



UK Visas  
& Immigration

## **The sponsorship management system (SMS) manuals**

Step by step guide for sponsors

Manual 5 of 12: Reporting student activity

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## Additional SMS manuals

There are 12 SMS manuals available, plus a supplementary policy guide for completing a CAS. The manuals are grouped into three categories: common, CAS and CoS. The table below describes the purpose and audience of each manual.

You should read all manuals applicable to your licence before contacting the relevant helpdesk.

Manual reference	Manual title	Type	Purpose	Audience
Manual 1	<a href="#">Introduction to SMS</a>	Common	Use this manual to log into SMS, change your password, manage SMS users and view important messages posted by the Home Office.  In addition, this manual explains who should use SMS and for what purpose. The manual features a full introduction to SMS as well as a comprehensive troubleshooting section.	All sponsors
Manual 2	<a href="#">Managing your licence</a>	Common	To help sponsors manage their key personnel, change their licence details, manage PAYE references, and apply for allocations of CoS/CAS.	All sponsors
Manual 3	<a href="#">Apply for Premium customer service, Basic Compliance Assessment and manage Action plans</a>	Common	To help sponsors apply for Premium customer service, Basic Compliance Assessment and manage action plans.	All sponsors

Manual reference	Manual title	Type	Purpose	Audience
Manual 4	<a href="#">Creating and assigning CAS</a>	CAS	To help sponsors create and assign individual and batches of CAS.	Sponsors licensed in the Student Route
Manual 4a	<a href="#">Creating a CAS – guide for education sponsors</a>	CAS	This manual contains supplementary information on completing a CAS. Use this guide to determine what information is necessary in each field of the CAS.	Sponsors licensed in the Student Route
Manual 5	<a href="#">Reporting student activity</a>	CAS	To help sponsors report student activity, for example if a student's circumstances change or submitting a graduate notification. This manual also contains help with reporting fee updates and adding sponsor notes to CAS that have already been assigned.	Sponsors licensed in the Student Route
Manual 6	<a href="#">Miscellaneous CAS functions</a>	CAS	To help sponsors complete all other functions of CAS, such as managing batches of CAS, managing pre-stored addresses for use when creating CAS, transferring ownership of CAS, printing CAS and exporting CAS.	Sponsors licensed in the Student Route
Manual 7	<a href="#">Bulk Data Transfer of CAS</a>	CAS	To help sponsors use the bulk data transfer (BDT) functions of SMS, including graduate notifications. You must have a bespoke IT system in place to use BDT.	Sponsors licensed in the Student Route

Manual reference	Manual title	Type	Purpose	Audience
Manual 8	<a href="#">Creating and assigning CoS</a>	CoS	To help sponsors create and assign individual and batches of CoS.	Sponsors licensed in any Worker or Temporary Worker route
Manual 9	<a href="#">Reporting worker activity</a>	CoS	To help sponsors report worker activity, for example if a worker's circumstances change. This manual also contains help with adding sponsor notes to CoS that have already been assigned.	Sponsors licensed in any Worker or Temporary Worker route
Manual 10	<a href="#">Miscellaneous CoS functions</a>	CoS	To help sponsors complete all other functions of CoS, such as managing batches of CoS, managing pre-stored addresses for use when creating CoS, transferring ownership of CoS, and printing CoS.	Sponsors licensed in any Worker or Temporary Worker route
Manual reference	Manual title	Type	Purpose	Audience

Manual 11	<a href="#">Temporary Work – Creative Worker Group of CoS</a>	CoS	To help sponsors create and manage groups of CoS. Groups of CoS are only available to sponsors licensed in Temporary Work - Creative Worker	Sponsors licensed in the Temporary Work - Creative Work Route
Manual 12	<a href="#">Defined CoS</a>	CoS	To help sponsors apply for defined CoS, track applications for defined CoS and once granted, create defined CoS.	Sponsors licensed in Skilled Worker

## Glossary

Term	Meaning
<b>SMS</b>	Sponsorship Management System
<b>CoS</b>	Certificate of Sponsorship
<b>CAS</b>	Confirmation of Acceptance for Studies
<b>AO</b>	Authorising Officer
<b>KC</b>	Key Contact
<b>BDT</b>	Bulk Data Transfer
<b>SELT</b>	Secure English Language Test
<b>.XML</b>	Extensible Mark-up Language
<b>.PDF</b>	Portable Document Format
<b>Automation</b>	On 6 April 2014 we introduced new functionality in SMS to automatically renew CoS allocations and to apply changes to your organisation address, or the address of your AO and KC. We will write to you if you meet the criteria and automation has been set.

## CAS status

The table below shows each status which can apply to a CAS.

As seen in SMS	Meaning
WORK IN PROGRESS	The CAS is still 'in draft' as one or more mandatory fields are yet to be completed.
READY TO GO	All mandatory fields are complete and the CAS is ready to be assigned to an individual.
ASSIGNED	The CAS has been assigned to an individual and is ready to be used in support of an application for leave to enter/remain in the UK.
WITHDRAWN	You have used the 'Manage live CAS' function in SMS to withdraw the CAS.
OBSOLETE	SMS has automatically changed the CAS status to 'Obsolete' as it has detected that another CAS assigned to the same individual has been marked as 'Used' within the validity period of this CAS.
USED	The CAS has been used in support of a student's application for leave to enter or remain.
EXPIRED	EITHER: The individual has not made an application for leave to enter or remain before the expiry date of the CAS. A new CAS will be required; OR: The individual has applied before the CAS expiry date but we have not considered their application before that date. In this case, no action is required on your part; we will change the status of the CAS from EXPIRED to USED when the application is considered.
CANCELLED	The CAS has been cancelled as your licence has been revoked or has expired, or you have surrendered the relevant routes / your whole licence prior to the CAS being used.



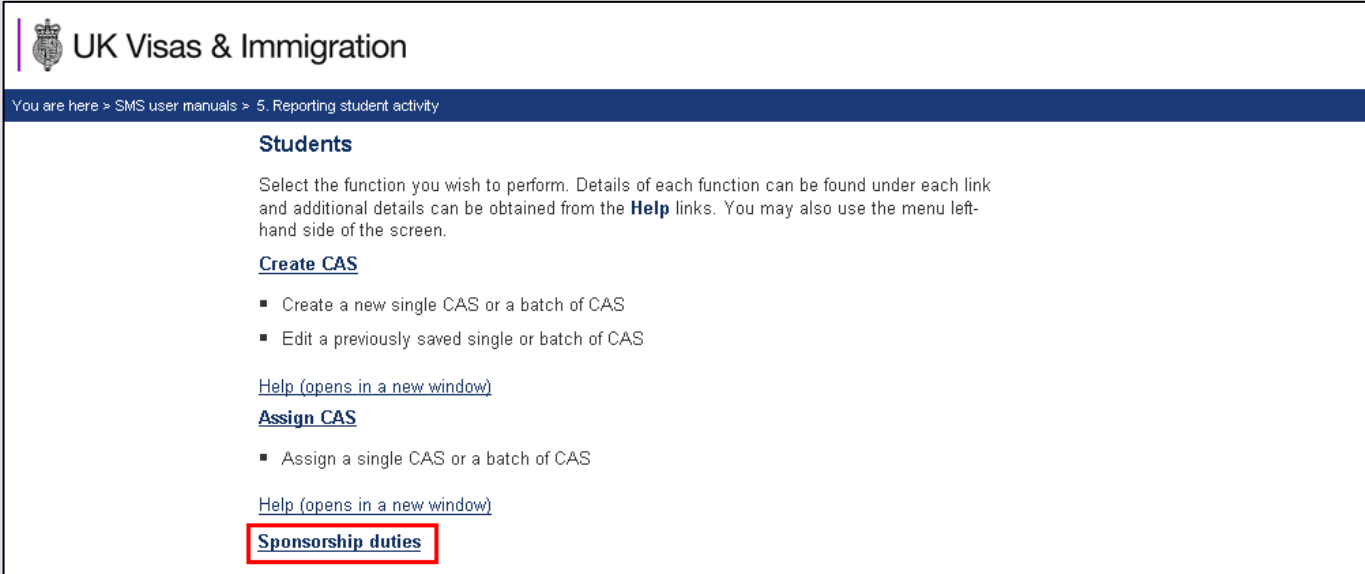
## SMS guides

### Guide 1: How to report individual student activity

Follow the step by step instructions below to report student activity. This function is essential in order to fulfil your sponsorship duties. Use this function to notify us of a student's activity, for example, the student has been delayed and has not entered the UK, or you no longer wish to sponsor the student. If you want to report multiple 'no shows', it is easier and quicker to use Bulk data transfer (BDT). Please see our [website](#) for information on using the BDT toolkit.

Please note; Level 2 users can only report on CAS that they have personally created and assigned, or on a CAS that has been transferred to them.

You should read the [Sponsorship policy guidance](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before reporting student activity.

Step	Instruction	Screen example
1	From the <b>Students</b> screen, select <b>Sponsorship duties</b> .	

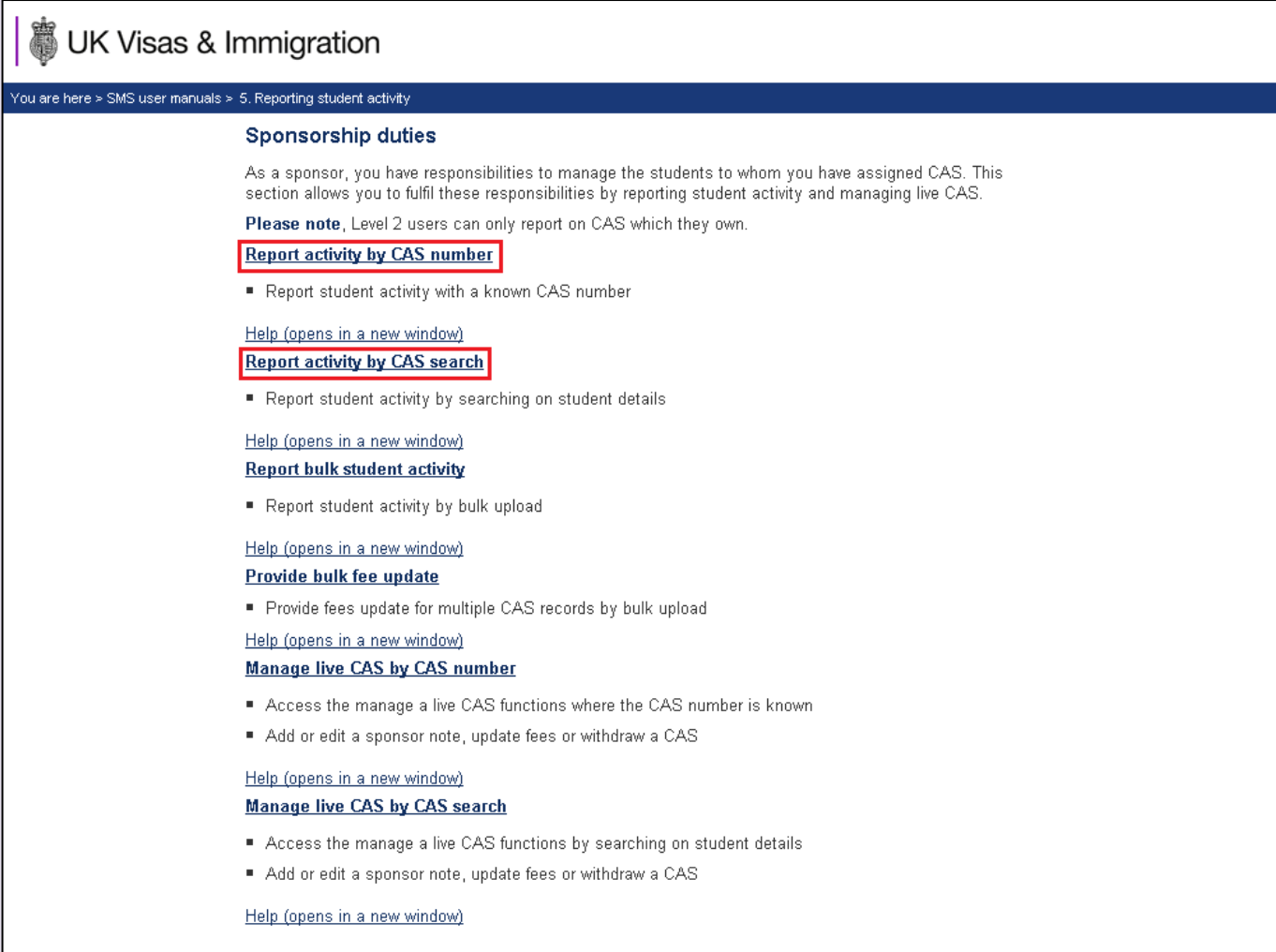
## Step

## Instruction

## Screen example

2

From the **Sponsorship duties** screen you can select to **Report activity by CAS number**, if known. If you do not know the student's CAS number, select **Report activity by CAS search**.



The screenshot shows the UK Visas & Immigration website. At the top left is the UK Visas & Immigration logo. Below it is a breadcrumb trail: "You are here > SMS user manuals > 5. Reporting student activity". The main content area is titled "Sponsorship duties". Below the title is a paragraph: "As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS." Below this is a "Please note" section: "Please note, Level 2 users can only report on CAS which they own." There are three main sections, each with a red-bordered box around its title and a list of options:

- Report activity by CAS number**
  - Report student activity with a known CAS number

[Help \(opens in a new window\)](#)
- Report activity by CAS search**
  - Report student activity by searching on student details

[Help \(opens in a new window\)](#)
- Report bulk student activity**
  - Report student activity by bulk upload

[Help \(opens in a new window\)](#)

**Provide bulk fee update**

- Provide fees update for multiple CAS records by bulk upload

[Help \(opens in a new window\)](#)

**Manage live CAS by CAS number**

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

**Manage live CAS by CAS search**

- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

**Step****Instruction****Screen example****3**

From the **Student search / CAS search** screen, enter the student's CAS number or the student's details, then select **Next**.

The screen example shows both search functions.

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### Student search

Enter the search criteria to find the student you would like to report activity on. The search results will be limited to CAS that have been used by a student.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "\*", for example SMI\* entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the previous screen.

**Student details**

Passport number:

Family name:

Given name(s):

Date of birth:

[Help \(opens in a new window\)](#)

**Back** **Advanced** **Next**

### CAS search

To report student activity, enter the CAS number of the student you want to report on and choose **Next** to continue or choose **Back** to return to the previous screen.

**CAS number**

CAS number:

[Help \(opens in a new window\)](#)


**Back** **Next**

**Note**

If your search parameters are not specific, you will be presented with a long list of CAS. This screen is not featured in this guide. Select the CAS on which you want to report. If your search parameters are specific, you will be presented with the screen below.

**Step****Instruction****Screen example****4**

From the **CAS search results** screen select **Next**.

 UK Visas & Immigration

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### CAS search results

To report activity on this student choose **Next** or **Back** to return to the previous screen.

<b>Tier and category</b>	
Tier 4 (General)	
<b>CAS details</b>	
CAS number:	E4G6IA7A18U0A8
<b>Student details</b>	
Passport number:	4757675747
Family name:	Smith
Given name(s):	Bill
Nationality:	ANDORRA
Date of birth:	29/05/1942
Course start date:	27/08/2014
Course title:	Maths

[Back](#) [Next](#)

5

From the **Report student activity – activity history** screen, select the relevant option from the **Activity type** drop-down list, then select **Next**.

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### Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity	
CAS number:	E4G6IA7A18U0A8
Date	Activity

Activity type

Please select

- Please select
- Sponsorship withdrawn: sponsor has stopped sponsoring the student
- Change in student circumstances
- Student is delayed
- Doctorate Extension Scheme
- Previous notification withdrawn

**Back** **Next**

**Step****Instruction****Screen example****6**

From the **Report student activity – date and reason** screen, complete the date, details and choose **Save**.

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### Report student activity - date and reason

Enter the details for the activity you wish to report. Complete all fields and choose **Save** to confirm. This will be assessed by us and you will be contacted if necessary. Choose **Cancel** to return to the **Report student activity - activity history** screen.

**Activity details**

CAS number: E4G6IA7A18UDAB

Reasons: Sponsorship withdrawn; sponsor has stopped sponsoring the student

Date sponsorship withdrawn: \* [dropdown] [dropdown] [dropdown]

Please give details: \* [text area]

Last known address: \* [text field]

City or town: \* [text field]

County, area district or province: [text field]

Postcode or ZIP code: \* [text field]

Country: \* [Please select dropdown]

Contact telephone: [text field]

Email: [text field]

Select details: \* [Please select dropdown]

[Cancel] [Save]

**Note**

When you are reporting that a student has completed or is due to complete their course earlier than the course end date that was stated on the CAS, you must inform us of the earlier course completion date. This date should be included in the free text field entitled 'Please give details'. This date is required in addition to the date that sponsorship was or is due to be withdrawn.

**Step****Instruction****Screen example****7**

When the reporting process is complete, the **Report student activity – activity recorded** screen is displayed. Choose **OK** to return to the **Activity history** screen.

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**Report student activity - activity recorded**

The student activity has been recorded and submitted for assessment, choose **OK** to continue.

**OK**

**8**

Once a report of student activity has been completed, the activity type is displayed on the **Report student activity – activity history** screen.

Choose **Back** to return to the **Student search** screen or **Next** to begin another report on the same student.

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**Report student activity - activity history**

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity	
CAS number: E4G6IA7A18U0A8	
Date	Activity
03/03/14 13:21	Sponsorship withdrawn; sponsor has stopped sponsoring the student

Activity type  
Sponsorship withdrawn; sponsor has stopped sponsoring the student

**Back** **Next**

## Guide 2: How to withdraw a previously reported student activity

Follow the step by step instructions below to withdraw a previously reported student activity. For example, you had previously reported that you were withdrawing sponsorship from a student but that decision has been reversed. This function is essential in order to fulfil your sponsorship duties.

Please note; Level 2 users can only withdraw reported student activity for CAS that they have personally created and assigned, or to a CAS which has been transferred to them.

You should read the [Sponsorship policy guidance](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before reporting student activity.

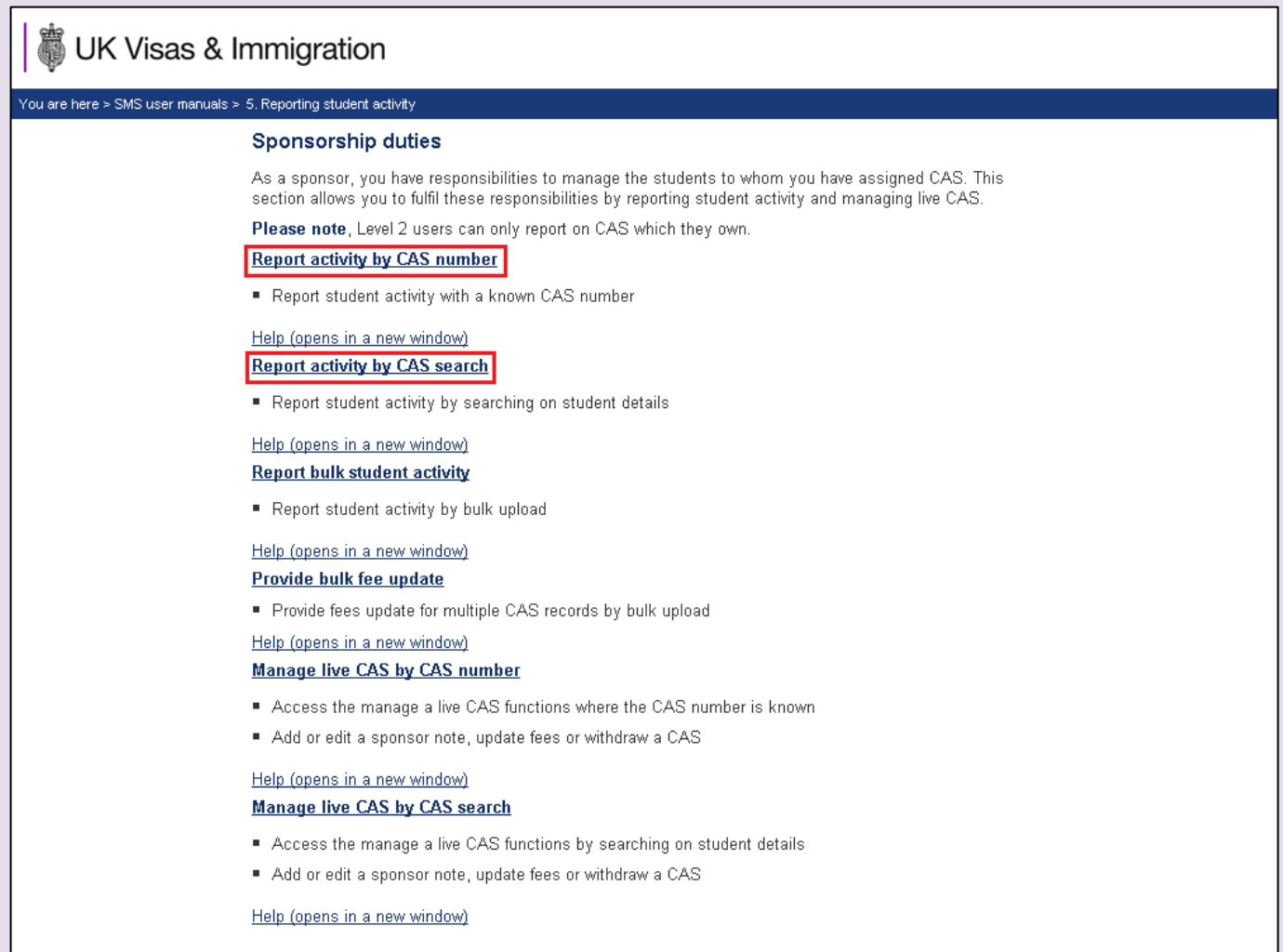
Step	Instruction	Screen example
1	From the <b>Students</b> screen, select <b>Sponsorship duties</b> .	 <p>The screenshot shows the 'UK Visas &amp; Immigration' website interface. At the top, there is a breadcrumb trail: 'You are here &gt; SMS user manuals &gt; 5. Reporting student activity'. Below this, the 'Students' section is visible, with a sub-header 'Students' and a paragraph of instructions: 'Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the <b>Help</b> links. You may also use the menu left-hand side of the screen.' There are three main sections: 'Create CAS' with two bullet points (Create a new single CAS or a batch of CAS; Edit a previously saved single or batch of CAS), 'Assign CAS' with one bullet point (Assign a single CAS or a batch of CAS), and 'Sponsorship duties', which is highlighted with a red rectangular box. Each section has a 'Help (opens in a new window)' link below it.</p>



**Step****Instruction****Screen example**

2

From the **Sponsorship duties** screen you can select to **Report activity by CAS number**, if known. If you do not know the student's CAS number, select **Report activity by CAS search**.



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### Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

**Please note**, Level 2 users can only report on CAS which they own.

**Report activity by CAS number**

- Report student activity with a known CAS number

[Help \(opens in a new window\)](#)

**Report activity by CAS search**

- Report student activity by searching on student details

[Help \(opens in a new window\)](#)

**Report bulk student activity**

- Report student activity by bulk upload

[Help \(opens in a new window\)](#)

**Provide bulk fee update**

- Provide fees update for multiple CAS records by bulk upload

[Help \(opens in a new window\)](#)

**Manage live CAS by CAS number**

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

**Manage live CAS by CAS search**

- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

**Step****Instruction****Screen example****3**

From the **Student search / CAS search** screen, enter the student's CAS number or the student's details, then select **Next**.

The screen example shows both search functions.

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### Student search

Enter the search criteria to find the student you would like to report activity on. The search results will be limited to CAS that have been used by a student.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "\*", for example SMI\* entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the previous screen.

**Student details**

Passport number:

Family name:

Given name(s):

Date of birth:

[Help \(opens in a new window\)](#)

**Back** **Advanced** **Next**

### CAS search

To report student activity, enter the CAS number of the student you want to report on and choose **Next** to continue or choose **Back** to return to the previous screen.

**CAS number**

CAS number:

[Help \(opens in a new window\)](#)


**Back** **Next**

**Note**

If your search parameters are not specific, you will be presented with a long list of CAS. This screen is not featured in this guide. Select the CAS on which you want to report. If your search parameters are specific, you will be presented with the screen below.

**Step****Instruction****Screen example****4**

From the **CAS search results** screen select **Next**.

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### CAS search results

To report activity on this student choose **Next** or **Back** to return to the previous screen.

**Tier and category**

Tier 4 (General)

**CAS details**

CAS number: E4G6IA7A18U0A8

**Student details**

Passport number: 4757675747

Family name: Smith

Given name(s): Bill

Nationality: ANDORRA

Date of birth: 29/05/1942

Course start date: 27/08/2014

Course title: Maths

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**Step****Instruction****Screen example****5**

From the **Report student activity – activity history** screen, select **Previous notification withdrawn** from the **Activity type** drop-down list, then select **Next**.

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### Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

**Reported activity**

CAS number: E4G6IA7A18U0A8

Date	Activity
08/09/14 11:46	Sponsorship withdrawn; sponsor has stopped sponsoring the student

**Activity type**

Sponsorship withdrawn; sponsor has stopped sponsoring the student

Please select

- Sponsorship withdrawn; sponsor has stopped sponsoring the student
- Change in student circumstances
- Student is delayed
- Doctorate Extension Scheme
- Previous notification withdrawn**

Back Next

**Note** Please note the date of the activity you wish to withdraw as it will be required on the next screen.

**Step****Instruction****Screen example****6**

From the **Report student activity – date and reason** screen, complete the date of previous notification, provide full details of why you are withdrawing the earlier report, and select **Previous notification withdrawn** from the drop-down list then choose **Save**.

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### Report student activity - date and reason

Enter the details for the activity you wish to report. Complete all fields and choose **Save** to confirm. This will be assessed by us and you will be contacted if necessary. Choose **Cancel** to return to the **Report student activity - activity history** screen.

**Activity details**

CAS number: E4G6IA7A18U0A8

Reasons: Previous notification withdrawn

Date of previous notification \* [Month] [Day] [Year]

Please give details \*

Select details \* Please select

Please select

Previous notification withdrawn

Cancel Save

**7**

When the reporting process is complete, the **Report student activity – activity recorded** screen is displayed. Choose **OK** to return to the **Activity history** screen.

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### Report student activity - activity recorded

The student activity has been recorded and submitted for assessment, choose **OK** to continue.

OK

**Step****Instruction****Screen example****8**

The report you have just submitted is now displayed on the **Reported activity** list.

Choose **Back** to return to the **Student search** screen or **Next** to begin another report on the same student.

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### Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

**Reported activity**  
CAS number: E4G6IA7A18U0A8

Date	Activity
08/09/14 09:49	Sponsorship withdrawn; sponsor has stopped sponsoring the student
08/09/14 11:46	Previous notification withdrawn

**Activity type**  
Previous notification withdrawn

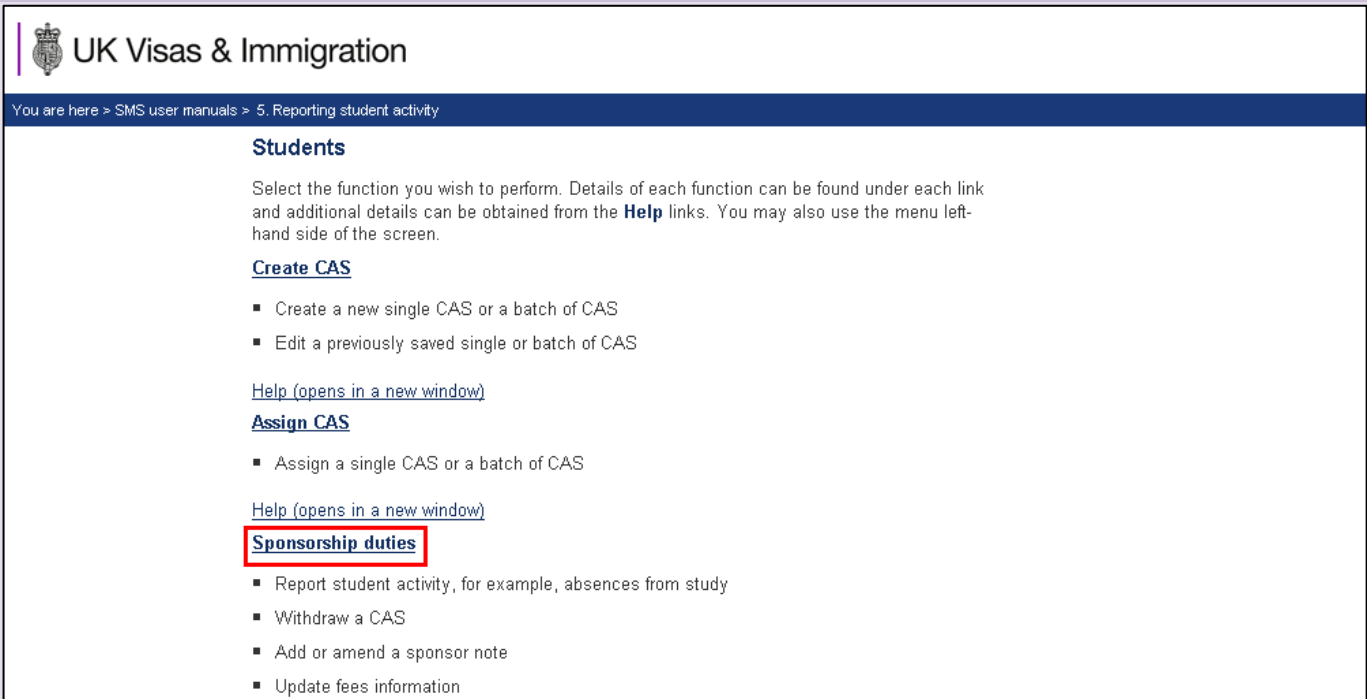
**Back** **Next**

## Guide 3: How to add and update sponsor notes

Follow the step by step instructions below to add a sponsor note to a CAS which has already been assigned (live). This function is useful if you wish to change any details of a live CAS. It is not possible to edit a live CAS, but if any of the previously submitted information is incorrect, you can submit a sponsor note.

Please note; Level 2 users can only add a sponsor note to a CAS that they have personally created and assigned, or to a CAS which has been transferred to them.

You should read the [Sponsorship policy guidance](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before adding a note to a live CAS.

Step	Instruction	Screen example
1	From the <b>Students</b> screen, select <b>Sponsorship duties</b> .	

## Step

## Instruction

## Screen example

2

From the **Sponsorship duties** screen, select **Manage live CAS by CAS number** if the student's CAS number is known, or **Manage live CAS by CAS search** if you don't know the CAS number.

The screenshot shows the UK Visas & Immigration website. At the top left is the UK Visas & Immigration logo. Below it is a breadcrumb trail: "You are here > SMS user manuals > 5. Reporting student activity". The main content area is titled "Sponsorship duties". Below the title is a paragraph: "As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS." This is followed by a "Please note" section: "Please note, Level 2 users can only report on CAS which they own." There are four main sections, each with a list of bullet points and a "Help (opens in a new window)" link:

- Report activity by CAS number**
  - Report student activity with a known CAS number
- Report activity by CAS search**
  - Report student activity by searching on student details
- Report bulk student activity**
  - Report student activity by bulk upload
- Provide bulk fee update**
  - Provide fees update for multiple CAS records by bulk upload

The following two sections are highlighted with red boxes in the screenshot:

- Manage live CAS by CAS number**
  - Access the manage a live CAS functions where the CAS number is known
  - Add or edit a sponsor note, update fees or withdraw a CAS
- Manage live CAS by CAS search**
  - Access the manage a live CAS functions by searching on student details
  - Add or edit a sponsor note, update fees or withdraw a CAS



**Step****Instruction****Screen example****3**

From the **Manage live CAS** screen, enter the CAS number to which you wish to add a note or the student's details or CAS number, then select **Next**.

The screen example shows both functions.

The image displays two screenshots of the UK Visas & Immigration 'Manage live CAS' screen. The top screenshot shows the 'CAS number' input field and 'Back'/'Next' buttons. The bottom screenshot shows the 'Student details' form with fields for passport number, family name, given name(s), and date of birth, along with 'Back', 'Advanced', and 'Next' buttons.

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### Manage live CAS

Enter the CAS number of the previously assigned CAS you want to manage and choose **Next** to continue. Choose **Back** to return to the previous screen.

**CAS number**

CAS number:

[Help \(opens in a new window\)](#)

**Back** **Next**

---

### Manage live CAS

Enter the search criteria to locate the previously assigned CAS you would like to manage.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "\*", for example "SMI\*" entered as a family name would return all CAS for a student whose family name started with the letters "SMI". Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the **Sponsorship duties** screen.

**Student details**

Passport number:

Family name:

Given name(s):

Date of birth:

[Help \(opens in a new window\)](#)

**Back** **Advanced** **Next**

**Note**

If your search parameters are not specific, you will be presented with a long list of CAS. This screen is not featured in this guide. Select the CAS to which you wish to add a note. If your search parameters are specific, you will be presented with the screen below.

**Step****Instruction****Screen example****4**

From the **Manage live CAS** screen select **Sponsor note**.

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### Manage live CAS

Manage the live CAS using the buttons below, choose:

- **Sponsor note** to add a note to a CAS, for example to inform us of a spelling mistake in a name, a change to the passport number or minor changes to the details of the course;
- **Withdraw CAS** to withdraw the CAS before it has been used by the student in an application for leave to enter/remain. This option is only available for CAS with a status of 'Assigned';
- **Update fees** to update the fees; or
- **Back** to return to the previous screen.

**Tier and category**

Tier 4 (Child)

**CAS details**

CAS number:	E4C0VH8D12E0M7
CAS status:	ASSIGNED

**Student details**

Passport number:	234567
Family name:	R500 CAS International 3
Given name(s):	
Nationality:	BOSNIA AND HERZEGOVINA
Date of birth:	28/10/1937
Course start date:	28/09/2014
Course title:	Test
Course fees charged for first year of the course (in pounds sterling, using format '1234' or '1234.99'):	34567.00
Fees last updated:	
Sponsor note:	

[Back](#) [Update fees](#) [Sponsor note](#) [Withdraw CAS](#)

**Note** A sponsor note can only be added to CAS that have the status of either ASSIGNED or EXPIRED.

**Step****Instruction****Screen example****5**

From the **Manage live CAS – edit sponsor note** screen, enter the details you wish to note, then select **Save**.

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### Manage live CAS - edit sponsor note

To edit the sponsor note, add the information required. If you are amending the note, you can either overwrite the existing text or add additional text. Any text that is overtyped will not be saved, so do not overwrite any existing text if it is still relevant. Choose **Save** to confirm your changes or choose **Cancel** to return to the previous screen.

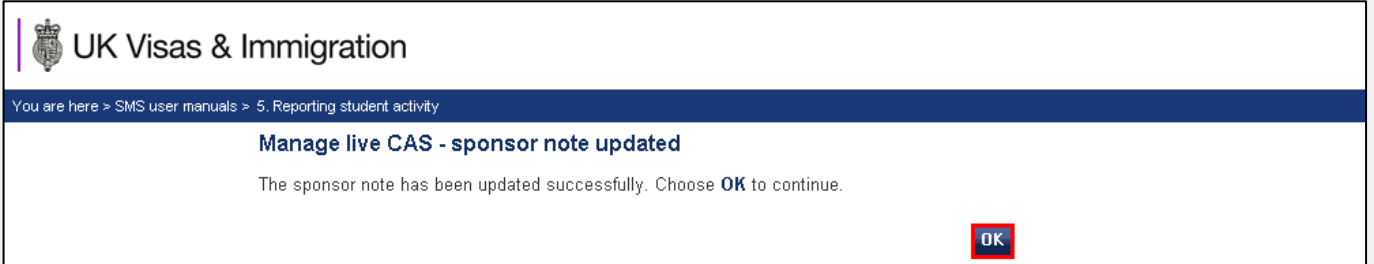
**Sponsor note:**

Sponsor note:

Cancel Save

**Note**

If you have entered a note on the CAS previously, the text will be displayed. If you wish to save the earlier information, do not overwrite it as it will be lost.

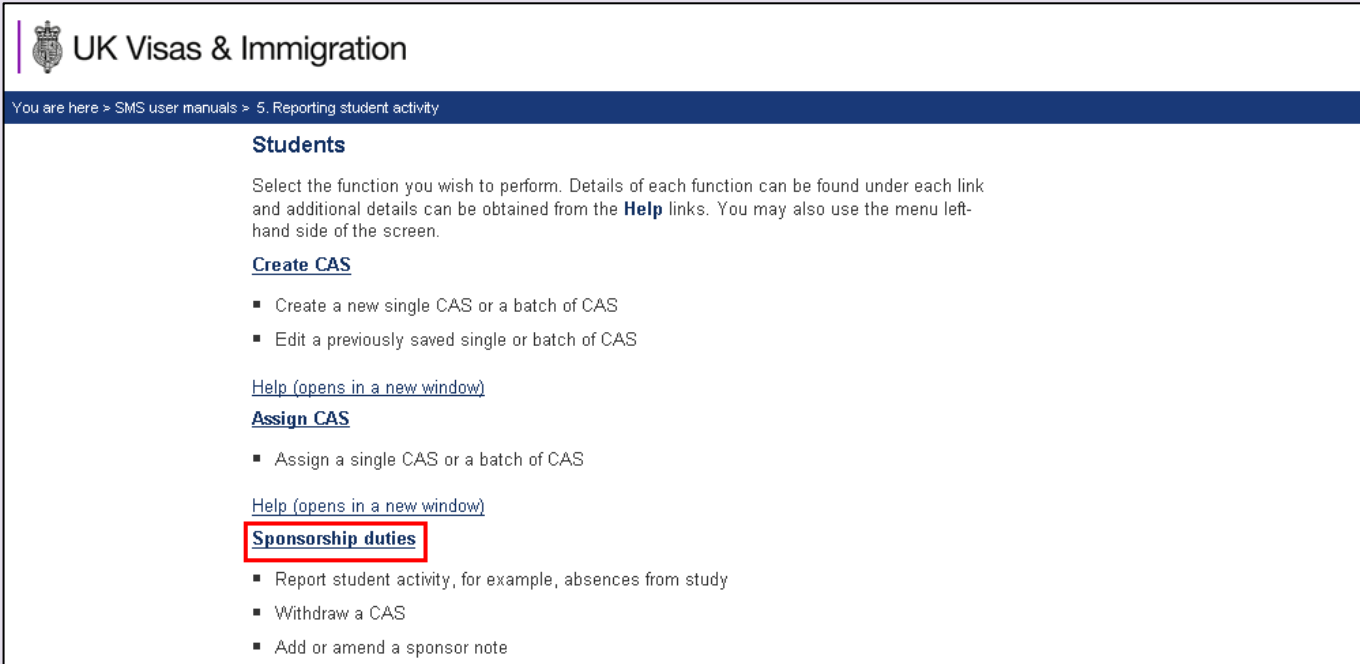
Step	Instruction	Screen example
6	<p>The note has now been added to the CAS.</p> <p>Select <b>OK</b> to return to the <b>Manage live CAS</b> screen.</p>	 <p>The screenshot shows the UK Visas &amp; Immigration interface. At the top, there is a header with the UK Visas &amp; Immigration logo and text. Below the header, a breadcrumb trail reads 'You are here &gt; SMS user manuals &gt; 5. Reporting student activity'. The main content area displays a message: 'Manage live CAS - sponsor note updated' followed by 'The sponsor note has been updated successfully. Choose OK to continue.' At the bottom right of the message area, there is a red 'OK' button.</p>

## Guide 4: How to provide individual fee updates

Follow the step by step instructions below to update fee-related fields on a live CAS (status ASSIGNED). This function is useful if a student pays their fees after you have applied for the CAS, but before the student has submitted their application to the Home Office. Once the CAS has been marked as USED, you will no longer be able to update the fee-related information. It is important to keep SMS updated with any fees charged or paid for each CAS.

If you wish to update fees for multiple CAS, it is easier and quicker to use Bulk data transfer (BDT). Please see our [website](#) for information on using the BDT toolkit.

You should read the [Sponsorship policy guidance](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before updating the fee-related fields.

Step	Instruction	Screen example
1	From the <b>Students</b> screen, select <b>Sponsorship duties</b> .	 <p>The screenshot shows the 'UK Visas &amp; Immigration' interface. At the top, it says 'UK Visas &amp; Immigration'. Below that is a breadcrumb trail: 'You are here &gt; SMS user manuals &gt; 5. Reporting student activity'. The main heading is 'Students'. Below this, there is a paragraph: 'Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the <b>Help</b> links. You may also use the menu left-hand side of the screen.' There are three sections: 'Create CAS' with two bullet points: 'Create a new single CAS or a batch of CAS' and 'Edit a previously saved single or batch of CAS'. Below this is a 'Help (opens in a new window)' link. The next section is 'Assign CAS' with one bullet point: 'Assign a single CAS or a batch of CAS'. Below this is another 'Help (opens in a new window)' link. The final section is 'Sponsorship duties', which is highlighted with a red box in the screenshot. It has three bullet points: 'Report student activity, for example, absences from study', 'Withdraw a CAS', and 'Add or amend a sponsor note'.</p>

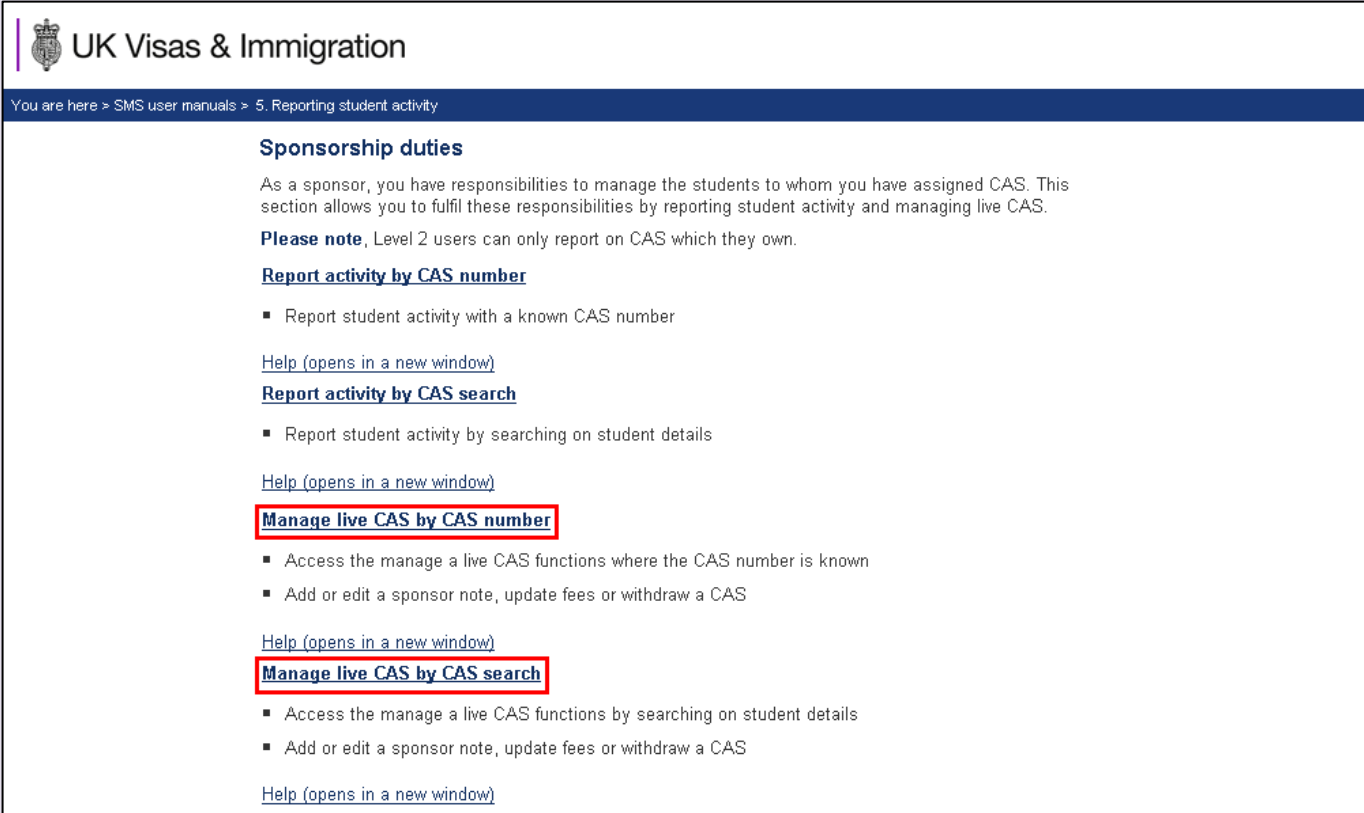
## Step

## Instruction

## Screen example

2

From the **Sponsorship duties** screen, select **Manage live CAS by CAS number** if the student's CAS number is known, or **Manage live CAS by CAS search** if you don't know the CAS number.



The screenshot shows the UK Visas & Immigration website. At the top left is the UK Visas & Immigration logo. Below it is a breadcrumb trail: "You are here > SMS user manuals > 5. Reporting student activity". The main content area is titled "Sponsorship duties". Below the title is a paragraph: "As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS." This is followed by a "Please note" section: "Please note, Level 2 users can only report on CAS which they own." There are three main sections, each with a list of bullet points and a "Help" link. The first section is "Report activity by CAS number" with one bullet point: "Report student activity with a known CAS number". The second section is "Report activity by CAS search" with one bullet point: "Report student activity by searching on student details". The third section is "Manage live CAS by CAS number" (highlighted with a red box) with two bullet points: "Access the manage a live CAS functions where the CAS number is known" and "Add or edit a sponsor note, update fees or withdraw a CAS". The fourth section is "Manage live CAS by CAS search" (highlighted with a red box) with two bullet points: "Access the manage a live CAS functions by searching on student details" and "Add or edit a sponsor note, update fees or withdraw a CAS".

**UK Visas & Immigration**

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### Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

**Please note**, Level 2 users can only report on CAS which they own.

**Report activity by CAS number**

- Report student activity with a known CAS number

[Help \(opens in a new window\)](#)

**Report activity by CAS search**

- Report student activity by searching on student details

[Help \(opens in a new window\)](#)

**Manage live CAS by CAS number**

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

**Manage live CAS by CAS search**

- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

**Step****Instruction****Screen example****3**

From the **Manage live CAS** screen, enter the student's CAS number or the student's details. When complete, select **Next**.

The screen example shows both functions.

The image displays two screenshots of the 'UK Visas & Immigration' 'Manage live CAS' interface. The top screenshot shows the 'CAS number' section, which includes a text input field for the CAS number and a 'Next' button. The bottom screenshot shows the 'Student details' section, which includes fields for passport number, family name, given name(s), and date of birth, along with a 'Next' button. Both sections include a 'Back' button and a 'Help (opens in a new window)' link.

**Note**

If your search parameters are not specific, you will be presented with a long list of CAS. This screen is not featured in this guide. Select the CAS you wish to update. If your search parameters are specific, you will be presented with the screen below.

- 4 From the **Manage live CAS** screen, select **Update fees**.

**UK Visas & Immigration**

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### Manage live CAS

Manage the live CAS using the buttons below, choose:

- **Sponsor note** to add a note to a CAS, for example to inform us of a spelling mistake in a name, a change to the passport number or minor changes to the details of the course;
- **Withdraw CAS** to withdraw the CAS before it has been used by the student in an application for leave to enter/remain. This option is only available for CAS with a status of 'Assigned';
- **Update fees** to update the fees; or
- **Back** to return to the previous screen.

Tier and category	
Tier	Tier 4 (Child)

CAS details	
CAS number:	E4C0VH8D12E0M7
CAS status:	ASSIGNED

Student details	
Passport number:	234567
Family name:	R500 CAS International 3
Given name(s):	
Nationality:	BOSNIA AND HERZEGOVINA
Date of birth:	28/10/1937
Course start date:	28/09/2014
Course title:	Test
Course fees charged for first year of the	34567.00
Fees last updated:	
Sponsor note:	

[Back](#)
[Update fees](#)
[Sponsor note](#)
[Withdraw CAS](#)



**Step****Instruction****Screen example****5**

From the **Manage live CAS – update fees** screen, update the **Course fees paid to date (in pounds sterling, using format '1234' or '1234.99')** field. Once you have made the changes, select **Save**.

UK Visas & Immigration

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### Manage live CAS - update fees

Update the fee fields and choose **Save** to save your changes, or choose **Cancel** to return to the previous screen.

**Fee fields**

Course fees charged for first year of the course (in pounds sterling, using format '1234' or '1234.99'):

[Help \(opens in a new window\)](#)

Course fees paid to date (in pounds sterling, using format '1234' or '1234.99'):

Accommodation fees paid to date (in pounds sterling, using format '1234' or '1234.99'):

Boarding fees paid to date (in pounds sterling, using format '1234' or '1234.99'):

**6**

The student's details have now been updated.

Select **OK** to return to the **Manage live CAS** screen.

UK Visas & Immigration

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### Manage live CAS - fees updated successfully

The fee fields have been updated successfully. Choose **OK** to continue.

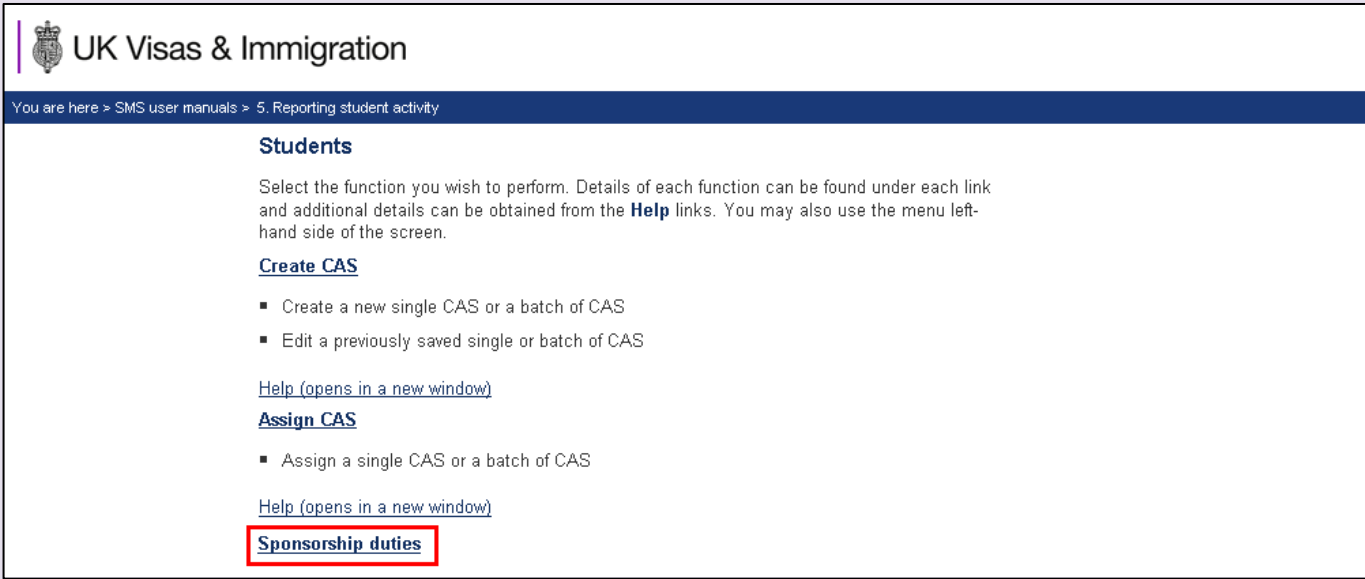
## Guide 5: How to submit a graduate notification for an individual student

Follow the step by step instructions below to notify of students who have met the qualifying criteria of the Graduate Route on an individual basis. **This function is only available to sponsor who are registered in the Student Route with a track record of compliance.**

If you want to submit multiple graduate notifications, it is easier and quicker to use Bulk data transfer (BDT). Please see our [website](#) for information on using the BDT toolkit.

Please note; Level 2 users can only submit graduate notifications for CAS that they have personally created and assigned, or on a CAS that has been transferred to them.

You should read the [Sponsorship policy guidance](#) before submitting graduate notifications.

Step	Instruction	Screen example
1	From the <b>Students</b> screen, select <b>Sponsorship duties</b> .	

**Step****Instruction****Screen example****2**

From the **Sponsorship duties** screen you can select to **Report activity by CAS number**, if known. If you do not know the student's CAS number, select **Report activity by CAS search**.

**Sponsorship duties**

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

**Please note**, Level 2 users can only report on CAS which they own.

**Report activity by CAS number**

- Report student activity with a known CAS number
- Notify of students who meet the qualifying criteria of the Graduate Route with a known CAS number

[Help \(opens in a new window\)](#)

**Report activity by CAS search**

- Report student activity by searching on student details
- Notify of students who meet the qualifying criteria of the Graduate Route by searching on student details

[Help \(opens in a new window\)](#)

**Step****Instruction****Screen example****3**

From the **Student search / CAS search** screen, enter the student's CAS number or the student's details, then select **Next**.

The screen example shows both search functions.

**UK Visas & Immigration**

You are here > SMS user manuals > 5. Reporting student activity

### Student search

Enter the search criteria to find the student you would like to report activity on. The search results will be limited to CAS that have been used by a student.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "\*", for example SMI\* entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the previous screen.

**Student details**

Passport number:

Family name:

Given name(s):

Date of birth:

[Help \(opens in a new window\)](#)

**Back** **Advanced** **Next**

### CAS search

To report student activity, enter the CAS number of the student you want to report on and choose **Next** to continue or choose **Back** to return to the previous screen.

**CAS number**

CAS number:

[Help \(opens in a new window\)](#)


**Back** **Next**

**Note**

If your search parameters are not specific, you will be presented with a long list of CAS. This screen is not featured in this guide. Select the CAS on which you want to report. If your search parameters are specific, you will be presented with the screen below.

**Step****Instruction****Screen example****4**

From the **CAS search results** screen select **Next**.

 UK Visas & Immigration

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### CAS search results

To report activity on this student choose **Next** or **Back** to return to the previous screen.

<b>Tier and category</b>	
Tier 4 (General)	
<b>CAS details</b>	
CAS number:	E4G6IA7A18U0A8
<b>Student details</b>	
Passport number:	4757675747
Family name:	Smith
Given name(s):	Bill
Nationality:	ANDORRA
Date of birth:	29/05/1942
Course start date:	27/08/2014
Course title:	Maths

[Back](#) [Next](#)

**Step****Instruction****Screen example****5**

From the **Report student activity – activity history** screen, select the option “**Student has successfully completed course in line with qualifying criteria for the Graduate Route**” from the **Activity type** drop-down list, then select **Next**.

### Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

#### Reported activity

CAS number: E4G8KA5A34M0A3

Date	Activity
12/05/21 10:46	Student has successfully completed course in line with qualifying criteria for the Graduate Route
11/05/21 15:12	Student has successfully completed course in line with qualifying criteria for the Graduate Route
14/04/21 11:34	Doctorate Extension Scheme
13/04/21 14:11	Student is delayed


#### Activity type

Student has successfully completed course in line with qualifying criteria for the Graduate Route ▾

Back

Next

Step	Instruction	Screen example								
6	From the <b>Report student activity – date and reason</b> screen, enter further details (if required) and choose <b>Save</b> .	<div data-bbox="815 177 1498 217"> <h3>Report student activity - date and reason</h3> </div> <div data-bbox="815 240 2145 344"> <p>Enter the details for the activity you wish to report. Complete all fields and choose <b>Save</b> to confirm. This will be assessed by us and you will be contacted if necessary. Choose <b>Cancel</b> to return to the <b>Report student activity - activity history</b> screen.</p> </div> <div data-bbox="815 368 2168 740"> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="815 368 2168 416">Activity details</th> </tr> </thead> <tbody> <tr> <td data-bbox="815 416 1375 464">CAS number:</td> <td data-bbox="1375 416 2168 464">E4G8KA5A34M0A3</td> </tr> <tr> <td data-bbox="815 464 1375 592">Reasons</td> <td data-bbox="1375 464 2168 592">Student has successfully completed course in line with qualifying criteria for the Graduate Route</td> </tr> <tr> <td data-bbox="815 592 1375 740">Further details (optional)</td> <td data-bbox="1375 592 2168 740"> <div style="border: 2px solid red; height: 60px; width: 100%;"></div> </td> </tr> </tbody> </table> </div> <div data-bbox="1991 767 2168 823"> <p style="text-align: right;"> <span data-bbox="1991 767 2085 823" style="border: 1px solid black; padding: 2px 5px;">Cancel</span> <span data-bbox="2085 767 2168 823" style="border: 2px solid red; padding: 2px 5px; margin-left: 10px;">Save</span> </p> </div>	Activity details		CAS number:	E4G8KA5A34M0A3	Reasons	Student has successfully completed course in line with qualifying criteria for the Graduate Route	Further details (optional)	<div style="border: 2px solid red; height: 60px; width: 100%;"></div>
Activity details										
CAS number:	E4G8KA5A34M0A3									
Reasons	Student has successfully completed course in line with qualifying criteria for the Graduate Route									
Further details (optional)	<div style="border: 2px solid red; height: 60px; width: 100%;"></div>									

7	When the notification has been submitted, the <b>Report student activity – activity recorded</b> screen is displayed. Choose <b>OK</b> to return to the <b>Activity history</b> screen.	<div data-bbox="815 967 2168 1270">  <h2 data-bbox="875 991 1211 1027">UK Visas &amp; Immigration</h2> <p data-bbox="815 1059 1245 1078">You are here &gt; SMS user manuals &gt; 5. Reporting student activity</p> <div data-bbox="1061 1102 1487 1129"> <h3>Report student activity - activity recorded</h3> </div> <p data-bbox="1061 1145 1727 1190">The student activity has been recorded and submitted for assessment, choose <b>OK</b> to continue.</p> <p data-bbox="1771 1222 1809 1249" style="text-align: right;"><span data-bbox="1771 1222 1809 1249" style="border: 2px solid red; padding: 2px 5px;">OK</span></p> </div>
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**Step****Instruction****Screen example****8**

Once a graduate notification has been submitted, it is displayed on the **Report student activity – activity history** screen.

Choose **Back** to return to the **Student search** screen or **Next** to begin another notification for the same student.

### Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

#### Reported activity

CAS number: E4G8KA5A34M0A3

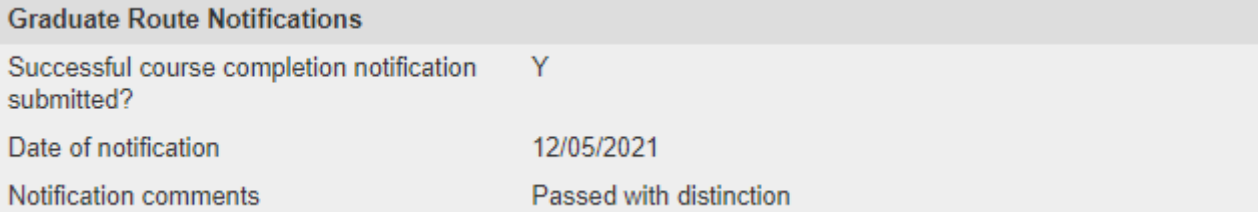
Date	Activity
12/05/21 12:58	Student has successfully completed course in line with qualifying criteria for the Graduate Route
12/05/21 10:46	Student has successfully completed course in line with qualifying criteria for the Graduate Route
11/05/21 15:12	Student has successfully completed course in line with qualifying criteria for the Graduate Route
14/04/21 11:34	Doctorate Extension Scheme
13/04/21 14:11	Student is delayed

#### Activity type

Student has successfully completed course in line with qualifying criteria for the Graduate Route ▾

**Back** **Next**



Step	Instruction	Screen example						
9	Details of the most recently submitted graduate notification are recorded on the student's CAS, and displayed in the section with the heading " <b>Graduate Route Notifications</b> "	 <p><b>Graduate Route Notifications</b></p> <table border="1"> <tr> <td>Successful course completion notification submitted?</td> <td>Y</td> </tr> <tr> <td>Date of notification</td> <td>12/05/2021</td> </tr> <tr> <td>Notification comments</td> <td>Passed with distinction</td> </tr> </table>	Successful course completion notification submitted?	Y	Date of notification	12/05/2021	Notification comments	Passed with distinction
Successful course completion notification submitted?	Y							
Date of notification	12/05/2021							
Notification comments	Passed with distinction							