

The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 4 of 12: Creating CAS

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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	Туре	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 Basic Compliance Assessment and manage Action plans	Common	To help sponsors apply for Basic Compliance Assessment and manage action plans.	All sponsors

Manual reference	Manual title	Туре	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

Manual reference	Manual title	Туре	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	Туре	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.

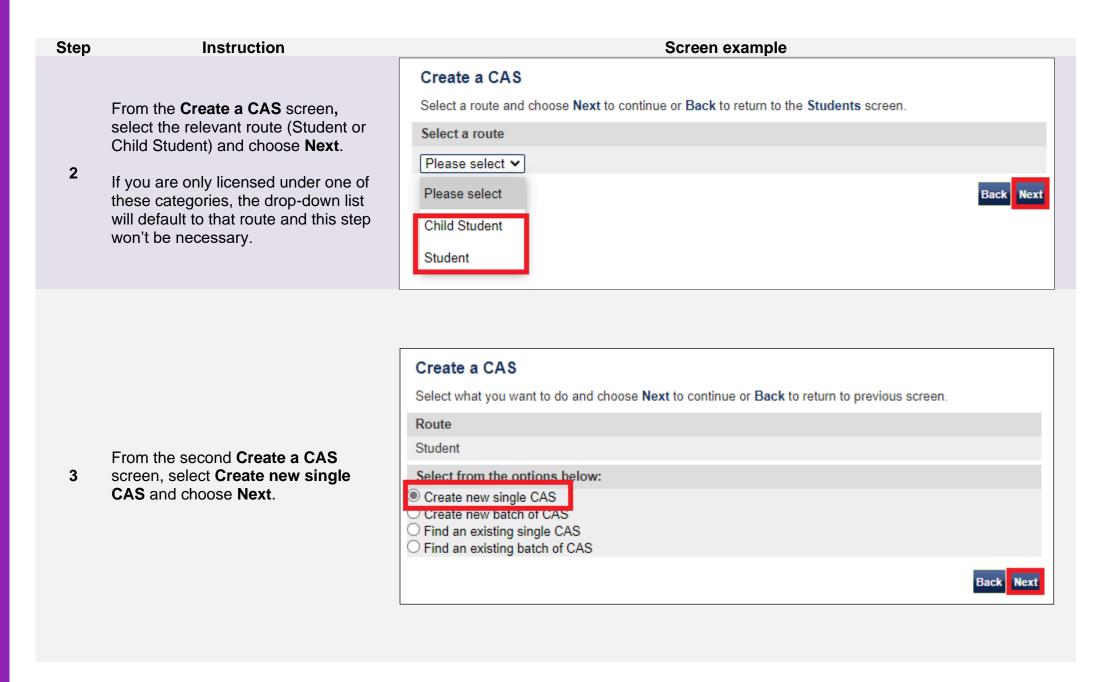
SMS guides

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 <u>Sponsorship policy guidance</u> and <u>SMS guide 4a – Creating a CAS – guide for education sponsors</u> before creating and assigning CAS.

Step Instruction Screen example 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 From the **Students** screen, select Create 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
		Create a CAS
		All fields marked with an asterisk (*) are mandatory and must be completed to assign a CAS. To save the CAS choose Save at the bottom of the screen. If you do not want to save the changes choose Cancel . Ensure you save your data regularly, as your session will time out after 20 minutes of inactivity.
		If you are editing a previously saved CAS, the option to choose to Delete the CAS will also be available.
		Route
		Student
		Student details
		Enter the details of the student to which you want to assign the CAS. Where applicable, complete the information as shown in their passport.
		Student details
		Family name:
		Given name(s):
		Other names:
	From the third Create a CAS screen,	Date of birth:
	complete the details of the individual	Gender: * Please select ▼
4	you wish to sponsor, then select	Nationality: * Please select
	Save.	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)
		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:
Note	You must complete the Family name field as a minir	

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.

Step	Instruction		Scre	en example	
		Assign CAS			
		Screen. Current allocation details	-	e CAS or choose Back to return to the previous	
		The current allocation you hold against the ro You will not be able to assign this CAS if you		e going to assign this CAS under is shown below. all of your allocation.	
		Route:		Student	
		Limit:		100	
	On the Assign CAS screen, if the details displayed are correct, select Assign .	Unused:		98	
6		Student details			
· ·	Marian and to make frontly an algorithm.	Student details			
	If you need to make further changes, select Back .	Family name:	Smith		
		Given name(s):			
		Other names:			
		Date of birth:	17/01/19	34	
		Gender:	Female		
		Nationality:	BANGLA	DESH	
		Overseas institution details (if applicable)			
		None provided			
				Back Assign	

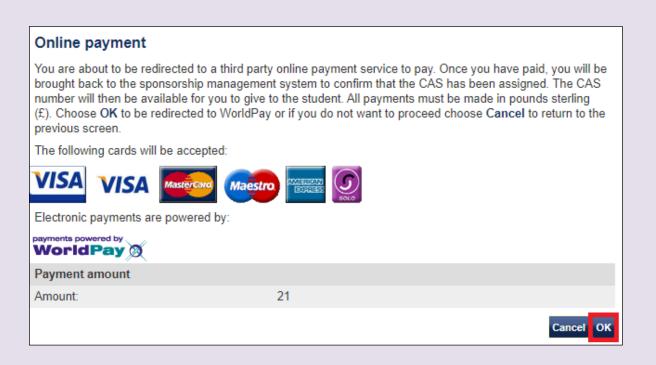
Note

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.

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.

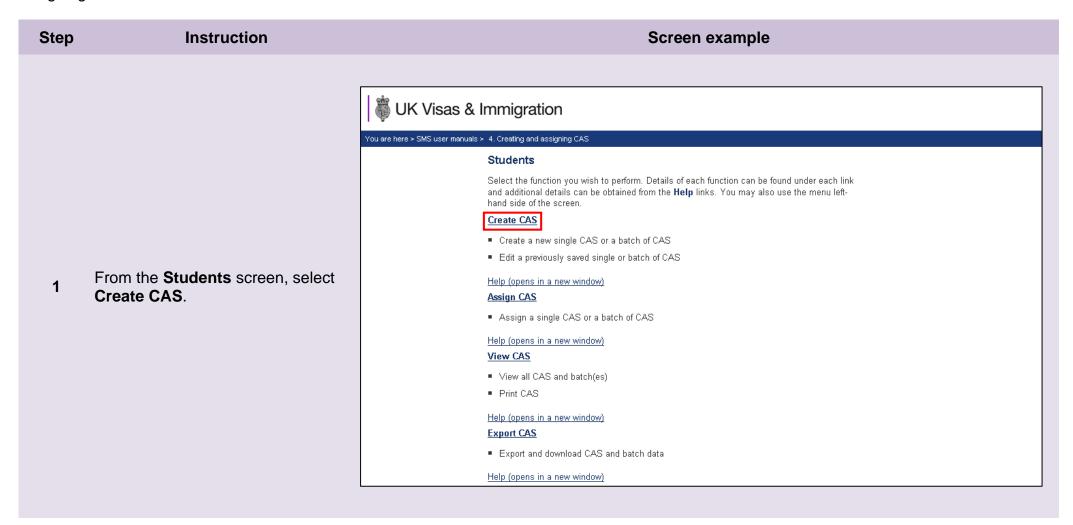


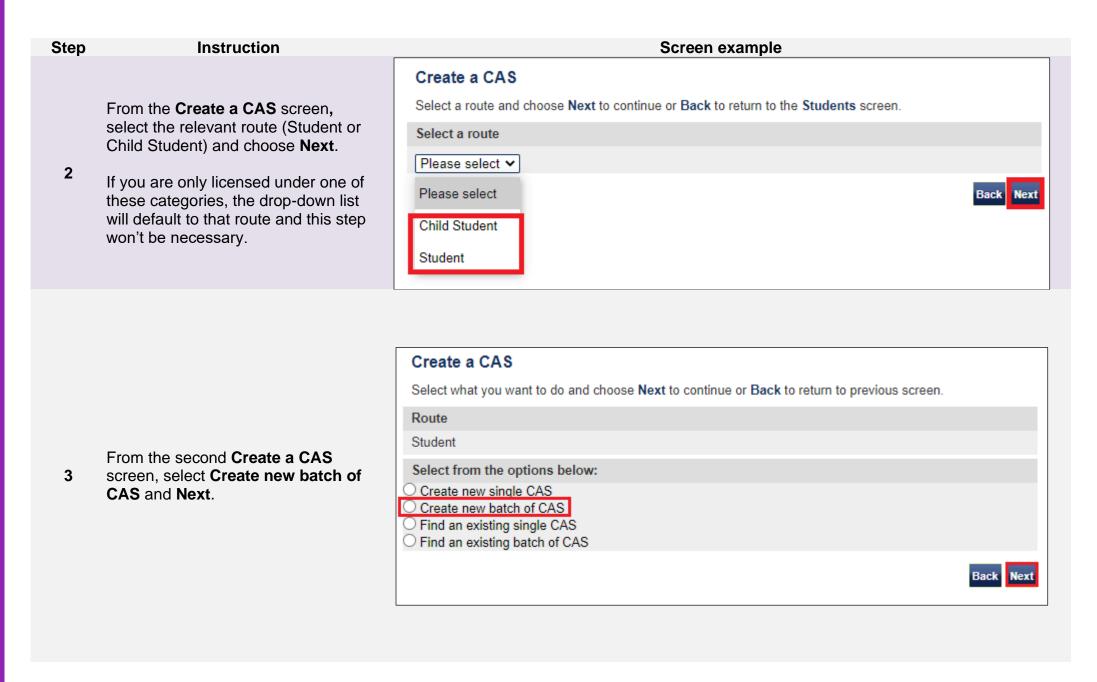
Step	Instruction		Screen example
		Confirmation of Assigned CAS	
		The CAS has been assigned, you should tall student. Choose OK to continue.	ke a note of the CAS number and then give the number to the
		Route	
		Student	
		CAS details	
		CAS number:	E4G2XA2A45E0A4
		Date assigned:	23/11/2020
	The Confirmation of Assigned	Expiry date (use by):	24/05/2021
	CAS , shows details of the assigned CAS.	Student details	
	G. 16.	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
			ок

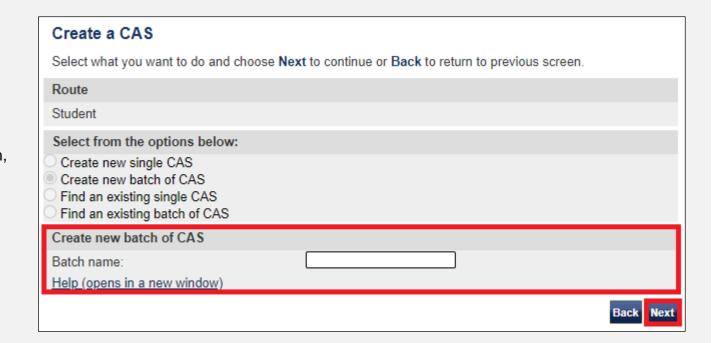
Guide 2: How to create and assign a new batch of CAS

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

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

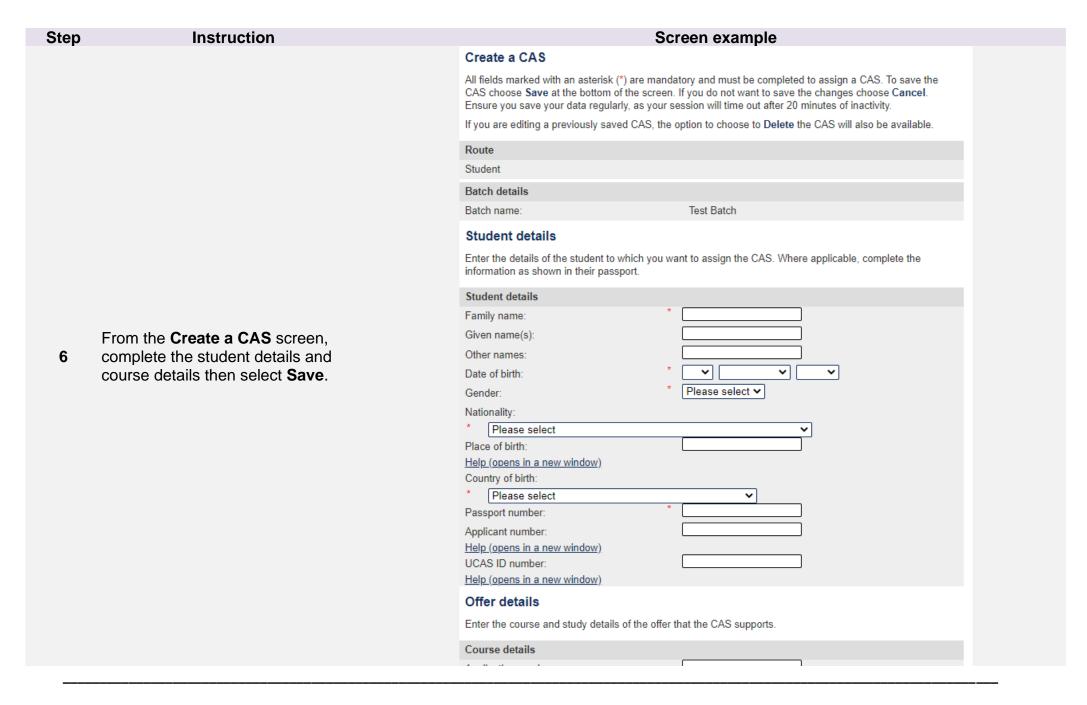






Note The name of the batch should be something meaningful, as you might need to retrieve it later.

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



Batch details

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.

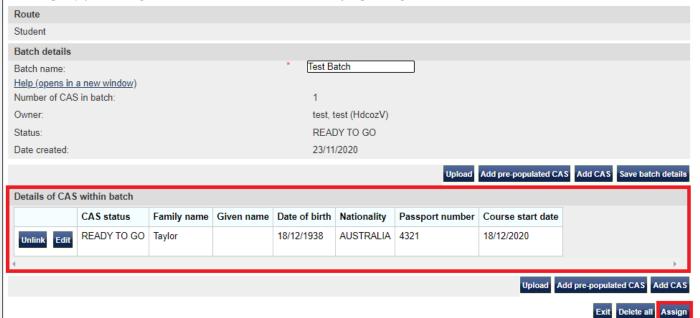
Repeat the steps above to add additional CAS to the batch.

7

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

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.



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



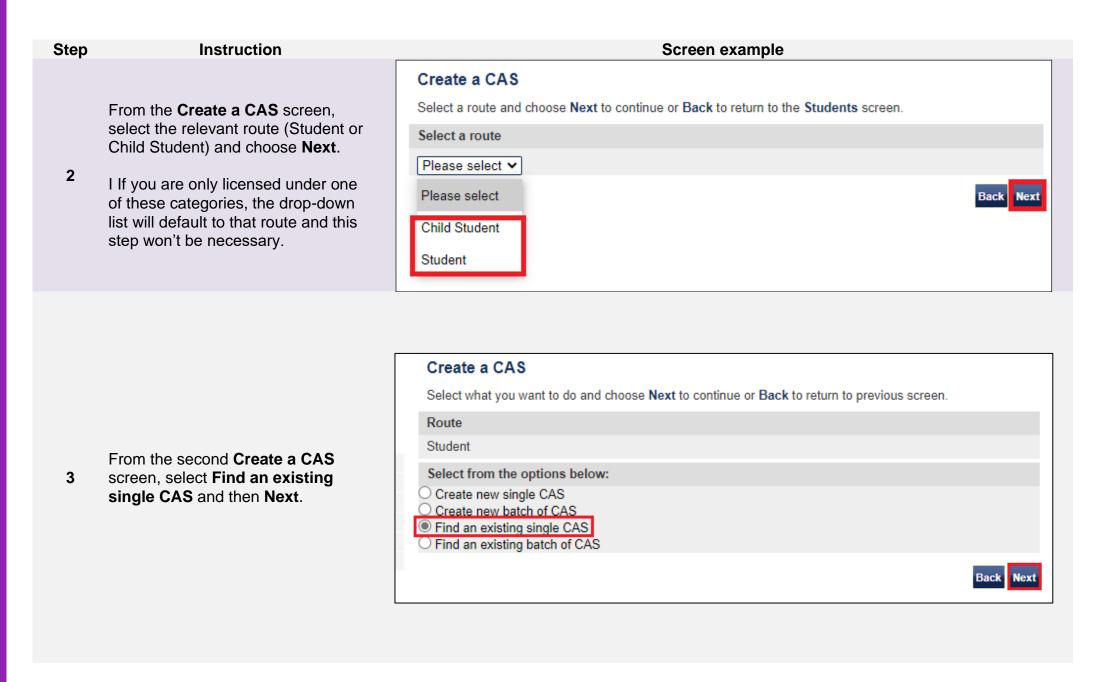
Step Instruction Screen example Online payment You are about to be redirected to a third party online payment service to pay. Once you have paid, you will be brought back to the sponsorship management system to confirm that the CAS has been assigned. The CAS number will then be available for you to give 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: From the **Online payment** screen, select **OK** then proceed through the 9 Electronic payments are powered by: payment process. payments powered by WorldPay 🕅 Payment amount Test Batch Batch name: Number of CAS in batch: Amount: 21 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 Following successful payment, you Batch name: Test Batch2 will be returned to the **Confirmation** Number of CAS in batch: of assigned batch screen, where 10 **CAS** summary you can see that the CAS has been CAS number Family name | Given name | Date of birth | Nationality Passport number | Course start date assigned a CAS number. E4G2XA2A46G0A5 Taylor ARGENTINA 00000 19/12/1938 19/12/2020

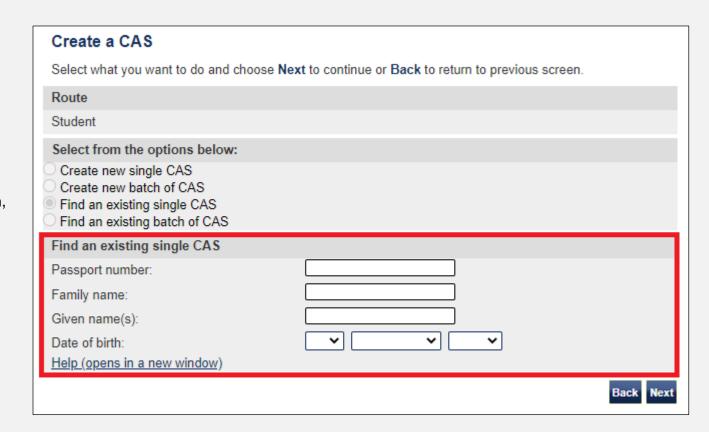
Guide 3: How to edit or delete a single CAS

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 <u>Sponsorship policy guidance</u> and <u>SMS guide 4a – Creating a CAS – guide for education sponsors</u> before editing or deleting a CAS.







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
		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
	From the Edit an existing CAS	Given name(s):
	screen, edit the details you wish to	Other names:
	change, then select Save.	Date of birth:
5	If you wish to delete the CAS coloct	Gender: * Please select ✓
	If you wish to delete the CAS, select Delete . You will now be asked to	Nationality:
	confirm the deletion. Select Delete to	* Please select Place of birth:
	proceed.	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 ▼
		Help (opens in a new window)
		Cancel Delete Save

Step	Instruction		Screen example
	After editing: From the Confirmation of saved CAS screen, you can see the amended details.	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	
6		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

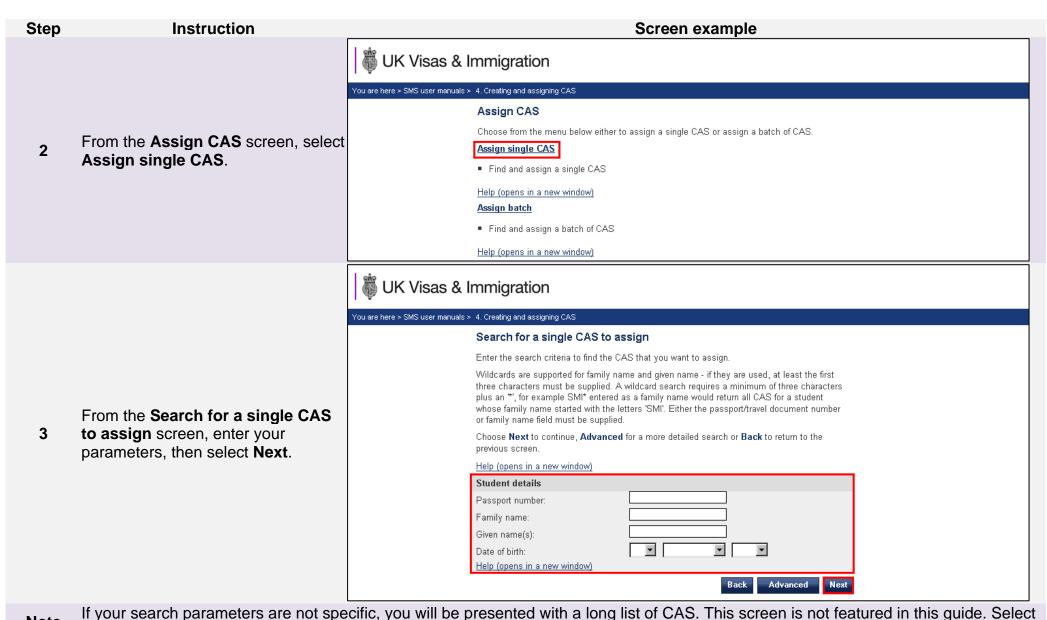
Guide 4: How to assign a CAS (having created it earlier)

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.



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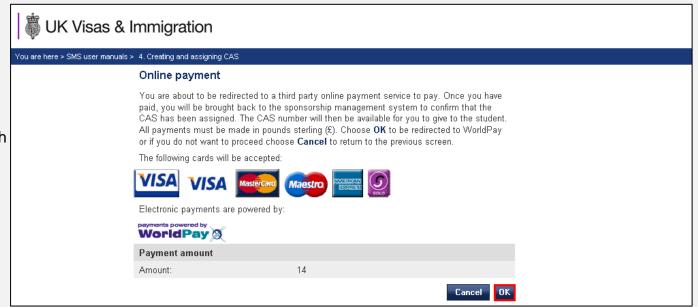
the CAS you wish to assign. If your search parameters are specific, you will be presented with the screen below.



From the **Assign CAS** screen, ensure the details are correct, and then select **Assign**.

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

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).

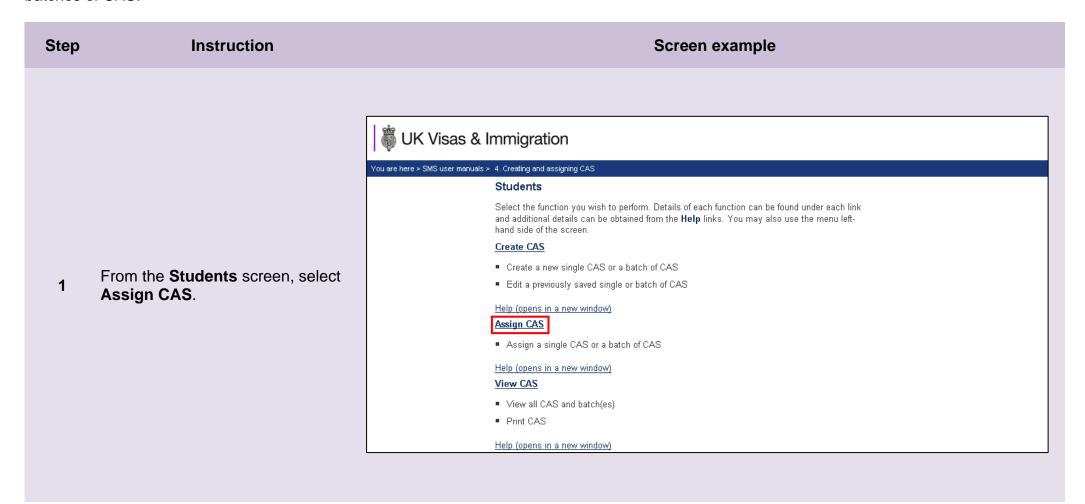


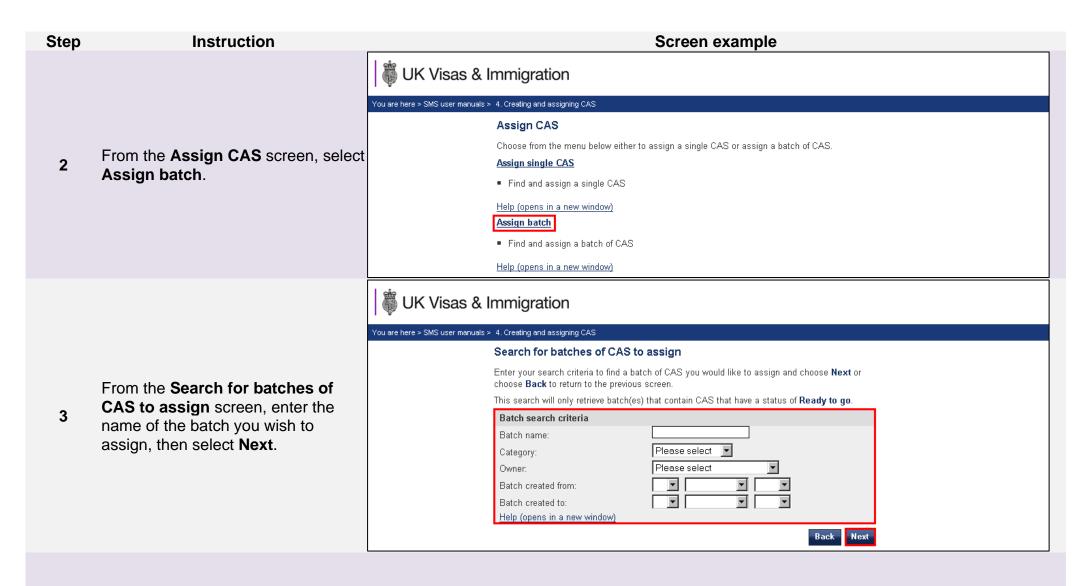
Step Instruction Screen example UK Visas & Immigration You are here > SMS user manuals > 4. Creating and assigning CAS Confirmation of Assigned CAS The CAS has been assigned, you should take a note of the CAS number and then give the number to the student. Choose OK to continue. Tier and category Tier 4 (General) CAS details The CAS has been assigned and CAS number: E4G6IA7A18U0A8 6 you can now see the unique CAS Date assigned: 03/03/2014 Expiry date (use by): 04/09/2014 number. Student details Passport number: 4757675747 Family name: Smith Given name(s): Bill Nationality: **ANDORRA** Date of birth: 29/05/1942 27/08/2014 Course start date: Course title: Maths OK

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

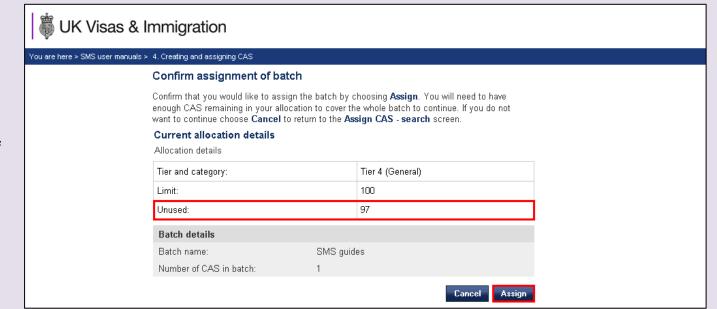
Follow the step by step instructions to assign a batch of CAS, without first creating it. This function is useful if you have previously created a batch of CAS and you now wish to assign and pay for it.

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





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.



From the Confirm assignment of batch screen, select Assign.

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

5

When you have completed payment, the **Confirmation of Assigned CAS** screen is displayed.

