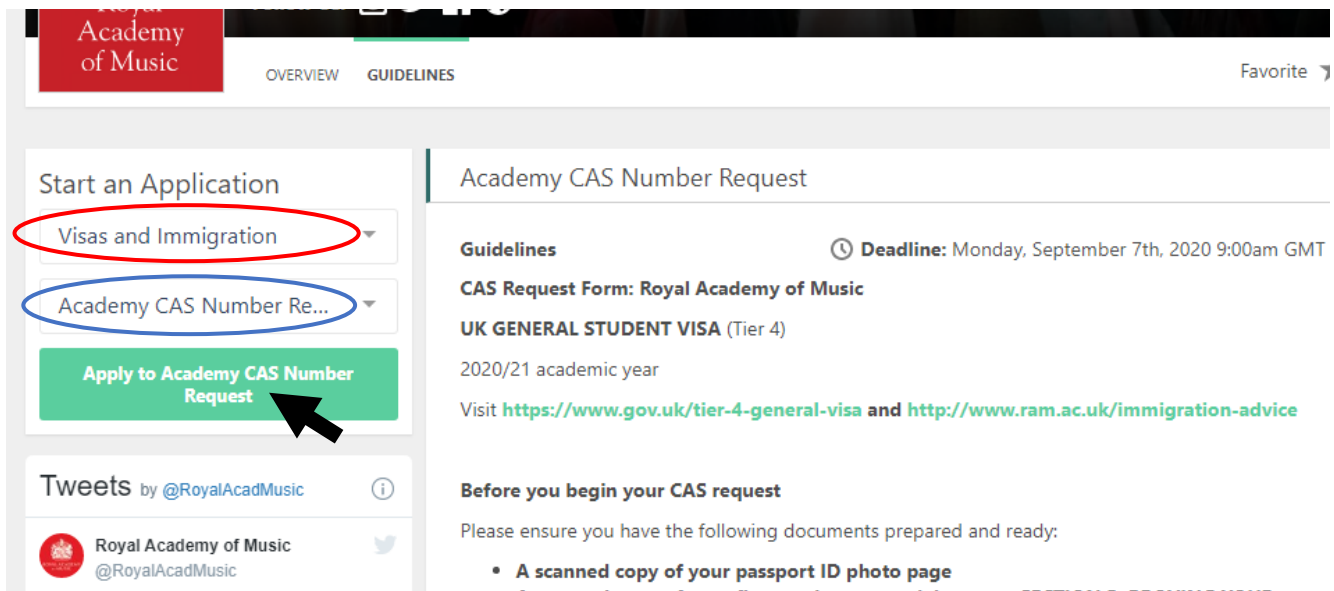


How to Request a CAS Number

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

After you have read the guidance

- Choose 'Visas 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



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

The screenshot shows the 'Start an Application' form for the Royal Academy of Music. The form title is 'Royal Academy of Music Academy CAS Number Request'. It lists three eligibility requirements, all of which are checked: 'My offer is now unconditional (GU) on UCAS', 'I have prepared all my financial documents. These are ready to be uploaded.', and 'I have a copy of my passport saved and ready to be uploaded.'. A green button 'Apply to Academy CAS Number Request' is at the bottom. A link to 'Application Guidelines' is on the right.

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 and saved as a PDF, ready to upload.
- ✓ 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.

Section 2 Personal details

- 1) Full name, as it appears in your passport
- 2) Date of birth
- 3) 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

- 4) 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)

- 5) Passport Number

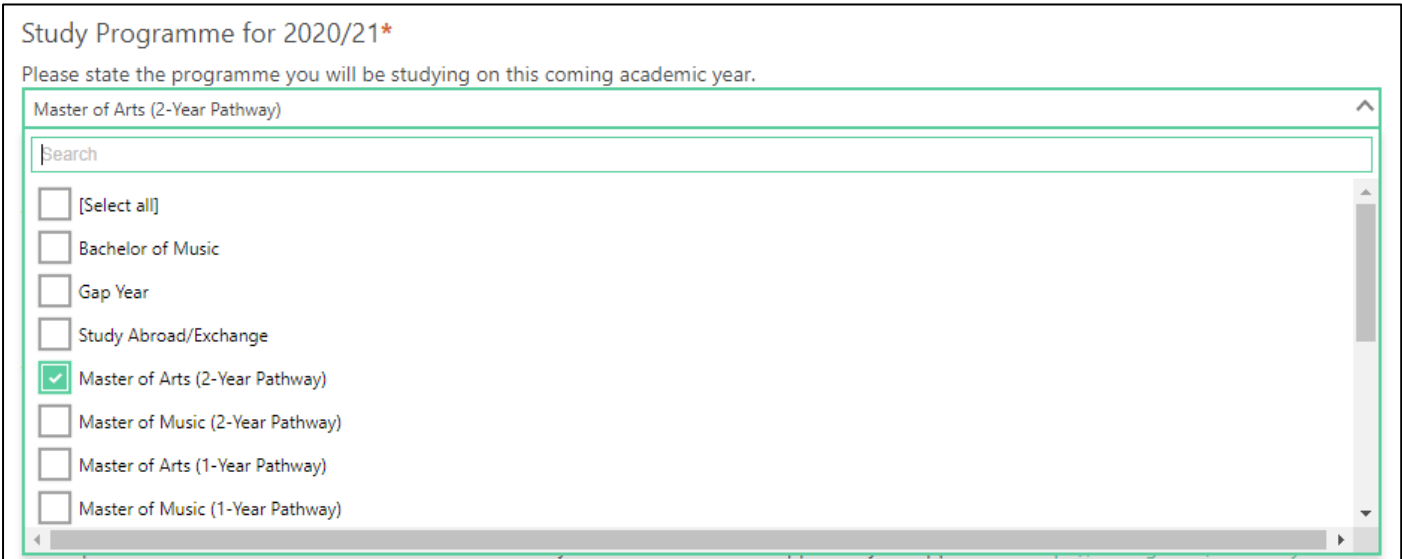
This can be found in the top right hand corner of your passport photo page

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

As confirmed on your passport

- 8) Town/City where you were born
- 9) Country of Birth
- 10) Study Programme for 2020/21

Please state the programme you will be starting in September 2020. You can choose this from the dropdown menu



Study Programme for 2020/21*

Please state the programme you will be studying on this coming academic year.

Master of Arts (2-Year Pathway)

Search

[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)

- 11) 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)

12) 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 12 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.

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

Section 4 – Where to make your visa application

- 1) I am currently in the UK on a 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:

- o In the UK on a Tier 4 student visa
- o at the time of application, you will not have completed the programme for which that visa was granted

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 if you think the above applies to you, and this will be an issue.

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/tier-4-general-visa/switch-to-this-visa>.

- 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 11,385 for maintenance
Please look up your tuition fee amount on our website: <https://www.ram.ac.uk/study/fees-and-financial-support/study-fees>

UKVI expect London based students to allow a minimum of £11,385 for maintenance (living costs). Please add together the total tuition fee amount, plus the minimum maintenance amount of 11385 (e.g. for a Bachelor student: 24100 PLUS 11385 = 35485).

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 2020/21? Please enter the TOTAL amount of this award
Please refer to your Financial Assistance confirmation email, sent from 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 24100)

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

Example

Answer A: 34385

Answer B: 5750

Answer C: 3000

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

SO

34385-5750-3000= 25635

Therefore, please write 25635 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 will need 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/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>.

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 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)

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) Please upload a scanned copy of your finance documents (as stated in the 'Financial Evidence' section)
- 3) If applicable, please upload a copy of your current UK visa/BRP

Section 7 - Confirmation and Signature

- ✓ I confirm I have read and understood the UKVI Tier 4 Policy Guidance

The full Tier 4 policy Guidance is available to download from

<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

- ✓ I confirm that I intend to apply for a Tier 4 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 Tier 4 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.