, deposit, savings, pension from which the funds can be withdrawn or investment account) **provided the account allows the funds to be accessed immediately.**

If you are using a bank account in your own name (or where you are named as a joint account holder), you need to provide your bank statements covering a consecutive 28 day period. Online statements are OK (as long as they have the information listed below) but a mini statement from an ATM is not acceptable.

The last date on the bank statement must be no more than 1 month old at the time you submit your student visa application.

The bank statement must show:

- your name
- account number
- the date the statement was produced
- the name and logo of the bank
- The balance and transactions for the full 28 day period
- The currency

Important notes

You cannot use the bank statements of anyone but **yourself** (single or joint account) or your **parents** or **formal legal guardian**. **No other family member or friend is acceptable**- they would have to transfer all the money needed into your bank account one month prior to visa application.

The money needed must be present **for the whole 28 days** (counting back from the latest date on the statement) and the caseworker will look at the closing balance for every one of those 28 days. If the amount drops (even 1p!) below the amount you need then you will not meet the requirement. If your

money is not in pounds sterling, the UKVI will use the O and A currency converter (for the date you submitted and paid for your online application) to check your funds are correct.

Funds held in other accounts or financial instruments such as shares, bonds, credit cards, pensions from which the funds cannot be withdrawn immediately, regardless of notice period, will not be accepted as evidence of funds. Employment contracts are also not acceptable evidence. Please check the [UKVI Appendix Finance](#) if you have a non standard account and also see the information on deposit certificates below.

If you don't have a bank statement, or if your bank statement does not meet all of the criteria outlined above (for example – the statement does not include the logo of the bank), you can also provide a letter from your bank confirming the balances and dates.

Here is an example of an acceptable bank statement:

An Example of an Acceptable Bank Statement
For a Student with £9000 Outstanding Fees + £9135 Maintenance
(Remember to also include relevant visa fee & Immigration Health Surcharge)



Name and logo of the bank

Swansea University Bank

Sort Code – 10-11-12 Account Number – 23456789 Date of Statement 15/06/18

Mr Li Wong
 17 Student Road,
 Student City,
 SA1 BTL.

Name of the account holder

Account Number and date the statement was produced

Transaction Date	Description	Credits	Debits	Balance
1 st May 18	Online Transfer	19000		21,000
5 th May 18	Coop		20	20,980
10 th May 18	Burger King		15	20,965
20 th May 18	Clothes Shop		500	20,465
29 th May 18	Cheque	30		20,495
1 st June 18	02 Mobile		10	20,485

Funds maintained for a Continuous period of a Minimum of 28 days

Deposit Accounts and Certificates

Where possible we do not recommend that you use deposit accounts, but if necessary they can be used at your own risk as long as they meet the requirements outlined below.

Certificates of deposit are not listed as acceptable evidence in the [UKVI Appendix Finance](#) but a certificate of deposit will be accepted if it meets all the following requirements:

- the certificate of deposit must have been issued within 31 days of the date of application;
- at least 28 days must have elapsed between the date of the deposit and the date of issue of the certificate
- It must not state that the funds are inaccessible or frozen;

If you are unsure as to whether or not your certificate of deposit meets the requirements, please use the document checking service as outlined above.

Using a parent or Legal Guardian's Statements

If you are relying on money held by your parents or legal guardian, you must demonstrate that they have given their permission for you to use this money. You must provide a letter from your parents/legal guardian (in English) which must confirm the relationship between you and them and that they have given their consent to you using their funds to study in the UK.

If you intend on using your parent's bank statements, you must provide evidence that they are your parents or legal guardians. In order to do so you will need to provide one of the following:

- your original birth certificate, showing the name of your parents
- certificate of adoption showing your name
- original court documents stating the name of your legal guardian

Sponsored Students:

An official financial sponsor can be one of the following:

- The UK Government,
- the student's home government,
- the British Council
- Any international organisation, international company, university or United Kingdom independent school.


Important note: A sponsor **cannot be a family member or friend**. You cannot use bank statements from a **family company or any company that is not a genuine multi national company (e.g Shell Oil)** with branches in different countries (the UKVI will check this).

You must provide a letter from your sponsor outlining the details of the sponsorship. The letter must include:

- Your full name
- the name and contact details of the official financial sponsor
- the date of the letter – the letter should ideally be dated within the last month
- the length of the sponsorship

- the amount of money the sponsor is giving to the student if they are paid a salary, or a statement that the student's official financial sponsor will cover all of his/her fees and living costs
- Where applicable the details of any dependents

Remember – to avoid any risk of refusal, you need to make sure that your sponsor letter contains all of the information listed above. You can see an example of an acceptable sponsor letter below:



Zamunda Education Board

Reference Number: 34567BCD

Date: 15th May 2018

To whom it may concern

This is to certify that Zamunda Education Board intends to sponsor Mr. Joe Brown to pursue his study of Mechanical Engineering at Swansea University.

The scholarship shall cover the following until September 08th 2018:

- All tuition fees required for the PH.D in Mechanical Engineering
- Living Expenses at £1200 per month
- Return travel ticket

All tuition fee invoices to be sent to:
 Zamunda Education Board, Zamunda
 Email Address: zamundaboard@edu.com

This Sponsor letter also covers the following dependants:
 Mrs Jane Brown – aged 29 – Wife
 Miss Rachel Brown – aged 3 – Daughter

If you have any queries, please do not hesitate to contact me.
 Kind Regards,

Professor Akeem Joffer
 Head of Education Sponsorship
 Zamunda Education Board

The name of the Sponsor – the letter should be original (not a print out) and printed on official letter headed paper

The letter should ideally be dated within the last month

The letter needs to state your full name and duration of the sponsorship

You must state the amount of money/financial support that the sponsor is providing to the student, including any salary, fees or living costs. Alternatively, it must state that 'all fees and living costs are covered'.

You must include the name and contact details of the official sponsor, including an email address

List any dependants (if applicable); including their full names, age and their relationship to the student

CAS Statement

You will receive your CAS (Certificate of Acceptance for Studies) from Swansea University once you have:

- accepted your offer
- paid your course fees deposit
- confirmed that the information held is correct on the draft version of your CAS

Here is an example of what a CAS from Swansea University would look like:

8th May 2018

Your Swansea Student Number is: 28****

Mrs *****
Example Building,
Example Road,
City, 10305
Country

Dear *****

Certificate of Acceptance for Studies (CAS) Statement

CAS NUMBER: CAS NUMBER HERE (e.g E4G*****)

TIER 4 ROUTE: General Student

SWANSEA UNIVERSITY SPONSOR LICENCE NUMBER (SLN): Swansea University Sponsor Licence Number (e.g 18*****)

MAIN STUDY ADDRESS: Swansea University, Bay Campus, Swansea, SA1 8EN

IF YOU ARE APPLYING FOR YOUR VISA FROM OUTSIDE THE UK, TO ENABLE YOUR BIOMETRIC RESIDENCE PERMIT (BRP) CARD TO BE SENT TO SWANSEA UNIVERSITY, YOU WILL NEED TO QUOTE THE FOLLOWING ALTERNATIVE COLLECTION LOCATION (ACL) CODE ON YOUR VISA APPLICATION:
2HE544

NAME: Your full name here

PASSPORT NUMBER: Passport number here (e.g ZN*****)

MALE/FEMALE: Your gender here

DATE OF BIRTH: Date of birth here

NATIONALITY: Your nationality here

COUNTRY OF BIRTH: Country of birth here

COURSE: Title of your course here (e.g Ph.d in Business/Management)

ACADEMIC LEVEL OF COURSE: Academic level of course here (e.g RQF 7/8/9)

MODE OF STUDY: Mode of study here (e.g FULL-TIME)

TUITION FEES FOR THE CURRENT SESSION: The cost of your course in £ here

EXPECTED END DATE: The end date of your course here

EVIDENCE USED TO OBTAIN OFFER (NB you must provide the originals of the documents when you apply for your visa)
Details of the qualifications used to assess your academic suitability for the course will be added here. You will need to include the originals of these exact documents in your Tier 4 visa application.



Any additional information that is useful to the UKVI will also be added here.

ENQUIRIES REGARDING THIS LETTER:
Please contact Academic Services at MyUniHub@swansea.ac.uk

Yours sincerely,

A.C Novis

ACTING DIRECTOR OF ACADEMIC SERVICES



Swansea University
Prifysgol Abertawe

Your Student Number here

Your name and address here

This is what you need for the RQF Level question on the online Tier 4 application form

Education Certificates

You must provide any educational certificates as listed on your CAS and mentioned in the Checklist you . If you are unsure which documents relating to your qualifications that you need to provide, please contact the [Admissions team](#) who will be able to advise you further.

If your final certificates have not yet been issued, you will need to obtain a letter from the institution on headed paper which confirms that the certificates have not yet been issued, and that you are a holder of the award stated on your application.

Translations

If an application includes any documents which are not in English, you must also include a of each document. Each translation must contain:

- Confirmation from the translator or translation company that it is an accurate translation of the original document. E.g. "I can confirm that this is a true and accurate translation of the original document"
- the date of the translation
- the full name and original signature of the translator, or of an authorised official of the translation company
- the contact details of the translator or translation company
- (if you are already in the UK and are applying for further leave) certification by a qualified translator and details of the translator or translation company's credentials

Remember – to avoid any risk of refusal, you need to make sure that your translation contains all of the information listed above. Please make sure that the translator you use understands that the document needs to contain the above information.

There is example of an acceptable translation from a translation company on the following page.

We hope this leaflet has been useful please also see [How to minimise risk of Tier 4 visa refusal](#) to further assist in your preparations.

Translator: _____ Date: 15/08/2017 **Date**
 Qualification: MA Translation with Language Technology
 I confirm that this is an accurate translation of the original document **Declaration**
 Signature:  **Signature of Translator**
 Credentials of the Translator **Credentials of the Translator**
 Penguin Culture Co. Ltd **Name and details of the translation company**
 Add: 45 Park Place, SWANSEA SA2 0DJ Tel: 01792-425817
 Email: penguinculture@googlemail.com

Household Residential Registration Book (Translation)

Residence Type	Family Household	Name of the House Owner	
Residence No.		Address	
Certified Seal of Province Public Security Bureau (for certificate use ONLY) <i>Stamped by Shandong Province Public Security Bureau</i>		Certified Seal of Registration Office (for certificate use ONLY) <i>Stamped by the Police Station of Wenhua Road of Public Security Bureau of Laiyang City</i>	
Registrar: <i>Seal of the Police Cui Shaoying</i>		Issue Date: 27/07/2017	

Residence Registration Card

Name	Owner or Relation with the Owner		
Previous Name	Gender		
Place of Birth	Nationality		
Native Place	Date of Birth		
Other Dwelling Place in the City /Town	Religious Belief		
Citizen ID No.	Height	Blood Group	
Highest Academic Degree Obtained	Undergraduate	Marital Status	Single Out of Service
Place of Work	None	Occupation	Student
Previous Dwelling Place Before Moving into the City/Town and Date of Moving	<i>Stamped by the Police Station of Wenhua Road of Public Security Bureau of Laiyang City</i>		
Previous Dwelling Place in the City/Town and Date of Moving into Present Dwelling Place			
Seal of Registrar: <i>Seal of the Police Cui Shaoying</i>		Issued Date: 27/07/2017	

Changes of Registration Items

Item	Change	After Change	Date of Change	Seal of Registrar
Name				<i>Seal of the Police Cui Shaoying</i>

End of Translation (Page 1 of 1)

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