QUICK GUIDE

Application and CAS Issuing
APPLICATION AND CAS ISSUING

It is important for students to receive their offers and CAS’s in a timely manner so they start the visa application process and plan their travel to the UK. We aim to issue CAS’s within 7 working days following the acceptance of an unconditional offer.

To ensure a decision is made promptly and the application process is as smooth as possible, the following information needs to be provided on the application for all Undergraduate, Postgraduate and Foundation applicants.

Personal details
- Complete personal details
- Complete contact address including personal email address; not agent email address
- Details of current passport and all current and previous UK visas

Qualifications
- Details of all appropriate previous qualifications (as appears on the qualification)
  - Qualification name and subject
  - Start and end dates
  - Awarding institution and country
  - Awarded grade (if applicable)
  - Awarded year (if applicable)

References
- Two references from official institutional email accounts (one reference for UG applications) or on official letter headed paper from the institution
- The references should be from the student’s current institution or a professional source if the previous qualification was taken 5 years or more prior to the application

Personal statement
- We would expect to see a substantial personal statement that details the reasons for study at the University of Kent as well as the reasons for choosing the particular programme.

Documents
We require full scanned copies of the following documents:
- Official degree certificate and transcript for completed qualifications
- Officially translated degree certificates and transcripts for any qualification supplied not in English
- Official interim transcript for current qualifications
- References on letter headed paper, if not provided directly by email
- CV (if required)
- Current passport
- All previous and current UK visas
- SELT (Secure English Language Test)
- A sample of marked written work (if required)
- Research proposal (if required)
- Portfolio (if required)

All applicant enquires should be sent via the student or agent portal

Immigration advice
Our Student Advisers at the Kent Union Advice Centre are trained to give immigration advice to students of the University of Kent. They are registered by the Office of the Immigration Services Commissioner (OISC) and can assist students with visa applications. They also provide general advice and information about applying for entry clearance as well as a variety of areas including police registration, working whilst studying and extending a visa from within the UK.

E: advice@kent.ac.uk
T: +44 (0)1227 827724

Visa refusals
The majority of visa applications are successfully approved, but on occasion an application may be refused. If a student’s visa application is refused please email the Refusal Notice to admissionscas@kent.ac.uk. Prior to issuing a subsequent CAS we may also ask for additional documentation to assure us there is minimal or no risk of a future refusal.