



Confirmation of Acceptance of Study (CAS) Code of Practice

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Version History

Version	Approved	Revisions made	Date
1.0	Executive Committee	Notes on suspension/expulsion added.	12 th June 2023

1. Purpose

1.1 The purpose of this code of practice is to provide information relating to the university's Confirmation of Acceptance of Study (CAS) process and procedure for all enquirers, applicants, students, parents and guardians as well University of Buckingham staff. The University has the right to revise this document in line with its responsibilities and compliance with UK Visa and Immigration (UKVI).

2. Scope

2.1 This document provides guidance regarding the sponsorship of international students who require a student visa (formerly tier 4 visa) to study in the UK. This includes non-UK nationals inclusive of EEA and the EU.

3. Roles and Responsibilities

3.1 The Visa Officer is responsible for the management and distribution of CAS documentation for applicants and continuing students on a day-to-day basis. The Visor Officer must also ensure that the university remains compliant and operates within the UKVI guidelines.

3.2 The CAS Code of Practice is ultimately overseen by the Registrar and Director of Student Services and supported by the Assistant Registrar (student administration) and the Admissions Manager.

4. UKVI Genuine Student check

4.1 The university will only assign a CAS to those it deems to be genuine applicants who are likely to obtain a visa and engage with their chosen programme of study. The university is under no legal obligation to provide a CAS to an applicant and it is never guaranteed. The university may carry out the following checks to assist with its decision:

- Immigration status and history checks with UKVI
- Review of financial documents for compliance
- Review of any previous CAS or student visa documents
- Any other checks as deemed necessary on a case-by-case basis including additional enquiries with UKVI or other government agencies.

4.2 Evidence and further information may include documents such as a birth certificate, bank statements or a letter from a guardian or sponsor for example.

5. Assigning a CAS

- 5.1 A CAS will only be assigned to applicants who have met all the conditions of their offer, firmly accepted a place of study at the university and paid any required deposits as per their offer letter.
- 5.2 A CAS will only be issued to applicants that the university believes to be genuine with the ability to complete their chosen programme of study.
- 5.3 To obtain a CAS, applicants should attend an admissions interview if this is required.
- 5.4 Applicants who are under the age of 18 at the time of application must provide consent from their legal guardian in order to obtain a CAS.
- 5.5 Applicants must meet the academic criteria of their programme as well as UKVI and university English language requirements.
- 5.6 Receiving a CAS does not guarantee a student visa will be granted by UKVI and the university is not responsible for any decision that UKVI may make.
- 5.7 Applicants will be referred to the visa office by their faculty and must provide any relevant documentation as applicable. For more information on how to apply for a CAS and student visa please see the university webpage:
<https://www.buckingham.ac.uk/international/visas>.
- 5.8 Applicants requiring a CAS may not defer their enrolment at the university. Any applicant wishing to defer will have to re-apply for a CAS.
- 5.9 Applicants must apply for a CAS within the timeframes set out by [UKVI](#) and abide by UKVI visa and [immigration laws](#) including length of stay.

Overseas Applicants (Entry Clearance)

A CAS may be issued to an applicant residing overseas where the [processing times](#) set by the UKVI can be met before the last point of entry onto the programme (as advised by the faculty).

- Applicants who have previously held a visa to visit the UK must provide evidence that they left the country by the expiry date.
- Applicants who have previously been issued a CAS for a visa to study in the UK will have to provide this information alongside details of the programme they enrolled on.
- Applicants who have overstayed a current or previous visa must provide evidence of their reason for doing so. In order to be issued with a CAS these are normally reasons outside of their control such as bereavement or ill health.

Applications from within the UK

5.10 Where an international applicant is already based in the UK on a student visa, the University of Buckingham will support a further application by providing a CAS as long as the applicant meets the criteria set out in this Code of Practice and UKVI [progression requirements](#) have been met.

5.11 Applicants with immigration status to remain in the UK may be able to switch to a student visa from within the country. The university will issue a CAS where all UKVI and university criteria have been met.

5.12 Applicants based in the UK who have overstayed their current visa must provide evidence of their reason for doing so. In order to be issued with a CAS these are normally reasons outside of their control such as bereavement or ill health.

Criteria for Assigning a CAS – Continuing Students

5.13 In addition to the above, continuing students may obtain a CAS if there is evidence that:

- their faculty supports the continuation of their study,
- the student has made good academic progression and has a strong attendance record,
- there are no financial obligations owing to the university,
- they are fit to study (in cases where disruption may have been caused by ill-health),
- they are outside the UK (in cases where they may have to be outside the UK to apply for visa extension) and there is evidence to support this.
- They have been granted a valid ATAS certificate if required.
- They will not exceed the maximum time permitted by the UKVI.

5.14 It is the responsibility of the applicant/student to check the Pre-CAS and CAS when they are issued. If the applicant/student believes either contains any errors or omissions they should notify the University immediately by e-mailing studentvisa@buckingham.ac.uk. The University cannot accept responsibility for any errors or omissions in the CAS that it is not given sufficient opportunity to correct before the applicant/student submits their visa application.

6. Refusing a CAS

6.1 A CAS will be refused in cases where:

- UKVI academic progression rules have not been met (i.e. if the applicant has already studied in the UK for a higher award),
- The applicant does not provide evidence of sufficient funds in their bank account to cover the cost of living and studying in the UK (student route financial requirements), this may include debt to the university.
- It is thought that the applicant breached a previous grant of leave.

- It is suspected that the applicant will not satisfy UKVI criteria and a visa may be refused. (The university is required to report all refusals to the home office).
- The applicant does not have valid leave to remain (for applicants within the UK).
- There is already a visa request pending.
- There is not enough time to receive a visa before the final point of entry onto the programme.
- The university suspects fraudulent activity.
- The applicant has a history of visa refusals.

7. Withdrawing a CAS

7.1 A CAS can be withdrawn in cases where any subsequent information comes to light (see point 3.1 above) and/or:

- The University of Buckingham detects fraudulent activity in the application process or thereafter,
- The applicant is expelled, suspended or withdraws from their programme of study,
- Once enrolled, the student fails to engage with their programme of study,
- The applicant will not arrive by the latest acceptance date on the CAS,
- The applicant does not submit the necessary supporting documents.
- The student engages with illegal and/or terrorist activities.

Where a CAS has been withdrawn students will be advised that they must leave the UK.

8. Programme Transfer

8.1 The University of Buckingham will consider issuing a CAS to students who wish to transfer to another programme within the university.

8.2 The student must meet all admissions criteria and the transfer must be in line with current immigration rules and student route sponsor guidance.

8.3 Transfers would normally represent academic progression and must be completed within the time frame of the original CAS/visa.

Additional sources:

<https://www.buckingham.ac.uk/international/visas>

<https://www.gov.uk/student-visa/course>

<https://www.gov.uk/study-uk-student-visa>