University | International
of Glasgow | Student Support

APPLYING FOR A STUDENT VISA IN THE UK

SUBMIT

Overview of the Student Visa application process in the UK:

1. **Complete and Submit the Student Visa online application form:** Once the visa application fees are paid this submits the online visa application form. The "date of application" is the date you paid the visa processing fees and submitted the visa application form.

2. **Upload your application documents (and book a biometrics appointment to attend if you did not use the IDV app):** See below -

   If you used the IDV app - Upload visa application documents after submitting your visa application form via your UKVI application account.

   If you did not use the IDV app - After submitting the visa application form, you need to create a UKVCAS log-in and will upload the application documents via your online UKVCAS account. You will also book and attend an appointment at a UKVCAS centre to give your biometric details. When you have submitted the online visa application form, you will see a screen with a green button at the top right to click and be taken to the UKVCAS website. On the same screen, if you scroll down you will see a link to the Document Checklist.

3. **Download your Document Checklist:** Download this and save as a PDF as evidence of the date you applied for the Student Visa. Show this when you complete Visa Registration at UoG or upload a copy to the Immigration Compliance Team when you make a Student Visa application during your course at UoG (use the Helpdesk form called "Visa/Passport Updates").

4. **Wait for your visa application decision:** this will be e-mailed to you by UKVI and will confirm if your visa application has been successful, as well as confirm the details of your new Student Visa and where you will receive a BRP or online digital visa status.

5. **Upload copy of new Student Visa to UoG:** Upload a copy of the BRP or digital visa share code for the new Student Visa when you receive this to the Immigration Compliance Team at UoG . Use the Helpdesk form called "Visa/Passport Updates".

1. Pay the IHS & visa application fees

IHS: Confirm you will not stay in Jersey / Guernsey / Isle of Man. Copy the course start and end dates as well as the course level from your CAS.

Visa application fees: The amount of fees you will pay will depend on the application option you select and if you choose to buy any of the additional services. Once the visa application fees are paid this submits the online visas application form

---

Remember – you need to make an "in-time" visa application and complete Visa Registration at UoG – see the dates below:

If your current Student Visa was issued for study at UoG...

- on or before your visa expiry date, **and**

- within the 6 weeks following your course start date

If your current Student Visa was not issued for study with UoG...

- on or before your visa expiry date, **and**

- on or before the latest course start date on your new UoG CAS

---

2. Upload documents (and book UKVCAS biometric appointment if IDV not used)

If you used the IDV app: your biometric details (from your last UK visa application) will be re-used. You will upload your visa application documents (via your UKVI application account after submitting the visa application form) then wait for a decision on your visa application.

If you did not use the IDV app: you need to make a log-in for a UKVCAS online account via the UKVCAS website. You will upload your visa application documents via your UKVCAS online account and book an appointment at a UKVCAS centre to give your biometrics details.

Upload your visa application documents before attending the UKVCAS biometrics (or can pay a fee when booking to scan and upload documents at the UKVCAS biometrics appointment).

You must book a UKVCAS appointment for a date that falls within the 45 days after the date you submitted your Student Visa online application form (this is submitted once you pay the visa application fees).

A small number of UKVCAS appointments will be free of charge, however usually you will be charged a booking fee when you book a UKVCAS appointment. Keep checking the UKVCAS website for appointment availability and consider using a UKVCAS centre outside of Glasgow where you cannot find an appointment.

2

3. If you need to attend a UKVCAS appointment…

Print the appointment confirmation attached to the e-mail you will receive from UKVCAS as the QR code needs to be scanned when you attend your appointment. Take your passport and printed appointment confirmation details to the UKVCAS appointment. You will give your Biometric details (fingerprints and photos) at your UKVCAS appointment - you can expect your UKVCAS appointment to last between 30-45 minutes on average.
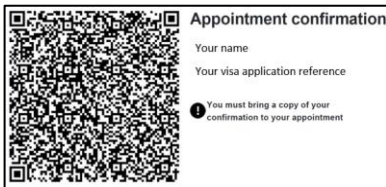
4. After you have undertaken all visa application steps…

- **Wait for your visa application decision e-mail**. Check your e-mails regularly (Inbox and Junk folders). Read the decision e-mail carefully when you receive this and keep this safe. It will confirm if you will receive your new visa on a BRP or if you will receive a digital visa status (and how to access this online).

- **If you change your UK address after submitting the online visa application form:** You must notify the UK as soon as possible by completing and submitting a Change of Circumstances form where your current visa is on a BRP. You would update your address details via your online UK immigration account where your current visa was issued as an online digital visa.

- **If your decision e-mail says you will receive a BRP,** UKVI will send this to you via courier to the UK address you live at (which you entered on your Student Visa application form). Check your mailbox, accommodation reception or with your flatmates to see if a courier's card or package has arrived for you and use any tracking details receive to book a redelivery if required.

  Please note: If you have been issued a Student Visa on a BRP that expires 31 December 2024, but the duration of leave granted to you (on your decision letter) continues beyond this date, UKVI say you will be issued with a digital visa status for the remainder of your leave. They will contact you with details about this before your BRP expiry date.

- **When you get your new visa:** Upload a copy of this (if you receive a BRP) or the share code (if you receive an online digital visa status) to the Immigration Compliance Team at UoG. Report any errors to UKVI:

  - Errors in length of visa or visa conditions on a BRP - apply online for administrative review within 14 days of (the Administrative Review application fee will be refunded if UKVI agree there was an error)

  - All other errors on a BRP: report online within 10 days of receipt of the BRP.

  - Errors on a digital visa: contact UKVI's Settlement Resolution Centre as soon as possible.

3