



STUDENT ROUTE SPONSORSHIP AND CONFIRMATION OF ACCEPTANCE (CAS) ISSUING POLICY

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Student Route Sponsorship and Confirmation of Acceptance of Study (CAS) Issuing Policy

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1. Purpose

- 1.1. This document sets out Royal Holloway and Bedford New College's (the 'University') policy regarding the issuance of Confirmation of Acceptance of Studies (CAS) statements to applicants and students who require a Student Route Visa to study in the UK.
- 1.2. This policy is specific to the University and does not necessarily set out the full requirements listed within the [Immigration Rules](#) or [Sponsor Guidance](#). The University is entitled to revise its policies or procedures relating to compliance with its student visa sponsor duties at any time and will usually do so where there have been applicable changes to sponsorship requirements made by UK Visas and Immigration (UKVI).
- 1.3. This policy should be read in conjunction with the [Student Route Sponsor Guidance](#) and the [Immigration Rules](#). This policy will be subject to change throughout the academic year in line with changes to Government legislation. For clarity, the current version applies irrelevant of when the CAS is issued, in line with any changes in legislation. The Immigration Rules and associated UKVI guidance documents will remain the main source of the University's obligations, regardless of whether any requirements are dealt with in this policy.
- 1.4. The University is not legally obliged to issue a CAS statement and will always exercise caution when doing so, to ensure adherence to its obligations as a licensed sponsor under the Points Based immigration system (PBS).
- 1.5. This policy applies to the University and to all applicants/students whose Student Route Visa is being sponsored by the University, including while they are studying at the International Study Centre (ISC) as an embedded college. These CAS are issued for the International Year One (IY1) and the Pre-Masters Programme (PMP) courses, which could also include an Enhanced Induction.
 - 1.5.1. For clarity, where applicants/students are studying an International Foundation Year course at the ISC the CAS is issued under the ISC Study Group sponsor licence and are not covered in this policy.

2. Key Responsibilities - Staff

- 2.1. The Authorising Officer is responsible for the management of this policy.
- 2.2. The Admissions and Student Administration teams are responsible for the implementation of this policy and any accompanying procedures, with oversight from the Authorising Officer, and Legal and Compliance, to assist with the implementation and management of this policy.
- 2.3. The Admissions team is responsible for assigning CAS to applicants starting a new course at the University, direct applicants not using an agent, iCAS to students on International Year 1 and Pre-masters Programmes and agent applications not covered by the Study Group agreement.
 - 2.3.1. The Admissions Team is also responsible for reporting visa refusals to the UKVI for CAS issued by them and Study Group, and informing relevant colleagues in Student Administration, Study Group, International Advice team and Legal and Compliance.
 - 2.3.2. The Admissions team is responsible for informing Student Administration of deferrals of new applicants to another intake where the CAS is used on SMS and sponsorship needs to be removed to enable further CAS to be issued.
 - 2.3.3. The Admissions Team is responsible for ensuring coherence and consistency across CAS issuance procedures, and related processes with Study Group. Legal and Compliance is

responsible to ensure coherence and consistency across policies that relate to the issuance of a CAS.

- 2.4. Study Group, as in paragraph 15 below, is subcontracted to issue CAS on behalf of the University and is responsible for issuing CAS to applicants outside the UK who apply via an agent when they wish to start a new course at the University. That application process is overseen by the Admissions team at the University.
 - 2.4.1. Study Group outline their process in a standalone document, in line with this policy and related Royal Holloway processes. They are obliged under contract to adhere to those processes when issuing CAS on behalf of the University and using the University's sponsor licence number. This includes where a visa refusal has been received.
 - 2.4.2. Study Group and its International Study Centre are responsible for informing Admissions and Student Administration of any record changes that affect CAS issuance and continued sponsorship, including progression outcomes.
- 2.5. Student Administration is responsible for assigning CAS to existing students who require further permission on the student visa route to complete their studies with the University, including those who have not previously held a student visa sponsored by the University.
 - 2.5.1. Student Administration is also responsible for reporting visa refusals to UKVI for all CAS they have issued and informing relevant colleagues.
 - 2.5.2. Student Administration are responsible for withdrawing assigned CAS and reporting against used CAS on the UKVI's Sponsorship Management System (SMS) and informing relevant colleagues and the student when this has been done.
 - 2.5.3. Where a student has their sponsorship withdrawn, Student Administration is responsible for updating the student record to reflect the status, for example deferral, interruption or closed leaver record.
- 2.6. The International Advice team are responsible for assisting in the implementation and management of this policy. This includes providing guidance to applicants/students in line with this policy of their responsibilities.
 - 2.6.1. The International Advice team provides guidance in cases of visa refusal and is responsible for assessing the evidence received against the immigration rules to establish whether a new CAS can be issued and providing advice to Admissions based on that assessment.
 - 2.6.2. The International Advice team supports with informing students of their responsibilities in maintaining their visa and gives guidance on the impact on a student visa when, for example, interrupting, withdrawing or changing course.
 - 2.6.3. Where it is not possible to issue a CAS, the International Advice team provide appropriate guidance and support to students in line with Immigration Advice Authority (IAA) regulations and terms and conditions of support.
- 2.7. Faculties are responsible for informing Student Administration of record changes that require reporting to the UKVI, for example, interruptions, withdrawals, change of course, progression outcomes and placements.
- 2.8. All University staff working with applicants/students requiring a Student Visa must ensure that this policy is adhered to.

3. Key Responsibilities – Applicants and Students

- 3.1. The applicant/student is responsible for their immigration status in the UK. That means the applicant is responsible for ensuring all the information supplied to the University under UKVI legislation for their CAS and visa application is correct. Once the CAS has been issued, it is the applicant/student's sole responsibility to maintain their immigration status and meet Student Route Visa conditions whilst studying in the UK. This includes, but is not limited to, ensuring they meet the required engagement levels of study, as per the Engagement Policy on the [Student Policies & Regulations Hub](#) and if they are working, not to exceed the 20 hour per week work limit, as per the [Immigration Rules - Immigration Rules: Appendix Student - Guidance - GOV.UK \(www.gov.uk\)](#). It is their responsibility to inform the University of any changes to their immigration status.
- 3.2. Once all information, and the relevant deposit, has been received to enable the University to release the CAS, it is the applicant/student's responsibility to check all the information on the CAS is correct prior to submitting it in a visa application. Any changes required on the CAS should be emailed to the issuing team, Admissions/Study Group/Student Administration, as per the instructions at CAS issuance.
- 3.3. The University will email the CAS to the applicant/student. It is the applicant/student's responsibility to confirm consent if they also wish for the CAS to be sent to a third party, such as an agent if they are supporting with the visa application process.
- 3.4. The University cannot guarantee that a visa application will be successful, and the issuing of a CAS does not guarantee this. The University has no liability to the applicant/student if the Home Office refuse a visa application. It is the applicant/student's sole responsibility to check all the UKVI requirements of the visa application are met.
- 3.5. It is also the student's responsibility to ensure they maintain valid Student Visa leave whilst studying at the University and seek guidance and support from the International Advice team at the University if they are unsure about what to do. Early engagement with the International Advice team is advisable to ensure support and advice can be provided in a timely manner.
- 3.6. If a student requires further sponsorship during their course at the University, i.e. to repeat a year or return from interruption, it is their responsibility to request a new CAS in good time and make an in-time visa application. A student may need to leave the country to apply for a new CAS under UKVI rules.
- 3.7. If an applicant/student is applying from their country of residence they should make the application as soon as possible after receiving their CAS when they are confident they meet the visa requirement, taking account of the [Home Office visa processing times](#). Home Office processing times are likely to be longer during busy periods prior to University courses commencing nationally. The University is not liable for any delays caused by the Home Office in issuing a visa which may result in an applicant/student missing their course start/return date. If delays in visa processing prevent an applicant/student arriving before the latest date of arrival indicated on their CAS the University would recommend they defer entry to the next available intake and the University will withdraw the CAS from the current intake as they will be unable to arrive in time. It is the applicant/student's responsibility to confirm their intention to return and request a new CAS should this occur. Applicants/students should note that the Home Office may be reluctant to issue a visa if the latest date of arrival indicated on the CAS has passed or is very close. That would put an applicant/student at risk of a visa refusal which could have a detrimental effect on future applications.

- 3.8. Applicants/students who receive a visa refusal must provide the University with all pages of their refusal notification as soon as they receive it regardless of whether they wish to be issued with another CAS or not. If an applicant/student is submitting an [Administrative Review](#), they also need to inform the International Advice Team if they are as soon as possible. The University has no involvement or liability with respect to an Administrative Review. An applicant/student cannot commence studies at the University without permission and documentary evidence of the right to study in the UK, which may be the case whilst that Review is being undertaken, therefore restricting the commencement or continuation of study.

4. Student Route Sponsorship and CAS Assignment

- 4.1. The University will make all reasonable efforts to ensure that offers of admission are only made to applicants who are likely to be eligible to be issued a CAS statement, if they do not already hold appropriate permission to study in the UK.
- 4.2. An offer on a course of study is not a guarantee that the University will issue a CAS. A CAS will only be issued after a full assessment of an applicant's previous study, including assessment of progression and assessment of genuine intention to study in the UK and all further conditions in paragraph 5 (Assigning CAS) are met. The University may request an immigration history check from the Home Office in some cases.
- 4.3. The issuance of a previous CAS does not guarantee that another CAS will be issued in the future if requested. For example, further assessment will be carried out in cases of visa refusals or visa extensions before another CAS can be issued, as detailed in paragraph 5 (Assigning a CAS). The University may request an immigration history check from the Home Office in some cases.
- 4.4. For the avoidance of doubt, the issuance of a CAS by the University does not guarantee that an applicant/student's application for a Student Visa will be successful. The University shall not be liable if any student visa applications are refused by UKVI.
- 4.5. The University is not responsible for the decisions made by the UKVI or any other Home Office Government agency, or for any losses that are a consequence of an unsuccessful visa application.

5. Assigning CAS

- 5.1. The University will only assign a CAS to eligible individuals.
- 5.2. CAS will be issued to new applicants if they have met the following conditions:
- 5.2.1. Have an unconditional offer to study a full-time course at Regulated Qualification Framework (RQF) Level 6 and above, except for pre-sessional English language (PELP) course as in 5.2.5;
 - 5.2.2. Have firmly accepted that offer;
 - 5.2.3. Paid any deposits and/or tuition fees, where applicable;
 - 5.2.4. Provided all requested academic and visa-related documentation;
 - 5.2.5. Met the English language requirements, including successful completion of a Study Group online PELP course where this is a condition of offer;
 - 5.2.6. Will not exceed the study cap entitlement;

- 5.2.7. Where applicable, have received Academic Technology Approval Scheme (ATAS) clearance;
 - 5.2.8. Met any further compliance checks set by the University in line with its obligations to UKVI in managing associated risk with any overseas nationals entering the UK, this may include passing a pre-CAS interview;
 - 5.2.9. Can show academic progression, or that they are exempt from this condition, in line with current UKVI Student Route requirements;
 - 5.2.10. Provided evidence they have left the UK, if relevant to their circumstances, and need to make their application overseas;
 - 5.2.11. Provided evidence of their current valid UK leave, if relevant to their circumstances, that is eligible to switch to/or extend their student leave in the UK for a previously completed course.
- 5.3. The above criteria (paragraph 5.2) must be fulfilled early enough for the applicant to start their course. The University will use its discretion when issuing CAS close to the start of the course, but generally the University will not issue CAS less than five weeks before the course start date because a short time between CAS issuance and the course start date increases the risk of an applicant/student failing to receive a visa before the latest date of arrival on the CAS. The University is not liable for any delays that might occur in visa processing times, including when using the priority or super priority visa application process. The University is not liable if such delays cause the student to miss the course start date. As with paragraph 3.7 above, if an applicant does not arrive in time to start their course, the University will withdraw their current CAS and recommend deferral to the next appropriate intake rather than allow the risk of a visa being refused by the Home Office.
- 5.4. When issuing CAS closer to the start of the course, i.e. within five weeks of the course starting, the University will be guided by current UKVI processing times for entry clearance applications and the availability of priority services within the student's country of application, as well as other data sources, to best plan and respond when issuing CAS in line with anticipated student arrival. The University is not liable if reliance on UKVI processing times causes a delay in the student's visa application.
- 5.5. CAS will be issued to a continuing student if they have met the following conditions:
- 5.5.1. Can show academic progression, or are exempt from this condition in line with current UKVI Student Route immigration rules;
 - 5.5.2. Will not exceed the study cap entitlement;
 - 5.5.3. Have not exhausted the right to repeat the same period of study at the University;
 - 5.5.4. Provide evidence that they have left the UK, if they are required to submit their application overseas, i.e. further to interrupting;
 - 5.5.5. If they can extend permission within the UK, apply within the period of their current leave in the UK, i.e. further where a placement year has been added to their course;
 - 5.5.6. Where applicable, have received Academic Technology Approval Scheme (ATAS) clearance;
 - 5.5.7. Provided evidence of their current valid UK leave, if relevant to their circumstances, that is eligible to switch to/or extend their student leave in the UK.
 - 5.5.8. Met any further compliance checks set by the University in line with its obligations to UKVI in managing associated risk with any overseas nationals entering the UK.
 - 5.5.9. Tuition fee payments are up to date in line with [Student Fee Regulations](#).

- 5.5.10. CAS will normally be issued to continuing students if they continue to be engaged with integral elements of their course that require attendance on campus and allow the University to meet its obligations as a student visa sponsor license holder. Paragraphs 9 and 10 should also be referenced in relation to academic progression outcomes. The following are examples of engagement with integral elements of a course:
- 5.5.11. For taught students: attending all scheduled classes, lectures or taught lab sessions which form part of credit bearing modules.
- 5.5.12. For masters students repeating their final project/dissertation, confirmation from the school/department is required that the student requires continued access to resources, facilities or specialist equipment on University premises in the UK to complete their work and that continued engagement monitoring requirements can be fulfilled.
- 5.5.13. For research students: continuing to carry out research directly related to the project and/or continuing to make use of specialist equipment provided by the University on our premises in the UK.
- 5.6. CAS will not be assigned for continuing students if it is too late to return to studies. At the start of the academic year in September, Student Administration will use the latest date of enrolment for applicants as the latest date a continuing student can return to studies. Otherwise, the academic department may be consulted to establish an appropriate timeframe. If an appropriate timeframe cannot be found, the student should defer study until the next academic year, leave the country and they will need confirm their intention to return and request a new CAS should this occur.
- 5.7. If the student is applying for entry clearance to the UK, as in paragraph 3.7, the University is not liable for any UKVI processing delays that might occur. If a student misses their return date the student should defer study until the following academic year.
- 5.8. CAS will not be assigned to applicants/students more than six months before the official course start/return date for those requiring entry clearance to the UK. For those eligible to extend their leave in the UK, CAS will not be assigned to applicants/students more than three months before the official course start/return date.
- 5.9. Before assigning a CAS in accordance with this policy, the University will carry out checks to ensure that an applicant/student applying for Leave to Remain under the student route (meaning a visa application made inside the UK) is eligible to extend their visa.
- 5.10. If a Leave to Remain application cannot be made, the University will not assign a CAS for an Entry Clearance application (meaning a visa application made outside the UK) until the applicant/student has provided evidence that they are outside the UK, and able to make a valid visa application in the relevant country. Evidence can be in the form of boarding passes, stamps inside the Passport, or other reasonably verifiable documents.
- 5.11. The University may make any additional checks to ensure it only assigns CAS to applicants who have a realistic prospect of obtaining a student visa. These checks may include:
- 5.11.1. An immigration history check provided by the UKVI;
- 5.11.2. Requesting CAS statements relating to previous periods of stay in the UK with a student visa;
- 5.11.3. Any other checks the University feels appropriate in the circumstances.

6. When a CAS will not be issued

6.1. The University will not issue a CAS under the following circumstances:

- 6.1.1. Where the intended course of study is not acceptable in accordance with the UKVI's Student Route Visa requirements;
- 6.1.2. If there is any reason to believe an applicant/student will not comply with the conditions of their visa if granted. For example, this would include instances where the University is aware that an applicant/student previously acted in breach of their visa conditions, or there is evidence of historic overstaying;
- 6.1.3. Where prior visa refusals or evidence of overstay have resulted in the student being banned by the UKVI from being granted entry clearance for a specified period of time;
- 6.1.4. If an applicant/student has submitted documents which are, or there is a reasonable suspicion, that they are fraudulent or obtained via malpractice;
- 6.1.5. If the course length would mean that the applicant/student would exceed any relevant cap on study as outlined by UKVI in their published guidance;
- 6.1.6. Where the University believes assigning a CAS will put its sponsor licence at risk, including where there are concerns about the intention to study and overall genuineness of the student;
- 6.1.7. If the applicant or student hasn't met any further compliance checks set by the University, in line with its obligations to UKVI, including failure of pre-CAS interview process;
- 6.1.8. If tuition fee payments are not up to date in line with the [Student Fee Regulations](#)
- 6.1.9. If an applicant or student is unlikely to obtain a visa to commence their studies on time, for example if the required documentation will not be ready/received in time or visa processing times indicate a delay;
- 6.1.10. If the latest arrival deadline has passed;
- 6.1.11. If the course does not fulfil Academic Progression requirements (as defined in the Student Route guidance) and in accordance with paragraph 9 of this policy;
- 6.1.12. If the student has a history of course failure or non-completion at the same RQF level or equivalent;
- 6.1.13. Where an applicant/student has a negative immigration history, for example visa refusals in any visa category, overstay (unless UKVI exception applied), previous breach of visa conditions;
- 6.1.14. If the applicant/student has a pending immigration application or appeal;
- 6.1.15. If an applicant/student has a history of non-engagement with their studies that has led to the termination of their registration;
- 6.1.16. If an applicant/student has a history of breached visa conditions, including those covered in paragraph 6.1.18 below;
- 6.1.17. If a student is suspended or has been excluded for a violation of the University rules and regulations;
- 6.1.18. If an applicant/student, when requested, is unable to demonstrate that they meet the Student Route financial requirements. This may include whether the student is currently in debt to the University;
- 6.1.19. If an applicant/student has been involved with terrorist activities;

- 6.1.20. If an applicant or student is intending to apply for Leave to Remain and has overstayed. Consideration may be given to applicants/students who are overstaying due to exceptional circumstances, for example severe illness meaning that an in-time visa application could not have been submitted, or instances where documents were not available due to unavoidable circumstances, including any documents that were previously retained by the Home Office;
- 6.1.21. If a student is applying for an extension of their original student visa, but is no longer expected to be actively engaged with integral elements of their course (see paragraph 5.6).
- 6.1.22. Where a student's continued participation isn't required within 60 calendar days of the next academic period starting (excluding recognised vacation periods and UKVI added visa wrap-up periods), resulting in the University withdrawing sponsorship of their current Student visa, CAS will not be issued for leave to remain visa applications. In line with paragraph 5.11, students will need to provide evidence they have left the UK before any future CAS may be issued;
- 6.1.23. If the student has exhausted their opportunities to repeat in attendance;
- 6.1.24. If a student is applying for an extension of their original student visa to attend a Viva Voce examination which is beyond their registration period. A student who is taking their Viva Voce examination will be advised to apply for a [Standard Visitor Visa](#) in accordance with Home Office guidance;
- 6.1.25. If the applicant/student does not satisfy the relevant English language requirements, either for visa purposes or in line with the University's admissions criteria;
- 6.1.26. Where, as a result of their nationality and field of study/research, an applicant/student is unable to provide evidence of ATAS clearance for their course of study;
- 6.1.27. To continuing students solely for the purposes of applying to the Graduate visa route;
- 6.1.28. If the University believes the visa application will likely lead to visa refusal;
- 6.1.29. Where the course being studied by the applicant/student is less than 6 months in duration.
- 6.1.30. Where an applicant has received a prior Student route refusal on credibility grounds and has not successfully overturned that decision via Administrative Review

7. Sponsorship Length

- 7.1. The University will issue a CAS for the duration of a student's course, subject to any compliance requirements of the University or UKVI which would result in sponsorship being withdrawn. The course end date given will be the date the student is expected to complete all elements of the course, including teaching, examinations, submissions of assessment and written dissertation or theses. The end date does not include reassessment period.
- 7.2. The duration of a CAS for integrated MPhil/PhD courses will be from the programme start date and covers the registration period where the student is undertaking full-time study, including the writing up and viva voce examination. Required visa extensions for corrections or record extensions are covered under paragraph 5.6 above.
- 7.3. If a student completes their course earlier than expected, this will be reported to the UKVI in line with the University's sponsorship duties. The UKVI will then continue their visa cancellation

processes meaning the student will be required to leave the UK or make a further application for leave to remain.

8. Withdrawal of CAS and Sponsorship

- 8.1. For clarity, the withdrawal of CAS can only happen when a visa application decision has not been made by the Home Office. CAS withdrawal means it cannot continue to be used in a visa application once withdrawn. This status is known as an ASSIGNED CAS.
- 8.2. Withdrawal of sponsorship is the notification the University makes to the Home Office to confirm it will no longer sponsor a student and requests the Student Visa is cancelled. This happens where the CAS is USED and a visa application decision has been made.
- 8.3. The University reserves the right to withdraw a CAS and sponsorship for an applicant/student if subsequent information comes to light which shows that a CAS should not have been issued for any of the reasons above, or if there are concerns that the applicant/student is no longer able to meet Student Route Visa requirements. This may include but is not limited to:
 - 8.3.1. Issues around genuineness and credibility of the applicant/student, including the documentation and information they have submitted to the University or Home Office, such as English language levels;
 - 8.3.2. Financial reasons that suggest the applicant/student cannot meet the UKVI's financial requirements to be issued a student visa, as defined in the immigration rules;
 - 8.3.3. Lack of ATAS, or evidence of incorrect information submitted to the Foreign, Commonwealth & Development Office (FCDO) when obtaining ATAS clearance;
 - 8.3.4. Other incorrect or invalid information on the CAS that cannot be corrected and requires a new CAS to be issued;
 - 8.3.5. Where the University believes its sponsor licence would be at risk;
 - 8.3.6. Where the student does not meet the University's sponsorship requirements for study in the UK;
 - 8.3.7. Where an applicant/student has not arrived and/or enrolled in time to start/continue their course of study, including deferral to another intake;
 - 8.3.8. Following University disciplinary action where the outcome is to close or defer the student record, including the Formal Warning and Fees Disciplinary processes;
 - 8.3.9. Where a [breach of visa conditions](#) occurs;
 - 8.3.10. When an interruption or withdrawal is applied to the student record;
 - 8.3.11. When a record is closed for non-enrolment;
 - 8.3.12. Where there is no academic requirement to remain in the UK;
 - 8.3.13. If a postgraduate research student is continuing their research and/or writing up of their thesis outside the UK and does not require to return to the UK to complete their course;
 - 8.3.14. If the applicant/student informs the University they have switched to another immigration route that allows study in the UK.
- 8.4. The University reserves the right to withdraw a CAS and sponsorship at any time, including prior to the visa application being made, without prior notice if any of the above apply. However, the University will take reasonable steps to inform the applicant/student in advance where possible.

- 8.5. Upon withdrawal of sponsorship, the University is required to notify the Home Office within ten working days, and the applicant/student will not be able to study at the University from the date the sponsorship is withdrawn.
- 8.6. The University will inform the applicant/student of a withdrawal of CAS/sponsorship via email, advising to contact the University's International Advice team for assistance should it be required.

9. UKVI Academic Progression Rules

- 9.1. The University will apply the UKVI Student Route academic progression rules in all cases where an applicant/student requires a Student Visa.
- 9.2. Details about how academic progression has been satisfied will always be included on the CAS statement.
- 9.3. The University will consider applicants for direct entry on an individual basis (see paragraph 11), in line with its current Admissions Policy and the academic progression requirements as detailed in the immigration rules.
- 9.4. As in paragraph 6, the University will not issue a CAS where failure to complete a previous course of study that required sponsorship under the Student Visa route. Exceptional circumstances may be considered by the University, for example where evidenced compassionate circumstances have prevented completion or caused them to leave prematurely. Academic progression cases will be considered by the Admissions and Student Administration teams with support from the International Advice team and academic colleagues. If the University does not consider that academic progression can be justified or any other elements of the immigration rules are not met, the University will not issue a CAS. This includes where an applicant is applying to study at the same RQF level.

10. University Academic Progression Outcomes

- 10.1. If the progression decision applied to the student record is 'resit not in attendance', sponsorship will be withdrawn and reported to the Home Office that the student is not required to be in the UK. A student who is taking 'resit not in attendance' examination will be advised to apply for a [Standard Visitor Visa](#), in accordance with Home Office guidance, to return for their resit exam(s). If the student is not a finalist and passes the resit examinations, progressing to the next academic year, they may be eligible for a further CAS. The issuance of further CAS will follow paragraph 5 above.
- 10.2. If the progression decision applied to the student record is to only 'repeat in attendance' for modules in one term, then sponsorship will be withdrawn for the term(s) that the student is not required to be in attendance (paragraph 5.6).
- 10.3. At the progression point of integrated course, where the student will not continue onto the higher award, this will be reported to the Home Office as a change of course, in line with the UKVI academic progression rules exemptions. For example, if the progression decision at the end of a PhD student's first full year of study is not to progress onto the PhD, following the MPhil, a change of course will be reported to the Home Office.

11. Mid-Course Transfers for new Applicants from another UK Institution

- 11.1. The University will consider issuing a CAS to new applicants who wish to transfer part-way through a degree course at a different UK institution in line with its Admissions policy, and provided the following criteria are met in addition to the usual conditions for a CAS to be issued:
 - 11.1.1. The applicant satisfies all Admissions criteria for advanced entry to a degree course;
 - 11.1.2. Confirmation is received from the applicant that they will make their application for a new student visa from outside of the UK.

12. Course Transfers for current Students with a Used CAS

- 12.1. Applicants/students are generally prohibited from changing courses once a CAS has been used to support a visa application. It is strongly recommended that students contact International Advice team to discuss the impact that any request to change course would have on their immigration status.
- 12.2. Where a student that requires a student visa to study in the UK requests to change course, this change must be approved by Student Administration.
- 12.3. Requests to change course will only be approved if they are permissible within the current version of the Immigration Rules and/or Student Route Policy and Sponsor Guidance.
- 12.4. Where a student would require a new student visa to begin a new course of study, CAS will only be issued where the student is able to meet the Academic Progression rules (paragraph 9).

13. Work Placements and Study Abroad Year

- 13.1. If the course includes a work placement or study abroad year, this will be included in the length of CAS sponsorship at the point of application to the University.
- 13.2. If a student wishes to add a study abroad year or work placement during their course, as in paragraph 12, they will need to complete the University approval process for a change of degree. There is no guarantee the request will be approved.
- 13.3. If the request is approved, the student will have to request a new CAS and apply to extend their leave in the UK to the new course end date. The student will need to request a new CAS in sufficient time to be granted their visa extension before the start of the work placement or study abroad year. A CAS will normally be issued before the placement/study abroad year if it is deemed in sufficient time. If a CAS isn't issued before, the student will have to request a new CAS after their work placement/study abroad, no earlier than three months prior to the end of their current visa. The continuation of the course will be based on the visa application approval and the student does this at their own risk.

14. Visa Refusals

- 14.1. The University is required to report all refusals in line with UKVI procedures.
 - 14.1.1. The Admissions team will be responsible for reporting applicant refusals, with support from the International Advice Team.
 - 14.1.2. Student Administration will be responsible for reporting refusals received by continuing students.

- 14.2. The University will only consider assigning one additional CAS following a visa refusal and only if the applicant/student can provide evidence to show there is minimal chance of their visa being refused again during a subsequent application, in line with paragraphs 5 and 6 above.
 - 14.2.1. The International Advice team will be responsible for assessing the evidence received against the immigration rules to establish whether a new CAS can be issued.
 - 14.2.2. If the refusal is based on financial grounds the applicant/student will be required to provide further financial evidence.
- 14.3. Further CAS will not normally be assigned where an applicant or student has received a refusal due to failing a credibility interview. If exceptional circumstances apply consideration may be given. Consideration of exceptional circumstances is at the discretion of the University and will be assessed case by case.
- 14.4. If an applicant/student receives a second visa refusal, the University will not issue a further CAS for any current or future studies at the University. If exceptional circumstances apply consideration may be given. Consideration of exceptional circumstances is at the discretion of the University and will be assessed case by case.
- 14.5. The University reserves the right to not issue a CAS to any applicant/student who has had a previous visa application refused, particularly if it is believed that there is a risk that any subsequent application will also be refused.
- 14.6. Where a visa refusal has been received, the applicant/student may be able to request an Administrative Review by the Home Office. The applicant/student needs to inform the International Advice team of this. The University will not normally issue a further CAS until the outcome from the Home Office.
 - 14.6.1. If the visa refusal is upheld, or the applicant/student does not wish to submit an Administrative Review, the University will report the refusal against the CAS record on the UKVI Sponsorship Management System.

15. Sub-contractual Partner (Study Group)

- 15.1. The University has an agreement with a private provider, Study Group UK Ltd., which owns and operates the International Study Centre (ISC). The agreement is inclusive of the ISC, as an Exceptional Arrangement - Embedded College offering pathway and integrated courses. This is detailed on the University's sponsor licence.
- 15.2. ISC offers an International Foundation Year course. This is an ISC standalone course and applicants/students on this course will be issued a CAS under the ISC Study Group sponsor licence.
- 15.3. ISC offers integrated higher education courses, Pre-Masters Programme and International Year 1. Applicants/students will complete their first year of study with the ISC and progress onto the main degree course with the University. CAS for these courses will be sponsored under the University's sponsor licence. CAS (or iCAS) onto these courses will be assigned by the University Admissions team. The iCAS (integrated CAS) covers both the Pre-Masters Programme or International Year 1 and the subsequent year(s) of study on the Royal Holloway main degree course.
- 15.4. The University has also received UKVI approval for Study Group to issue CAS on its behalf. Study Group issue CAS under the University sponsor licence on its behalf for applicants who are using the direct agent route outside the UK.

- 15.5. To support the safeguarding of the University's UKVI Student Route licence and best practice, ISC are responsible for ensuring their CAS issuance assessments fully integrate with this policy. Study Group outline their process in a standalone document, in line with this policy.

Related Documents and Links

[Student Sponsor Guidance - Doc 2 - Sponsorship Duties 2023-07-17.pdf \(publishing.service.gov.uk\)](#)

[Immigration Rules - Immigration Rules: Appendix Student - Guidance - GOV.UK \(www.gov.uk\)](#)

[Visa processing times: applications outside the UK - GOV.UK \(www.gov.uk\)](#)

[Visa processing times: applications inside the UK - GOV.UK \(www.gov.uk\)](#)

[Visit the UK as a Standard Visitor: Overview - GOV.UK](#)

[Ask for a visa administrative review: If you're outside the UK - GOV.UK](#)

[Admissions policy and procedures](#)

[Student Policies & Regulations Hub](#)

Document Control Information

The current official copy of this policy shall be located on the Policy Hub of the University's website.

Policy Owner	Authorising Officer / UKVI Compliance Steering Group Chair
Operational Owner (<i>where different to policy owner</i>)	UKVI Compliance Manager
Approving Body	Policy Review Committee
Approved on	05/07/2024
Reviewed	April 2025, July 2026
To be reviewed before	July 2027

Version History		
Version (newest to oldest)	Date of approval	Summary of changes
V8 final	23/07/20226 - UKVI Compliance Steering Group	5.4 clarification on use of varying data sources to judge CAS issuing and arrival timings. 5.5.9 & 6.1.8 clarification that Fee Regulations must be met for CAS issuance, and if not met CAS will not be issued.
V7	23/04/2026 UKVI Compliance Steering Group – for July 2026 policy updates	2.1 & 2.2 Authorising Office responsibility. 2.6.1 clarification the International Advice team provide advice to Admissions on refusals based on their assessment of evidence provided. 2.7 change from Schools to Faculties. 3.1 clarification of student responsibility to provide correct information to the University and responsibility to maintain their visa and

		sponsorship requirements, and links to the University policies webpage and Immigration Rules: Appendix Student. 3.4 clarification if the student receives a visa refusal the University is not liable. 3.5 clarification that early engagement with International Advice team will. 3.6 clarification that a student is applying for additional Student visa permission, they may need to leave the UK to make a new visa application. 3.7 clarification that Home Office visa processing times will likely be extended during busy periods and if the student has made a visa application close to or after the latest arrival date on the CAS then the Home Office will likely be reluctant to issue a visa. 3.8 clarification that whilst a UKVI Admin Review is being conducted may impact the applicant/student's ability to start/continue study if they do not have permission to study in the UK. 5.6 split into 5.6.1, 5.6.2, 5.6.3 and clarification to reference paragraphs 9 and 10 on academic progression outcomes. 6.1.21 addition to clarify where participation is not required within 60 days of the next academic period, resulting in CAS withdrawal, CAS will not be issued for leave to remain visa applications, following until evidence of having left the UK is provided. 6.1.28 addition to confirm that a CAS won't be issued for Student route visa refusal on credibility grounds where an Administrative Review has not overturned the decision. 10.1 clarification that students resitting not in attendance will be advised to return for their resit using the Standard Visitor route. Related Document and Links, addition of Student Policies & Regulations Hub and Admissions policy and procedures. Minor formatting amendments.
V6 final	02/09/2025	Executive Board approval

V6 final	To UKVI Compliance Steering Group 14/04/2025	1.5 inclusion of Enhanced Induction. 5.2.8 and 6.1.7 inclusion of example of passing/failing pre-CAS interview. 13.3 inclusion of CAS issuance prior to work placement or study abroad year.
V5	UKVI Compliance Steering Group – 30/01/2025	Amendments further to feedback from Equality and Diversity Team and International Advice: • Reordered and further clarity on points of responsibilities under paragraphs 2 and 3 - addition of 2.3.2, 2.4.2, 2.5.3, 2.6.2, 2.6.3 and 2.7. • Updated throughout to include hyperlinks of relevant text to webpage links. • Updated links in related links and documents, added Visit the UK as a Standard Visitor: Overview - GOV.UK and Admissions policy and procedures • 4.6 removed and 14.1 moved to cover in 3.8, clarity of student action required. • 5.5.5 updated with example. • 5.5.7 removed 'for a previously completed course', not relevant. • 5.7 updated to clarify student action. • 6.1.7 updated with example. • 6.1.11 updated with example. • 8.1 split into two points and clarified different CAS status. • 8.3.2 removed University Fee Regulations, covered in 8.3.8 Fees Disciplinary. • 9.4 updated with example. • 15.3 clarity on courses covered by iCAS.
Final	05/07/2024	Presented at Policy Review Committee, action to undertake an Equality Impact Assessment and create a student summary.
V4	29/04/2024	Amendments further to operational teams' feedback
V3	20/03/2024	Amendments applied prior to circulation for comment
V2	05/03/2024	Various amendments by the Authorising Officer
V1	23/02/24	Draft for review