



UK Visas
& Immigration

The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 6 of 12: Miscellaneous CAS functions

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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	Introduction to SMS	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	Managing your licence	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	Apply for Premium customer service, Basic Compliance Assessment and manage Action plans	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	Creating and assigning CAS	CAS	To help sponsors create and assign individual and batches of CAS.	Sponsors licensed in the Student Route
Manual 4a	Creating a CAS – guide for education sponsors	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	Reporting student activity	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	Miscellaneous CAS functions	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	Bulk Data Transfer of CAS	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	Creating and assigning CoS	CoS	To help sponsors create and assign individual and batches of CoS.	Sponsors licensed in any Worker or Temporary Worker route
Manual 9	Reporting worker activity	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	Miscellaneous CoS functions	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	Tier 5 Creative and Sporting groups of CoS	CoS	To help sponsors create and manage groups of CoS. Groups of CoS are only available to sponsors licensed in Tier 5 (Creative and Sporting).	Sponsors licensed in the Temporary Worker - Creative and Sporting route
Manual 12	Defined CoS	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
SMS	Sponsorship Management System
CoS	Certificate of Sponsorship
CAS	Confirmation of Acceptance for Studies
AO	Authorising Officer
KC	Key Contact
BDT	Bulk Data Transfer
SELT	Secure English Language Test
.XML	Extensible Mark-up Language
.PDF	Portable Document Format
Automation	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 is 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.

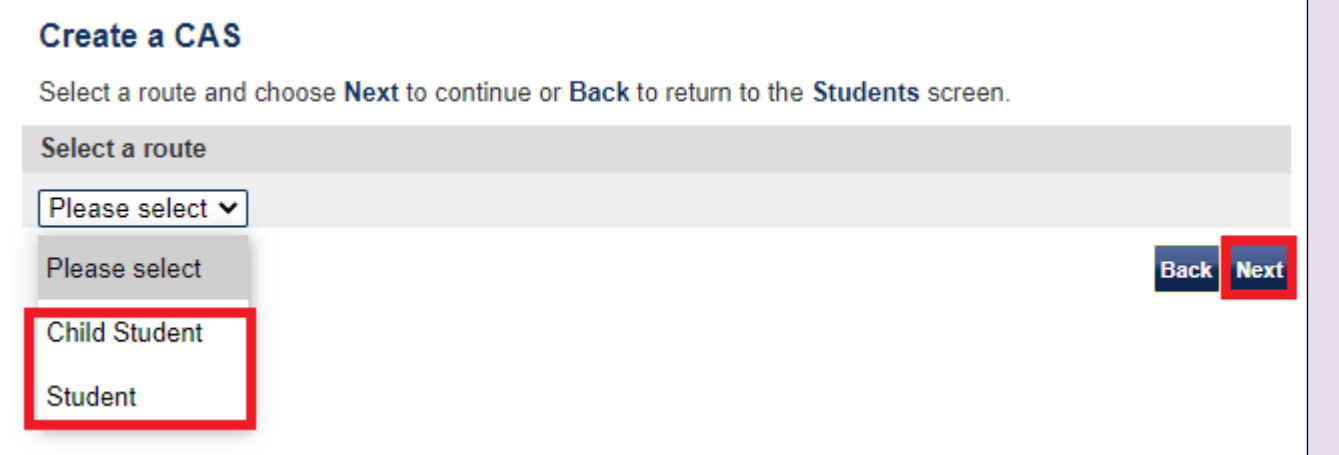
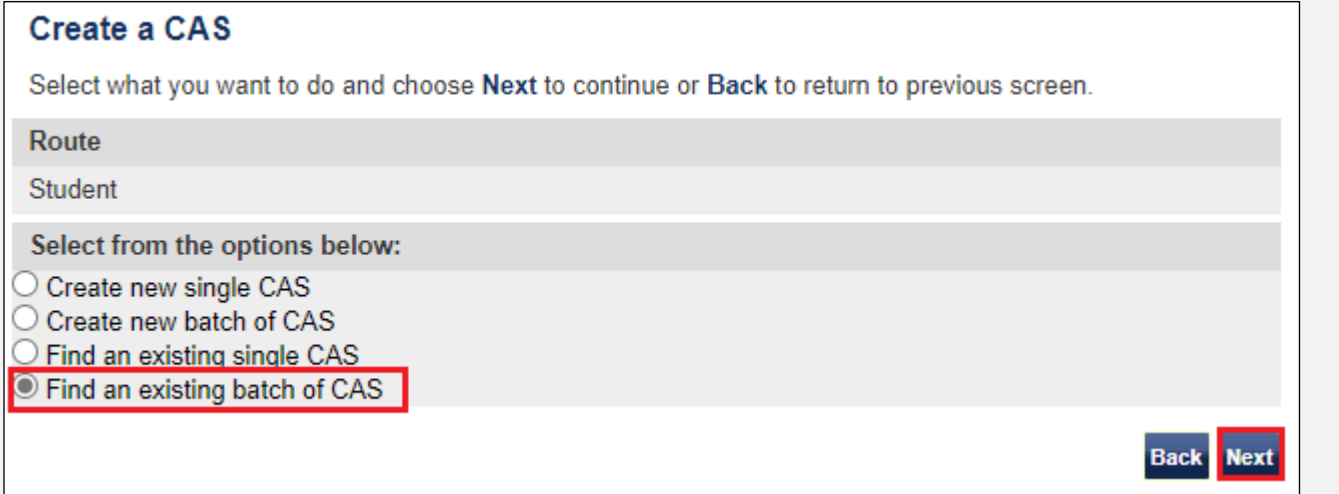
SMS guides

Guide 1: How to add a CAS to a batch

Follow the step by step instructions below to add a CAS to a batch, with or without pre-populated course details. This function is useful if you wish to assign CAS for several students to undertake the same course of study.

You should read the [Sponsorship policy guidance](#), [SMS guide 4a – Creating a CAS – guide for education sponsors](#) and details of the [BDT toolkit](#) before adding a CAS to a batch.

Step	Instruction	Screen example
1	From the Students screen, select Create CAS .	 <p>UK Visas & Immigration</p> <p>You are here > SMS user manuals > 6. Miscellaneous CAS functions</p> <p>Students</p> <p>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 Help links. You may also use the menu left-hand side of the screen.</p> <p>Create CAS</p> <ul style="list-style-type: none">▪ Create a new single CAS or a batch of CAS▪ Edit a previously saved single or batch of CAS <p>Help (opens in a new window)</p> <p>Assign CAS</p> <ul style="list-style-type: none">▪ Assign a single CAS or a batch of CAS <p>Help (opens in a new window)</p> <p>View CAS</p> <ul style="list-style-type: none">▪ View all CAS and batch(es)▪ Print CAS <p>Help (opens in a new window)</p>

Step	Instruction	Screen example
2	<p>From the Create a CAS screen, select the relevant route (Student or Child Student) and choose Next.</p> <p>If you are only licensed under one of these routes, the drop-down list will default to that category.</p>	
3	<p>From the second Create a CAS screen, choose Find an existing batch of CAS and then select Next.</p>	

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

From the final **Create a CAS** screen, enter your search parameters, then select **Next**.

Create a CAS

Select what you want to do and choose **Next** to continue or **Back** to return to previous screen.

Route

Student

Select from the options below:

- Create new single CAS
- Create new batch of CAS
- Find an existing single CAS
- Find an existing batch of CAS

Find an existing batch of CAS

Batch name:

Owner:

Batch created from:

Batch created to:

[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 batches. The screen is not featured in this guide. Select the batch to which you wish to add CAS. If your search parameters are specific, you will be presented with the screen below.

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

From the **Batch details** screen, select **Add pre-populated CAS** to add a CAS with the course details pre-populated, or select **Add CAS** to add a CAS with no pre-populated data.

Add pre-populated CAS will be unavailable (greyed out) if the batch does not contain any other CAS from which to replicate the details.

Batch details

A maximum of 100 CAS will be displayed on this screen. From the options below, choose:

- **Save batch details** to save any changes to the batch name;
- **Unlink** to remove a CAS from a batch without deleting the CAS;
- **Edit** to make changes to the CAS or delete the CAS from the batch;
- **Upload** to upload CAS to the batch using bulk data transfer (BDT);
- **Add CAS** to add a single CAS to the batch;
- **Add pre-populated CAS** to add a CAS pre-populated with the non-personal details of the last CAS created within this batch;
- **Exit** if you do not wish to continue;
- **Delete all** to delete the whole batch and its contents; or
- **Assign** to pay for and assign the batch. All CAS must have a status of **Ready to go** to assign the batch.

Route

Student

Batch details

Batch name:

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

Number of CAS in batch:

1

Owner:

test, test (HdcozV)

Status:

READY TO GO

Date created:

23/11/2020

Upload**Add pre-populated CAS****Add CAS****Save batch details****Details of CAS within batch**

	CAS status	Family name	Given name	Date of birth	Nationality	Passport number	Course start date
Unlink Edit	READY TO GO	Taylor		18/12/1938	AUSTRALIA	4321	18/12/2020

Upload**Add pre-populated CAS****Add CAS****Exit****Delete all****Assign**

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

From the **Create a CAS** screen, if you selected **Add pre-populated CAS**, the course details, such as the course, fee and accommodation details will be automatically populated and you only need to complete the student details.

Enter any outstanding details, then select **Save**.

Once complete, you will be returned to the **Batch details screen** and your newly added CAS will be displayed as part of the batch.

Edit an existing CAS

Enter the details of the student to which you want to assign the CAS. Where applicable, complete the information as shown in their passport.

Route

Student

Student details

Enter the details of the student to which you want to assign the CAS. Where applicable, complete the information as shown in their passport.

Student details

Family name: *

Given name(s):

Other names:

Date of birth: *

Gender: *

Nationality: *

Place of birth:

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

Country of birth: *

Passport number: *

Applicant number:

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

UCAS ID number:

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

Offer details

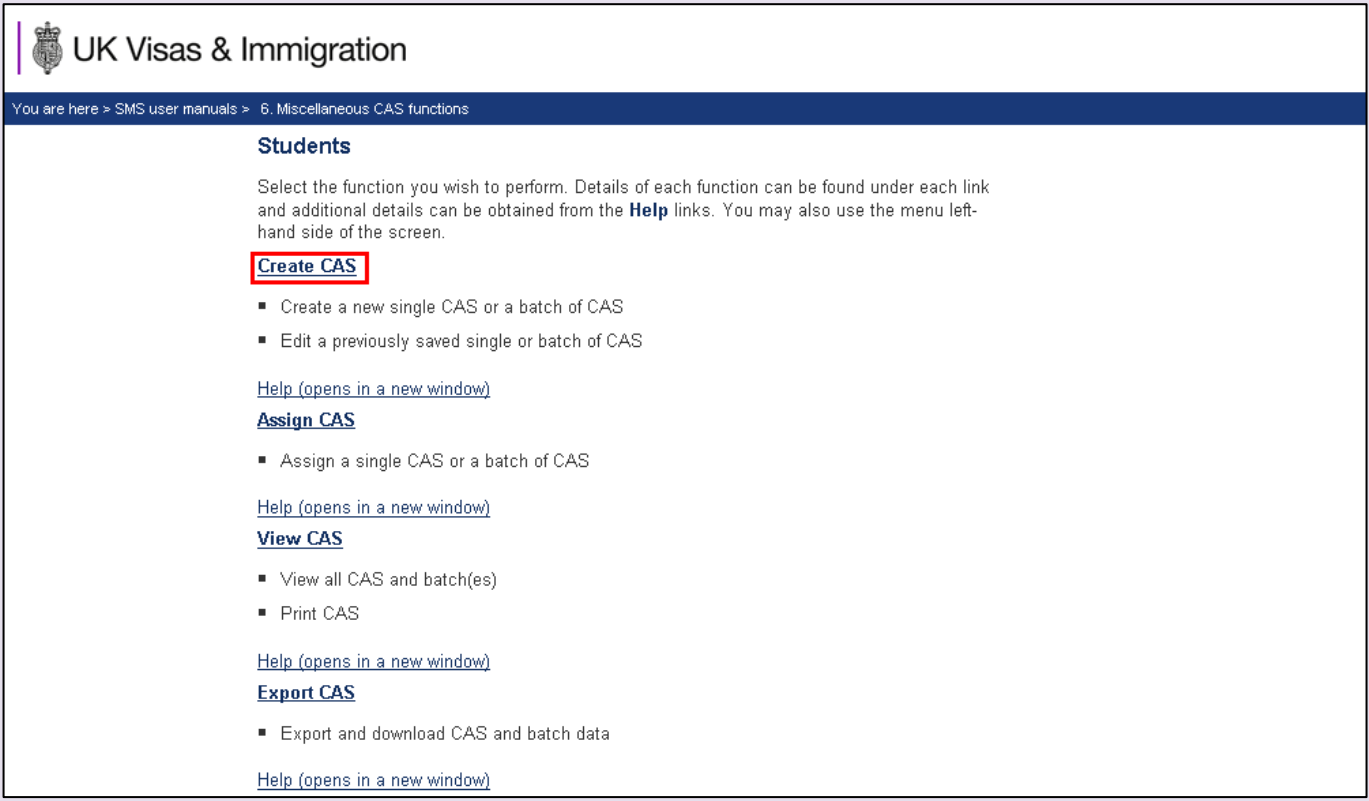
Enter the course and study details of the offer that the CAS supports.

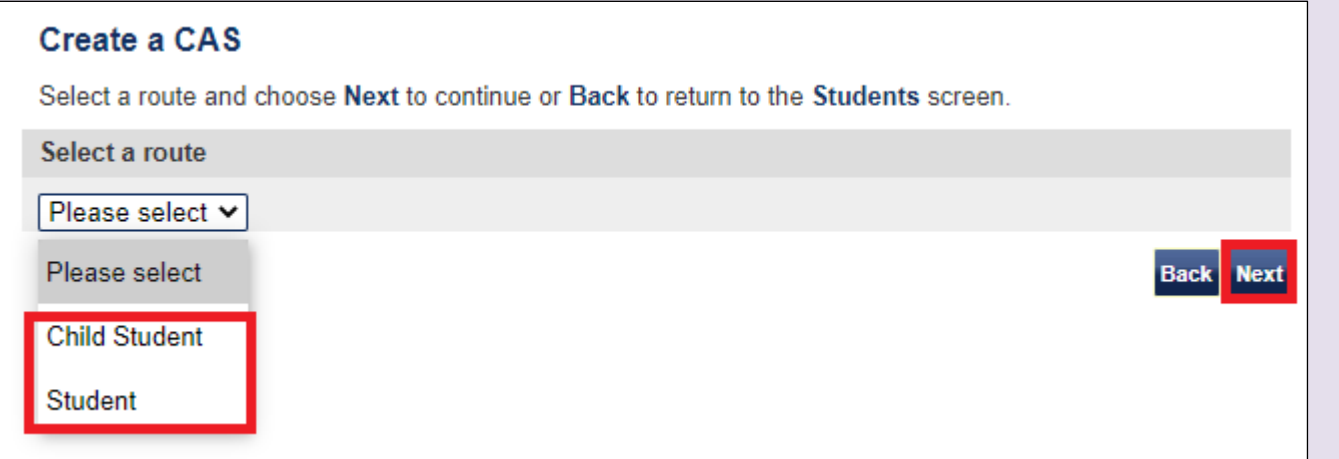
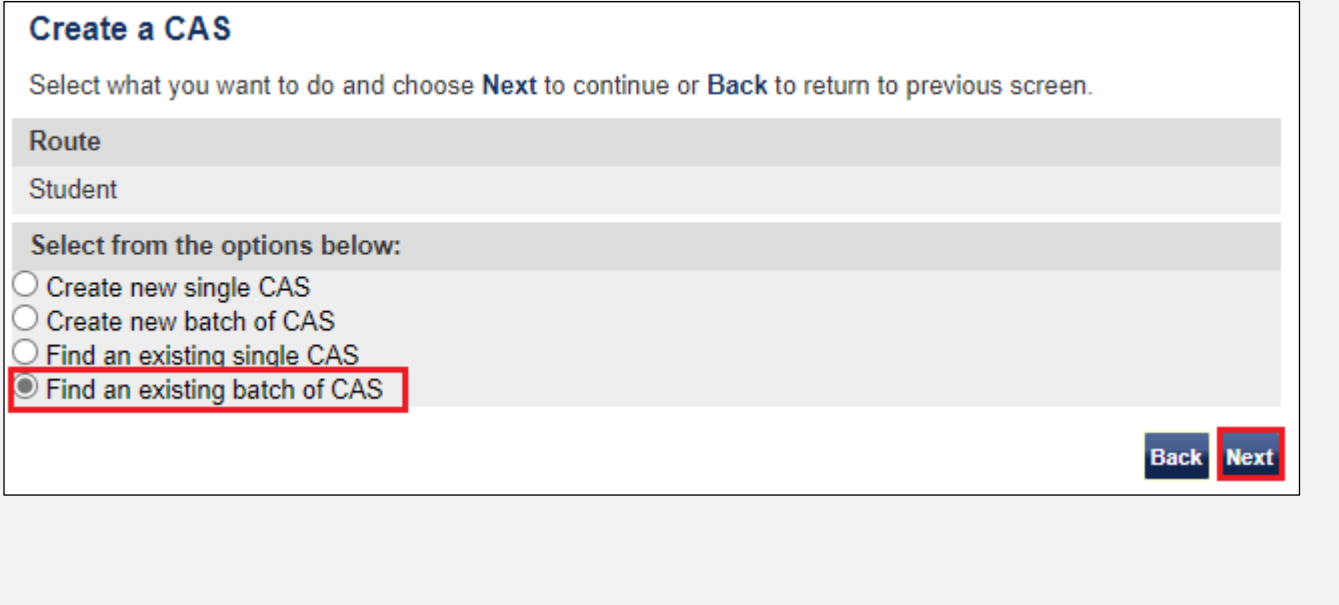
Course details

Guide 2: How to delete a batch of CAS

Follow the step by step instructions below to delete a batch and all CAS within the batch. This function is useful if you have created a batch of CAS for students on a particular course that has now been cancelled.

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

Step	Instruction	Screen example
1	From the Student screen, select Create CAS .	 <p>The screenshot shows the 'UK Visas & Immigration' website. The breadcrumb trail is 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The page title is 'Students'. Below the title, 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 Help links. You may also use the menu left-hand side of the screen.' The 'Create CAS' link is highlighted with a red box. Below it, there is a list of options: 'Create a new single CAS or a batch of CAS' and 'Edit a previously saved single or batch of CAS'. There are also 'Help (opens in a new window)' links for 'Create CAS', 'Assign CAS', 'View CAS', and 'Export CAS'.</p>

Step	Instruction	Screen example
2	<p>From the Create a CAS screen, select the relevant route (Student or Child Student) and choose Next.</p> <p>If you are only licensed under one of these routes, the drop-down list will default to that category and this step won't be necessary.</p>	
3	<p>From the second Create a CAS screen, choose Find an existing batch of CAS and then select Next.</p>	

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

From the final **Create a CAS** screen, enter your search parameters, then select **Next**.

Create a CAS

Select what you want to do and choose **Next** to continue or **Back** to return to previous screen.

Route

Student

Select from the options below:

Create new single CAS

Create new batch of CAS

Find an existing single CAS

Find an existing batch of CAS

Find an existing batch of CAS

Batch name:

Owner:

Batch created from:

Batch created to:

[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 batches. This screen is not featured in this guide. Select the batch you wish to delete. If your search parameters are specific, you will be presented with the screen below.

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

From the **Batch details** screen, select **Delete all**.

Batch details

A maximum of 100 CAS will be displayed on this screen. From the options below, choose:

- **Save batch details** to save any changes to the batch name;
- **Unlink** to remove a CAS from a batch without deleting the CAS;
- **Edit** to make changes to the CAS or delete the CAS from the batch;
- **Upload** to upload CAS to the batch using bulk data transfer (BDT);
- **Add CAS** to add a single CAS to the batch;
- **Add pre-populated CAS** to add a CAS pre-populated with the non-personal details of the last CAS created within this batch;
- **Exit** if you do not wish to continue;
- **Delete all** to delete the whole batch and its contents; or
- **Assign** to pay for and assign the batch. All CAS must have a status of **Ready to go** to assign the batch.

Route

Student

Batch details

Batch name: *

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

Number of CAS in batch: 1

Owner: test, test (HdcozV)

Status: READY TO GO

Date created: 23/11/2020

Upload **Add pre-populated CAS** **Add CAS** **Save batch details**

Details of CAS within batch

	CAS status	Family name	Given name	Date of birth	Nationality	Passport number	Course start date
Unlink Edit	READY TO GO	Taylor		18/12/1938	AUSTRALIA	4321	18/12/2020

Upload **Add pre-populated CAS** **Add CAS**

Exit **Delete all** **Assign**

Step	Instruction	Screen example
6	<p>From the Confirm deletion of batch screen, select Delete.</p> <p>Only proceed if you are sure, as this action will delete all CAS within the batch and cannot be reversed. If you are unsure, select Cancel.</p>	<p>Confirm deletion of batch</p> <p>Choose Delete to confirm you would like to delete the batch and all the CAS within. Please note, this action cannot be undone and you will lose all the CAS within the batch. If you do not want to continue choose Cancel.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Route</p> <p>Student</p> <p>Batch details</p> <p>Batch name: Test Bat</p> <p>Number of CAS in batch: 0</p> </div> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Delete"/> </p>
7	<p>From the Batch successfully deleted screen, select OK to return to the Create a CAS screen.</p>	<p>Batch successfully deleted</p> <p>The batch has been successfully deleted, choose OK to continue.</p> <p style="text-align: right;"><input style="border: 2px solid red;" type="button" value="OK"/></p>

Guide 3: How to unlink a CAS from a batch

Follow the step by step instructions to unlink a CAS from a batch. This function is useful if you have linked a CAS to a batch in error.

Please note, you can only unlink a CAS from a batch if the batch has not yet been assigned.

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

Step	Instruction	Screen example
1	From the Students screen, select View CAS .	 <p>The screenshot shows the 'UK Visas & Immigration' website interface. At the top, there is a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. Below this, the 'Students' section is titled, followed by a paragraph of instructions. There are three main sections: 'Create CAS', 'Assign CAS', and 'Export CAS'. Each section has a list of actions and a 'Help' link. The 'View CAS' link under the 'Assign CAS' section is highlighted with a red rectangular box.</p>


Step

Instruction

Screen example

2

From the **View CAS** screen, select **Find by CAS number** if the student's CAS number of the student is known or **Search for CAS** if you don't know the CAS number.

 UK Visas & Immigration

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View CAS

Choose one of the options below to find the CAS or batch(es) you want to view.

Find by CAS number

- Find a CAS where CAS number is known

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

Search for CAS

- Find a CAS using student details
- Conduct an advanced search for CAS using a range of parameters

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

Search for batch(es) of CAS

- Find a batch of CAS using batch details

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

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

From the **Find by CAS number / Search for CAS** 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

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Find by CAS number

Enter the CAS number of the CAS you want to find. If you do not know the CAS number, use the **Search for CAS** option instead. Choose **Next** to continue or **Back** to return to the **View CAS** screen.

CAS number

CAS number:

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

Back **Next**

Search for CAS

Enter search criteria to find the CAS. You must enter either the passport number or family name; you can also refine your search by entering the given name and/or date of birth.

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

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. The screen is not featured in this guide. Select the CAS you wish to unlink. If your search parameters are specific, you will be presented with the screen below.

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

From the **CAS details** screen, select **Unlink CAS from Batch of CAS** from the **CAS activity** drop-down menu, then select **Next**.

UK Visas & Immigration

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CAS details

The full details of the CAS are displayed below. Select from the options below, choose:

- **CAS activity** to transfer the CAS to another user (where permissions allow) or link/unlink the CAS to/from a batch, then select **Next** to continue;
- **Print** to save or print a .pdf of the CAS; or
- **Back** to return to the previous screen.

Please note, if you want to amend and/or assign a CAS, you can do so by selecting the **Create CAS** function, then **Find an existing single CAS**.

Tier and category	
Tier	Tier 4 (General)

Batch details	
Batch name:	SMS R500

CAS details	
Sponsor licence number:	88MRN52B3
Sponsor name:	R500UAT026
CAS number:	
CAS status:	READY TO GO
Current CAS status date:	05/03/2014
Date assigned:	

CAS activity selection	
CAS activity:	Unlink CAS from Batch of CAS

Check Print Next

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

From the **Unlink CAS from batch** screen, select **Unlink**.

UK Visas & Immigration

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Unlink CAS from batch

To confirm that you would like to unlink the CAS record below from the batch detailed choose **Unlink**. If you do not want to continue choose **Cancel**.

Tier and category	
Tier 4 (General)	
Batch details	
Batch name:	SMS R500
Student details	
Passport number:	97978987
Family name:	Smith
Given name(s):	Gemma
Nationality:	BENIN
Date of birth:	05/05/1976
Course start date:	26/04/2014
Course title:	Maths

Cancel **Unlink**

6

The CAS has now been unlinked. Select **OK** to return to **CAS details** screen.

UK Visas & Immigration

You are here > SMS user manuals > 6. Miscellaneous CAS functions

CAS record unlinked successfully


The CAS record was successfully unlinked from the batch, choose **OK** to continue.

OK

Guide 4: How to transfer ownership or print a CAS

Follow the step by step instructions below to transfer ownership of a CAS or to print a CAS. These functions are useful if you wish to print a hard-copy of a CAS for a student to use in a support of an application for leave to enter or remain, or a SMS user wishes to transfer ownership of a CAS to another SMS user. This may be necessary if a SMS user is no longer in a role that requires them to use SMS or if another SMS user is taking ownership of SMS user's workload.

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

Step	Instruction	Screen example
1	From the Students screen, select View CAS .	


Step

Instruction

Screen example

2

From the **View CAS** screen, select **Find by CAS number** if the student's CAS number is known or **Search for CAS** if you don't know the CAS number.

 UK Visas & Immigration

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View CAS

Choose one of the options below to find the CAS or batch(es) you want to view.

Find by CAS number

- Find a CAS where CAS number is known

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

Search for CAS

- Find a CAS using student details
- Conduct an advanced search for CAS using a range of parameters

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

Search for batch(es) of CAS

- Find a batch of CAS using batch details

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

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

From the **Search for CAS / Find by CAS number** screen, enter the student's CAS number or the student's details you wish to search for, then select **Next**.

The screen example shows both search functions.

The screenshot shows the UK Visas & Immigration website interface. At the top, there is a logo and the text 'UK Visas & Immigration'. Below this is a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The main content area is divided into two sections. The first section is titled 'Find by CAS number' and contains the instruction: 'Enter the CAS number of the CAS you want to find. If you do not know the CAS number, use the **Search for CAS** option instead. Choose **Next** to continue or **Back** to return to the **View CAS** screen.' Below this instruction is a form with a 'CAS number' label and a text input field. A 'Help (opens in a new window)' link is provided. At the bottom right of this form are 'Back' and 'Next' buttons. The second section is titled 'Search for CAS' and contains the instruction: 'Enter search criteria to find the CAS. You must enter either the passport number or family name; you can also refine your search by entering the given name and/or date of birth.' Below this is a 'Help (opens in a new window)' link. The form is titled 'Student details' and includes fields for 'Passport number:', 'Family name:', 'Given name(s):', and 'Date of birth:'. The 'Date of birth' field consists of three dropdown menus. At the bottom right of this form are 'Back', 'Advanced', and 'Next' buttons.

Note

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

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

4 To transfer a CAS:
Select the drop-down **CAS activity**;
choose **Transfer CAS Ownership**,
then select **Next**.

To print a CAS:

Select **Print** and see *Step 7*

The screenshot shows the 'UK Visas & Immigration' interface. At the top, there is a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. Below this, the 'CAS details' section is displayed. It includes a list of actions: 'CAS activity' (to transfer, link/unlink, or unlink from a batch), 'Print' (to save or print a PDF), and 'Back' (to return to the previous screen). A 'Please note' section states that to amend or assign a CAS, one should use 'Create CAS' or 'Find an existing single CAS'. The main content area contains several tables: 'Tier and category' (Tier 4 (General)), 'Batch details' (Batch name: SMS R500), and 'CAS details' (Sponsor licence number: 88MRN52B3, Sponsor name: R500UAT026, CAS number, CAS status: READY TO GO, Current CAS status date: 05/03/2014, Date assigned). At the bottom, the 'CAS activity selection' table shows a dropdown menu for 'CAS activity' with 'Unlink CAS from Batch of CAS' selected. To the right of the dropdown are buttons for 'OK', 'Print', and 'Next'.

Tier and category	
Tier	Tier 4 (General)

Batch details	
Batch name:	SMS R500

CAS details	
Sponsor licence number:	88MRN52B3
Sponsor name:	R500UAT026
CAS number:	
CAS status:	READY TO GO
Current CAS status date:	05/03/2014
Date assigned:	

CAS activity selection	
CAS activity:	Unlink CAS from Batch of CAS

Buttons: OK, Print, Next

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

- 5** *Transfer a CAS:*
- From the **Transfer a single CAS** screen, chose the SMS user to whom you wish to transfer the CAS by selecting their name from the **Select to whom you wish to transfer the CAS** drop-down menu, then select **Transfer**.

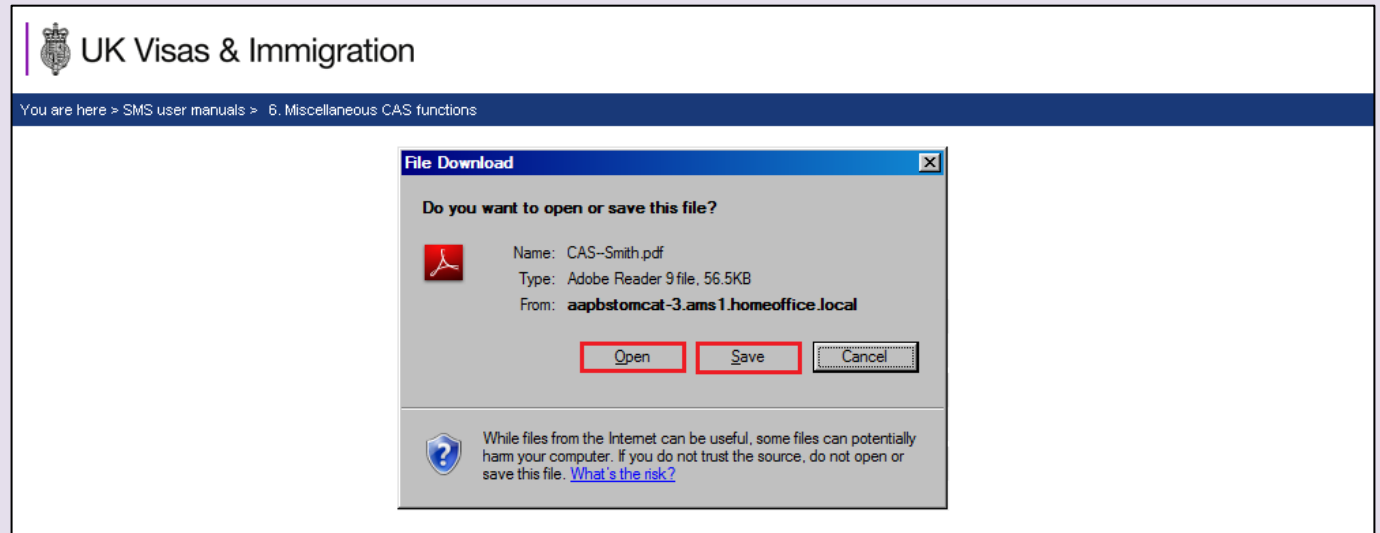
- 6** The CAS has now been transferred.
- Select **OK** to return to **CAS details** screen.

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

Print a CAS:

7

A **File Download** dialogue box will appear, from which you can choose **Open** to produce a printable PDF version or **Save** to save the PDF file to your own records and print later.



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

When the PDF file is opened, use the Print command from your browser/PDF viewer to produce a hard copy.



UK Visas & Immigration

Confirmation of Acceptance for Studies Details

Tier and Category

Tier and Category: Tier 4 (General)

CAS details

Sponsor licence number: 88MRN52B3
Sponsor name: R500UAT026
CAS Number:
CAS status: READY TO GO
Current CAS status date: 05/03/2014
Date assigned:
Expiry date (use by):
Sponsorship withdrawn: N
Sponsor note:
Migrant application status:

1. The keyboard shortcut for printing is CTRL+P on a computer running Windows or CMD+P on a computer running OSX.

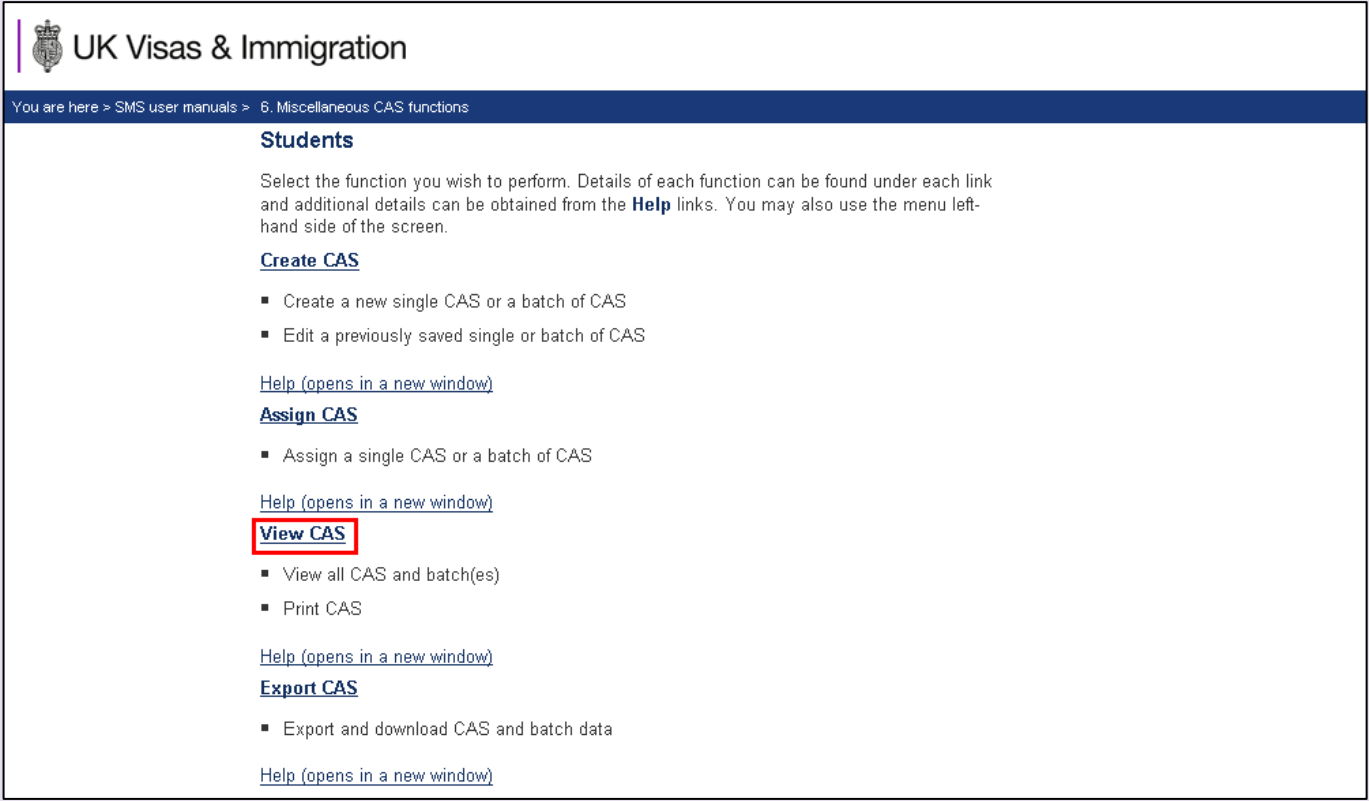
Note

2. You will only be able to open and print the PDF version of the CAS if you have the appropriate software installed or an appropriate browser extension.

Guide 5: How to link a CAS to a batch

Follow the step by step instructions below to link a CAS to a pre-existing batch. This function is useful if you have previously created a CAS but now wish to link it to a batch.

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

Step	Instruction	Screen example
1	From the Students screen, select View CAS .	 <p>The screenshot shows the 'UK Visas & Immigration' website. The breadcrumb trail is 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The main heading is 'Students'. Below it, 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 Help links. You may also use the menu left-hand side of the screen.' There are three main sections: 'Create CAS', 'Assign CAS', and 'Export CAS'. Each section has a list of actions and a 'Help (opens in a new window)' link. The 'View CAS' link under the 'Assign CAS' section is highlighted with a red box.</p> <p>Students</p> <p>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 Help links. You may also use the menu left-hand side of the screen.</p> <p>Create CAS</p> <ul style="list-style-type: none">▪ Create a new single CAS or a batch of CAS▪ Edit a previously saved single or batch of CAS <p>Help (opens in a new window)</p> <p>Assign CAS</p> <ul style="list-style-type: none">▪ Assign a single CAS or a batch of CAS <p>Help (opens in a new window)</p> <p>View CAS</p> <ul style="list-style-type: none">▪ View all CAS and batch(es)▪ Print CAS <p>Help (opens in a new window)</p> <p>Export CAS</p> <ul style="list-style-type: none">▪ Export and download CAS and batch data <p>Help (opens in a new window)</p>


Step

Instruction

Screen example

2

From the **View CAS** screen, select **Find by CAS number** if the student's CAS number is known, or **Search for single CAS** if you don't know the CAS number.

 UK Visas & Immigration

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View CAS

Choose one of the options below to find the CAS or batch(es) you want to view.

[Find by CAS number](#)

- Find a CAS where CAS number is known

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

[Search for CAS](#)

- Find a CAS using student details
- Conduct an advanced search for CAS using a range of parameters

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

[Search for batch\(es\) of CAS](#)

- Find a batch of CAS using batch details

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

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

From the **Find by CAS number / Search for CAS** screen, enter the student's CAS number or the student's details you wish to search for and when complete, select **Next**.

The screen example shows both search functions.

The screenshot shows the UK Visas & Immigration website interface. At the top, there is a logo and the text 'UK Visas & Immigration'. Below this is a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The main content area is divided into two sections. The first section is titled 'Find by CAS number' and contains the instruction: 'Enter the CAS number of the CAS you want to find. If you do not know the CAS number, use the Search for CAS option instead. Choose Next to continue or Back to return to the View CAS screen.' Below this instruction is a form with a 'CAS number' label and a text input field. A 'Help (opens in a new window)' link is provided. At the bottom right of this form are 'Back' and 'Next' buttons. The second section is titled 'Search for CAS' and contains the instruction: 'Enter search criteria to find the CAS. You must enter either the passport number or family name; you can also refine your search by entering the given name and/or date of birth.' Below this instruction is a 'Help (opens in a new window)' link and a form titled 'Student details'. This form has four fields: 'Passport number:' (text input), 'Family name:' (text input), 'Given name(s):' (text input), and 'Date of birth:' (three dropdown menus). A 'Help (opens in a new window)' link is also present. At the bottom right of this form are 'Back', 'Advanced', and 'Next' buttons.

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 link. If your search parameters are specific, you will be presented with the screen below.

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

From the **CAS details** screen select **Link CAS into Batch of CAS** from the **CAS activity** drop-down menu, then select **Next**.

UK Visas & Immigration

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CAS details

The full details of the CAS are displayed below. Select from the options below, choose:

- **CAS activity** to transfer the CAS to another user (where permissions allow) or link/unlink the CAS to/from a batch, then select **Next** to continue;
- **Print** to save or print a .pdf of the CAS; or
- **Back** to return to the previous screen.

Please note, if you want to amend and/or assign a CAS, you can do so by selecting the **Create CAS** function, then **Find an existing single CAS**.

Tier and category

Tier 4 (General)

CAS details

Sponsor licence number: 88MRN52B3
Sponsor name: R500UAT026
CAS number:
CAS status: READY TO GO
Current CAS status date: 05/03/2014
Date assigned:
Expiry date (use by):
Sponsorship withdrawn: N
Sponsor note:
Migrant application status:

Student details

Student details
Family name: Smith
Given name(s): Gemma

CAS activity selection

CAS activity: Please select
Please select
Transfer CAS Ownership
Link CAS into Batch of CAS Back Print Next

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

From the **Link CAS into batch** screen, search for the batch to which you wish to link the CAS and choose **Next**.

UK Visas & Immigration

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Link CAS into batch

Search for the batch you would like to link the selected CAS record to and choose **Next** to continue. If you do not want to continue select **Cancel**.

Tier and category

Tier 4 (General)

Student details

Passport number: 97978987

Family name: Smith

Given name(s): Gemma

Nationality: BENIN

Date of birth: 05/05/1976

Course start date: 26/04/2014

Course title: Maths

Batch search details

Batch name:

Owner:

Batch created from:

Batch created to:

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

Next

Cancel

Note You must be the owner of the batch to be able to transfer it to another SMS user.

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

From the **Confirm link CAS into batch** screen, ensure you have selected the correct batch, then select **Link**.

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Confirm link CAS into batch

To confirm that you want to link this CAS into the batch choose **Link** to continue. Choose **Cancel** to return to the previous screen.

Tier and category	
Tier 4 (General)	
Batch details	
Batch name:	SMS R500
Student details	
Passport number:	97978987
Family name:	Smith
Given name(s):	Gemma
Nationality:	BENIN
Date of birth:	05/05/1976
Course start date:	26/04/2014
Course title:	Maths

Cancel **Link**

Note If you have more than one batch, you will be asked to select the batch to which the CAS is to be linked.

Step	Instruction	Screen example
7	<p>Your CAS has been successfully linked and you will be taken to the CAS record linked successfully screen.</p> <p>Select OK to return to Batch details screen.</p>	 <p>The screenshot shows the UK Visas & Immigration interface. At the top, it says 'UK Visas & Immigration'. Below that is a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The main content area displays the message 'CAS record linked successfully' in bold, followed by 'The CAS record was successfully linked into the batch, choose OK to continue.' At the bottom right, there is a red 'OK' button.</p>

Guide 6: How to transfer ownership of a CAS in a batch

Follow the step by step instructions to search for a batch of CAS by batch owner and transfer ownership of the batch. This function is useful if a SMS user wishes to transfer ownership of a batch to another SMS user. This may be necessary if a user is no longer in a role that requires them to use SMS, or if a user is taking ownership of another SMS user's workload.

You should read the [Sponsorship policy guidance](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before transferring ownership of a CAS in a batch.

Step	Instruction	Screen example
1	From the Students screen, select View CAS .	 <p>The screenshot shows the 'UK Visas & Immigration' website. The breadcrumb trail is 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The page title is 'Students'. Below the title, 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 Help links. You may also use the menu left-hand side of the screen.' There are three main sections: 'Create CAS', 'Assign CAS', and 'View CAS'. The 'View CAS' link is highlighted with a red box. Each section has a list of actions and a 'Help (opens in a new window)' link.</p> <p>Students</p> <p>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 Help links. You may also use the menu left-hand side of the screen.</p> <p>Create CAS</p> <ul style="list-style-type: none">▪ Create a new single CAS or a batch of CAS▪ Edit a previously saved single or batch of CAS <p>Help (opens in a new window)</p> <p>Assign CAS</p> <ul style="list-style-type: none">▪ Assign a single CAS or a batch of CAS <p>Help (opens in a new window)</p> <p>View CAS</p> <ul style="list-style-type: none">▪ View all CAS and batch(es)▪ Print CAS <p>Help (opens in a new window)</p> <p>Export CAS</p> <ul style="list-style-type: none">▪ Export and download CAS and batch data <p>Help (opens in a new window)</p>


Step

Instruction

Screen example

2

From the **View CAS** screen, select **Search for batch(es) of CAS**.

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View CAS

Choose one of the options below to find the CAS or batch(es) you want to view.

[Find by CAS number](#)

- Find a CAS where CAS number is known

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

[Search for CAS](#)

- Find a CAS using student details
- Conduct an advanced search for CAS using a range of parameters

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

[Search for batch\(es\) of CAS](#)

- Find a batch of CAS using batch details

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

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

From the **Search for batch(es) of CAS** screen, enter your search parameters, then select **Next**.

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Search for batches of CAS

Search for an existing batch of CAS by completing at least one line of search criteria, and choose **Next** to continue. Choose **Back** to return to the **View CAS** screen.

Batch search criteria

Batch name:

Owner:

Please select

Category: Please select

Batch created from:

Batch created to:

Work in progress:

Ready to go:

Assigned:

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

Note

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

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

From the **Transfer batch of CAS** screen, select the person to whom you wish to transfer the batch using the **Select to whom you wish to transfer the CAS** drop-down menu, then select **Transfer**.

UK Visas & Immigration

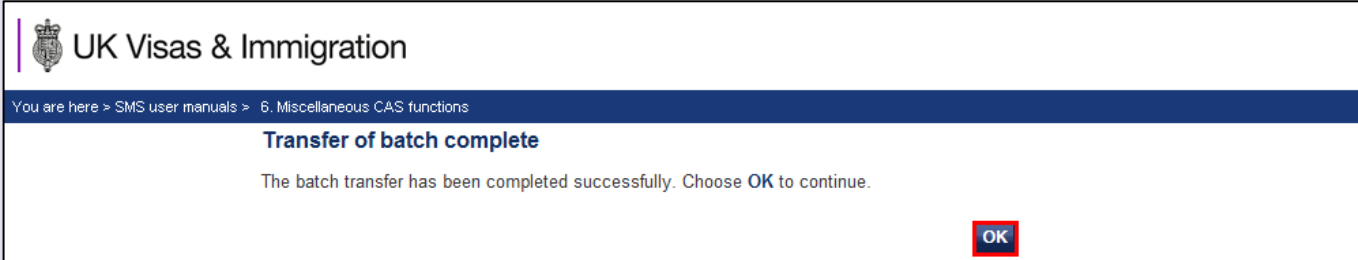
You are here > SMS user manuals > 6. Miscellaneous CAS functions

Transfer batch of CAS

To transfer this batch of CAS to another user, select the user to whom you would like to transfer the batch of CAS, then choose **Transfer**. Choose **Cancel** to return to the previous screen.

Tier and category	
Tier 4 (General)	
Batch details	
Batch name:	SMS R500
Number of CAS in batch:	2
Owner:	Don, DJ (OsNBX7uVOL)
Status:	READY TO GO
User transferring CAS to:	
Select to whom you wish to transfer the CAS:	<input type="text" value="Please select"/>
	<input type="text" value="Please select"/>
	<input type="text" value="White, Clint (zajdp05sn)"/>

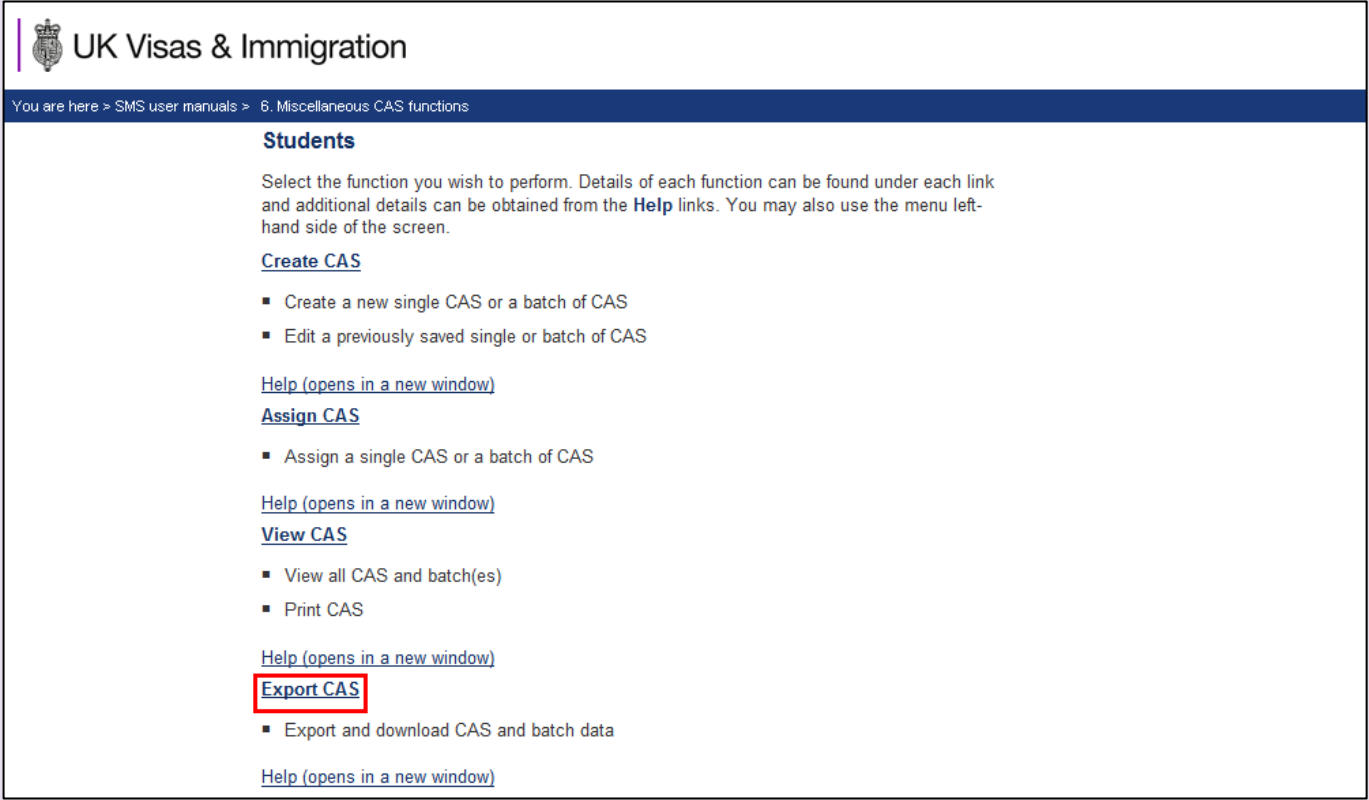
Note This may take some time to complete.

Step	Instruction	Screen example
5	<p>The Transfer of batch complete screen is now displayed.</p> <p>Select OK to return to CAS search results screen.</p>	 <p>The screenshot shows the UK Visas & Immigration interface. At the top, there is a logo and the text 'UK Visas & Immigration'. Below that is a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The main heading is 'Transfer of batch complete'. The message reads: 'The batch transfer has been completed successfully. Choose OK to continue.' There is a red 'OK' button in the bottom right corner.</p>

Guide 7: How to export CAS records

Follow the step by step instructions below to export CAS records to an .XML file. This function is useful if you have a large number of records which you would like to import into your local system.

Please note, the export function will not return CAS which have a status of READY TO GO or WORK IN PROGRESS.

Step	Instruction	Screen example
1	From the Student screen, select Export CAS .	

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

From the **Export CAS search** screen, select the information you would like your report to contain, then, then select **Next**.

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Export CAS search

Enter your search criteria below and choose **Next** to continue. The system will search for CAS and return a summary of the data to be exported in an XML compressed zip file. The criteria course or curriculum title and unique batch name support a wildcard search. A wildcard search requires a minimum of three characters plus an *, for example HIS* entered as a course title would return all CAS for courses starting with the letters 'HIS'. Choose **Back** to return to the students home page.

Search details

By CAS details

Assigned

Expired

Used

Obsolete

Withdrawn

Cancelled

Date CAS status last changed (from):

Date CAS status last changed (to):

By course details

Course or curriculum title:

Course or curriculum ID:

Course start date (from):

Course start date (to):

Expected course end date (from):

Expected course end date (to):

By bulk file details

Original bulk upload file ID:

Date of bulk upload (from):

Date of bulk upload (to):

Unique batch name:

Back **Next**

Note You can filter the records returned in order to obtain only the CAS you require.

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

From the **Export CAS search result** screen select **Generate report**.

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Export CAS search result

The result of your search is shown below. To generate your XML report choose **Generate report** and wait for the report to be generated by the system. The responsibility for the protection and appropriate use of this data lies with the sponsor from this point. Choose **Back** to go back to the search page.


Number of CAS:	1
----------------	---

[Back](#) [Generate report](#)

Note This may take some time to generate.

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

Your report has now been generated and is ready for download. Select **Download report**.

 UK Visas & Immigration

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Download report

Your XML report is ready for download. You are advised to download the report straight away. If you navigate away from this page or do not download the report within a pre-defined period of time it will be removed from the system and you will need to repeat the process again. To download the report choose **Download report**. Choose **Return to students home page** to return to the students home page.

Report summary	
Number of CAS:	1

[Return to students home page](#) [Download report](#)

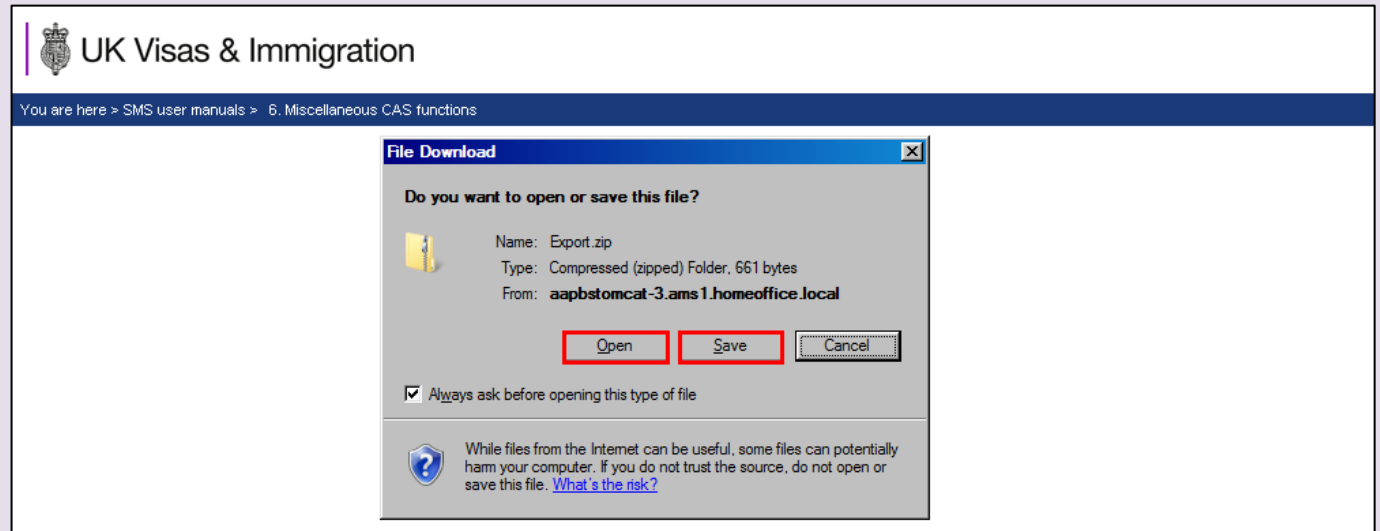
Step**Instruction****Screen example****5**

From the **File Download** box, you are given the option to open or save the file.

It is recommended that you save the file to your local machine or network.

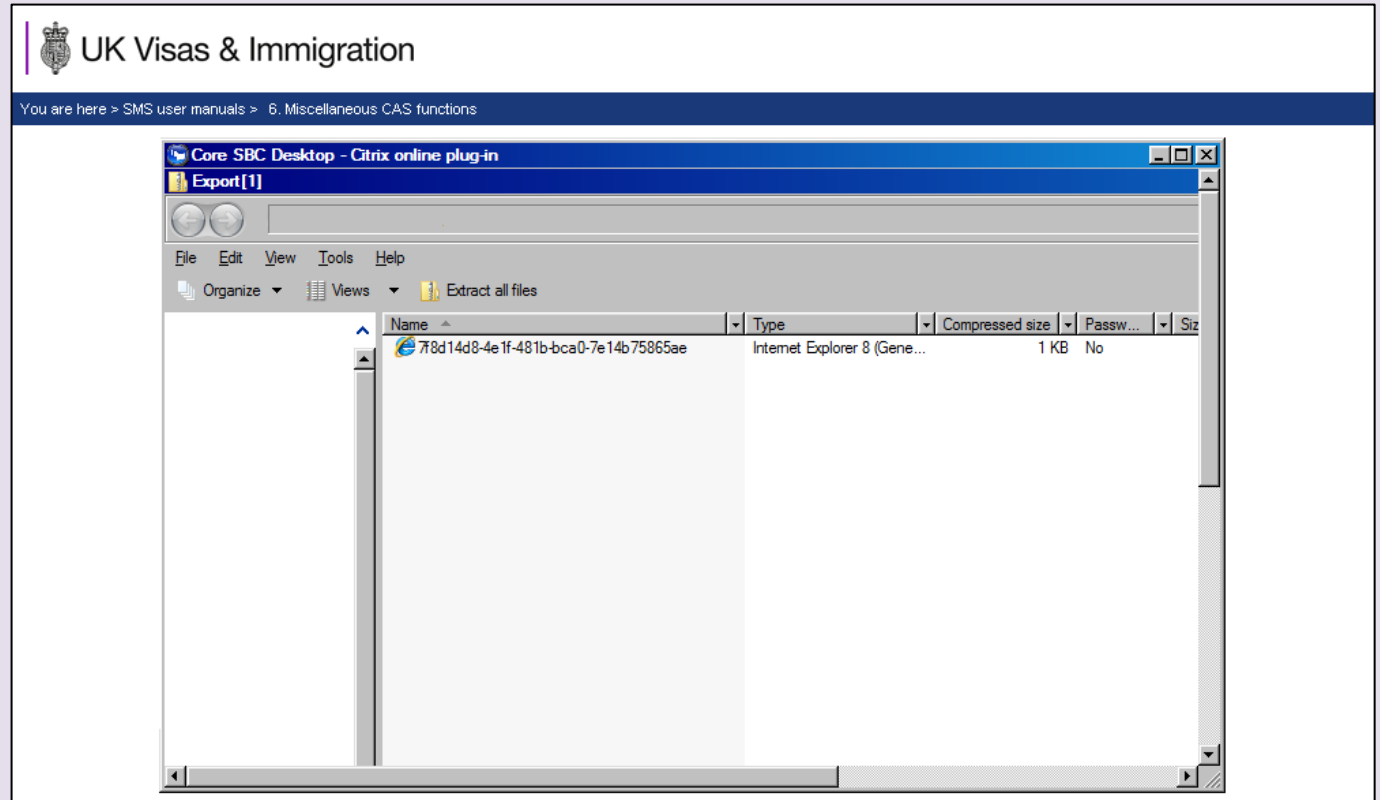
Select **Save**. You may change the file location or filename if you wish.

If you wish to view the file, select **Open**.



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

The file will be available to select from your file explorer window. Click on the file to open it, the file should automatically open in your internet browser.



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

The file is now open and the details of each CAS can be seen.



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```

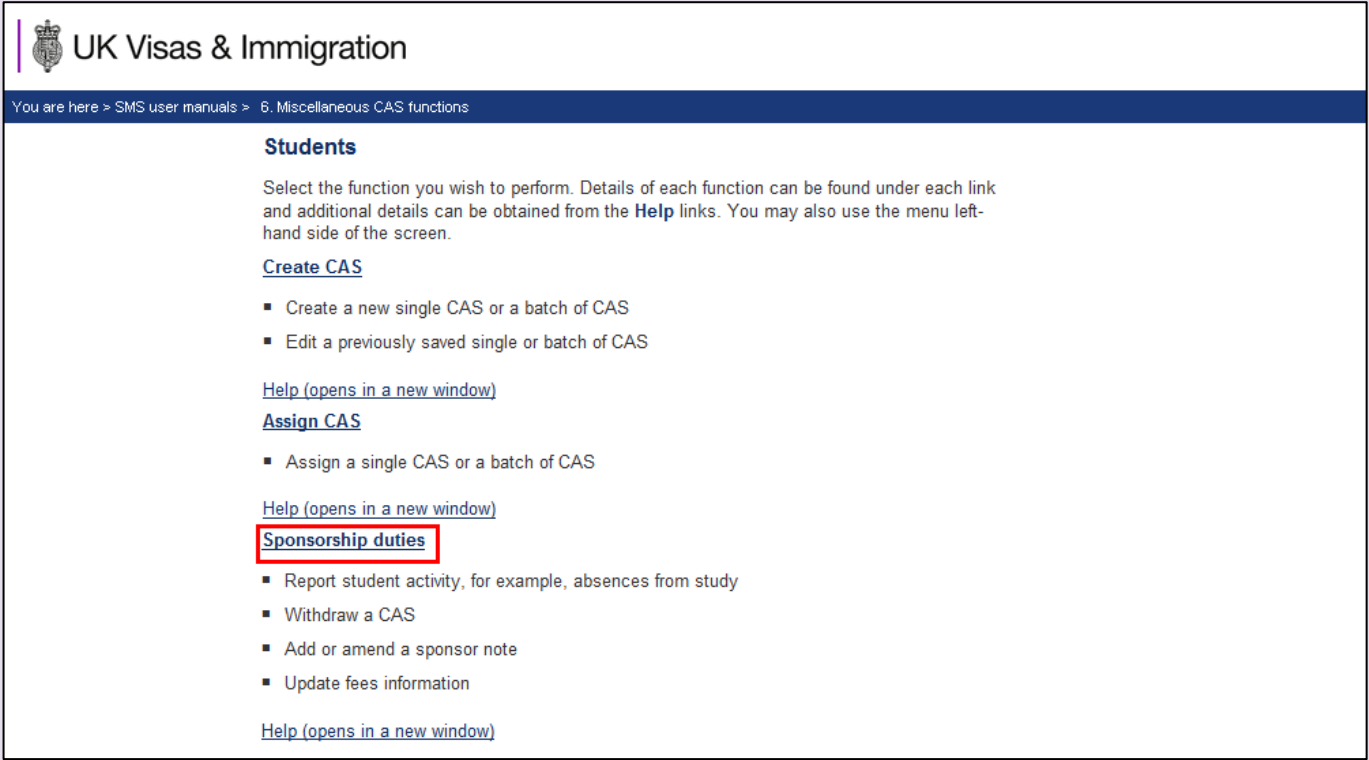
<?xml version="1.0" encoding="ISO-8859-1" standalone="yes" ?>
- <BulkExportRootElement xmlns:ns2="http://homeoffice.gov.uk/immigration/migrant/cas/bulk-cas-common-200910"
  xmlns="http://homeoffice.gov.uk/immigration/migrant/cas/bulk-cas-export-200910">
- <ExportFileHeader>
  <BulkExportId>7f8d14d8-4e1f-481b-bca0-7e14b75865ae</BulkExportId>
  <ReportConstructionDate>2014-03-05</ReportConstructionDate>
</ExportFileHeader>
- <CASExportData>
  <CASNumber>E4G6IA7A15R0A7</CASNumber>
  <CASStatus>ASSIGNED</CASStatus>
  <LastStatusChanged>2014-02-28</LastStatusChanged>
  <FamilyName>lkl</FamilyName>
  <GivenName>lkl</GivenName>
  <Nationality>BWA</Nationality>
- <DateOfBirth>
  <ns2:FullDate>1937-03-22</ns2:FullDate>
</DateOfBirth>
  <PassportTravelDocumentNumber>65465464665454</PassportTravelDocumentNumber>
  <CourseCurriculumTitle>654</CourseCurriculumTitle>
  <CourseStartDate>2014-01-30</CourseStartDate>
  <ExpectedCourseEndDate>2015-02-21</ExpectedCourseEndDate>
</CASExportData>
</BulkExportRootElement>

```

Guide 8: How to withdraw an unused CAS

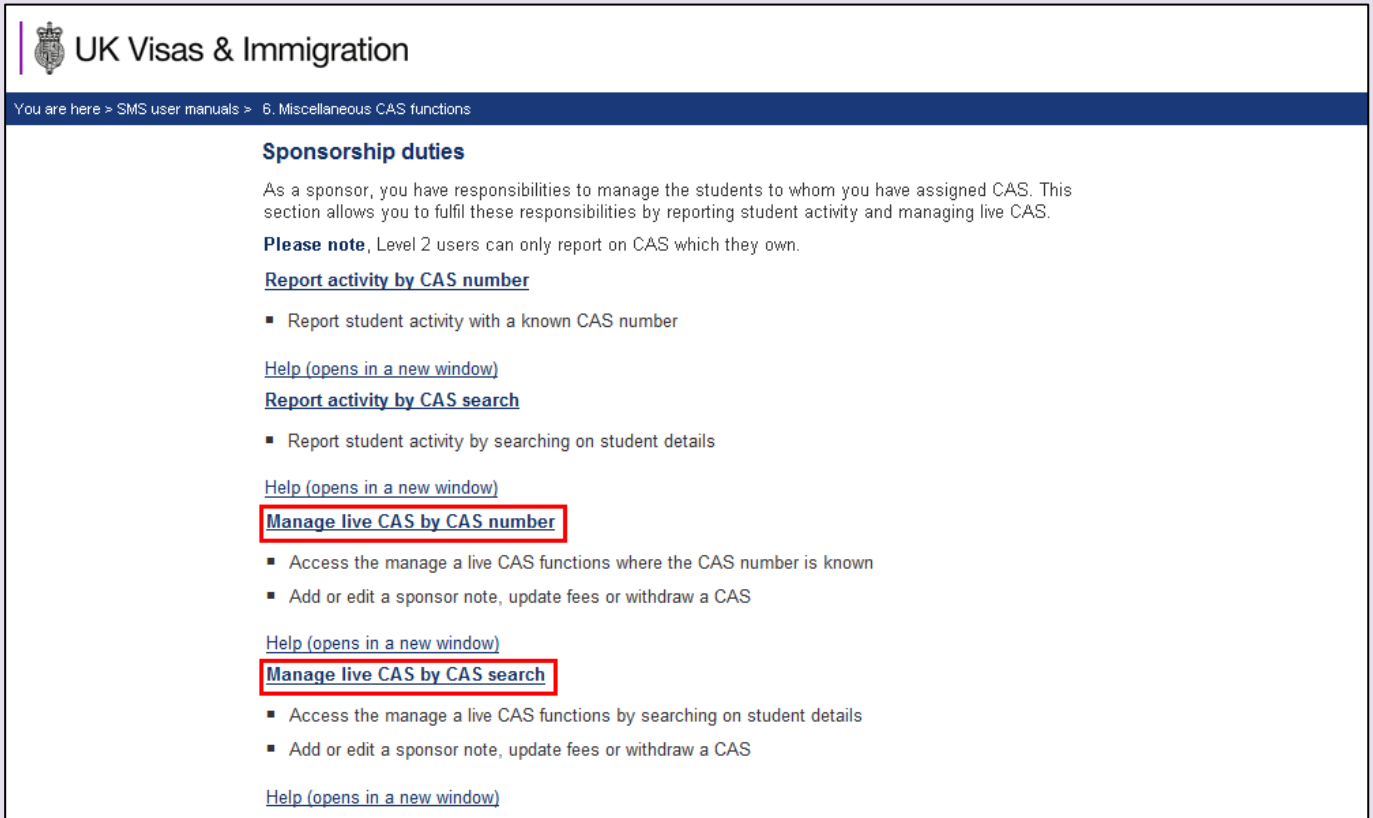
Follow the step by step instructions below to withdraw an unused CAS. This function is useful if you decide not to sponsor a student before the CAS has been used in an application for leave to enter/remain.

You should read the [Sponsorship policy guidance](#) before withdrawing an unused CAS.

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	 <p>The screenshot shows the 'UK Visas & Immigration' website. The breadcrumb trail is 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. 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 Help 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; 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 box and has four bullet points (Report student activity, for example, absences from study; Withdraw a CAS; Add or amend a sponsor note; Update fees information). Each section has a 'Help (opens in a new window)' link.</p>

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 > 6. Miscellaneous CAS functions". The main heading is "Sponsorship duties". Below this 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: "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" 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" 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". The "Manage live CAS by CAS number" and "Manage live CAS by CAS search" headings are highlighted with a red box in the screenshot.

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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 parameters you wish to search against, then select **Next**.

The screen example shows both search functions.

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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 you wish to withdraw. If your search parameters are specific, you will be presented with the screen below.

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

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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 (General)	
CAS details	
CAS number:	E4G7IA7A10X0AX
CAS status:	ASSIGNED
Student details	
Passport number:	252566656565
Family name:	Smith
Given name(s):	Jason
Nationality:	COSTA RICA
Date of birth:	23/04/1990
Course start date:	26/02/2014
Course title:	Maths
Boarding fees paid to date (in pounds sterling, using format '1234' or '1234.99'):	
Fees last updated:	
Sponsor note:	

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

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

From the **Manage live CAS – CAS withdrawal** screen, select **Withdraw CAS**.

If you do not wish to withdraw the CAS, select **Cancel**.

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Manage live CAS - CAS withdrawal

To confirm that you want to withdraw the CAS choose **Withdraw CAS**. If you choose to withdraw the CAS, the student will no longer be able to use it. Choose **Cancel** to return to the previous screen.

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

Tier and category	
Tier 4 (General)	
CAS details	
CAS number:	E4G7IA7A10X0AX
Student details	
Passport number:	252566656565
Family name:	Smith
Given name(s):	Jason
Nationality:	COSTA RICA
Date of birth:	23/04/1990
Course start date:	26/02/2014
Course title:	Maths

Cancel **Withdraw CAS**

6

The CAS has now been withdrawn.

Select **OK** to return to the **Sponsorship duties** screen.

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Manage live CAS - CAS withdrawn

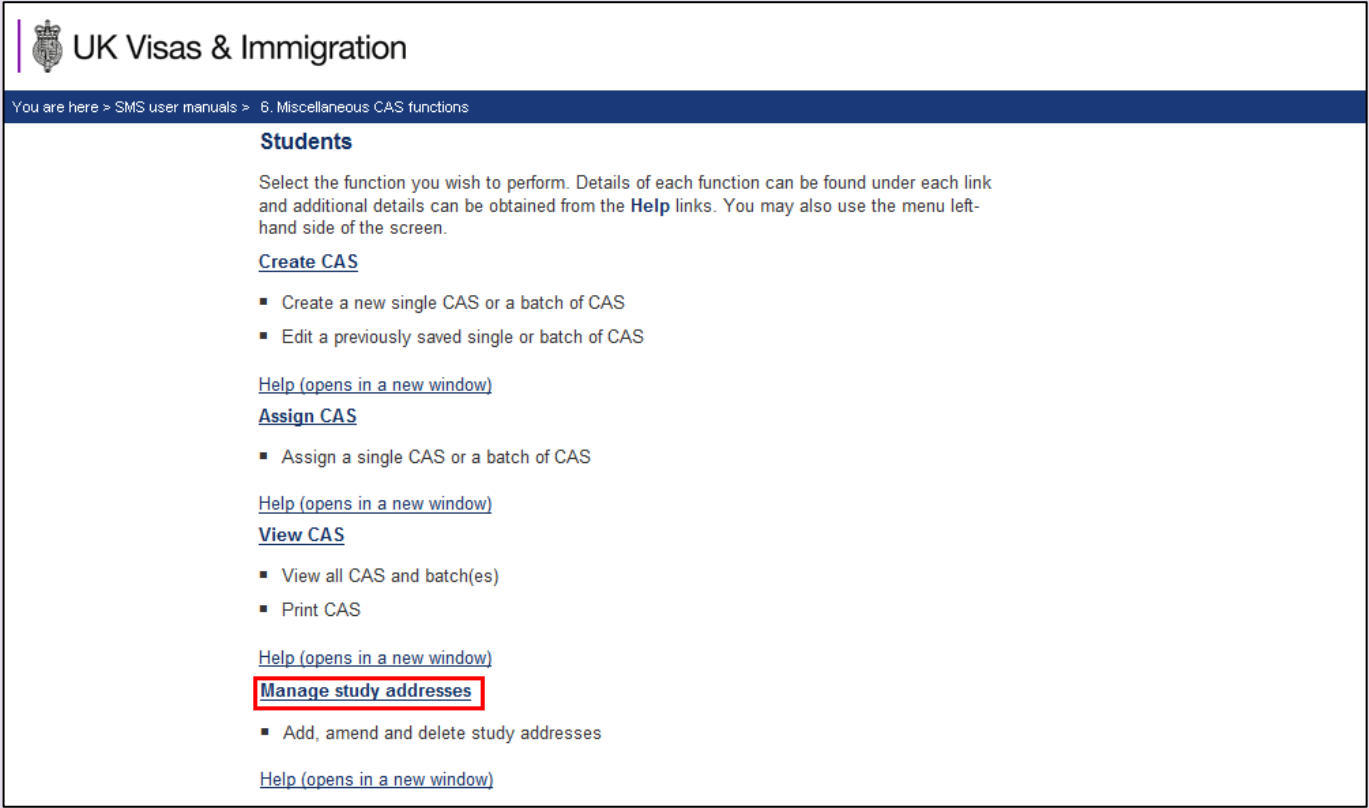
The CAS was withdrawn successfully. Choose **OK** to continue.

OK

Guide 9: How to add, amend or delete a study address

Follow the step by step instructions below to add, amend or delete a study address. This function is useful if you wish to store several addresses that you frequently use in CAS to save time when creating additional CAS records.

You should read the [Sponsorship policy guidance](#) before adding, editing or deleting a study address.

Step	Instruction	Screen example
1	From the Students screen, select Manage study addresses .	

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

From the **Manage study addresses** screen, select **Add** to add a new address, or to delete or edit an existing address, select the **Address identifier**.

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Manage study addresses

Manage your saved study addresses or add new addresses. Any saved study addresses are shown below.

The **Address identifier** can be chosen to edit a saved address, or choose **Add** to add a new address. When choosing an **Address identifier**, it is recommended that you choose something meaningful, such as a road, building name, department or campus, so that it can be easily identified when completing a CAS or editing the study address.

Choose **Back** to return to the **Students** home page.

Please note: changes made here will not take effect in any CAS that you have already assigned using an address from this list, nor does adding a new work address from this screen constitute our approval of a new branch, linked entity or partner institution. If you wish to add a branch, linked entity or partner institution to your licence, please do so by selecting **Request any other change to your licence details** from the **Request change to licence details** menu.

Address identifier	Address line 1	City or town
Espresso Court	2 Espresso Court	Sheffield
Latte Lane	1 Latte Lane	Sheffield

Add

Back

Step

Instruction

Screen example

To add an address:

- From the **Add study address** screen, ensure you complete all mandatory details, then select **Save**.

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Add study address

Complete the fields below to add a new study address. Fields marked with an asterisk (*) are mandatory and must be completed. When choosing an **Address identifier**, it is recommended that you choose a meaningful name, such as a road, building name, department or campus, as this will make it easier to identify the correct address when completing a CAS or editing the study address.

Choose **Save** to add the address to the list, or **Cancel** to return to the Manage study addresses screen.

Study address

Address identifier *

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

Address: *

City or town: *

County, area district or province:

Postcode or ZIP code: *

Country: *

-
-
-
-

The **Study address saved** screen is displayed. Select **OK** to return to the **Manage study addresses** screen.

Repeat this process to add more addresses.

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Study address saved

The study address selected has been saved, choose **OK** to continue.

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

To delete or edit an address:

5

From the **Edit study address** screen, change the address details, as necessary, then select **Save**. You will be returned to the **Manage study address** screen.

To delete the address, select **Delete**.

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Edit study address

Edit the fields below to amend a study address. Fields marked with an asterisk (*) are mandatory and must be completed. When choosing an **Address identifier**, it is recommended that you choose a meaningful name, such as a road, building name, department or campus, as this will make it easier to identify the correct address when completing a CAS or editing the study address.

Choose **Save** to add the address to the list, or **Cancel** to return to the Manage study addresses screen.

Study address

Address identifier * Espresso Court

Address: * 2 Espresso Court

City or town: * Sheffield

County, area district or province:

Postcode or ZIP code: * S1 1AS

Country: * UNITED KINGDOM

Cancel Delete Save

Note At least one field must be changed to be able to **Save**.

Step**Instruction****Screen example****6***To delete:*

From the **Delete study address** screen, select **Delete**.

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Delete study address

Choose **Delete** to confirm you want to delete this study address from your list, or **Cancel** to return to the **Manage study addresses** screen. If you choose to delete an address from the list, this action cannot be reversed. Deleting the address will not remove it from any CAS to which it has previously been added.

Study address	
Address identifier	Espresso Terrace
Address line 1:	2 Espresso Court
City or town:	Sheffield

Cancel **Delete**

7*To delete:*

The study address has been deleted.
Select **OK** to return to the **Manage study address** screen.

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Study address deleted

The study address selected has been deleted, choose **OK** to continue.

OK