

STUDENT VISA DOCUMENT CHECKLIST

- Passport;
- eVisa (for UK applications);
- Cardiff University CAS statement, which will be emailed to you in due course. Contact the Student Visa Compliance team at: studentconnect@cardiff.ac.uk with any questions. This is an electronic document and you do not need a hard copy;
- Any academic qualifications listed on your CAS statement. Please check the 'evidence' section and ensure you supply all documents listed. This must include proof you have completed your current course successfully.
- Academic Technology Approval Scheme (ATAS) Certificate (if applicable). ATAS clearance is only required for a limited number of Science and Engineering postgraduate courses and will be indicated in your offer letter and on your CAS. Please note: There are frequent delays with ATAS applications. The processing time is 30 working days and applications can take longer. Apply as early as possible. You do not need your CAS in order to apply for your ATAS only the offer. Find further guidance here: [Academic Technology Approval Scheme \(ATAS\) - New students - Cardiff University](#)
- Evidence that you have enough [money to pay your tuition fees & your living expenses in full](#). You must provide one of the following:
 - ✓ Personal bank statements covering a 28 day period. The end of that 28 day period must not be more than 31 days before the date of your application. Statements must show: **your name, account number, date of statement, name and logo of the bank and that the balance has not fallen below the required amount for the full 28 day period.**
 - ✓ Parental bank statements covering a 28 day period (statements must meet the same requirements as for personal statements - see above), your birth certificate and a letter from your parents (in English) giving their consent to the funds being available to you to study in the UK. You can access a template letter by searching 'template letter' on the intranet.
 - ✓ A Certificate of Deposit can be used as evidence of funds. These are documents issued by a bank which confirm an individual has deposited or invested a sum of money and to be acceptable as evidence:
 - 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

- You can use an overseas bank account. If your funds are not in British pounds (GBP), you should convert the closing balance into GBP using [OANDA](#) and the conversion rate on the date on which you make your application. Write this sum on the statement.
- Funds from an overseas account will not be considered by the Home Office however if any of the following apply:

The Home Office is unable to make satisfactory verification checks of the overseas bank; or
The overseas bank is not regulated by the appropriate regulatory body in the respective overseas country;
or
The overseas bank does not use electronic record keeping

- ✓ Evidence of Student Loans: Study loans can be used as financial evidence, but only specific student or educational loans are acceptable. The student loan must be provided to the applicant directly. The student loan letter must confirm that the provider of the loan is one accepted by the Home Office and is regulated by the appropriate regulatory body for the student loans
- ✓ Sponsor letter from any Government, British Council, international company/ organisation, or any University. This letter must be on official letter-headed paper and must not be more than 6 months old. It must include your name, the date, name and contact details of your official financial sponsor, the length of sponsorship, confirmation that all your tuition fees and living expenses will be covered and the official stamp of the organisation. If you have dependants, each one must be named.
- Financial Sponsor permission letter. If you were previously sponsored for your course but will not be sponsored financially for your new course, then a letter of permission from that sponsor to enter/remain in the UK must be included.
- TB clearance certificate (if applicable, for overseas applications only). TB clearance is not needed if are making your application within the UK. If you will be applying from overseas, recent messaging we have received from the UKVI states that a TB certificate would be required, even if you have been in the UK during the last 6 months. More information here: [Tuberculosis tests for visa applicants: Overview - GOV.UK \(www.gov.uk\)](#)

Translations: If any of your documents are not in English, the original will need to be accompanied by a fully certified translation, which can be obtained in the UK.