

Guidance for Sponsors

SMS Guide 4A – Creating a CAS – guide for Student sponsors

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Confirmation of Acceptance for Studies (CAS)

A CAS is not an actual certificate or paper document, but is a virtual document, similar to a database record.

You will need to use the Sponsorship Management System (SMS) to create a CAS for an individual whom you wish to sponsor. The system will generate a unique reference number (URN). Once you have assigned the CAS, you must give the URN to the sponsored student so that they can quote the URN on their application for leave to study in the UK.

For more information on allocating a CAS to a student, see the 'Sponsorship duties' section of the [Student sponsor guidance](#).

Creating a CAS on the Sponsorship Management System (SMS)

The following table provides guidance on how to populate the relevant fields when creating a CAS.

The entry fields marked * on the SMS are mandatory. However, if you select certain optional fields, this will make other related fields mandatory.

If you need to exit the SMS before you have completed all the fields for a particular CAS, you can save it and complete it later if you enter the family name. When you return to complete the CAS, you will be able to find it again by searching for the family name.

The system will log you out after 20 minutes of inactivity. Save any information that you enter at regular intervals to avoid losing any data.

Note: Once you have sponsored international students on the Student or Child Student routes, you must use the SMS to report on their activities. More detailed information about reporting these activities can be found in the [Student sponsor guidance](#).

Category

Field name	Help text
Student Child Student	Select the category under which you are sponsoring the student.

Student Details

Field name	Help text
Family or last name* Given name(s) Other names Date of Birth* Gender* Nationality* Place of birth* Country of birth* Passport number*	Enter details as shown in the student's passport. Very rarely, a student's passport may not show a 'family name'. The 'family name' field in the SMS is mandatory but the 'given name(s)' field is not. In such cases, you must enter the single name shown in the passport in the 'family name' field.
Applicant number	Your system ID for the applicant (i.e. for the student you are sponsoring on a course).
UCAS ID number	UCAS unique identifier for the student (if relevant).

Agent Details

Field name	Help text
Migrant sourced through agent?	Tick if you used an agent to recruit the student. If ticked, the fields below marked * become mandatory
Agent company name*	This should be the company's formal legal name used in the contract. No acronyms or shortenings. No cities/countries should be included here - just the company name.
Agent contact name*	The name of the primary agent contract contact. The family name* field is mandatory
Address*	This should be the address for the specific branch from which the student was recruited. The address needs to be entered in the corresponding fields below: <ul style="list-style-type: none"> • Address line 1* - First line of address including building name/number, street. • City /Town* - No acronyms (write out in full) • Postcode / Zipcode* Country* – Select from drop down menu

Course Details

Field name	Help text
Application number	Your reference for the student's application to be admitted onto a particular course.
Course title*	<p>Use the course title which is stated in your institution's prospectus or course guide.</p> <p>Where a student will be studying a portfolio of A-Levels, GCSEs or International Baccalaureate Diplomas or programme, the name of the portfolio should be provided. For example, 'A-Levels'.</p> <p>Where a student will be a Student Union Sabbatical Officer, enter the title of the post here instead of a course title.</p> <p>Where a student will be re-sitting or re-submitting, you must provide the original course start date in the field of the same name.</p>
Course ID	Your course ID may be entered here, if there is a course identifier specified in your prospectus or course guide.
Course level*	You must select a course level from the drop-down list.
Secondary course level	Enter the secondary course level where a secondary qualification is being studied alongside the principal course.
Course start date*	<p>The date must not be in the past.</p> <ul style="list-style-type: none"> • If the student is starting a new course, this is the future date that the course will start. • If the student is starting the course late, enter the date that the CAS is created here and enter the actual course start date in the 'original course start date' field. • If you are sponsoring a student who is changing course (i.e. they are moving from the lower level to the higher level of an integrated Masters course or they are adding a study abroad programme or work placement to their course) enter the date the change of course is expected to commence, should the student's application be successful. • If the student is applying for further permission to stay to complete their course after completing a study abroad programme or work placement, record the date the CAS is created and enter the actual course start date (i.e. the date the change of course commenced – this can be a date in the past) in the 'original course start date' field. • If you are sponsoring a student to continue their

	<p>current studies for the same course, do NOT enter the date on which the course originally started. Enter the date from which you need to continue sponsoring them. This may be the next day after their permission runs out, if a student will be continuing their current studies. Include the original course start date in the 'original course start date' field.</p> <ul style="list-style-type: none"> • If the student is applying for entry clearance to complete the same course or where they are changing course, enter the date from which the applicant requires their next period of permission to start, which will be the date they are planning on returning to the UK to recommence their course. Include the original course start date in the 'original course start date' field. • If the student will be studying a pre-sessional course with an unconditional offer to continue onto the main course, enter the start date of the pre-sessional course.
Course end date*	Enter the actual end date of the course the sponsored student will be studying.
Are you sponsoring a student that is continuing their studies?	<p>Yes / No</p> <p>Answer yes if the student is continuing on the same course started on their most recent period of student permission.</p> <p>*If yes, the field below becomes mandatory</p> <p>You should only select yes if the student is applying to continue on the same course which their previous period of student permission was granted for (or where a change of course was allowed under the Student route conditions). If the student will be studying a different course, select no.</p>
If yes, please enter the original course start date	<p>Enter the date the student initially started the course i.e. the course start date entered on their original CAS application.</p> <p>This must be a date in the past.</p>
Latest date a student can be accepted onto the course	Enter the last date on which the sponsored student can be accepted on to the course.

Field name	Help text
Tick if the course is full time	Use this box to confirm that the course you are offering is full time.
Hours per week*	<p>You must enter the number of hours of study per week.</p> <ul style="list-style-type: none"> • If the applicant is applying under the Student route and is applying for a full-time degree course that leads to a United Kingdom recognised bachelor or postgraduate degree, enter '0'. • If the applicant is applying under the Student route to undertake a period of study which forms part of an overseas degree course (which is equivalent to a United Kingdom degree course), enter '0'. • If the applicant is applying under the Student route and is studying part-time for a qualification at RQF level 7 or above (SCQF level 11 or above), enter the number of hours of study per week. If the student studies fewer than one day per week, enter an average figure (e.g. where a student studies 1 day every 4 weeks, enter 0.25) and give details in the 'sponsor note' field. • If the student is a Child student, enter '0'. • If the course of study is below degree level (RQF level 6 / SCQF level 9) and the student is not applying on the Child Student route, enter the number of hours of study per week. This must be above 15 hours per week.
Tick if the course requires an Academic Technology Approval Scheme (ATAS) certificate	Where the course requires an Academic Technology Approval Scheme (ATAS) certificate, the student must provide their certificate in support of their application. You must also keep either a copy of the certificate, or the electronic approval notice you received from the Foreign, Commonwealth and Development Office (FCDO). If the student is exempt from providing an ATAS certificate due to their nationality but the course would otherwise require an ATAS certificate, this field does not need to be ticked.
Tick if the course requires an Academic Technology Approval Scheme (ATAS) certificate	Where the course requires an Academic Technology Approval Scheme (ATAS) certificate, the student must provide their certificate in support of their application. You must also keep either a copy of the certificate, or the electronic approval notice you received from the Foreign, Commonwealth and Development Office (FCDO). If the student is exempt from providing an ATAS certificate due to their nationality but the course would otherwise require an ATAS certificate, this field does not need to be ticked.

Field name	Help text
Does the course include remote delivery?	<p>Yes/No</p> <p>Other than in exceptional circumstances as set out in sponsor duties, remote delivery is only permitted at sponsors who are HEPs with a track record of compliance. All other sponsors should answer “No” by default.</p> <p>*If yes, the field below becomes mandatory.</p>
If yes, Is 21%-40% of the course delivery remote?	<p>Yes/No</p> <p>This should be the percentage of all taught elements of the course which will (or could be, in the case of electives) be delivered remotely.</p> <p>If the percentage is above 20% you should not assign the CAS until you have provided justification for the course delivery to UKVI and have received confirmation that we are content with your approach.</p>
Pre-stored address	<p>Enter the main study address.</p> <p>If you have previously supplied an address, you can select an address from the ‘Pre-stored address’ drop-down field. Otherwise, you should manually add an address using the ‘Provide address’ button.</p> <p>These fields are not marked as mandatory with a red asterisk*. However, the system will not let you assign the CAS until you enter an address using the ‘Add’ button.</p>
Is a SELT required?	<p>List the evidence you used to assess the academic ability to finish the course, which must include:</p> <p>English Language Requirements</p> <p>When assigning a CAS to students studying courses at QCF/NQF Level 6 or above (SCQF 9 in Scotland) you must ensure that they are competent in English language at a minimum CEFR level B2. Depending on whether you are a Higher Education Provider (HEP) with a track record of compliance or not, we require you to assess your student’s English language competence as follows:</p> <ul style="list-style-type: none"> If you are an HEP, you can choose your own method of assessing the English language competence of your students as being at CEFR level B2 in each of the four components (speaking, listening, reading and writing). You must provide details of the method you have used to assess an applicant’s English ability on the CAS in the ‘evidence used to obtain offer’ field of the CAS. The ‘evidence used to obtain offer’ field must contain information on how the sponsor has made the assessment of the Student’s proficiency in English

	<p>Language.</p> <p>If you are an institution which does not hold HEP status, you must ensure that students demonstrate their English language competence by showing you a valid Secure English Language Test (SELT), from one of a limited number of UKVI approved test providers, where they have achieved at least CEFR level B2 in each of the four components. You need to provide the name of the test provider and a breakdown of the test result for each component.</p> <p>When assigning a CAS to students studying courses at RQF Level 3, 4 or 5 (SCQF 6, 7 or 8 in Scotland) you must ensure that your students are competent in English language at a minimum CEFR level B1. Regardless of whether you are a HEP or not, you must assess your students' English language competence through a valid SELT which confirms that they have achieved at least CEFR level B1 in all four components, unless the student will be able to meet the English language requirement by other means permitted in the immigration rules. You need to provide the name of the test provider and a breakdown of the test result for each component, when a SELT is used.</p>
Reason SELT test not required	<p>If you have indicated that a SELT is not required in the 'Is SELT required' field, you must select an option from this drop-down list.</p> <p>If English language level has been determined using a previous academic qualification, a student's immigration history, or a student's nationality, this must be recorded in the 'evidence used to obtain offer' field and the student will need to submit any relevant evidence along with their application.</p> <p>Note: Student sponsors do not have to confirm English language competence for students applying under the Student route to undertake a short-term study abroad programme in the UK, as part of their course at an overseas HEI in the USA which Ecctis confirms leads to a qualification of a level which is at least equivalent to a UK bachelor's degree. A SELT is not required for these students.</p>
If a SELT test is required	<p>These fields are optional. However, the fields marked with a plus symbol (+) become mandatory if you have indicated that a SELT is required.</p> <p>English language level attained+ Select an option from the drop-down list.</p> <p>SELT – Speaking Enter the score achieved by the student in this component area of their English language test.</p>

Field name	Help text
	<p>SELT – Listening Enter the score achieved by the student in this component area of their English language test.</p> <p>SELT – Reading Enter the score achieved by the student in this component area of their English language test.</p> <p>SELT – Writing Enter the score achieved by the student in this component area of their English language test.</p> <p>English Language Test Provider+ Select an option from the drop-down list.</p>
Is a SELT Required? (continued)	<p>Note: When you assign a CAS to a student who is relying on a SELT, you must quote the unique reference number (URN) given to the student by the SELT provider in the 'Evidence used to obtain offer' field. The format of the URN is the first three letters of the provider's name followed by the exam date (six or eight digits), test centre ID (characters and/or digits) and candidate number (up to nine digits). For example, TCL/060415/0001/000000001. When the student makes an immigration application using that CAS, they must quote the same SELT URN in their application.</p> <p>If you are an HEP, and you are assigning a CAS to a 'gifted student', who will be studying at degree level or above, you may waive the English language requirement. Your Academic Registrar or institution's equivalent will need to personally authorise the issue of the CAS and this must be confirmed in this text box.</p> <p>Note: The Academic Registrar or the institution's equivalent must provide the student with an original letter, which they must have in their possession when they arrive in the UK. In addition, the Academic Registrar or the institution's equivalent must provide their name and contact details on the CAS in case further enquiries are required. Please see Student sponsor guidance - Document 2 Sponsorship Duties for further information on this concession, and for what details are required in the letter.</p> <p>This field is optional. However, if you do not complete this section you must provide all details of how the student meets the English language requirements in the 'Evidence used to obtain offer' free text field.</p>

Field name	Help text
	<p>If you do decide to complete this section, you should use the radio buttons to select an option.</p> <p>If you have selected an option here, you must complete the further fields within this section.</p>
Tick if the applicant has previously been a UK student under the Student route (including Tier 4)	Tick this box If the applicant has previously been a student in the UK under the Student route (including Tier 4).
If answer to above was 'Yes' complete the fields entitled 'Previous course level' and 'Is current course at a higher level or the same level as the previous course?'	If you ticked the 'Tick if previously a UK student' box, you must complete the following two fields.
Previous course level	This box is not marked as mandatory, but if you ticked the 'Tick if previously a UK student' box you must select an option from the drop-down list.
Is the current course at a higher level or the same level as the previous course	This box is not marked as mandatory, but if you ticked the 'Tick if previously a UK student' box you must select an option using the radio buttons.
If the course is at the same level, supply justification text	<p>If the CAS is being issued for study on a course at the same level as the student's previous course, you must complete this box, explaining your decision to offer the student a place, regardless of whether the student is subject to the academic progression requirement. To be able to study at the same level, a student must be studying at degree level or above and the sponsor must provide justification of this on the CAS.</p> <p>If the student is subject to the academic progression requirement, the information you give must meet the requirements set out in the Student sponsor guidance.</p> <p>Please see the section titled 'Academic Progression' in the Student sponsor guidance: Document 2: Sponsorship Duties.</p>
Evidence used to obtain offer	If you are assigning a CAS to a student who is relying on a SELT, you must quote the unique reference number (URN) given to the student by the SELT provider.

Field name	Help text
	Enter any additional information that you wish to provide in this box.

Accommodation and Fees

Field name	Help text
Tick if you will be providing accommodation or leave blank if unknown	<p>Tick this box if relevant.</p> <p>If you are assigning a CAS for a Child Student who will be applying for a visa on or after 29 May, please confirm the permitted living arrangement they will enter into in the UK in the 'sponsor note' field.</p>
Tick if the course fees for the first year includes accommodation or boarding costs	Tick this box if relevant.
Course fees charged for the first year of the course (in pounds sterling)*	<p>These are the fees that you will charge the student for their first period of study, for example the first academic year of their study or, if the student is continuing a course, for the next period of study.</p> <p>If you are sponsoring a student to extend their current studies, do NOT enter the fees charged previously. Enter the outstanding fees that the student must pay for their next period of study. For a student who is continuing an existing course and is applying for permission to complete the course, enter:</p> <p>the fees that the student still needs to pay, if the student is part way through the year, or</p> <ul style="list-style-type: none"> the fees that the student needs to pay for the next academic year, if the student will continue the course at the start of the next academic year <p>Enter the amount without the '£' sign. For example, if the fees are £5,000 enter 5000.</p> <p>If there are no fees to pay, enter '0' in this field.</p> <p>Note: Do not include bursaries or official financial sponsor payments awarded directly by the sponsor in this field.</p> <p>The scholarship/bursary amount should be listed separately in the field below and will be deducted by the caseworker during the calculation</p>

Field name	Help text
Scholarship / Bursary awarded	<p>Enter the amount awarded directly by the sponsor to the student including any bursaries or official financial sponsor payments.</p> <p>Enter the amount without the '£' sign, for example if the amount is £5,000 enter 5000.</p>
Course fees paid to date	This value can equal but cannot exceed the value entered in the 'Course fees charged for the first year of the course' field.
Boarding or accommodation fees charged for the first year (in pounds sterling) *	<p>For applicants on the Student route who are not studying at a residential Independent School, this figure must be for accommodation/lodging fees ONLY, and must not contain any course fees.</p> <p>For Students or Child Students studying at a residential Independent School, where a single boarding/lodging fee is charged (including both the student's course fees and accommodation), this fee must be entered here, with a '0' placed in the 'course fees charged for first year of course' box above. Please note this applies to all Child Students boarding at school, whether they are flexi, weekly, or full-time boarding.</p> <p>Where the student will be paying their course and accommodation fees separately, only enter the accommodation fee here.</p>
Accommodation fees paid to date (in pounds sterling)	<p>Enter the accommodation fee amount that has already been paid. Enter the amount without the '£' sign, for example if the amount is £5,000 enter 5000.</p> <p>If no accommodation fees have been paid to date, enter '0' in this field.</p> <p>When calculating the maintenance requirement for applicants on the Student route, the maximum amount of accommodation fees paid that we will offset/deduct is £1,483, except where they are a boarding student at a residential Independent School.</p>
Boarding fees paid to date	<p>This field only applies to a CAS issued for the Child Student route or a CAS issued for the Student route where the student is studying at a residential independent school. Please note this applies to all Child Students boarding at school, whether they are flexi, weekly, or full-time boarding.</p> <p>If no boarding fees have been paid to date, enter '0' in this field.</p>

Work placement details

Field name	Help text
Tick if the applicant is undertaking a work placement as part of the course	<p>Does the course have a work placement? If it does, this box must be ticked.</p> <p>The course of study for applicants on the Student route may include a work placement if it is an integral and assessed part of the course, but it must not be more than 33% of the total length of the course in the UK.</p> <p>The only exceptions to this 33% rule are:</p> <ul style="list-style-type: none"> • where the course is at RQF 6 or SCQF 9 or above and is studied at a UK recognised body or Higher Education Provider. In these circumstances, the work placement must not be more than 50% of the total length of the course. • where the course forms part of a study abroad programme. In these circumstances, the work placement must not be more than 50% of the total length of the course. • where there is a UK statutory requirement for the course to contain a specific period of work placement which exceeds this limit. <p>The course of study for Child students aged 16 years and above may include a work placement if it is an integral and assessed part of the course, but it must not be more than 50% of the total length of the course in the UK.</p>
Percentage of course undertaken as work placement	This field is mandatory if you selected the 'Tick if the applicant is undertaking a work placement as part of the course' box.
If the percentage of the work is more than the permitted level, then supply justification text	If you selected the option of more than 33% in the previous question, you must explain in this box why the percentage of work is more than 33% of the course being undertaken.
Address of work placement (if known)	<p>If you have previously supplied an address, you can select an address from the 'Pre-stored address' drop- down field. Otherwise, you should manually add an address using the 'Provide address' button.</p> <p>Provide the address at which the student will be working during their work placement (if known). If the address is not yet known, you must provide the details via SMS as soon as they are known.</p> <p>Add the following required details in the 'sponsor note':</p> <ul style="list-style-type: none"> • work placement start and end dates • hours worked per week

Partner Institution Details

Field name	Help text
Partner institution name	<p>There are two instances where you can name a 'partner' institution on the CAS:</p> <ol style="list-style-type: none"> 1. The CAS is being assigned to cover both a main course and a pre-sessional course, and the pre-sessional course is being delivered by a partner institution that is named as a 'partner' institution on your licence. <p>A CAS can only be assigned to cover both a pre-sessional and main course where:</p> <ol style="list-style-type: none"> a. the student's offer of a place on the main course is unconditional; b. the main course provider is either an HEP or an Independent School; and c. if the HEP is the main course provider, the pre-sessional course is no longer than three months in duration, and there is a gap of no more than one month between the end date of the pre-sessional course and the start date of the main course (for Independent Schools the pre-sessional can be more than three months in duration, but the pre-sessional course plus main course should be no longer than the maximum period of leave that can be granted to the student). <ol style="list-style-type: none"> 2. The CAS is being assigned to cover a course which is partially provided by another education provider, there is a contractual partnership agreement between you and the other education provider, and the other education provider is named as a 'partner' institution on your licence. Please see the section titled 'Sites and teaching partnerships' of 'Document 1: Applying for a Student sponsor licence'. <p>In either case, you must provide the name of the partner institution here. You must also provide the mandatory address details for the partner institution.</p>
Partner institution sponsor licence number	<p>If your partner institution has their own sponsor licence, enter their sponsor licence number here.</p> <p>Note that in instance 2) given in the previous section the 'partner' institution must have their own sponsor licence (and have Student sponsor status and meet the educational oversight requirements).</p>
Pre-stored address	<p>Enter the partner institution address.</p> <p>If you have previously supplied an address, you can select an address from the 'Pre-stored address' drop-down field.</p>

Field name	Help text
	Otherwise, you should manually add an address using the 'Provide address' button.

Overseas Institution Details

Field name	Help text
Overseas higher education institution name	<p>If this period of study in the UK forms part of a short-term study abroad programme as part of an overseas higher education course, enter the name and address of the overseas higher education institution at which the student is enrolled.</p> <p>If the Student is undertaking a study abroad programme at an overseas higher education institution and you are continuing to sponsor them whilst they are on this programme, enter the name and address of the institution at which the student will be enrolled. If the student has already undertaken a study abroad programme at an overseas higher education institution and is returning to complete their course, enter the name and address of the institution at which the programme was undertaken.</p>
Pre-stored address	<p>Enter the overseas institution address.</p> <p>If you have previously supplied an address, you can select an address from the 'Pre-stored address' drop-down field. Otherwise, you should manually add an address using the 'Provide address' button.</p>

Hints and tips on creating a CAS

- You can use the 'sponsor note' field to amend minor errors which you identify after a CAS has been assigned. An example of an acceptable amendment is a correction to a mistyped forename. You can also use the 'sponsor note' field if there is any additional information that you need to provide about the student and/or the CAS. Please note that a 'sponsor note' can only be added to a live CAS (a CAS which is in the assigned state).
- If the main details are wrong, you must cancel the CAS, pay for, and assign a new one to ensure that the details are the same as those in the student's application for leave. For example:
 - if the category is incorrect; or
 - if you have given incorrect details for more than one of the following:
 - the student's nationality
 - the student's date of birth
 - the student's surname
- You must inform the student of any documents that have been used to assess their ability to complete the course. The student must provide the documents specified in the CAS when they make their application for permission, unless they are exempt under the differentiation arrangements stated in Appendix ST paragraph 22 and Appendix CS paragraph 13 of the [immigration rules](#) or you are a Higher Education Provider with a track record of compliance sponsoring students at degree level or above. We do not have a prescribed format for how you provide this information to the student; you are free to incorporate it into your own communications.
- The system does not verify information entered against policy guidelines. You should ensure you are familiar with the relevant policy and that the information you have entered will support a successful student application. The policy is explained on our website, and contact details are at the end of this document.
- When creating a Child Student or Student CAS, two mandatory boxes on maintenance (one for boarding fees and the other for course fees) are displayed. If only one of the fields is relevant, use that to enter the fees information. Enter a zero in the other field.
- If you have provided a bursary/official financial sponsorship, enter the amount awarded in the "scholarship/Bursary amount awarded directly by the sponsor" field. The course fee section should reflect the full amount of fees for the course. For example: if a student's course fees are £10,000 and you will be giving the student £3,000 in bursary or

official financial sponsorship for course fees, list the balance of course fees required as £10,000 and list the amount awarded in scholarship or bursary as £3,000.

- If a Government or official financial sponsor other than you (the Student sponsor), has agreed to cover part of the fees, enter the balance that the student must pay in the fees section.
- If a Government or official financial sponsor other than you (the Student sponsor) has agreed to cover all of the student's fees, enter the fees required as normal. We will get the information on official financial sponsorship from the student's application to us.
- Where a student is undertaking a course of study towards a professional qualification, you must issue a separate CAS for each stage of the course which leads to a recognised qualification in its own right. For example, where a series of 'modules' leads to a 'Certificate' or a 'Diploma' which is a recognised qualification in its own right.
- We recognise that some sponsors, for example language schools, may not be in a position to populate the 'Accommodation fees for first year' field, since the length of many of their courses is less than a year. In this instance, enter the accommodation fees for the duration of the course on which the student has enrolled.

Contact points

A range of support is available to Student and Child Student route Sponsor licence holders on the [study sector support page](#).

Important note

This document reflects our current policy, but may be subject to change at any time. The [Student sponsor guidance](#) is available on our pages on the GOV.UK website.