



UK Visas  
& Immigration

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

Step by step guide for sponsors

Manual 6 of 12: Miscellaneous CAS functions

## Contents

Additional SMS manuals.....	3
Glossary.....	7
CAS status.....	8
SMS guides.....	9
Guide 1: How to add a CAS to a batch .....	9
Guide 2: How to delete a batch of CAS .....	14
Guide 3: How to unlink a CAS from a batch .....	19
Guide 4: How to transfer ownership or print a CAS .....	24
Guide 5: How to link a CAS to a batch.....	31
Guide 6: How to transfer ownership of a CAS in a batch .....	38
Guide 7: How to export CAS records.....	43
Guide 8: How to withdraw an unused CAS .....	50
Guide 9: How to add, amend or delete a study address.....	55

## 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. 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="#">Tier 5 Creative and Sporting groups of CoS</a>	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	<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. In this instance 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.

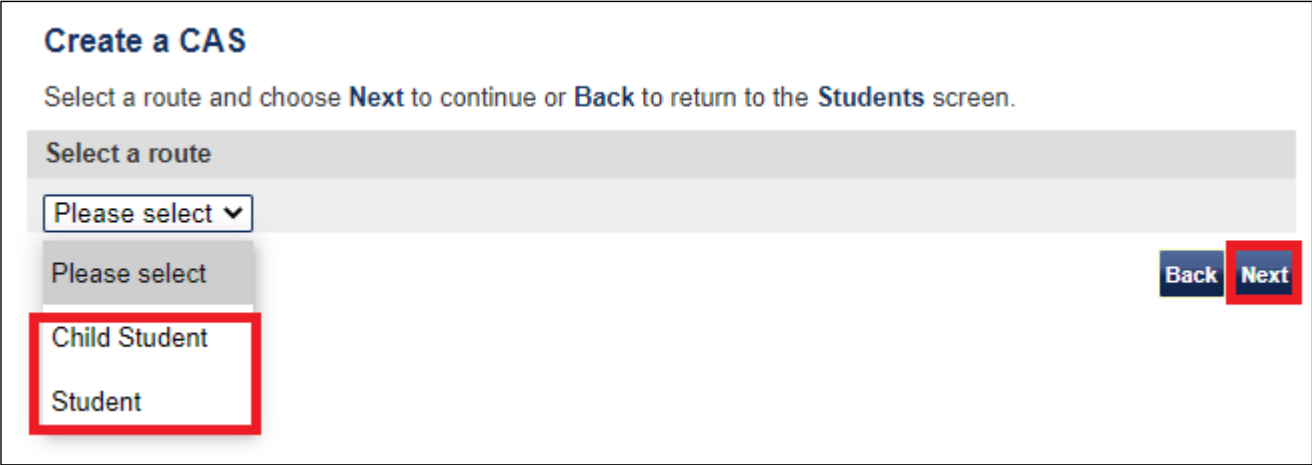
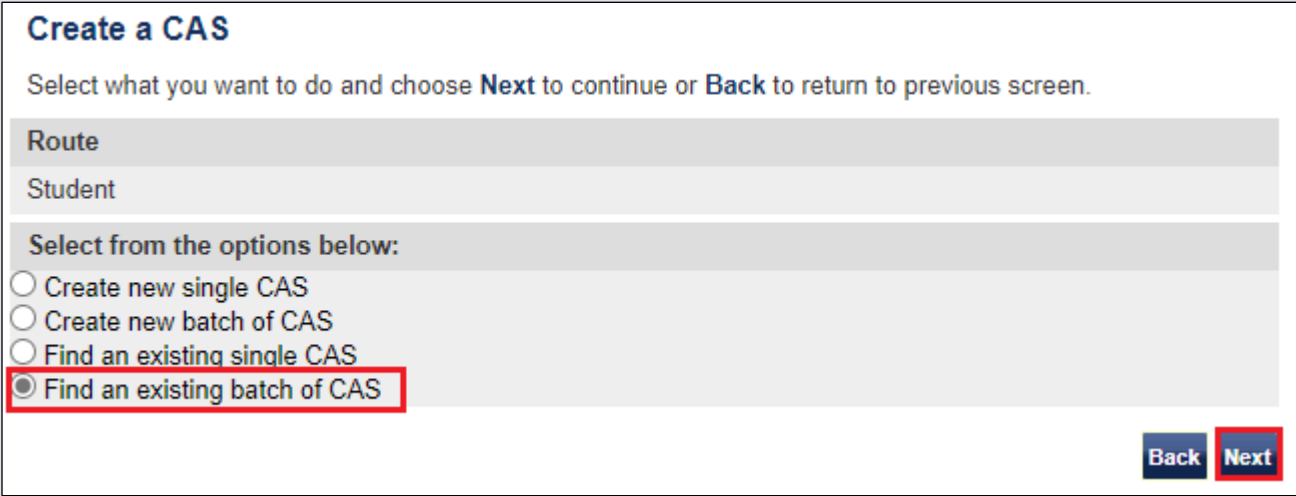
## SMS guides

### 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 <b>Students</b> screen, select <b>Create CAS</b> .	 <p>The screenshot shows the 'UK Visas &amp; Immigration' header and a breadcrumb trail: 'You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions'. The main heading is 'Students'. Below it, a paragraph states: '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.' The 'Create CAS' link is highlighted with a red box. Below it are two bullet points: 'Create a new single CAS or a batch of CAS' and 'Edit a previously saved single or batch of CAS'. Further down are links for 'Help (opens in a new window)', 'Assign CAS', 'View CAS', and another 'Help (opens in a new window)' link.</p>

Step	Instruction	Screen example
2	<p>From the <b>Create a CAS</b> screen, select the relevant route (Student or Child Student) and choose <b>Next</b>.</p> <p>If you are only licensed under one of these routes, the drop-down list will default to that category.</p>	 <p>The screenshot shows the 'Create a CAS' screen with the instruction: 'Select a route and choose <b>Next</b> to continue or <b>Back</b> to return to the <b>Students</b> screen.' Below this is a 'Select a route' section with a dropdown menu currently showing 'Please select'. The dropdown list is open, showing 'Child Student' and 'Student', with 'Child Student' highlighted by a red box. At the bottom right are 'Back' and 'Next' buttons, with 'Next' highlighted by a red box.</p>
3	<p>From the second <b>Create a CAS</b> screen, choose <b>Find an existing batch of CAS</b> and then select <b>Next</b>.</p>	 <p>The screenshot shows the second 'Create a CAS' screen with the instruction: 'Select what you want to do and choose <b>Next</b> to continue or <b>Back</b> to return to previous screen.' Below this is a 'Route' section with 'Student' selected. Underneath is a 'Select from the options below:' section with four radio button options: 'Create new single CAS', 'Create new batch of CAS', 'Find an existing single CAS', and 'Find an existing batch of CAS'. The 'Find an existing batch of CAS' option is selected and highlighted by a red box. At the bottom right are 'Back' and 'Next' buttons, with 'Next' highlighted by a red box.</p>

Step	Instruction	Screen example
4	From the final <b>Create a CAS</b> screen, enter your search parameters, then select <b>Next</b> .	<div><h3>Create a CAS</h3><p>Select what you want to do and choose <b>Next</b> to continue or <b>Back</b> to return to previous screen.</p><div><b>Route</b> Student</div><div>Select from the options below:<ul style="list-style-type: none"><li><input type="radio"/> Create new single CAS</li><li><input type="radio"/> Create new batch of CAS</li><li><input type="radio"/> Find an existing single CAS</li><li><input checked="" type="radio"/> Find an existing batch of CAS</li></ul></div><div><b>Find an existing batch of CAS</b><div>Batch name: <input type="text"/></div><div>Owner: <div>Please select ▼</div></div><div>Batch created from: <div>▼</div> <div>▼</div> <div>▼</div></div><div>Batch created to: <div>▼</div> <div>▼</div> <div>▼</div></div><div><a href="#">Help (opens in a new window)</a></div></div><div><div>Back</div><div>Next</div></div></div>
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:

\* Test Batch

[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
<a href="#">Unlink</a> <a href="#">Edit</a>	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:	*	<input type="text" value="Smith"/>
Given name(s):		<input type="text"/>
Other names:		<input type="text"/>
Date of birth:	*	<input type="text" value="▼"/> <input type="text" value="▼"/> <input type="text" value="▼"/>
Gender:	*	<input type="text" value="Please select ▼"/>
Nationality:	*	<input type="text" value="Please select ▼"/>
Place of birth:		<input type="text"/>
<a href="#">Help (opens in a new window)</a>		
Country of birth:	*	<input type="text" value="Please select ▼"/>
Passport number:	*	<input type="text"/>
Applicant number:		<input type="text"/>
<a href="#">Help (opens in a new window)</a>		
UCAS ID number:		<input type="text"/>
<a href="#">Help (opens in a new window)</a>		

### Offer details

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

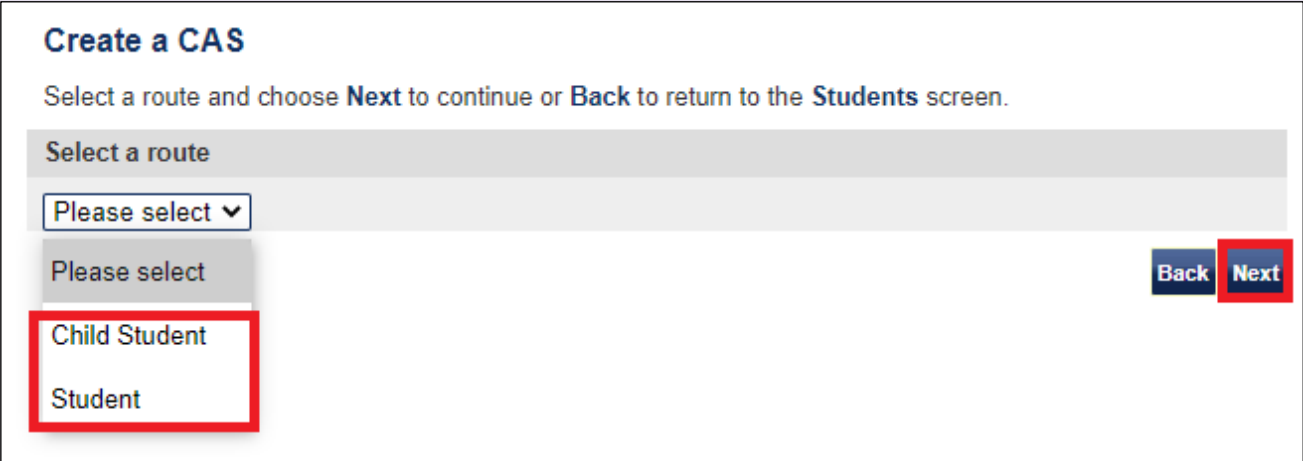
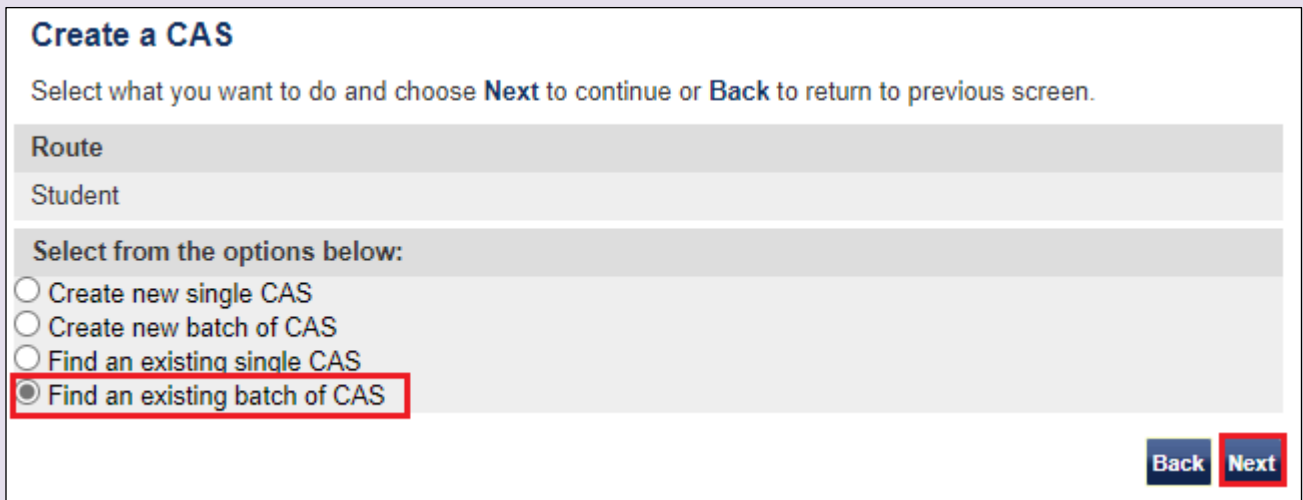
#### Course details

# 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 <b>Student</b> screen, select <b>Create CAS</b> .	 <p>The screenshot shows the 'UK Visas &amp; Immigration' website. The breadcrumb trail reads 'You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions'. The main heading is 'Students'. Below it, a paragraph states: '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.' The 'Create CAS' link is highlighted with a red box. Below it are two bullet points: 'Create a new single CAS or a batch of CAS' and 'Edit a previously saved single or batch of CAS'. Further down are links for 'Help (opens in a new window)', 'Assign CAS', 'View CAS', and 'Export CAS', each followed by a 'Help (opens in a new window)' link.</p>

Step	Instruction	Screen example
2	<p>From the <b>Create a CAS</b> screen, select the relevant route (Student or Child Student) and choose <b>Next</b>.</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>	 <p>The screenshot shows the 'Create a CAS' screen with the instruction: 'Select a route and choose <b>Next</b> to continue or <b>Back</b> to return to the <b>Students</b> screen.' Below this is a section titled 'Select a route' containing a dropdown menu. The dropdown is open, showing 'Please select' at the top, followed by 'Child Student' and 'Student'. The 'Child Student' option is highlighted with a red box. To the right of the dropdown are 'Back' and 'Next' buttons, with the 'Next' button also highlighted with a red box.</p>
3	<p>From the second <b>Create a CAS</b> screen, choose <b>Find an existing batch of CAS</b> and then select <b>Next</b>.</p>	 <p>The screenshot shows the second 'Create a CAS' screen with the instruction: 'Select what you want to do and choose <b>Next</b> to continue or <b>Back</b> to return to previous screen.' Below this is a section titled 'Route' with 'Student' selected. Underneath is a section titled 'Select from the options below:' with four radio button options: 'Create new single CAS', 'Create new batch of CAS', 'Find an existing single CAS', and 'Find an existing batch of CAS'. The 'Find an existing batch of CAS' option is selected and highlighted with a red box. To the right of the options are 'Back' and 'Next' buttons, with the 'Next' button also highlighted with a red box.</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:  

Please select ▼

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							
<b>Batch details</b>							
Batch name:	*	<input type="text" value="Test Batch"/>					
<a href="#">Help (opens in a new window)</a>							
Number of CAS in batch:		1					
Owner:		test, test (HdcozV)					
Status:		READY TO GO					
Date created:		23/11/2020					
<div>Upload Add pre-populated CAS Add CAS Save batch details</div>							
<b>Details of CAS within batch</b>							
	CAS status	Family name	Given name	Date of birth	Nationality	Passport number	Course start date
<div>Unlink Edit</div>	READY TO GO	Taylor		18/12/1938	AUSTRALIA	4321	18/12/2020
<div>Upload Add pre-populated CAS Add CAS</div>							
<div>Exit <b>Delete all</b> Assign</div>							


Step	Instruction	Screen example										
6	<p>From the <b>Confirm deletion of batch</b> screen, select <b>Delete</b>.</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 <b>Cancel</b>.</p>	<div><p><b>Confirm deletion of batch</b></p><p>Choose <b>Delete</b> to confirm you would like to delete the batch and all the CAS within. <b>Please note</b>, this action cannot be undone and you will lose all the CAS within the batch. If you do not want to continue choose <b>Cancel</b>.</p><table><tr><td colspan="2">Route</td></tr><tr><td colspan="2">Student</td></tr><tr><td colspan="2"><b>Batch details</b></td></tr><tr><td>Batch name:</td><td>Test Bat</td></tr><tr><td>Number of CAS in batch:</td><td>0</td></tr></table><div><b>Cancel</b> <b>Delete</b></div></div>	Route		Student		<b>Batch details</b>		Batch name:	Test Bat	Number of CAS in batch:	0
Route												
Student												
<b>Batch details</b>												
Batch name:	Test Bat											
Number of CAS in batch:	0											
7	<p>From the <b>Batch successfully deleted</b> screen, select <b>OK</b> to return to the <b>Create a CAS</b> screen.</p>	<div><p><b>Batch successfully deleted</b></p><p>The batch has been successfully deleted, choose <b>OK</b> to continue.</p><div><b>OK</b></div></div>										

# 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 <b>Students</b> screen, select <b>View CAS</b> .	<div><div> UK Visas &amp; Immigration</div><div>You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions</div><div><div><b>Students</b></div><div>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.</div><div><a href="#">Create CAS</a></div><div><ul style="list-style-type: none"><li>Create a new single CAS or a batch of CAS</li><li>Edit a previously saved single or batch of CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><a href="#">Assign CAS</a></div><div><ul style="list-style-type: none"><li>Assign a single CAS or a batch of CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><a href="#">View CAS</a></div><div><ul style="list-style-type: none"><li>View all CAS and batch(es)</li><li>Print CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><a href="#">Export CAS</a></div><div><ul style="list-style-type: none"><li>Export and download CAS and batch data</li></ul></div><div><a href="#">Help (opens in a new window)</a></div></div></div>


## 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.

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

### 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**

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

### 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

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

**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)	
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:	<div>Unlink CAS from Batch of CAS Please select Unlink CAS from Batch of CAS</div>

ckPrintNext

## Step

## Instruction

## Screen example

5

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

The screenshot shows the 'Unlink CAS from batch' screen. At the top is the UK Visas & Immigration logo and a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The main heading is 'Unlink CAS from batch'. Below this is a confirmation message: '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**.' The screen displays a table with the following details:

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

At the bottom right, there are two buttons: 'Cancel' and 'Unlink'. The 'Unlink' button is highlighted with a red border.

6

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

The screenshot shows the 'CAS record unlinked successfully' screen. At the top is the UK Visas & Immigration logo and a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The main heading is 'CAS record unlinked successfully'. Below this is a message: 'The CAS record was successfully unlinked from the batch, choose **OK** to continue.' At the bottom right, there is a single button labeled 'OK' with a red border.

## 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 <b>Students</b> screen, select <b>View CAS</b> .	

## 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

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

### 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.

**UK Visas & Immigration**

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

### 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 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*

 UK Visas & Immigration

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

**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)	
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:	<div>Unlink CAS from Batch of CAS Please select Unlink CAS from Batch of CAS</div>

ckPrintNext

## Step

## Instruction

## Screen example

*Transfer a CAS:*

- 5 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**.

The screenshot shows the 'Transfer a single CAS' screen. At the top, there's a header with the UK Visas & Immigration logo and the text 'UK Visas & Immigration'. Below the header, a breadcrumb trail reads 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The main heading is 'Transfer a single CAS'. Below this, a paragraph states: 'To transfer this single CAS to another user, select the user to whom you would like to transfer the CAS, then choose **Transfer**. Choose **Cancel** to return to the previous screen.'

The screen displays several sections:

- Tier and category:** Tier 4 (General)
- CAS details:** CAS status: READY TO GO
- 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
- User transferring CAS to:** Select to whom you wish to transfer the CAS: This section contains a dropdown menu with 'Please select' at the top and 'White, Clint (zajdp05sn)' selected below it. The dropdown is highlighted with a red box.

At the bottom right, there are two buttons: 'Cancel' and 'Transfer'. The 'Transfer' button is highlighted with a red box.

The CAS has now been transferred.

- 6 Select **OK** to return to **CAS details** screen.

The screenshot shows the 'Transfer of single CAS complete' screen. At the top, there's a header with the UK Visas & Immigration logo and the text 'UK Visas & Immigration'. Below the header, a breadcrumb trail reads 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The main heading is 'Transfer of single CAS complete'. Below this, a paragraph states: 'The CAS transfer has been completed successfully. Choose **OK** to continue.'

At the bottom right, there is a single button labeled 'OK', which is highlighted with a red box.

## Step

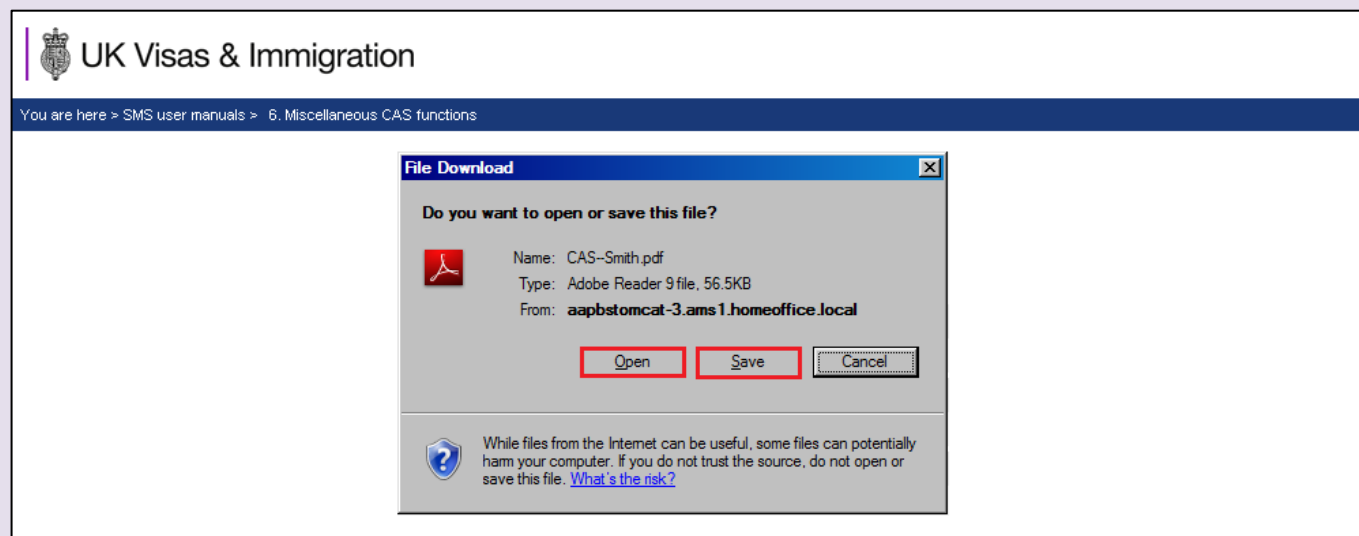
## Instruction

## 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.

**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:

**Note**

1. The keyboard shortcut for printing is CTRL+P on a computer running Windows or CMD+P on a computer running OSX.
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 <b>Students</b> screen, select <b>View CAS</b> .	<div><div> UK Visas &amp; Immigration</div><div>You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions</div><div><div><b>Students</b></div><div>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.</div><div><b>Create CAS</b></div><div><ul style="list-style-type: none"><li>Create a new single CAS or a batch of CAS</li><li>Edit a previously saved single or batch of CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><b>Assign CAS</b></div><div><ul style="list-style-type: none"><li>Assign a single CAS or a batch of CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><b>View CAS</b></div><div><ul style="list-style-type: none"><li>View all CAS and batch(es)</li><li>Print CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><b>Export CAS</b></div><div><ul style="list-style-type: none"><li>Export and download CAS and batch data</li></ul></div><div><a href="#">Help (opens in a new window)</a></div></div></div>

## 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

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

### 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.

**UK Visas & Immigration**

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

### 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. 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

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

**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:	<div>Please select</div> <div>Please select</div> <div>Transfer CAS Ownership</div> <div>Link CAS into Batch of CAS</div>	<div>Back</div> <div>Print</div> <div>Next</div>
---------------	---	--


## 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

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

**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**.

 UK Visas & Immigration

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

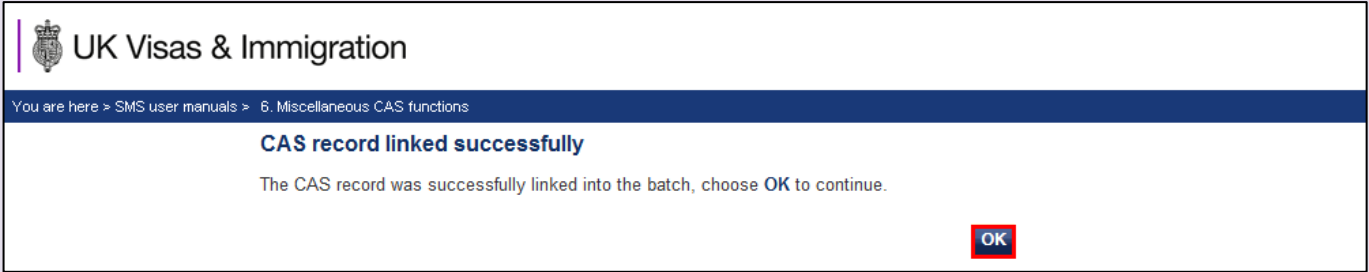
**Confirm link CAS into batch**

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**

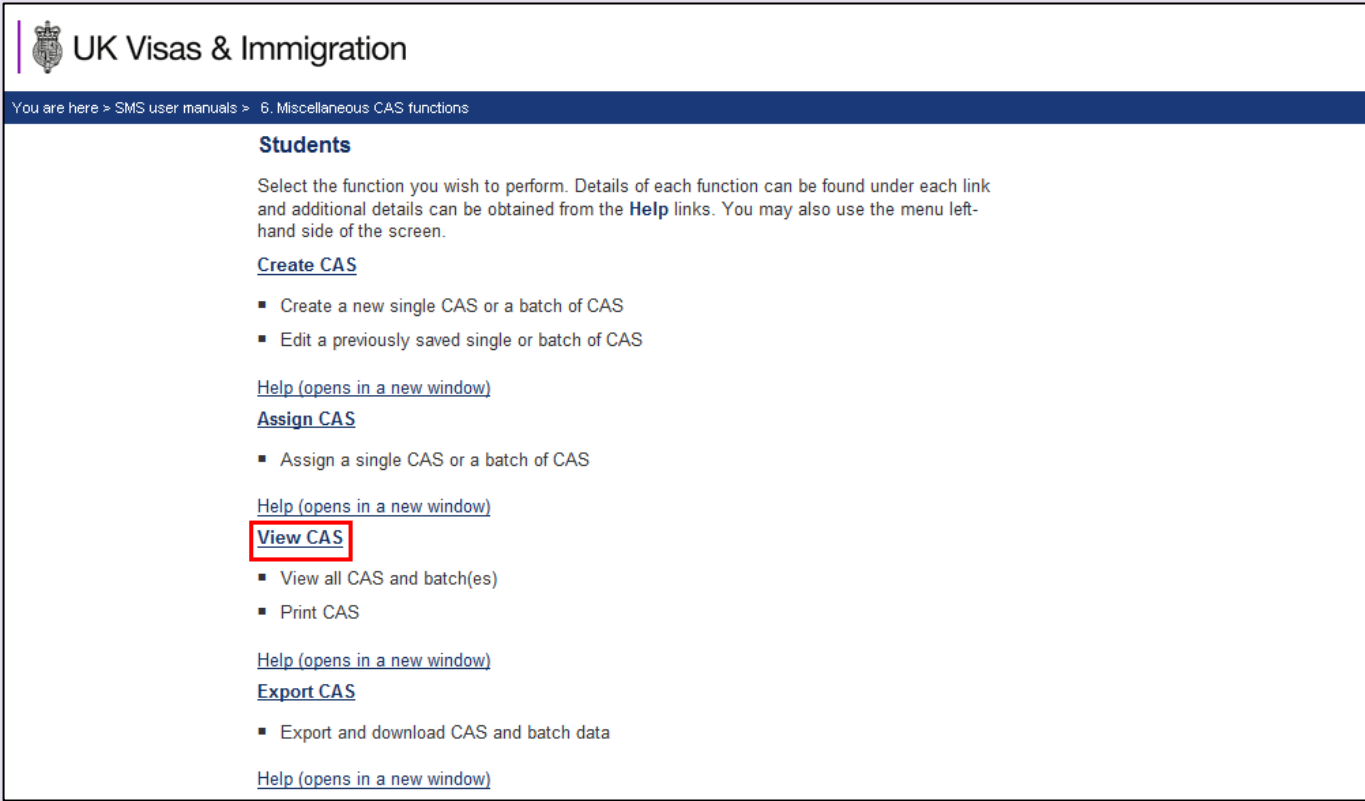
**Note** If you have more than one batch, you will be asked to select the batch to which the CAS is to be linked.

Step	Instruction	Screen example
7	<p>Your CAS has been successfully linked and you will be taken to the <b>CAS record linked successfully</b> screen.</p> <p>Select <b>OK</b> to return to <b>Batch details</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 name. Below the header, a breadcrumb trail reads 'You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions'. The main content area displays the title 'CAS record linked successfully' in bold blue text, followed by the message 'The CAS record was successfully linked into the batch, choose <b>OK</b> to continue.' in a smaller font. At the bottom right of the screen, 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 <b>Students</b> screen, select <b>View CAS</b> .	


## Step

## Instruction

## Screen example

2

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

 **UK Visas & Immigration**

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

### 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**.

**UK Visas & Immigration**

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

### 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:

Batch created from:

Batch created to:

Work in progress: ☐

Ready to go: ☐

Assigned: ☐

[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 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

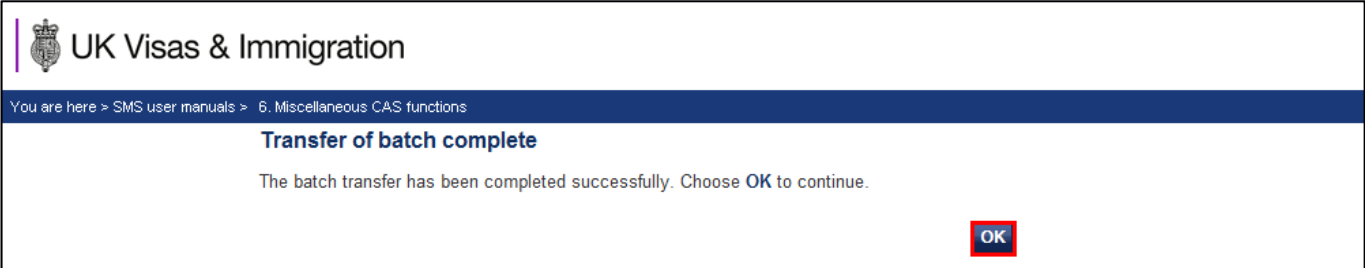
### Transfer batch of CAS

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:	<div>Please select Please select White, Clint (zajdp05sn)</div>

CancelTransfer

**Note** This may take some time to complete.

Step	Instruction	Screen example
5	<p>The <b>Transfer of batch complete</b> screen is now displayed.</p> <p>Select <b>OK</b> to return to <b>CAS search results</b> screen.</p>	 <p>The screenshot shows the 'UK Visas &amp; Immigration' header. Below it is a breadcrumb trail: 'You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions'. The main heading is 'Transfer of batch complete'. The message states: 'The batch transfer has been completed successfully. Choose <b>OK</b> to continue.' At the bottom right, there is a red 'OK' button.</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 <b>Student</b> screen, select <b>Export CAS</b> .	<div><div> UK Visas &amp; Immigration</div><div>You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions</div><div><b>Students</b></div><div>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 <a href="#">Help</a> links. You may also use the menu left-hand side of the screen.</div><div><u>Create CAS</u></div><div><ul style="list-style-type: none"><li>▪ Create a new single CAS or a batch of CAS</li><li>▪ Edit a previously saved single or batch of CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><u>Assign CAS</u></div><div><ul style="list-style-type: none"><li>▪ Assign a single CAS or a batch of CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><u>View CAS</u></div><div><ul style="list-style-type: none"><li>▪ View all CAS and batch(es)</li><li>▪ Print CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><b>Export CAS</b></div><div><ul style="list-style-type: none"><li>▪ Export and download CAS and batch data</li></ul></div><div><a href="#">Help (opens in a new window)</a></div></div>


## 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**.

 UK Visas & Immigration

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

### 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.

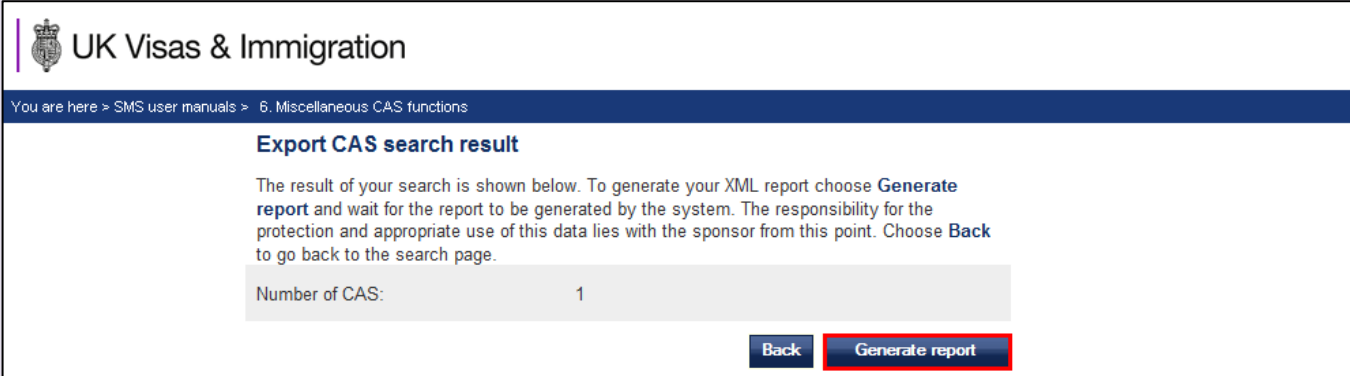
## Step

## Instruction

## Screen example

3

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



UK Visas & Immigration

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

### 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

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

### 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

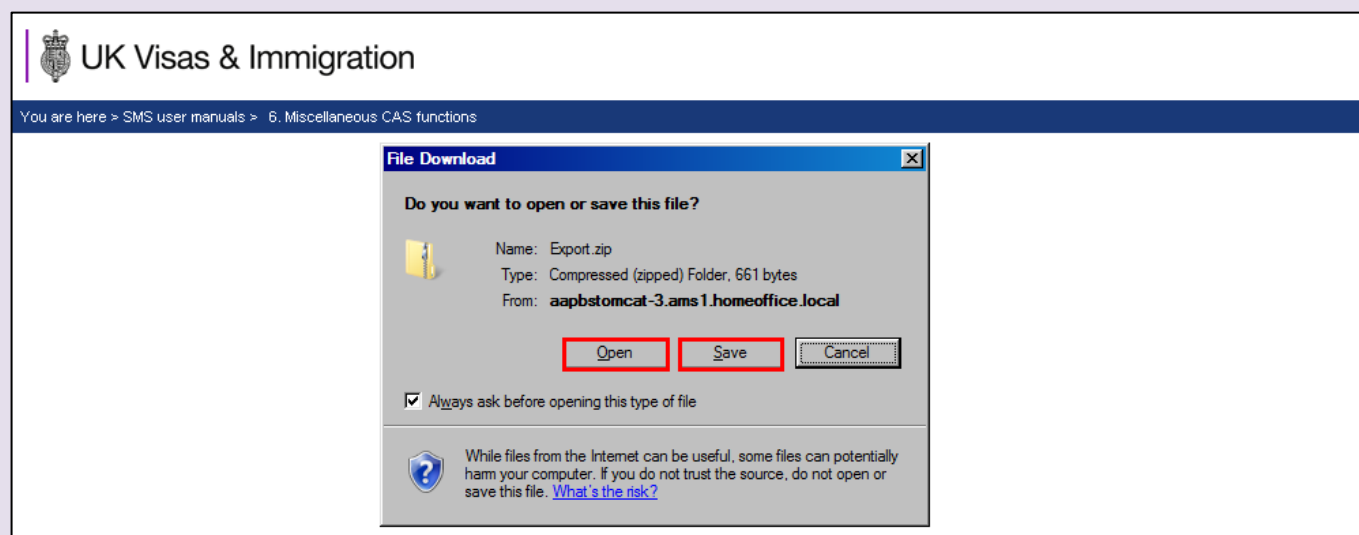
5

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.

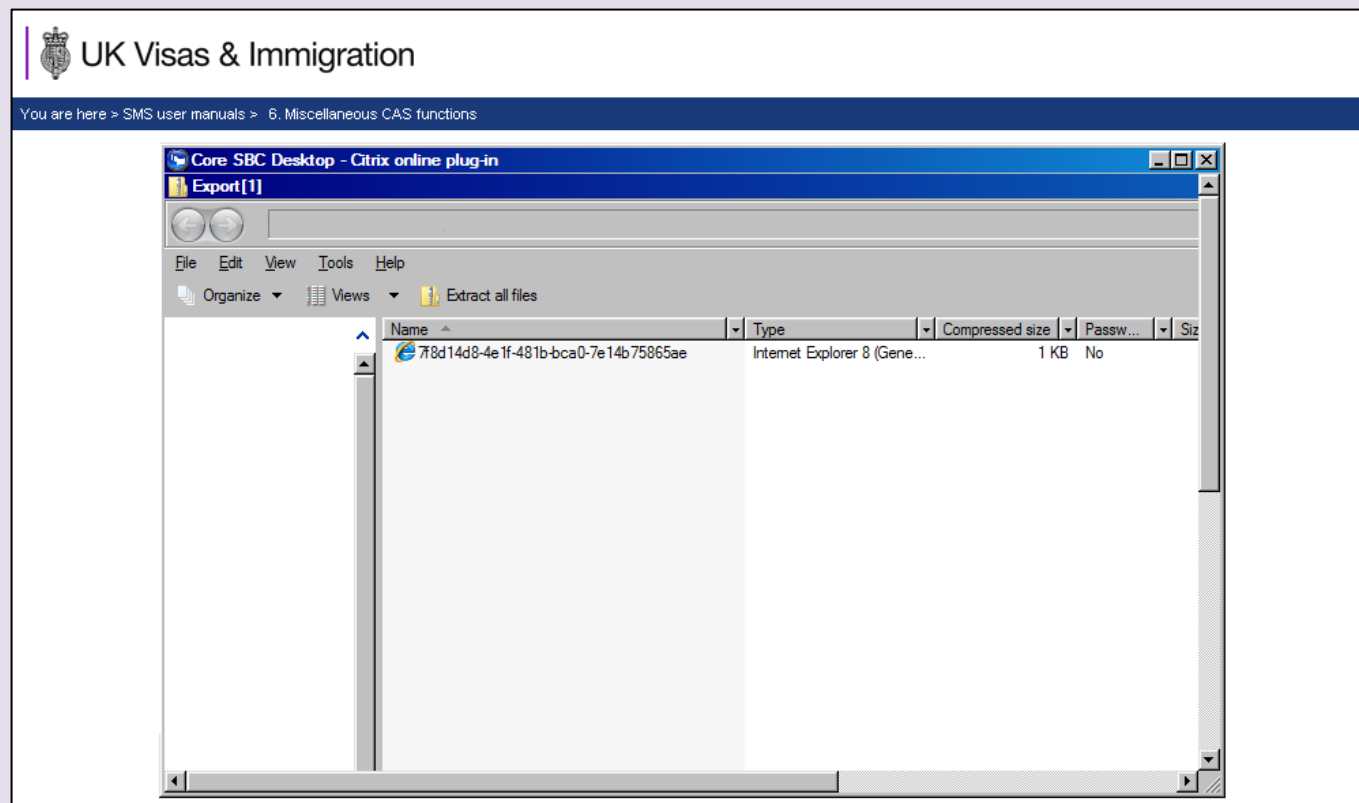
Select **Save**. You may change the file location or filename if you wish.

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.	<div> UK Visas &amp; Immigration</div> <div>You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions</div> <div><pre>&lt;?xml version="1.0" encoding="ISO-8859-1" standalone="yes" ?&gt; - &lt;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"&gt; - &lt;ExportFileHeader&gt;   &lt;BulkExportId&gt;7f8d14d8-4e1f-481b-bca0-7e14b75865ae&lt;/BulkExportId&gt;   &lt;ReportConstructionDate&gt;2014-03-05&lt;/ReportConstructionDate&gt; &lt;/ExportFileHeader&gt; - &lt;CASExportData&gt;   &lt;CASNumber&gt;E4G6IA7A15R0A7&lt;/CASNumber&gt;   &lt;CASStatus&gt;ASSIGNED&lt;/CASStatus&gt;   &lt;LastStatusChanged&gt;2014-02-28&lt;/LastStatusChanged&gt;   &lt;FamilyName&gt;lkl&lt;/FamilyName&gt;   &lt;GivenName&gt;lkl&lt;/GivenName&gt;   &lt;Nationality&gt;BWA&lt;/Nationality&gt; - &lt;DateOfBirth&gt;   &lt;ns2:FullDate&gt;1937-03-22&lt;/ns2:FullDate&gt; &lt;/DateOfBirth&gt;   &lt;PassportTravelDocumentNumber&gt;65465464665454&lt;/PassportTravelDocumentNumber&gt;   &lt;CourseCurriculumTitle&gt;654&lt;/CourseCurriculumTitle&gt;   &lt;CourseStartDate&gt;2014-01-30&lt;/CourseStartDate&gt;   &lt;ExpectedCourseEndDate&gt;2015-02-21&lt;/ExpectedCourseEndDate&gt; &lt;/CASExportData&gt; &lt;/BulkExportRootElement&gt;</pre></div>

# 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 <b>Students</b> screen, select <b>Sponsorship duties</b> .	<div><div> UK Visas &amp; Immigration</div><div>You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions</div><div><div><b>Students</b></div><div>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.</div><div><a href="#">Create CAS</a></div><div><ul style="list-style-type: none"><li>Create a new single CAS or a batch of CAS</li><li>Edit a previously saved single or batch of CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><a href="#">Assign CAS</a></div><div><ul style="list-style-type: none"><li>Assign a single CAS or a batch of CAS</li></ul></div><div><a href="#">Help (opens in a new window)</a></div><div><a href="#">Sponsorship duties</a></div><div><ul style="list-style-type: none"><li>Report student activity, for example, absences from study</li><li>Withdraw a CAS</li><li>Add or amend a sponsor note</li><li>Update fees information</li></ul></div><div><a href="#">Help (opens in a new window)</a></div></div></div>

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.

**UK Visas & Immigration**

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

### 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.

**UK Visas & Immigration**

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

### 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.


## Step

## Instruction

## Screen example

4

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

 UK Visas & Immigration

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

### 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

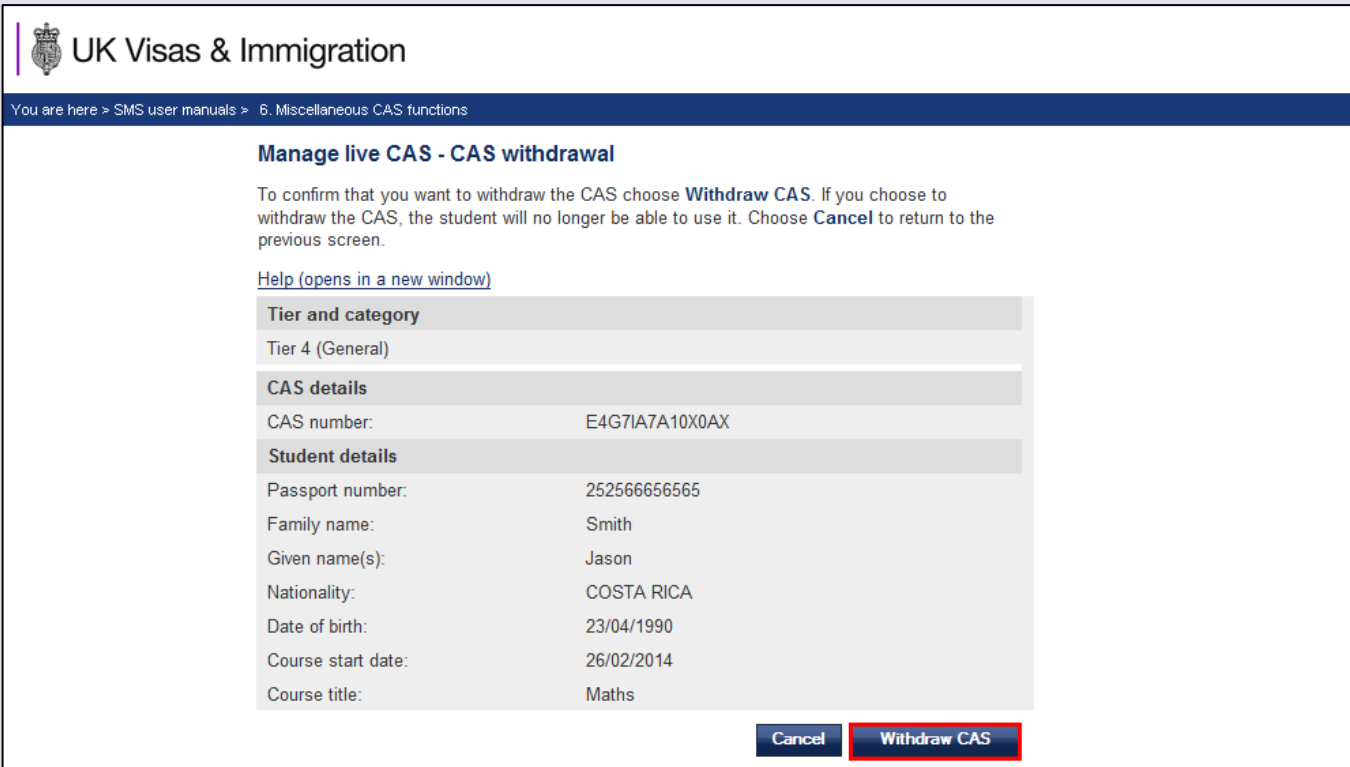
From the **Manage live CAS – CAS withdrawal** screen, select **Withdraw CAS**.

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

6

The CAS has now been withdrawn.

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



UK Visas & Immigration

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

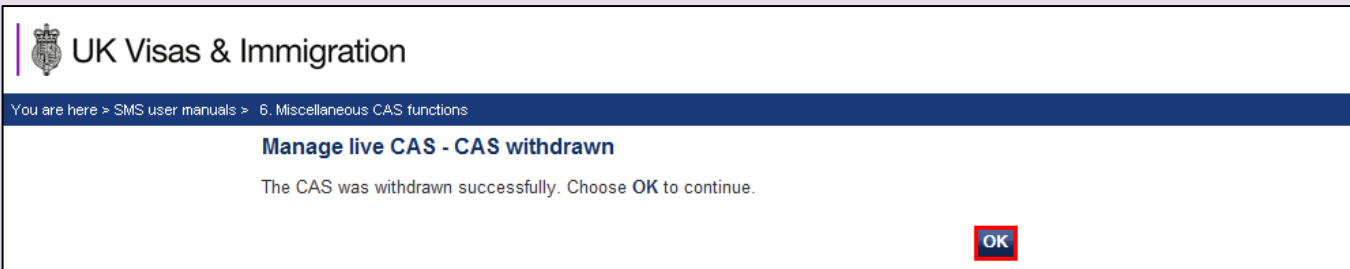
### Manage live CAS - CAS withdrawal

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**



UK Visas & Immigration

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

### 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 <b>Students</b> screen, select <b>Manage study addresses</b> .	<div><div> UK Visas &amp; Immigration</div><div>You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions</div><div><h3>Students</h3><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 <b>Help</b> links. You may also use the menu left-hand side of the screen.</p><p><u>Create CAS</u></p><ul style="list-style-type: none"><li>Create a new single CAS or a batch of CAS</li><li>Edit a previously saved single or batch of CAS</li></ul><p><a href="#">Help (opens in a new window)</a></p><p><u>Assign CAS</u></p><ul style="list-style-type: none"><li>Assign a single CAS or a batch of CAS</li></ul><p><a href="#">Help (opens in a new window)</a></p><p><u>View CAS</u></p><ul style="list-style-type: none"><li>View all CAS and batch(es)</li><li>Print CAS</li></ul><p><a href="#">Help (opens in a new window)</a></p><p><b>Manage study addresses</b></p><ul style="list-style-type: none"><li>Add, amend and delete study addresses</li></ul><p><a href="#">Help (opens in a new window)</a></p></div></div>


## 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**.

 UK Visas & Immigration

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

### 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.

Study addresses

Address identifier	Address line 1	City or town
<div>Espresso Court</div>	2 Espresso Court	Sheffield
<div>Latte Lane</div>	1 Latte Lane	Sheffield

Add

Back

## Step

## Instruction

## Screen example

- To add an address:*
- 3 From the **Add study address** screen, ensure you complete all mandatory details, then select **Save**.

- 4 The **Study address saved** screen is displayed. Select **OK** to return to the **Manage study addresses** screen.
- Repeat this process to add more addresses.

The screenshot shows the 'Add study address' screen. At the top is the UK Visas & Immigration logo and a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The title is 'Add study address'. Below the title is a paragraph of instructions: '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.' Below this is another paragraph: 'Choose **Save** to add the address to the list, or **Cancel** to return to the Manage study addresses screen.' The form itself is titled 'Study address' and contains several fields: 'Address identifier' (mandatory, with a help link), 'Address:' (mandatory, with three stacked input boxes), 'City or town:' (mandatory, with one input box), 'County, area district or province:' (mandatory, with one input box), 'Postcode or ZIP code:' (mandatory, with one input box), and 'Country:' (mandatory, with a dropdown menu showing 'Please select'). At the bottom right are 'Cancel' and 'Save' buttons. The entire form area is highlighted with a red border.

The screenshot shows the 'Study address saved' screen. At the top is the UK Visas & Immigration logo and a breadcrumb trail: 'You are here > SMS user manuals > 6. Miscellaneous CAS functions'. The title is 'Study address saved'. Below the title is a paragraph: 'The study address selected has been saved, choose **OK** to continue.' At the bottom right is an 'OK' button.

**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**.

**UK Visas & Immigration**

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

### 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.

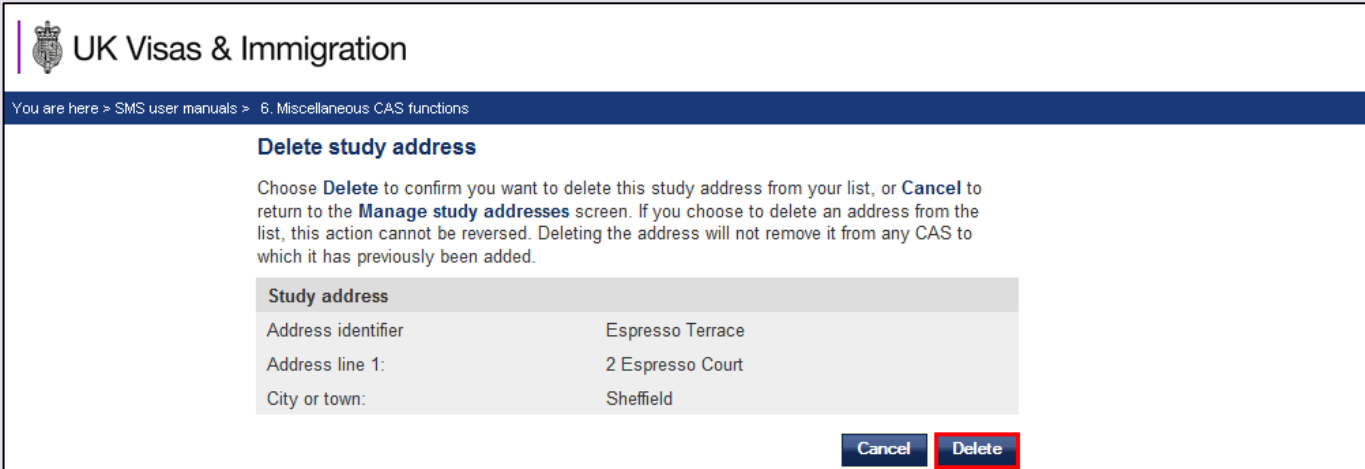
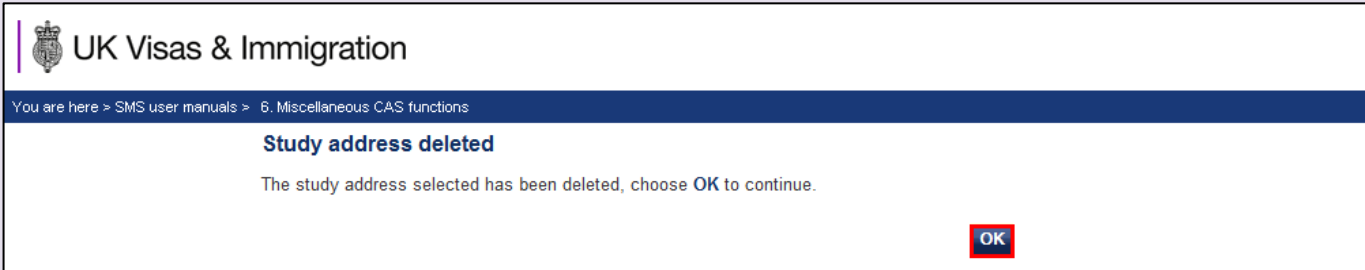
Choose **Save** to add the address to the list, or **Cancel** to return to the Manage study addresses screen.

**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	<p><i>To delete:</i></p> <p>From the <b>Delete study address</b> screen, select <b>Delete</b>.</p>	 <p>The screenshot shows the 'Delete study address' screen. At the top is the UK Visas &amp; Immigration logo and a breadcrumb trail: 'You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions'. The main heading is 'Delete study address'. Below this is a paragraph explaining the action: 'Choose <b>Delete</b> to confirm you want to delete this study address from your list, or <b>Cancel</b> to return to the <b>Manage study addresses</b> 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.' Below the text is a table with the following data:</p> <table><tr><th colspan="2">Study address</th></tr><tr><td>Address identifier</td><td>Espresso Terrace</td></tr><tr><td>Address line 1:</td><td>2 Espresso Court</td></tr><tr><td>City or town:</td><td>Sheffield</td></tr></table> <p>At the bottom right of the screen are two buttons: 'Cancel' and 'Delete'. The 'Delete' button is highlighted with a red border.</p>	Study address		Address identifier	Espresso Terrace	Address line 1:	2 Espresso Court	City or town:	Sheffield
Study address										
Address identifier	Espresso Terrace									
Address line 1:	2 Espresso Court									
City or town:	Sheffield									
7	<p><i>To delete:</i></p> <p>The study address has been deleted.</p> <p>Select <b>OK</b> to return to the <b>Manage study address</b> screen.</p>	 <p>The screenshot shows the 'Study address deleted' screen. At the top is the UK Visas &amp; Immigration logo and a breadcrumb trail: 'You are here &gt; SMS user manuals &gt; 6. Miscellaneous CAS functions'. The main heading is 'Study address deleted'. Below this is a paragraph: 'The study address selected has been deleted, choose <b>OK</b> to continue.' At the bottom right of the screen is a single button: 'OK'.</p>								