

# How to Request a CAS Number

CAS Numbers can be requested on Acceptd: <https://app.getacceptd.com/royalacademyofmusic>

After you have read the guidance

- Choose 'Visa and Immigration' from the first dropdown menu (circled in red)
- Choose 'Academy CAS Number Request' from the second dropdown menu (circled in blue)
- Click 'Apply to Academy CAS Number Request' to start the application

Start an Application

Visas and Immigration

Academy CAS Number Request

Apply to Academy CAS Number Request

Academy CAS Number Request

**Guidelines** ⌚ **Deadline:** Monday, September 7th, 2020 9:00am GMT

**CAS Request Form: Royal Academy of Music**

**UK GENERAL STUDENT VISA (Tier 4)**

2020/21 academic year

Visit <https://www.gov.uk/tier-4-general-visa> and <http://www.ram.ac.uk/immigration-advice>

**Before you begin your CAS request**

Please ensure you have the following documents prepared and ready:

- A scanned copy of your passport ID photo page
- A scanned copy of your financial documents (please see SECTION 5: PROVING YOUR...

Before you begin, you must meet the three Eligibility requirements:

**Program Eligibility Requirements**

You must meet and agree to the following criteria to submit an application for this program:

- My offer is now unconditional (GU) on UCAS
- I have prepared all my financial documents. These are available upon request.
- I have a copy of my passport saved and ready to be uploaded.

Apply to Academy CAS Number Request

You must have:

- ✓ An unconditional (GU) offer on UCAS.

If your offer is not yet GU, you may still need to send the Academy copies of your academic qualifications, take English language test, or send the Academy a reference.

- ✓ All your financial documents prepared. The Academy may be required to check these.
- ✓ A scanned copy of your passport ready to upload

# Section 1 – Applicant Information

Please confirm:

- Your last name (family name)
- Your First name (given name, or names)
- Your email address (The Academy may need to contact you to clarify any of the information in the CAS request form, so be sure this is an email address on which you can easily be contacted on.
- Date of Birth

## Section 2 Personal details

- 1) Full name, as it appears in your passport
- 2) Will you be over the age of 18 by the time you submit your visa application?

If you will not be over the age of 18 on the day you submit your visa application, you will need to complete an under-18 parental consent document

- 3) Academy ID Number

Please state your Academy ID number, as confirmed in your Confirmation of Acceptance email. This will be your student number whilst you are studying at the Academy (e.g. RAM 12345678)

- 4) Passport Number

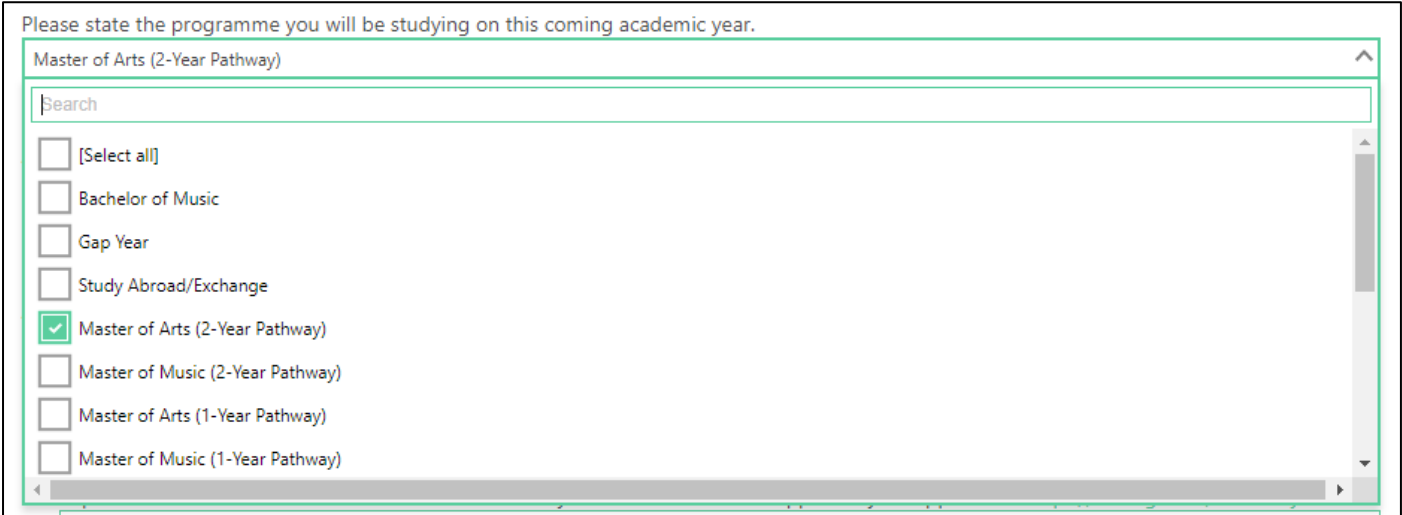
This can be found in the top right-hand corner of your passport photo page

- 5) Passport Expiry Date (mm/dd/yyyy)
- 6) Nationality

As confirmed on your passport

- 7) Town/City where you were born
- 8) Country of Birth
- 9) Study Programme for 2021/22

Please state the programme you will be starting in September 2021. You can choose this from the dropdown menu



The screenshot shows a dropdown menu titled "Please state the programme you will be studying on this coming academic year." The selected option is "Master of Arts (2-Year Pathway)". Below the title is a search bar and a list of options with checkboxes:

- [Select all]
- Bachelor of Music
- Gap Year
- Study Abroad/Exchange
- Master of Arts (2-Year Pathway)
- Master of Music (2-Year Pathway)
- Master of Arts (1-Year Pathway)
- Master of Music (1-Year Pathway)

- 10) Academic qualification used to join this programme

Please state here the academic qualification you used to meet the academic requirements of your programme (e.g. Bachelor Degree for joining the MA/High School Diploma for joining the BMus)

11) Are you planning to bring dependants (family members) with you?

- **Yes** - If you do intend to bring family members with you, then you must let the Academy know the number of dependants, and their relationship to you. You have to be joining a postgraduate programme of at least 9 months in length. Your family members will also need to apply for their own Dependant Visa.
- **No** – There is no further information we need

## Section 3 – UK Immigration History

From the dropdown menu, please choose the sentence that applies to you. This will then prompt more questions about your situation.

**I am applying for:\***

Please note that in October 2020, the visa formally known as Tier 4 (General) was renamed **Student Route**

Select...

Search

Select...

- My First UK Student Visa
- A New UK Student Visa
- A New UK Student Visa, and I already have a visa for my current Academy study programme
- I have previously been in the UK on a different visa type (other than Student Route)

My first UK Student Visa	<p>Please specify:</p> <ul style="list-style-type: none"> <li>- I <u>have not</u> previously studied in the UK on a Student Visa</li> <li>- I <u>have</u> previously studied in the UK on a Child Visa/Tier 4 (Child) Visa</li> </ul>
A New UK Student Visa	<ul style="list-style-type: none"> <li>- Most recent UK university or conservatoire</li> <li>- Qualification awarded, or to be gained at course completion</li> <li>- Completion date of that study programme (mm/dd/yyyy)</li> <li>- Start date of your FIRST previous UK student visa</li> <li>- Expiry date of your CURRENT or most recent UK visa</li> <li>- If you have studied on other courses in the UK (including short courses), please list these</li> </ul>
A New UK Student Visa, and I already have a visa for my current Academy study programme	<ul style="list-style-type: none"> <li>- Qualification awarded, or to be gained at course completion</li> <li>- Completion date of that study programme (mm/dd/yyyy)</li> <li>- Start date of your FIRST previous UK student visa</li> <li>- Expiry date of your CURRENT or most recent UK visa</li> </ul>
I have previously been in the UK on a different visa type (other than Student Route)	<ul style="list-style-type: none"> <li>- Please specify the visa type and expiry date. Also include any other information you think might be relevant.</li> </ul>

## Section 4 – Where to make your visa application

1) I am currently in the UK on a Student Route or Tier 4 (General) Visa

- Yes:

- At the time of application, I will have completed the programme for which that visa was granted?

- o Yes
- o No

- No

2) Where do you intend to make your visa application?

- In my Home Country
- In the UK

**If you are currently in the UK on a Student Route or Tier 4 visa, AND:**

- at the time of application, you will not have completed the programme for which that visa was granted; OR
- you are joining a course at a lower level than your last course; OR
- you are joining a course with a different major, which is unrelated to your last course

Then you must leave the UK and apply for your new visa in your home country. It is not permitted to make the application within the UK if you have not completed your previous study programme.

Please let the admissions team know by emailing [admissions@ram.ac.uk](mailto:admissions@ram.ac.uk) if you think the above applies to you.

If you are in the UK on another visa type, you might be permitted to make the application within the UK, but please check this webpage first: <https://www.gov.uk/student-visa/switch-to-this-visa>

If you have been granted an exceptional assurance by UKVI, and are currently in the UK because of travel restrictions associated with coronavirus, please email [admissions@ram.ac.uk](mailto:admissions@ram.ac.uk) and we can advise further on whether you are permitted to make your Student Route visa application in the UK.

3) Have you ever been refused entry to the UK?

- Yes:

- If you have been refused entry at the border, please provide more information on this

- No

## Section 5 – Financial Evidence

A) Please add together the FULL amount of your tuition fees, plus £12,006 for maintenance

Please look up your tuition fee amount on our website: <https://www.ram.ac.uk/study/fees-scholarships-and-bursaries/fees>

UKVI expect London based students to allow a minimum of £12,006 for maintenance (living costs). Please add together the total tuition fee amount, plus the minimum maintenance amount of 12006 (e.g. for a Bachelor student: 24300 PLUS 12006 = 36306).

B) Have you already paid some, or all, of your tuition fees? Please state the amount you have already paid. This includes your deposit, and any tuition fees paid since.

C) Do you have financial support (scholarship or bursary) from the Academy for 2021/22? Please enter the TOTAL amount of this award

Please refer to your Financial Assistance confirmation email, sent from [admissions@ram.ac.uk](mailto:admissions@ram.ac.uk), for this.

## Examples

If you have not been awarded a scholarship or bursary, please put 0.

If you have been awarded a scholarship of £3000, and a bursary of £1000, please enter 4000

If you have been awarded a scholarship that covers your full tuition fees, please state the Full Tuition Fee Amount (e.g. for BMus students, please write 24300)

D) Using the answers you have given in this section, please calculate [A] MINUS [B] MINUS [C]

## Example

Answer A: 36306

Answer B: 6075

Answer C: 3000

[A] minus [B] minus [C] = [D]

SO

36306-6075-4000= **26231**

Therefore, please write 26231 for this answer.

The result is the minimum amount you must have kept in an eligible bank account for a period of 28 days [or have covered by an official government loan or official financial scholarship]. The Academy may ask to see your financial documents to prove you have this money available to support your visa application.

E) What documents will you use to prove that you have the total money you have stated in your answer to [D]? Select from the drop-down menu the documents you will be submitting for your financial evidence.

What documents will you use to prove that you have the total money you have stated in your answer to [D]?\*

The documents you can use are explained in more detail in the guidance document on the UKVI website: <https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants#evidence-you-need-to-provide>

Please tick all the relevant boxes

Personal bank statement, showing all transactions in and out of the account over a 28-day period ^

Search

[Select all]

Personal bank statement, showing all transactions in and out of the account over a 28-day period

Letter from your bank, on headed paper, confirming the minimum balance during the required 28 day period

A parent/legal guardian's bank statement; or a headed letter from their bank confirming the minimum balance during the required 28 day period

Letter confirming official government student loan

Letter from an official financial sponsor, such as a government or international scholarship agency

Other

If you will be using a parent/legal guardian's documents, there are two additional documents you will need to provide:

- ✓ A proof of relationship documents (such as a birth certificate, or a certificate of adoption)
- ✓ A letter of consent (a letter from your parent/legal guardian, giving their permission for you to use their funds towards your studies)

F) I have been living in the UK for 12 months or more on a Student Route/Tier 4 study visa  
This is a yes or no question

Select **YES** if:

- you have been living in the UK for more than 12 Months; AND
- you have been on a Student Route/Tier 4 study visa

If you select **YES**, go straight to Section 6 – Supporting Documents

Select **NO** if:

- you have been living in your home country; OR
- you have been living in the UK for 0-11 months; OR
- you have been in the UK on any other type of visa

G) Differentiation Arrangements

Please state here if you are a national of any of the countries with Differentiation Arrangements. A full list of countries with Differentiation Arrangements can be found in the Immigration Rules: Appendix Student ST 22.1: <https://www.gov.uk/guidance/immigration-rules/appendix-student>

If your nationality is listed here, please select this. You can then go straight to Section 6 – Supporting Documents  
If your nationality is not listed, please select Does Not Apply

H) Please upload a scanned copy of your finance documents (as stated in the 'Financial Evidence' section)

If you have answered **NO** and **Does Not Apply** to the above two questions, then you must provide us with a scanned copy of the financial documents you will be submitting along with your visa application. The admissions team will check these to ensure they meet the strict rules set out by UKVI in the Immigration Rules: Appendix Finance: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-finance>

## Section 6 – Supporting Documents

Here you can upload the relevant supporting documents to be checked by the Academy Admissions Team.

- 1) Please upload a scanned copy of your passport ID photo page
- 2) If applicable, please upload a copy of your current UK visa/BRP

## Section 7 - Confirmation and Signature

You must tick to agree with the

- ✓ I confirm I have read and understood the UKVI Student Route Visa Guidance

The UKVI Student Route Visa Guidance can be found here: <https://www.gov.uk/study-uk-student-visa>

- ✓ I confirm that I intend to apply for a Student Route visa and take up my study place at the Academy on the programme detailed above
- ✓ I confirm that I will live within the Greater London area, within reasonable travelling distance from the Academy
- ✓ I confirm that I will abide by the conditions of the Student Route visa, including the working restrictions
- ✓ I confirm that I will leave the UK when the visa expires at the end of the programme, or apply for further leave to remain in the UK
- ✓ I confirm that the information I have provided here is correct and I will inform the Academy of any changes
- ✓ I agree to let the Academy contact UKVI about my visa application if necessary

If you are satisfied with your CAS number request, you can click submit.

A member of the admissions team will then be in contact within 10 working days with any queries.