The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 4 of 12: Creating CAS

Contents

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 2 of 38

Additional SMS manuals

There are 12 SMS manuals available, plus a supplementary policy manual 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. 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

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 4 of 38

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	[Temporary Work – Creative Worker Group of CoS](#)	CoS	To help sponsors create and manage groups of CoS. Groups of CoS are only available to sponsors licensed in Temporary Work - Creative Worker	Sponsors licensed in the Temporary Work - Creative Work Route
Manual 12	[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 address, or that 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.
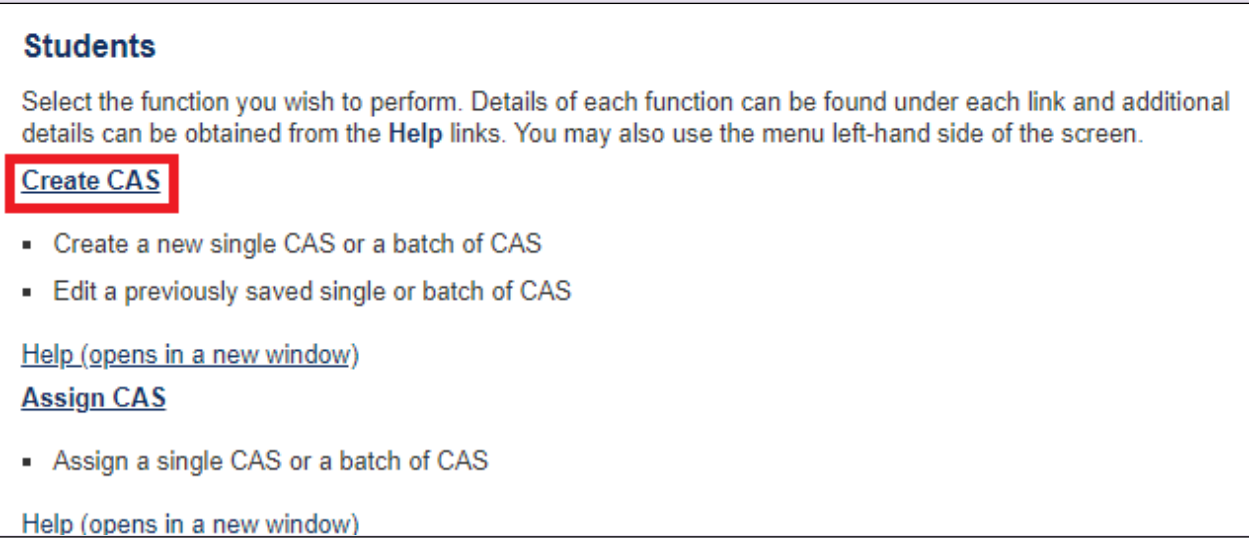
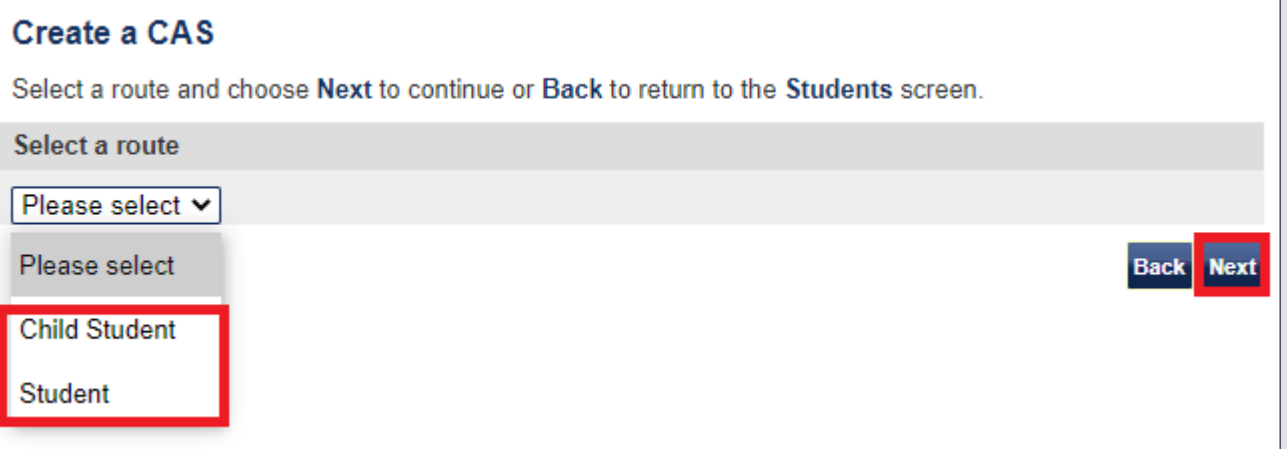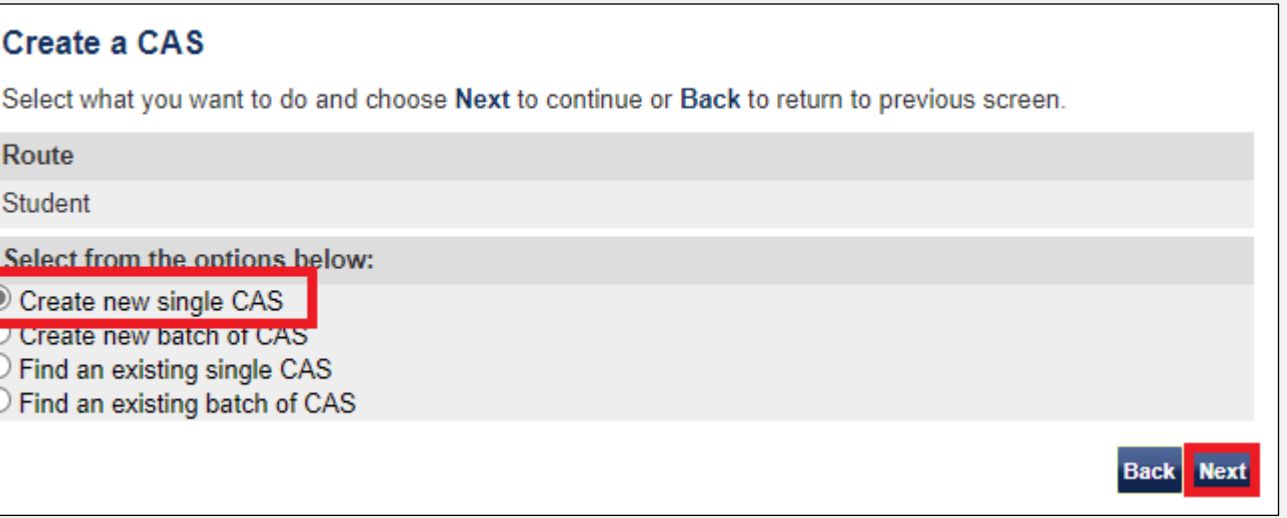| As seen in SMS	Meaning
WORK IN PROGRESS	The CAS is still 'in draft' as one or more mandatory fields are yet to be completed.
READY TO GO	All mandatory fields are complete and the CAS is ready to be assigned to an individual.
ASSIGNED	The CAS has been assigned to an individual in SMS and is ready to be used in support of an application for leave to enter/remain in the UK.
WITHDRAWN	You have used the 'Manage live CAS' function is 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 CAS 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 route / your whole licence prior to the CAS being used.

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 8 of 38

SMS guides

Guide 1: How to create and assign a new single CAS

Follow the step by step instructions below to create and assign a CAS.

You should read the Sponsorship policy guidance and SMS guide 4a – Creating a CAS – guide for education sponsors before creating and assigning CAS.

Step	Instruction	Screen example
1	From the **Students** screen, select **Create CAS**.	**Students** 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. **Create CAS** ▪ Create a new single CAS or a batch of CAS ▪ Edit a previously saved single or batch of CAS Help (opens in a new window) **Assign CAS** ▪ Assign a single CAS or a batch of CAS Help (opens in a new window)

Step	Instruction	Screen example
2	From the **Create a CAS** screen, select the relevant route (Student or Child Student) and choose **Next**. If you are only licensed under one of these categories, the drop-down list will default to that route and this step won't be necessary.	**Create a CAS** Select a route and choose **Next** to continue or **Back** to return to the **Students** screen. **Select a route** Please select ▾ Please select Child Student Student Back Next
3	From the second **Create a CAS** screen, select **Create new single CAS** and choose **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 Back Next

Step	Instruction	Screen example
4	From the third **Create a CAS** screen, complete the details of the individual you wish to sponsor, then select **Save**.	**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: * Sex: * Please select Nationality: * Please select Place of birth: Help (opens in a new window) Country of birth: * Please select Passport number: * Applicant number: Help (opens in a new window) UCAS ID number: Help (opens in a new window) **Agent (optional)** Migrant sourced through agent?: ☐If you used an agent, give details: Agent company name: * Agent contact family name: * Agent contact given name: Address: * City or town: * County, area district or province: Postcode or ZIP code: * Country: * Please select Help (opens in a new window) **Offer details** Enter the course and study details of the offer that the CAS supports. **Course details** Application number: Help (opens in a new window) Course title: * Help (opens in a new window) Course ID: Help (opens in a new window)
Note	You must complete the **Family name** field as a minimum to save the CAS.	

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Step	Instruction	Screen example
5	From the **Confirmation of saved CAS** screen, choose **Assign**. If you need to change any details, select **Amend**.	**Confirmation of saved CAS** From the options below, choose: ▪ **Amend** to edit information on the CAS; ▪ **Assign** to pay for and assign the CAS. This option will only be available if all mandatory fields in the CAS have been completed. Once a CAS has been assigned it cannot be amended; ▪ **Link** to link the CAS to a batch; ▪ **Delete** to delete the CAS; or ▪ **Exit** to return to the previous screen. **Route** Student **Student details** Passport number: 123456 Family name: Smith Given name(s): Nationality: BANGLADESH Date of birth: 17/01/1934 Course start date: 17/01/2021 Course title: maths Exit Link Assign Amend Delete

Note	
	1. If **Assign** is unavailable (greyed out), one or more mandatory fields in the CAS may not have been completed. A common reason for this is because the **Main study address** fields have not been completed. Select **Amend** to edit the CAS. 2. Select **Delete** to delete the CAS if it is no longer required. You can only delete CAS that have not been assigned.

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Step	Instruction	Screen example
6	On the **Assign CAS** screen, if the details displayed are correct, select **Assign**. If you need to make further changes, select **Back**.	**Assign CAS** Check the information and choose **Assign** to assign the CAS or choose **Back** to return to the previous screen. **Current allocation details** The current allocation you hold against the route you are going to assign this CAS under is shown below. You will not be able to assign this CAS if you have used all of your allocation. <table><tr><td>Route:</td><td>Student</td></tr><tr><td>Limit:</td><td>100</td></tr><tr><td>Unused:</td><td>98</td></tr></table> **Student details** **Student details** <table><tr><td>Family name:</td><td>Smith</td></tr><tr><td>Given name(s):</td><td></td></tr><tr><td>Other names:</td><td></td></tr><tr><td>Date of birth:</td><td>17/01/1934</td></tr><tr><td>Gender:</td><td>Female</td></tr><tr><td>Nationality:</td><td>BANGLADESH</td></tr></table> **Overseas institution details (if applicable)** None provided Back Assign
Note	Your current CAS allocation is also displayed in this screen. You must have a current *Unused* allocation of CAS in order to assign a CAS. If your *Unused* allocation is zero, you must apply to increase your allocation by using either the **Request CoS/CAS increase** or **Request renewal of annual CoS/CAS allocations** (if applicable) function found in **Licence summary, applications and services**.	

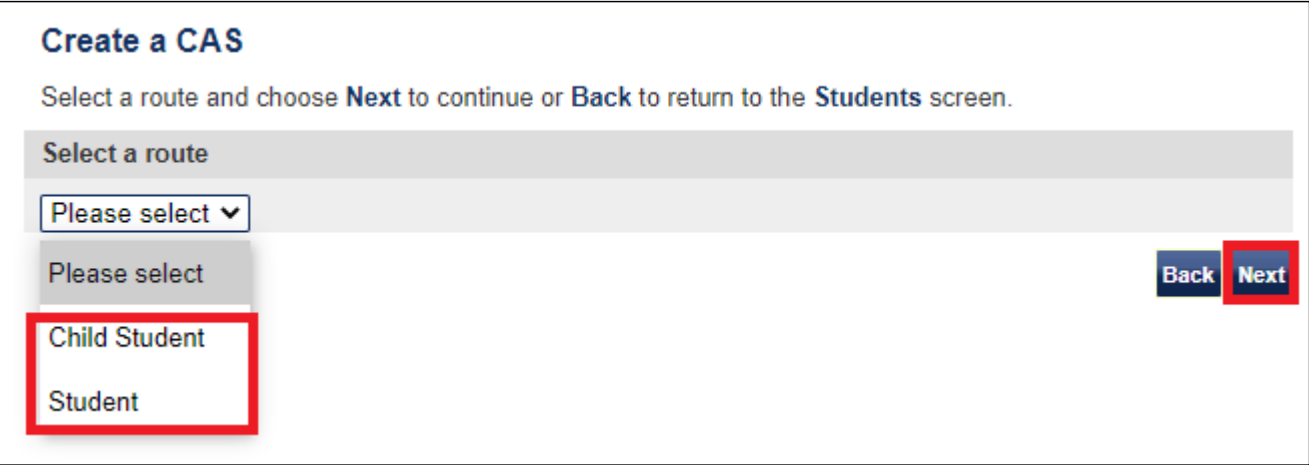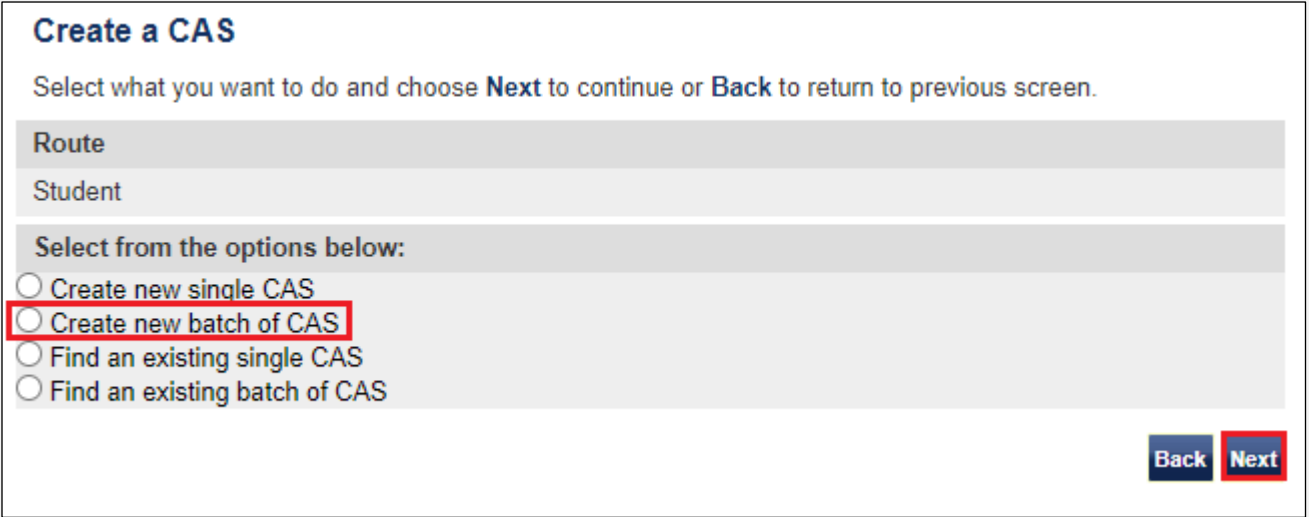| Step	Instruction	Screen example
	From the **Online payment** screen, select **OK** to proceed through the payment process.	
7	When you have completed payment, the **Confirmation of assigned CAS** screen is displayed. The creation and assignment process is now complete.	

Online payment

You are about to be redirected to a third party online payment service to pay. Once you have paid, you will be brought back to the sponsorship management system to confirm that the CAS has been assigned. The CAS number will then be available for you to give to the student. All payments must be made in pounds sterling (£). Choose OK to be redirected to WorldPay or if you do not want to proceed choose Cancel to return to the previous screen.

The following cards will be accepted:

VISA   VISA   MasterCard   Maestro   AMERICAN EXPRESS   SOLO

Electronic payments are powered by:

payments powered by
WorldPay

Payment amount

Amount: 21

Cancel   OK

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 14 of 38

Step	Instruction	Screen example
8	The **Confirmation of Assigned CAS**, shows details of the assigned CAS.	**Confirmation of Assigned CAS** The CAS has been assigned, you should take a note of the CAS number and then give the number to the student. Choose **OK** to continue. **Route** Student **CAS details** CAS number: E4G2XA2A45E0A4 Date assigned: 23/11/2020 Expiry date (use by): 24/05/2021 **Student details** Passport number: 123456 Family name: Smith Given name(s): Nationality: BANGLADESH Date of birth: 17/01/1934 Course start date: 17/01/2021 Course title: maths **OK**

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Document reference Creating and assigning CAS | **Version number 5**.0 | **Published** May 2025 | **Manual** 4 of 12 | **Page** 15 of 38

Guide 2: How to create and assign a new batch of CAS

Follow the step by step instructions to create and assign a batch of CAS.

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

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

Step	Instruction	Screen example
2	From the **Create a CAS** screen, select the relevant route (Student or Child Student) and choose **Next**. If you are only licensed under one of these categories, the drop-down list will default to that route and this step won't be necessary.	**Create a CAS** Select a route and choose **Next** to continue or **Back** to return to the **Students** screen. **Select a route** Please select ▾ Please select Child Student Student Back Next
3	From the second **Create a CAS** screen, select **Create new batch of CAS** and **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 Back Next

Step	Instruction	Screen example
4	From the final **Create a CAS** screen, enter the batch name, 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 **Create new batch of CAS** Batch name: [_____] Help (opens in a new window) Back Next

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 18 of 38

Step	Instruction	Screen example
5	From the **Batch details** screen, select **Add CAS** (two buttons available).	**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:	0
Owner:	test, test (HdcozV)
Status:	WORK IN PROGRESS
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

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

Exit | Delete all | Assign

Note   **Assign** will be not available (greyed out) until you have added a CAS to the batch.

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Step	Instruction	Screen example
6	From the **Create a CAS** screen, complete the student details and course details then select **Save**.	**Route** Student **Batch details** Batch name: TEST **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: * Sex: * Please select Nationality: * Please select Place of birth: Help (opens in a new window) Country of birth: * Please select Passport number: * Applicant number: Help (opens in a new window) UCAS ID number: Help (opens in a new window) **Agent (optional)** Migrant sourced through agent?: ☐If you used an agent, give details: Agent company name: * Agent contact family name: * Agent contact given name: Address: * City or town: * County, area district or province: Postcode or ZIP code: * Country: * Please select Help (opens in a new window) **Offer details** Enter the course and study details of the offer that the CAS supports. **Course details** Application number: Help (opens in a new window) Course title: * Help (opens in a new window) Course ID:

Step	Instruction	Screen example

7

From the **Batch details** screen, you can now see that the CAS you just created is displayed beneath the **Details of CAS within batch** heading.

Repeat the steps above to add additional CAS to the batch.

Once you have added all required CAS to the batch, select **Assign**.

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
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

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 21 of 38

Step	Instruction	Screen example
8	From the **Confirm assignment of batch** screen, select **Assign**.	**Confirm assignment of batch** Confirm that you would like to assign the batch by choosing **Assign**. You will need to have enough CAS remaining in your allocation to cover the whole batch to continue. If you do not want to continue choose **Cancel** to return to the **Assign CAS - search** screen. **Current allocation details** Allocation details | Route:	Student
Limit:	100
Unused:	97	 **Batch details** Batch name: Test Batch Number of CAS in batch: 1 Cancel **Assign**

Step	Instruction	Screen example

9

From the **Online payment** screen, select **OK** then proceed through the payment process.

Online payment

You are about to be redirected to a third party online payment service to pay. Once you have paid, you will be brought back to the sponsorship management system to confirm that the CAS has been assigned. The CAS number will then be available for you to give to the student. All payments must be made in pounds sterling (£). Choose **OK** to be redirected to WorldPay or if you do not want to proceed choose **Cancel** to return to the previous screen.

The following cards will be accepted:

VISA   VISA   MasterCard   Maestro   AMERICAN EXPRESS   SOLO

Electronic payments are powered by:

payments powered by
WorldPay

Payment amount

Batch name:	Test Batch
Number of CAS in batch:	1
Amount:	21

Cancel **OK**

10

Following successful payment, you will be returned to the **Confirmation of assigned batch** screen, where you can see that the CAS has been assigned a **CAS number**.

Confirmation of assigned batch

The batch has been assigned successfully. The batch contents are displayed alphabetically. If this is a very large batch of CAS, not all CAS may be displayed. If this is the case, use the export CAS function for a full list. You should now give the CAS numbers to the students. Choose **OK** to continue.

Batch details

Batch name:	Test Batch2
Number of CAS in batch:	1

CAS summary

CAS number	Family name	Given name	Date of birth	Nationality	Passport number	Course start date
E4G2XA2A46G0A5	Taylor		19/12/1938	ARGENTINA	00000	19/12/2020

OK

Guide 3: How to edit or delete a single CAS

Follow the step by step instructions below to edit or delete a single CAS. These functions are useful if you wish to edit a CAS before assigning it or you wish to delete a CAS that is no longer required.

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

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

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Step	Instruction	Screen example
2	From the **Create a CAS** screen, select the relevant route (Student or Child Student) and choose **Next**. I If you are only licensed under one of these categories, the drop-down list will default to that route and this step won't be necessary.	**Create a CAS** Select a route and choose **Next** to continue or **Back** to return to the **Students** screen. Select a route Please select ▾ Back Next Please select Child Student Student
3	From the second **Create a CAS** screen, select **Find an existing single CAS** and then **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 Back Next

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 single CAS

Passport number: [   ]

Family name: [   ]

Given name(s): [   ]

Date of birth: [▾] [▾] [▾]

Help (opens in a new window)

Back Next

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

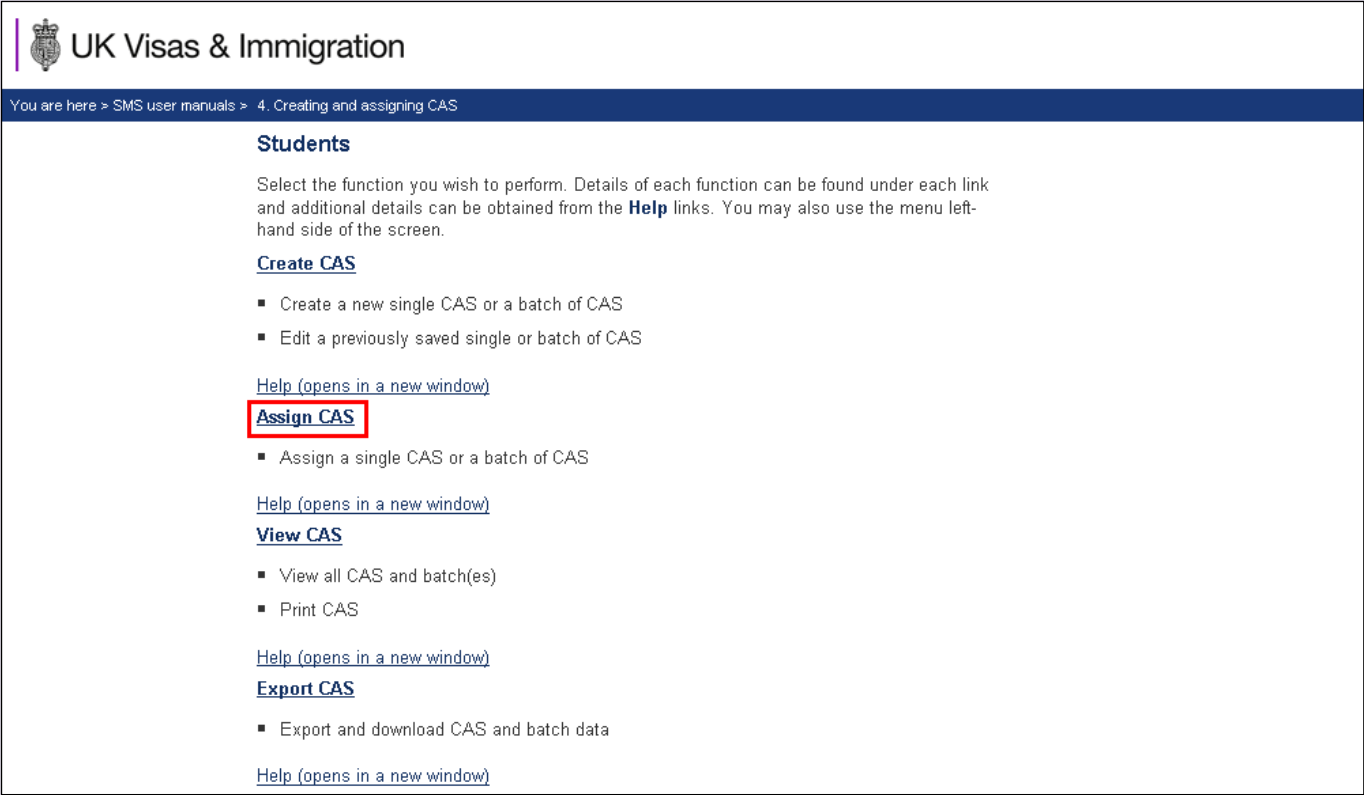| Step	Instruction	Screen example
5	From the **Edit an existing CAS** screen, edit the details you wish to change, then select **Save.** If you wish to delete the CAS, select **Delete**. You will now be asked to confirm the deletion. Select **Delete** to proceed.	**Edit an existing CAS** Enter the details 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: * Smith Given name(s): Other names: Date of birth: * Gender: * Please select Nationality: * Please select Place of birth: Help (opens in a new window) Country of birth: * Please select Passport number: * Applicant number: Help (opens in a new window) **Overseas institution details (if applicable)** Overseas higher education institution name: Pre-stored address: Please select Provide address Help (opens in a new window) Cancel Delete Save

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 27 of 38

Step	Instruction	Screen example
	After editing:	**Confirmation of saved CAS** From the options below, choose: ▪ **Amend** to edit information on the CAS; ▪ **Assign** to pay for and assign the CAS. This option will only be available if all mandatory fields in the CAS have been completed. Once a CAS has been assigned it cannot be amended; ▪ **Link** to link the CAS to a batch; ▪ **Delete** to delete the CAS; or ▪ **Exit** to return to the previous screen.
6	From the **Confirmation of saved CAS** screen, you can see the amended details.	**Route** Student **Student details** Passport number: Family name: Smith Given name(s): Nationality: ARMENIA Date of birth: Course start date: Course title: Exit　Link　Assign　Amend　Delete

Guide 4: How to assign a CAS (having created it earlier)

Follow the step by step instructions below to assign a single CAS. This function is useful if you have previously created a CAS and saved it (showing a status of READY TO GO), but did not assign it.

You should read the Sponsorship policy guidance and SMS guide 4a – Creating a CAS – guide for education sponsors before assigning CAS.

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

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Step	Instruction	Screen example
2	From the **Assign CAS** screen, select **Assign single CAS**.	UK Visas & Immigration You are here > SMS user manuals > 4. Creating and assigning CAS **Assign CAS** Choose from the menu below either to assign a single CAS or assign a batch of CAS. **Assign single CAS** ■ Find and assign a single CAS Help (opens in a new window) **Assign batch** ■ Find and assign a batch of CAS Help (opens in a new window)
3	From the **Search for a single CAS to assign** screen, enter your parameters, then select **Next**.	UK Visas & Immigration You are here > SMS user manuals > 4. Creating and assigning CAS **Search for a single CAS to assign** Enter the search criteria to find the CAS that you want to assign. 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, **Advanced** for a more detailed search or **Back** to return to the previous screen. 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 assign. If your search parameters are specific, you will be presented with the screen below.	

Step	Instruction	Screen example
4	From the **Assign CAS** screen, ensure the details are correct, and then select **Assign**.	**Assign CAS** Check the information and choose **Assign** to assign the CAS or choose **Back** to return to the previous screen. **Current allocation details** The current allocation you hold against the route you are going to assign this CAS under is shown below. You will not be able to assign this CAS if you have used all of your allocation. Route: Student Limit: 100 Unused: 99 **Student details** Student details Family name: Smith Given name(s): Other names: Date of birth: 01/01/1925 Sex: Male Nationality: ALGERIA Place of birth: Algeria Country of birth: AFGHANISTAN Passport number: 123456 Sponsor's system unique ID for a student: UCAS ID number:

| **Note** | You must have a current *Unused* allocation of CAS in order to assign a CAS. |

Step	Instruction	Screen example
5	The **Online payment** screen is now displayed. Select **OK** to proceed with the transaction; this will open the Home Office's contracted third party payment service (Worldpay).	**Online payment** You are about to be redirected to a third party online payment service to pay. Once you have paid, you will be brought back to the sponsorship management system to confirm that the CAS has been assigned. The CAS number will then be available for you to give to the student. All payments must be made in pounds sterling (£). Choose **OK** to be redirected to WorldPay or if you do not want to proceed choose **Cancel** to return to the previous screen. **Payment amount** Amount: 55 Cancel OK

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 32 of 38

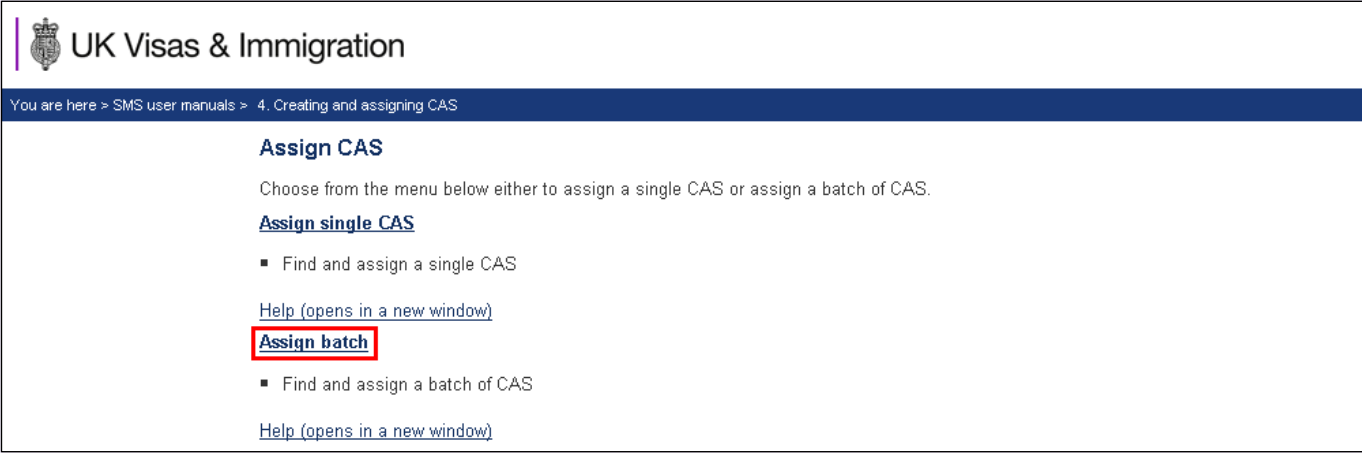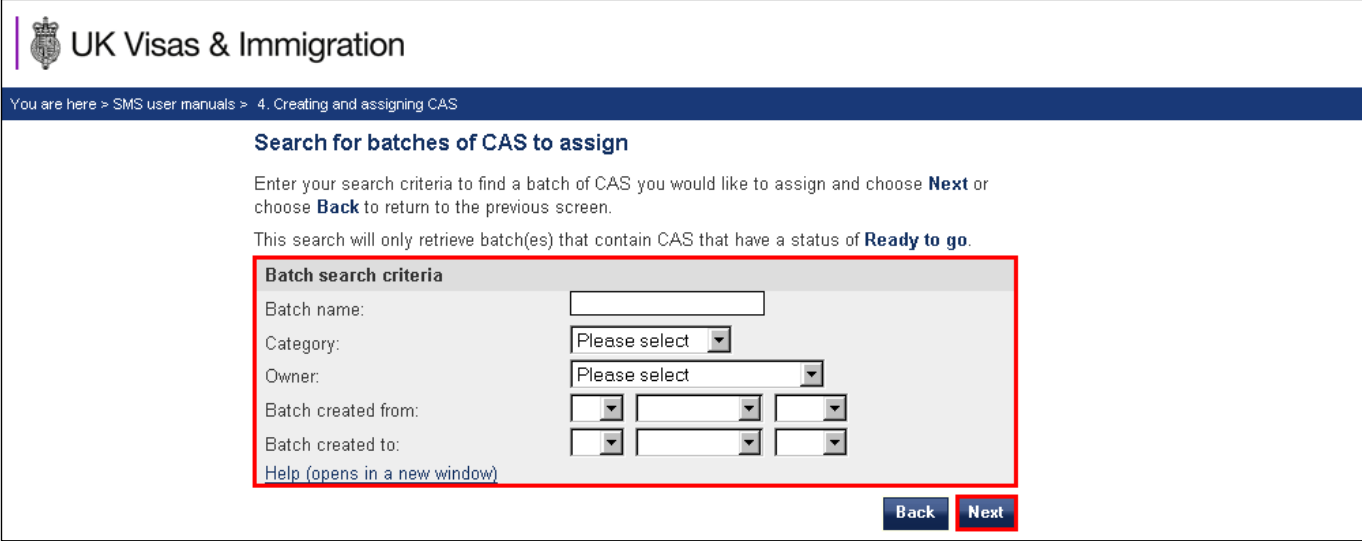| Step	Instruction	Screen example
6	The CAS has been assigned and you can now see the unique CAS number.	**Confirmation of Assigned CAS** The CAS has been assigned, you should take a note of the CAS number and then give the number to the student. Choose **OK** to continue. **Route** Student **CAS details** CAS number: E4G5EG8A57N0A4 Date assigned: 13/05/2025 Expiry date (use by): 14/11/2025 **Student details** Passport number: 123456 Family name: Smith Given name(s): Nationality: ALGERIA Date of birth: 01/01/1925 Course start date: 18/07/2025 Course title: Maths OK

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 33 of 38

Guide 5: How to assign a batch (having created it earlier)

Follow the step by step instructions to assign a batch of CAS, without first creating it. This function is useful if you have previously created a batch of CAS and you now wish to assign and pay for it.

You should read the Sponsorship policy guidance and SMS guide 4a – Creating a CAS – guide for education sponsors before assigning batches of CAS.

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

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Document reference Creating and assigning CAS **| Version number 5**.0 **| Published** May 2025 **| Manual** 4 of 12 **| Page** 34 of 38

Step	Instruction	Screen example
2	From the **Assign CAS** screen, select **Assign batch**.	**UK Visas & Immigration** You are here > SMS user manuals > 4. Creating and assigning CAS **Assign CAS** Choose from the menu below either to assign a single CAS or assign a batch of CAS. **Assign single CAS** ■ Find and assign a single CAS Help (opens in a new window) **Assign batch** ■ Find and assign a batch of CAS Help (opens in a new window)
3	From the **Search for batches of CAS to assign** screen, enter the name of the batch you wish to assign, then select **Next**.	**UK Visas & Immigration** You are here > SMS user manuals > 4. Creating and assigning CAS **Search for batches of CAS to assign** Enter your search criteria to find a batch of CAS you would like to assign and choose **Next** or choose **Back** to return to the previous screen. This search will only retrieve batch(es) that contain CAS that have a status of **Ready to go**. **Batch search criteria** Batch name: [ ] Category: [Please select ▼] 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 assign. If your search parameters are specific, you will be presented with the screen below.	

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Step	Instruction	Screen example
4	From the **Confirm assignment of batch** screen, select **Assign**.	**Confirm assignment of batch** Confirm that you would like to assign the batch by choosing **Assign**. You will need to have enough CAS remaining in your allocation to cover the whole batch to continue. If you do not want to continue choose **Cancel** to return to the **Assign CAS - search** screen. **Current allocation details** Allocation details | Route:	Student
Limit:	100
Unused:	98	 **Batch details** Batch name: SMS guides Number of CAS in batch: 1 Cancel **Assign**

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Step	Instruction	Screen example
5	From the **Online payment** screen, choose **OK** then proceed through the payment process. When you have completed payment, the **Confirmation of Assigned CAS** screen is displayed.	**Online payment** You are about to be redirected to a third party online payment service to pay. Once you have paid, you will be brought back to the sponsorship management system to confirm that the CAS has been assigned. The CAS number will then be available for you to give to the student. All payments must be made in pounds sterling (£). Choose **OK** to be redirected to WorldPay or if you do not want to proceed choose **Cancel** to return to the previous screen. **Payment amount** Batch name: SMS guides Number of CAS in batch: 1 Amount: 55 Cancel **OK**

Step	Instruction	Screen example
6	On the **Confirmation of assigned batch**, the batch has now been assigned.	