



UK Visas
& Immigration

The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 5 of 12: Reporting student activity

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Additional SMS manuals

There are 12 SMS manuals available, plus a supplementary policy guide for completing a CAS. The manuals are grouped into three categories: common, CAS and CoS. The table below describes the purpose and audience of each manual.

You should read all manuals applicable to your licence before contacting the relevant helpdesk.

Manual reference	Manual title	Type	Purpose	Audience
Manual 1	Introduction to SMS & managing user access	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	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

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 organisation address, or the address of your AO and KC. We will write to you if you meet the criteria and automation has been set.

CAS status

The table below shows each status which can apply to a CAS.

As seen in SMS	Meaning
WORK IN PROGRESS	The CAS is still 'in draft' as one or more mandatory fields are yet to be completed.
READY TO GO	All mandatory fields are complete and the CAS is ready to be assigned to an individual.
ASSIGNED	The CAS has been assigned to an individual and is ready to be used in support of an application for leave to enter/remain in the UK.
WITHDRAWN	You have used the 'Manage live CAS' function in SMS to withdraw the CAS.
OBSOLETE	SMS has automatically changed the CAS status to 'Obsolete' as it has detected that another CAS assigned to the same individual has been marked as 'Used' within the validity period of this CAS.
USED	The CAS has been used in support of a student's application for leave to enter or remain.
EXPIRED	EITHER: The individual has not made an application for leave to enter or remain before the expiry date of the CAS. A new CAS will be required; OR: The individual has applied before the CAS expiry date but we have not considered their application before that date. In this case, no action is required on your part; we will change the status of the CAS from EXPIRED to USED when the application is considered.
CANCELLED	The CAS has been cancelled as your licence has been revoked or has expired, or you have surrendered the relevant routes / your whole licence prior to the CAS being used.

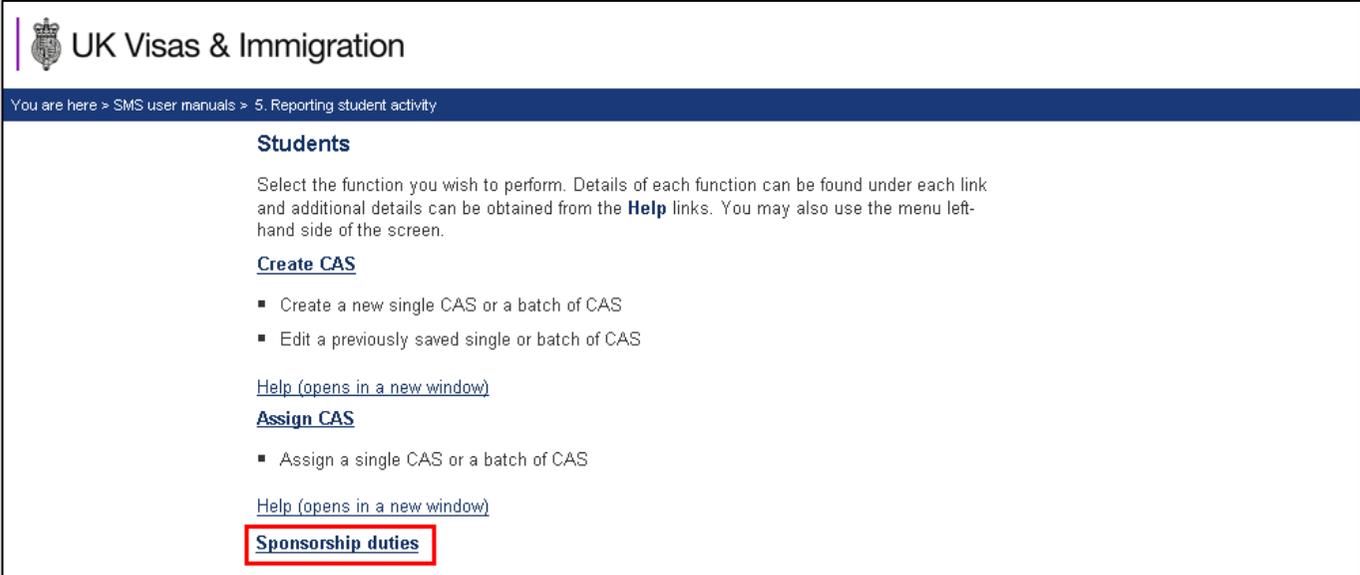
SMS guides

Guide 1: How to report individual student activity

Follow the step by step instructions below to report student activity. This function is essential in order to fulfil your sponsorship duties. Use this function to notify us of a student's activity, for example, the student has been delayed and has not entered the UK, or you no longer wish to sponsor the student. If you want to report multiple 'no shows', it is easier and quicker to use Bulk data transfer (BDT). Please see our [website](#) for information on using the BDT toolkit.

Please note; Level 2 users can only report on CAS that they have personally created and assigned, or on a CAS that has been transferred to them.

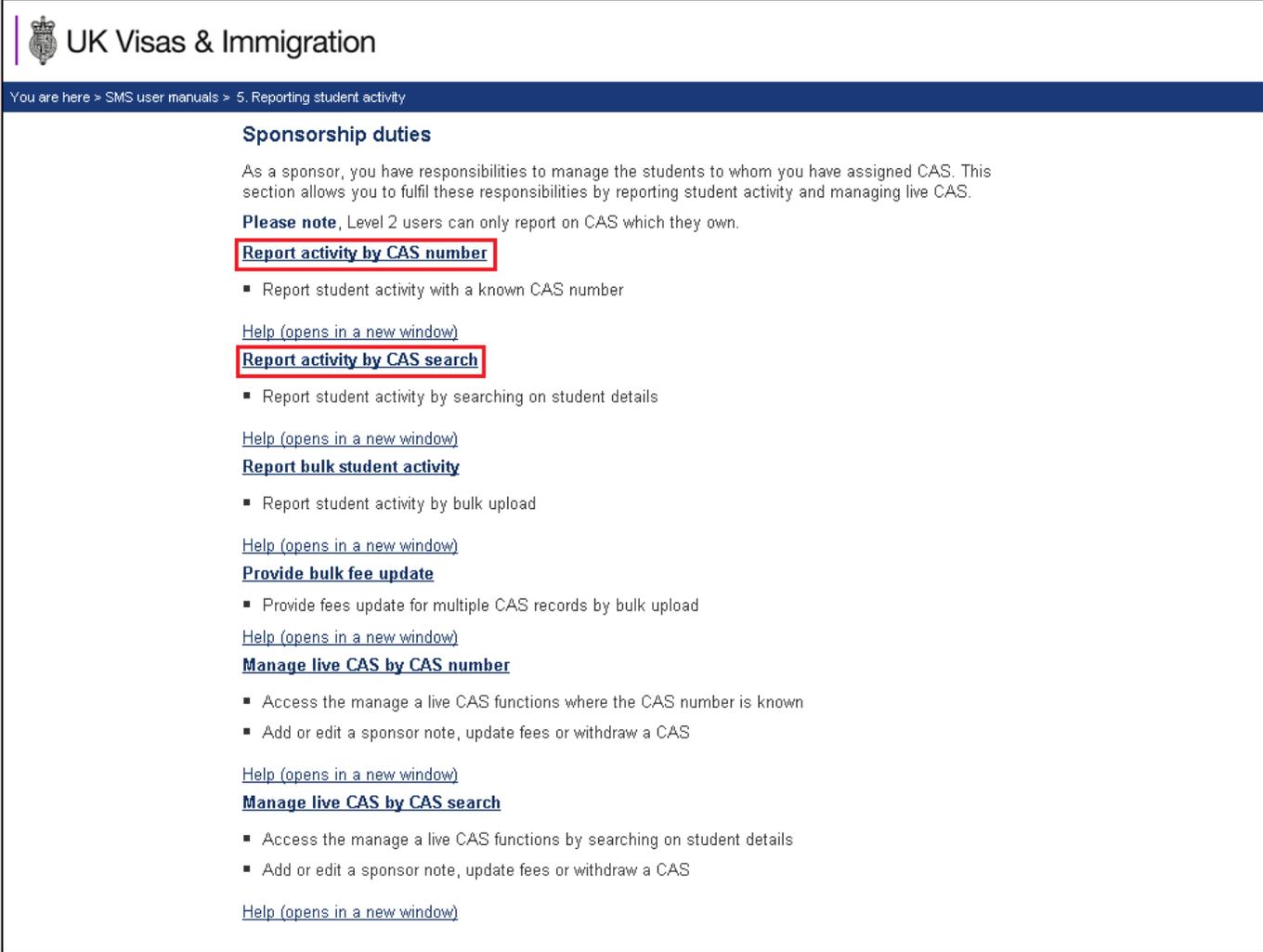
You should read the [Sponsorship policy guidance](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before reporting student activity.

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	

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

2

From the **Sponsorship duties** screen you can select to **Report activity by CAS number**, if known. If you do not know the student's CAS number, select **Report activity by CAS search**.



The screenshot shows the UK Visas & Immigration website. At the top left is the UK Visas & Immigration logo. Below it is a breadcrumb trail: "You are here > SMS user manuals > 5. Reporting student activity". The main content area is titled "Sponsorship duties". Below the title is a paragraph: "As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS." Below this is a "Please note" section: "Please note, Level 2 users can only report on CAS which they own." There are three main sections, each with a red-bordered box around its title: "Report activity by CAS number", "Report activity by CAS search", and "Manage live CAS by CAS number". Each section has a list of bullet points and a "Help (opens in a new window)" link. The "Report activity by CAS number" section has one bullet point: "Report student activity with a known CAS number". The "Report activity by CAS search" section has one bullet point: "Report student activity by searching on student details". The "Manage live CAS by CAS number" section has two bullet points: "Access the manage a live CAS functions where the CAS number is known" and "Add or edit a sponsor note, update fees or withdraw a CAS". The "Manage live CAS by CAS search" section has two bullet points: "Access the manage a live CAS functions by searching on student details" and "Add or edit a sponsor note, update fees or withdraw a CAS".

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Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

Please note, Level 2 users can only report on CAS which they own.

Report activity by CAS number

- Report student activity with a known CAS number

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

Report activity by CAS search

- Report student activity by searching on student details

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

Report bulk student activity

- Report student activity by bulk upload

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

Provide bulk fee update

- Provide fees update for multiple CAS records by bulk upload

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

Manage live CAS by CAS number

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

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

Manage live CAS by CAS search

- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

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

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

From the **Student search / CAS search** screen, enter the student's CAS number or the student's details, then select **Next**.

The screen example shows both search functions.

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Student search

Enter the search criteria to find the student you would like to report activity on. The search results will be limited to CAS that have been used by a student.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "*", for example SMI* entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the previous screen.

Student details

Passport number:

Family name:

Given name(s):

Date of birth:

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

Back **Advanced** **Next**

CAS search

To report student activity, enter the CAS number of the student you want to report on and choose **Next** to continue or choose **Back** to return to the previous screen.

CAS number

CAS number:

[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 on which you want to report. If your search parameters are specific, you will be presented with the screen below.

4

From the **CAS search results** screen select **Next**.

The screenshot shows the UK Visas & Immigration website interface. At the top left is the UK Visas & Immigration logo. Below it is a breadcrumb trail: "You are here > SMS user manuals > 5. Reporting student activity". The main heading is "CAS search results". Below this heading is a instruction: "To report activity on this student choose **Next** or **Back** to return to the previous screen." The screen is divided into three sections: "Tier and category" showing "Tier 4 (General)", "CAS details" showing "CAS number: E4G6IA7A18U0A8", and "Student details" showing "Passport number: 4757675747", "Family name: Smith", "Given name(s): Bill", "Nationality: ANDORRA", "Date of birth: 29/05/1942", "Course start date: 27/08/2014", and "Course title: Maths". At the bottom right of the screen are two buttons: "Back" and "Next".

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CAS search results

To report activity on this student choose **Next** or **Back** to return to the previous screen.

Tier and category	
Tier 4 (General)	
CAS details	
CAS number:	E4G6IA7A18U0A8
Student details	
Passport number:	4757675747
Family name:	Smith
Given name(s):	Bill
Nationality:	ANDORRA
Date of birth:	29/05/1942
Course start date:	27/08/2014
Course title:	Maths

[Back](#) [Next](#)

5

From the **Report student activity – activity history** screen, select the relevant option from the **Activity type** drop-down list, then select **Next**.

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Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity

CAS number: E4G6IA7A18U0A8

Date	Activity
------	----------

Activity type

Please select

- Please select
- Sponsorship withdrawn: sponsor has stopped sponsoring the student
- Change in student circumstances
- Student is delayed
- Doctorate Extension Scheme
- Previous notification withdrawn

Back **Next**

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

From the **Report student activity – date and reason** screen, complete the date, details and choose **Save**.

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Report student activity - date and reason

Enter the details for the activity you wish to report. Complete all fields and choose **Save** to confirm. This will be assessed by us and you will be contacted if necessary. Choose **Cancel** to return to the **Report student activity - activity history** screen.

Activity details

CAS number: E4G6IA7A18UDAB

Reasons: Sponsorship withdrawn; sponsor has stopped sponsoring the student

Date sponsorship withdrawn: * [dropdown] [dropdown] [dropdown]

Please give details: * [text area]

Last known address: * [text field]

City or town: * [text field]

County, area district or province: [text field]

Postcode or ZIP code: * [text field]

Country: * [Please select]

Contact telephone: [text field]

Email: [text field]

Select details: * [Please select]

[Cancel] [Save]

Note

When you are reporting that a student has completed or is due to complete their course earlier than the course end date that was stated on the CAS, you must inform us of the earlier course completion date. This date should be included in the free text field entitled 'Please give details'. This date is required in addition to the date that sponsorship was or is due to be withdrawn.

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

When the reporting process is complete, the **Report student activity – activity recorded** screen is displayed. Choose **OK** to return to the **Activity history** screen.



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Report student activity - activity recorded

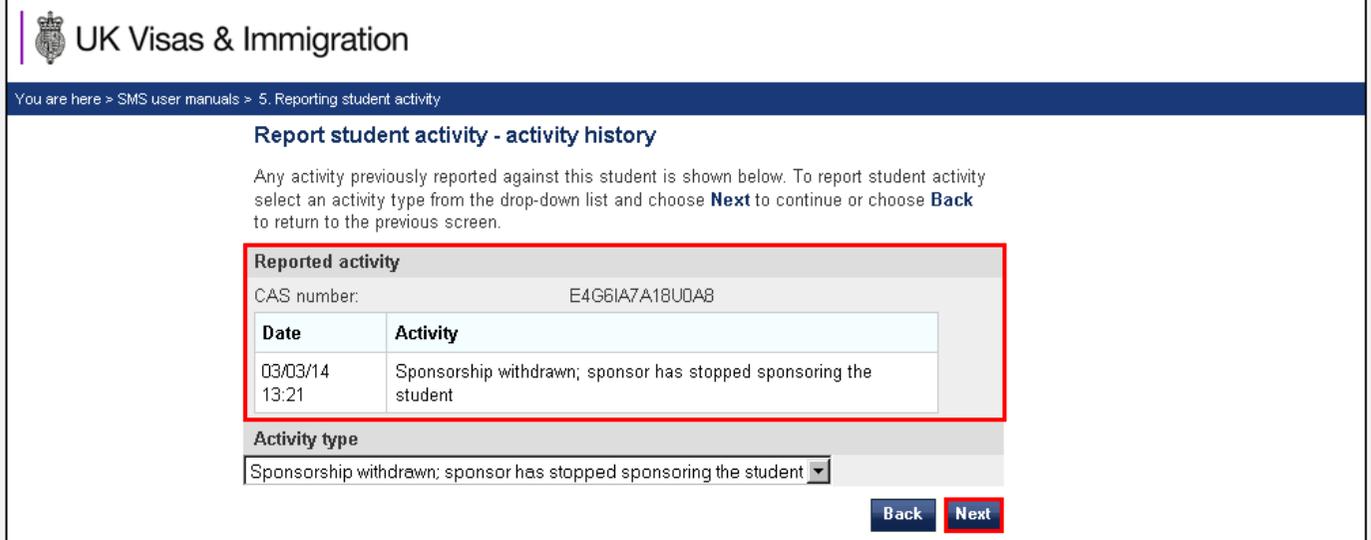
The student activity has been recorded and submitted for assessment, choose **OK** to continue.

OK

8

Once a report of student activity has been completed, the activity type is displayed on the **Report student activity – activity history** screen.

Choose **Back** to return to the **Student search** screen or **Next** to begin another report on the same student.



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Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity	
CAS number: E4G6IA7A18U0A8	
Date	Activity
03/03/14 13:21	Sponsorship withdrawn; sponsor has stopped sponsoring the student

Activity type
Sponsorship withdrawn; sponsor has stopped sponsoring the student

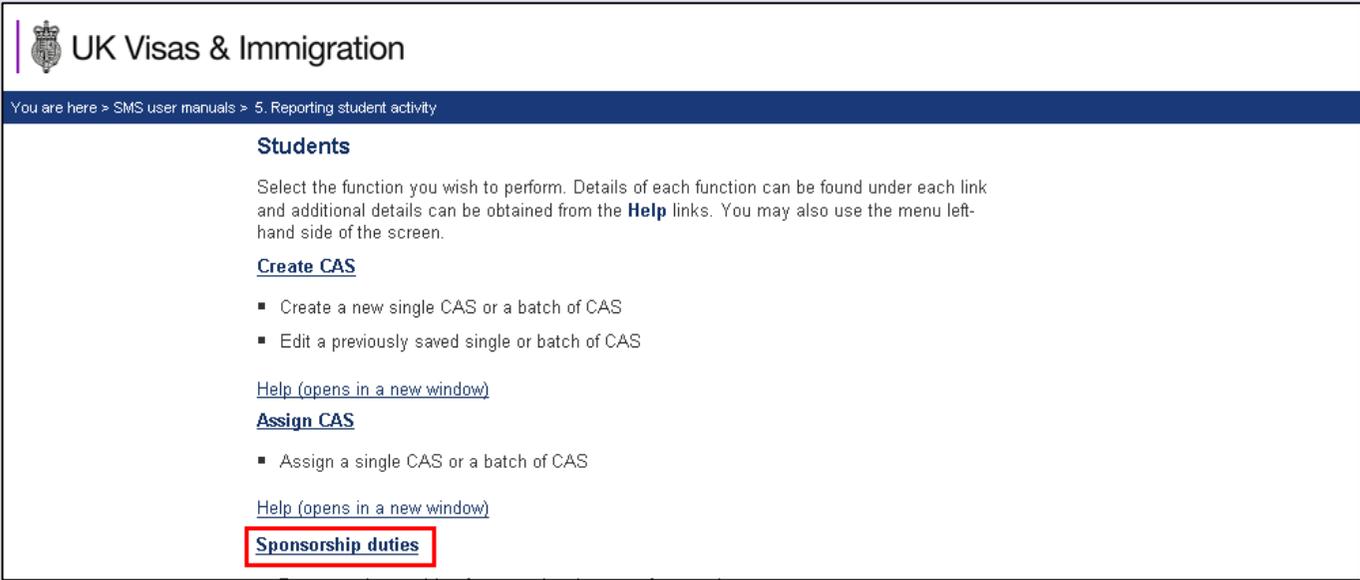
Back **Next**

Guide 2: How to withdraw a previously reported student activity

Follow the step by step instructions below to withdraw a previously reported student activity. For example, you had previously reported that you were withdrawing sponsorship from a student but that decision has been reversed. This function is essential in order to fulfil your sponsorship duties.

Please note; Level 2 users can only withdraw reported student activity for CAS that they have personally created and assigned, or to a CAS which has been transferred to them.

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

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	 <p>The screenshot shows the 'UK Visas & Immigration' website. The breadcrumb trail is 'You are here > SMS user manuals > 5. Reporting student activity'. The main heading is 'Students'. Below this, there is a paragraph: 'Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the Help links. You may also use the menu left-hand side of the screen.' There are two main sections: 'Create CAS' and 'Assign CAS'. Under 'Create CAS', there are two bullet points: 'Create a new single CAS or a batch of CAS' and 'Edit a previously saved single or batch of CAS'. Under 'Assign CAS', there is one bullet point: 'Assign a single CAS or a batch of CAS'. There are 'Help (opens in a new window)' links for both sections. At the bottom, the 'Sponsorship duties' link is highlighted with a red box.</p>

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

2

From the **Sponsorship duties** screen you can select to **Report activity by CAS number**, if known. If you do not know the student's CAS number, select **Report activity by CAS search**.

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Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

Please note, Level 2 users can only report on CAS which they own.

Report activity by CAS number

- Report student activity with a known CAS number

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

Report activity by CAS search

- Report student activity by searching on student details

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

Report bulk student activity

- Report student activity by bulk upload

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

Provide bulk fee update

- Provide fees update for multiple CAS records by bulk upload

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

Manage live CAS by CAS number

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

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

Manage live CAS by CAS search

- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

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

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

From the **Student search / CAS search** screen, enter the student's CAS number or the student's details, then select **Next**.

The screen example shows both search functions.

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Student search

Enter the search criteria to find the student you would like to report activity on. The search results will be limited to CAS that have been used by a student.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "*", for example SMI* entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the previous screen.

Student details

Passport number:

Family name:

Given name(s):

Date of birth:

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

Back **Advanced** **Next**

CAS search

To report student activity, enter the CAS number of the student you want to report on and choose **Next** to continue or choose **Back** to return to the previous screen.

CAS number

CAS number:

[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 on which you want to report. If your search parameters are specific, you will be presented with the screen below.

4

From the **CAS search results** screen select **Next**.

The screenshot shows the UK Visas & Immigration website interface. At the top left is the UK Visas & Immigration logo. Below it is a breadcrumb trail: "You are here > SMS user manuals > 5. Reporting student activity". The main heading is "CAS search results". Below this heading is a instruction: "To report activity on this student choose **Next** or **Back** to return to the previous screen." The screen is divided into three sections: "Tier and category" showing "Tier 4 (General)", "CAS details" showing "CAS number: E4G6IA7A18U0A8", and "Student details" showing "Passport number: 4757675747", "Family name: Smith", "Given name(s): Bill", "Nationality: ANDORRA", "Date of birth: 29/05/1942", "Course start date: 27/08/2014", and "Course title: Maths". At the bottom right of the screen are two buttons: "Back" and "Next".

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CAS search results

To report activity on this student choose **Next** or **Back** to return to the previous screen.

Tier and category

Tier 4 (General)

CAS details

CAS number: E4G6IA7A18U0A8

Student details

Passport number: 4757675747

Family name: Smith

Given name(s): Bill

Nationality: ANDORRA

Date of birth: 29/05/1942

Course start date: 27/08/2014

Course title: Maths

[Back](#) [Next](#)

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

From the **Report student activity – activity history** screen, select **Previous notification withdrawn** from the **Activity type** drop-down list, then select **Next**.

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Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity

CAS number: E4G6IA7A18U0A8

Date	Activity
08/09/14 11:46	Sponsorship withdrawn; sponsor has stopped sponsoring the student

Activity type

Sponsorship withdrawn; sponsor has stopped sponsoring the student
Please select
Sponsorship withdrawn; sponsor has stopped sponsoring the student
Change in student circumstances
Student is delayed
Doctorate Extension Scheme
Previous notification withdrawn

Back Next

Note Please note the date of the activity you wish to withdraw as it will be required on the next screen.

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

From the **Report student activity – date and reason** screen, complete the date of previous notification, provide full details of why you are withdrawing the earlier report, and select **Previous notification withdrawn** from the drop-down list then choose **Save**.

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Report student activity - date and reason

Enter the details for the activity you wish to report. Complete all fields and choose **Save** to confirm. This will be assessed by us and you will be contacted if necessary. Choose **Cancel** to return to the **Report student activity - activity history** screen.

Activity details

CAS number: E4G6IA7A18U0A8

Reasons: Previous notification withdrawn

Date of previous notification * [Month] [Day] [Year]

Please give details *

Select details * Please select

Please select
Previous notification withdrawn

Cancel Save

7

When the reporting process is complete, the **Report student activity – activity recorded** screen is displayed. Choose **OK** to return to the **Activity history** screen.

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Report student activity - activity recorded

The student activity has been recorded and submitted for assessment, choose **OK** to continue.

OK

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

The report you have just submitted is now displayed on the **Reported activity** list.

8

Choose **Back** to return to the **Student search** screen or **Next** to begin another report on the same student.

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Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity
CAS number: E4G6IA7A18U0A8

Date	Activity
08/09/14 09:49	Sponsorship withdrawn; sponsor has stopped sponsoring the student
08/09/14 11:46	Previous notification withdrawn

Activity type
Previous notification withdrawn

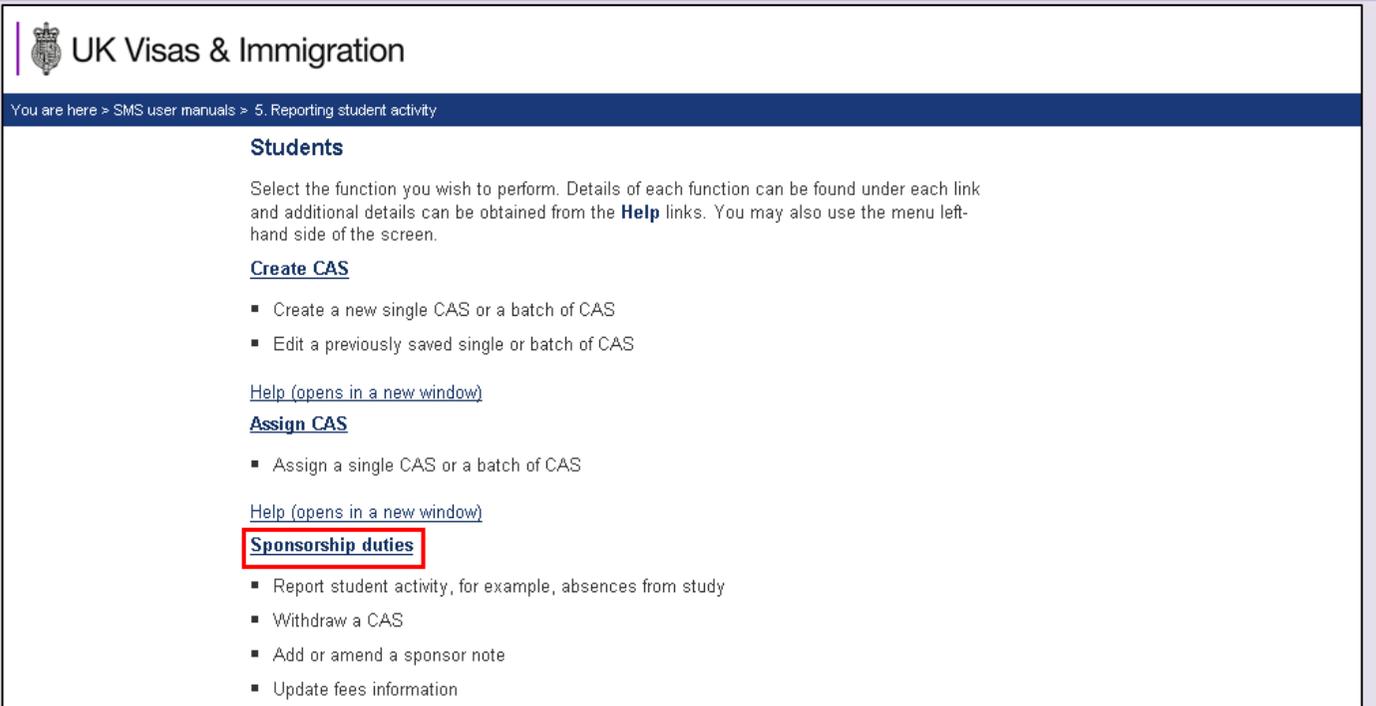
[Back](#) [Next](#)

Guide 3: How to add and update sponsor notes

Follow the step by step instructions below to add a sponsor note to a CAS which has already been assigned (live). This function is useful if you wish to change any details of a live CAS. It is not possible to edit a live CAS, but if any of the previously submitted information is incorrect, you can submit a sponsor note.

Please note; Level 2 users can only add a sponsor note to a CAS that they have personally created and assigned, or to a CAS which has been transferred to them.

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

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	 <p>The screenshot shows the 'UK Visas & Immigration' interface. At the top, there is a breadcrumb trail: 'You are here > SMS user manuals > 5. Reporting student activity'. Below this, the 'Students' section is active, with a sub-header 'Students' and a paragraph of introductory text. There are three main sections: 'Create CAS', 'Assign CAS', and 'Sponsorship duties'. The 'Sponsorship duties' section is highlighted with a red box and contains a list of actions: 'Report student activity, for example, absences from study', 'Withdraw a CAS', 'Add or amend a sponsor note', and 'Update fees information'.</p>

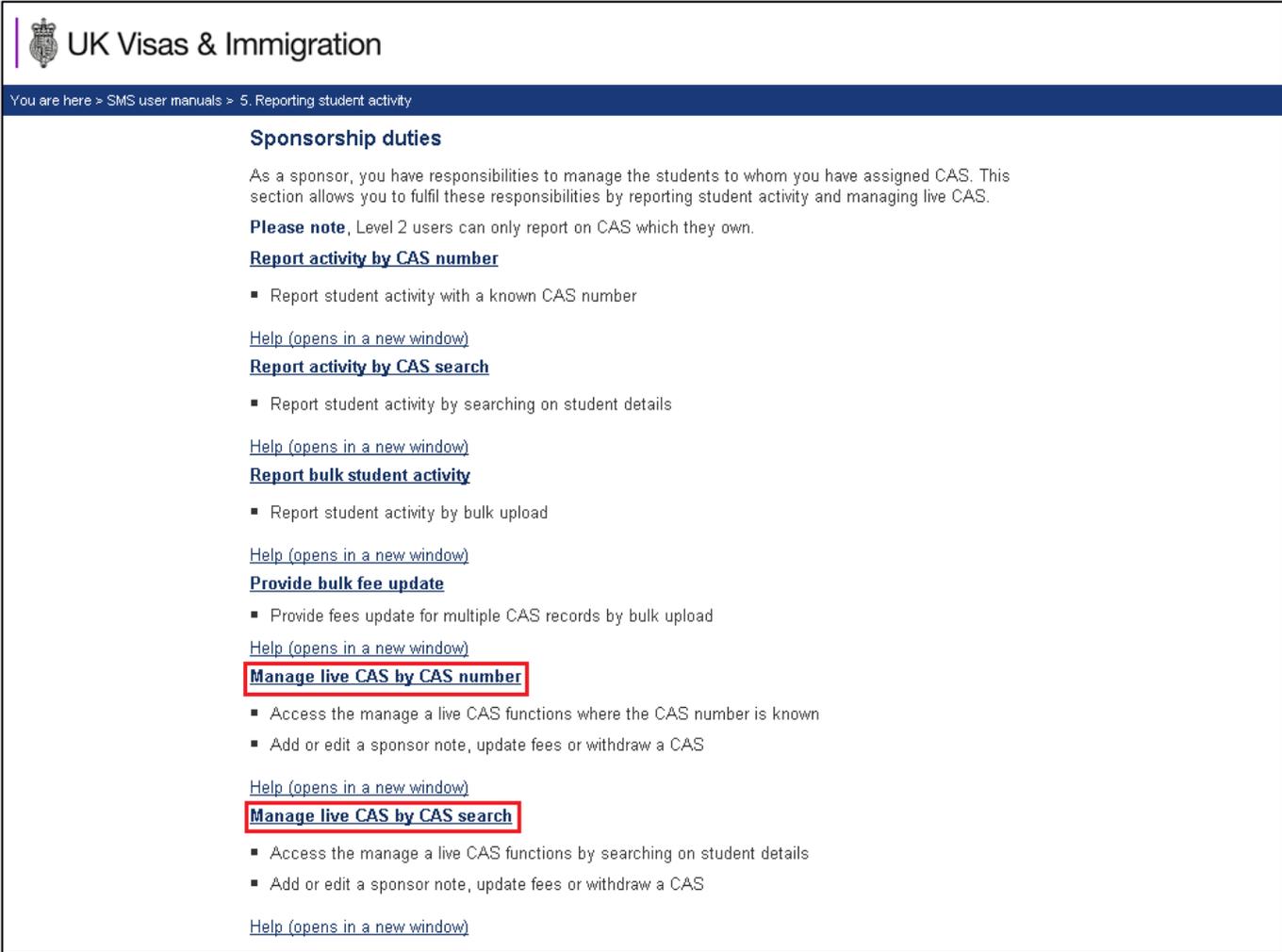
Step

Instruction

Screen example

2

From the **Sponsorship duties** screen, select **Manage live CAS by CAS number** if the student's CAS number is known, or **Manage live CAS by CAS search** if you don't know the CAS number.



The screenshot shows the UK Visas & Immigration website. At the top left is the UK Visas & Immigration logo. Below it is a breadcrumb trail: "You are here > SMS user manuals > 5. Reporting student activity". The main content area is titled "Sponsorship duties". Below the title is a paragraph: "As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS." This is followed by a "Please note" section: "Please note, Level 2 users can only report on CAS which they own." There are four main sections, each with a list of bullet points and a "Help (opens in a new window)" link:

- Report activity by CAS number**
 - Report student activity with a known CAS number
- Report activity by CAS search**
 - Report student activity by searching on student details
- Report bulk student activity**
 - Report student activity by bulk upload
- Provide bulk fee update**
 - Provide fees update for multiple CAS records by bulk upload

The following two sections are highlighted with red boxes in the screenshot:

- Manage live CAS by CAS number**
 - Access the manage a live CAS functions where the CAS number is known
 - Add or edit a sponsor note, update fees or withdraw a CAS
- Manage live CAS by CAS search**
 - Access the manage a live CAS functions by searching on student details
 - Add or edit a sponsor note, update fees or withdraw a CAS

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

From the **Manage live CAS** screen, enter the CAS number to which you wish to add a note or the student's details or CAS number, then select **Next**.

The screen example shows both functions.

The image displays two screenshots of the UK Visas & Immigration 'Manage live CAS' screen. The top screenshot shows the 'CAS number' input field and 'Back'/'Next' buttons. The bottom screenshot shows the 'Student details' form with fields for passport number, family name, given name(s), and date of birth, along with 'Back', 'Advanced', and 'Next' buttons.

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Manage live CAS

Enter the CAS number of the previously assigned CAS you want to manage and choose **Next** to continue. Choose **Back** to return to the previous screen.

CAS number

CAS number:

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

Back **Next**

Manage live CAS

Enter the search criteria to locate the previously assigned CAS you would like to manage.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "*", for example "SMI*" entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the **Sponsorship duties** screen.

Student details

Passport number:

Family name:

Given name(s):

Date of birth:

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

Back **Advanced** **Next**

Note

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

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

From the **Manage live CAS** screen select **Sponsor note**.

UK Visas & Immigration

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Manage live CAS

Manage the live CAS using the buttons below, choose:

- **Sponsor note** to add a note to a CAS, for example to inform us of a spelling mistake in a name, a change to the passport number or minor changes to the details of the course;
- **Withdraw CAS** to withdraw the CAS before it has been used by the student in an application for leave to enter/remain. This option is only available for CAS with a status of 'Assigned';
- **Update fees** to update the fees; or
- **Back** to return to the previous screen.

Tier and category	
Tier 4 (Child)	
CAS details	
CAS number:	E4C0VH8D12E0M7
CAS status:	ASSIGNED
Student details	
Passport number:	234567
Family name:	R500 CAS International 3
Given name(s):	
Nationality:	BOSNIA AND HERZEGOVINA
Date of birth:	28/10/1937
Course start date:	28/09/2014
Course title:	Test
Course fees charged for first year of the course (in pounds sterling, using format '1234' or '1234.99'):	34567.00
Fees last updated:	
Sponsor note:	

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

Note A sponsor note can only be added to CAS that have the status of either ASSIGNED or EXPIRED.

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

From the **Manage live CAS – edit sponsor note** screen, enter the details you wish to note, then select **Save**.

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Manage live CAS - edit sponsor note

To edit the sponsor note, add the information required. If you are amending the note, you can either overwrite the existing text or add additional text. Any text that is overtyped will not be saved, so do not overwrite any existing text if it is still relevant. Choose **Save** to confirm your changes or choose **Cancel** to return to the previous screen.

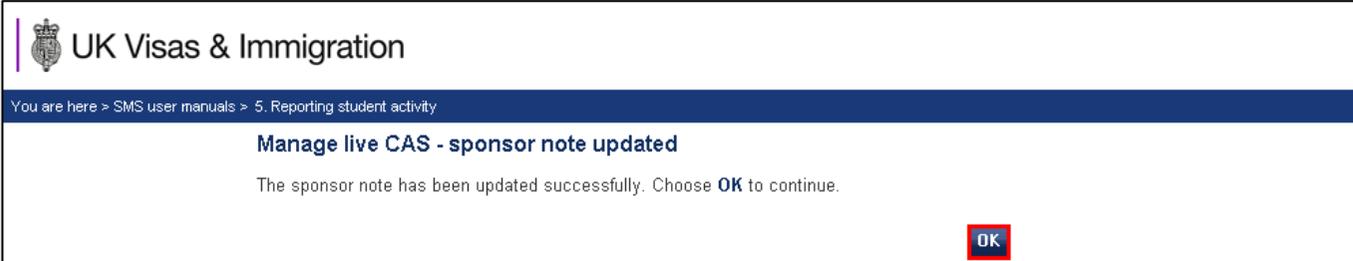
Sponsor note:

Sponsor note:

Cancel Save

Note

If you have entered a note on the CAS previously, the text will be displayed. If you wish to save the earlier information, do not overwrite it as it will be lost.

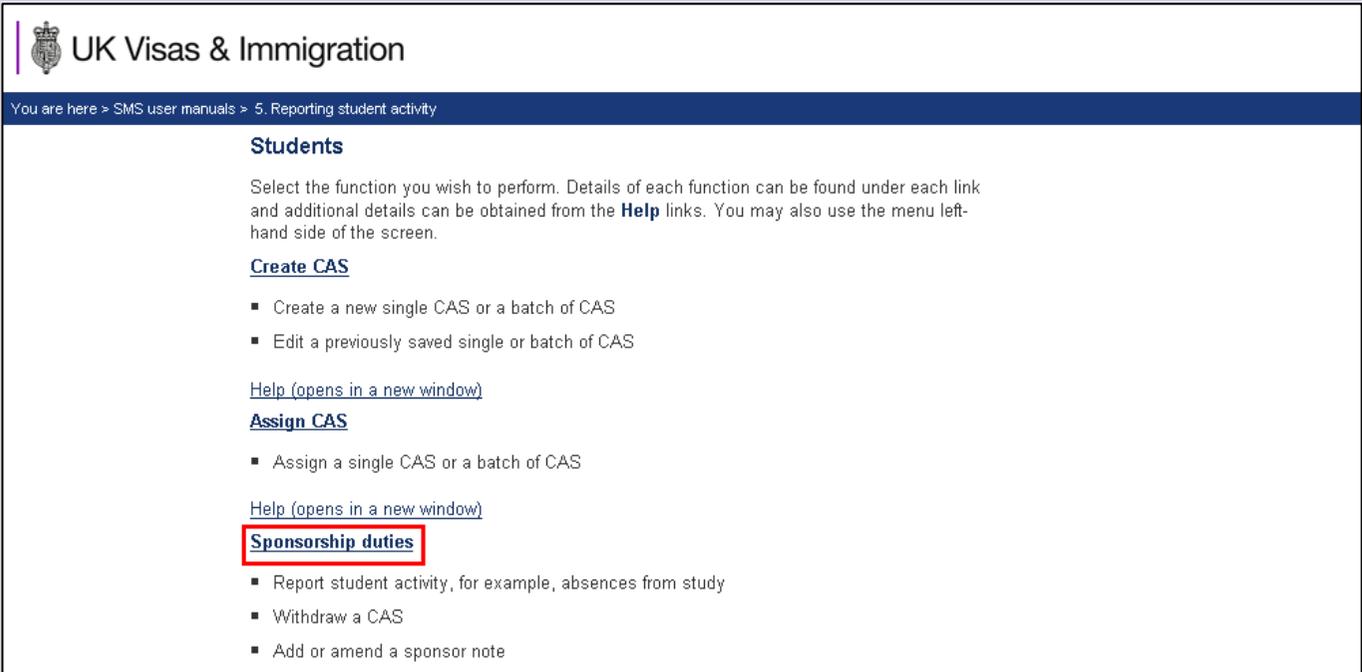
Step	Instruction	Screen example
6	<p>The note has now been added to the CAS.</p> <p>Select OK to return to the Manage live CAS screen.</p>	 <p>The screenshot shows the UK Visas & Immigration interface. At the top, it says 'UK Visas & Immigration'. Below that is a breadcrumb trail: 'You are here > SMS user manuals > 5. Reporting student activity'. The main heading is 'Manage live CAS - sponsor note updated'. The message below reads: 'The sponsor note has been updated successfully. Choose OK to continue.' There is a red 'OK' button in the bottom right corner.</p>

Guide 4: How to provide individual fee updates

Follow the step by step instructions below to update fee-related fields on a live CAS (status ASSIGNED). This function is useful if a student pays their fees after you have applied for the CAS, but before the student has submitted their application to the Home Office. Once the CAS has been marked as USED, you will no longer be able to update the fee-related information. It is important to keep SMS updated with any fees charged or paid for each CAS.

If you wish to update fees for multiple CAS, it is easier and quicker to use Bulk data transfer (BDT). Please see our [website](#) for information on using the BDT toolkit.

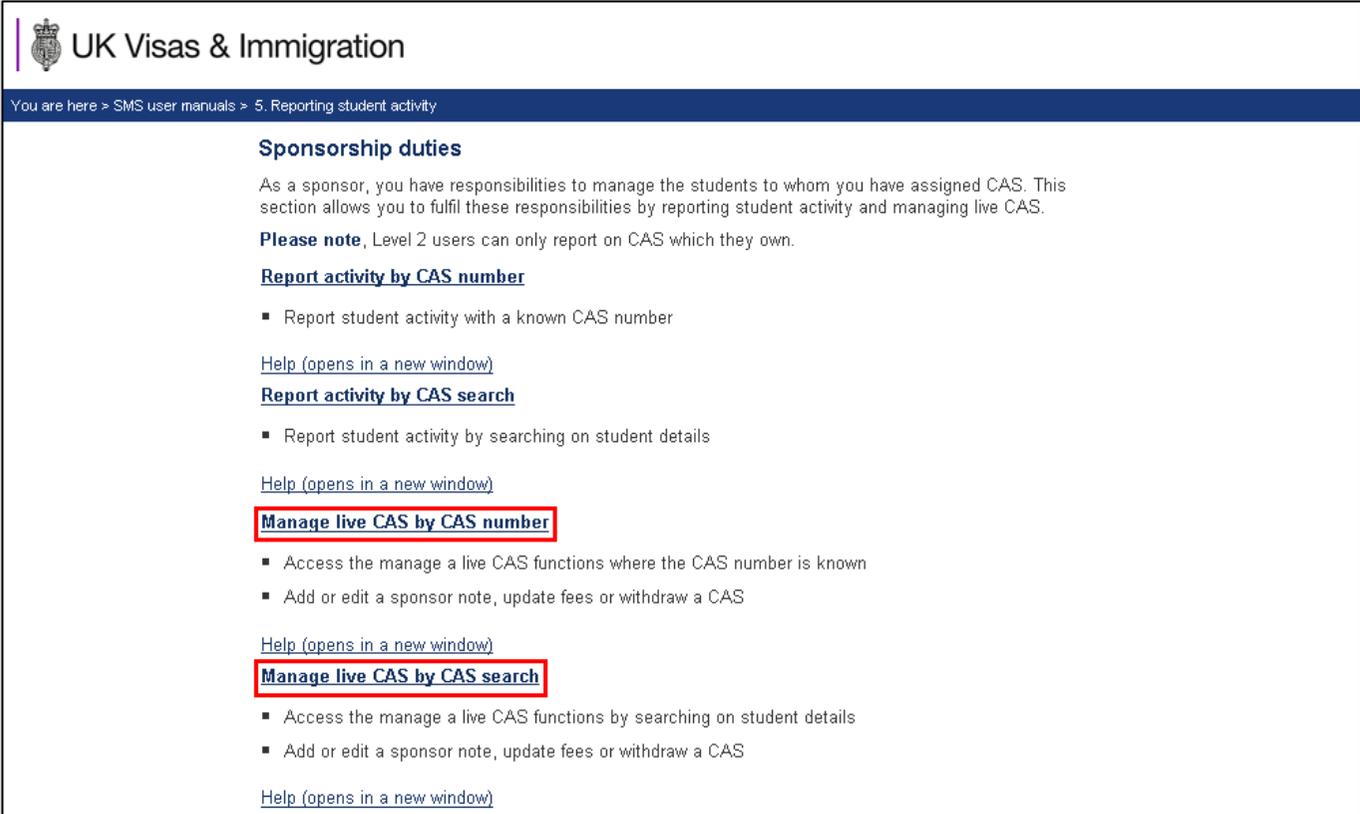
You should read the [Sponsorship policy guidance](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before updating the fee-related fields.

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	 <p>The screenshot shows the 'UK Visas & Immigration' interface. At the top, it says 'UK Visas & Immigration' with a logo. Below that is a breadcrumb trail: 'You are here > SMS user manuals > 5. Reporting student activity'. The main heading is 'Students'. Below this, there is a paragraph: 'Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the Help links. You may also use the menu left-hand side of the screen.' There are three sections: 'Create CAS' with two bullet points: 'Create a new single CAS or a batch of CAS' and 'Edit a previously saved single or batch of CAS'. Below this is a 'Help (opens in a new window)' link. The next section is 'Assign CAS' with one bullet point: 'Assign a single CAS or a batch of CAS'. Below this is another 'Help (opens in a new window)' link. The final section is 'Sponsorship duties', which is highlighted with a red box in the screenshot. It has three bullet points: 'Report student activity, for example, absences from study', 'Withdraw a CAS', and 'Add or amend a sponsor note'.</p>

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

2

From the **Sponsorship duties** screen, select **Manage live CAS by CAS number** if the student's CAS number is known, or **Manage live CAS by CAS search** if you don't know the CAS number.



The screenshot shows the UK Visas & Immigration website. At the top left is the UK Visas & Immigration logo. Below it is a breadcrumb trail: "You are here > SMS user manuals > 5. Reporting student activity". The main content area is titled "Sponsorship duties" and contains the following text: "As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS." Below this is a "Please note" section: "Please note, Level 2 users can only report on CAS which they own." There are three main sections: "Report activity by CAS number" with a bullet point "Report student activity with a known CAS number" and a "Help (opens in a new window)" link; "Report activity by CAS search" with a bullet point "Report student activity by searching on student details" and a "Help (opens in a new window)" link; and "Manage live CAS by CAS number" (highlighted with a red box) with two bullet points: "Access the manage a live CAS functions where the CAS number is known" and "Add or edit a sponsor note, update fees or withdraw a CAS", followed by a "Help (opens in a new window)" link. Below that is "Manage live CAS by CAS search" (also highlighted with a red box) with two bullet points: "Access the manage a live CAS functions by searching on student details" and "Add or edit a sponsor note, update fees or withdraw a CAS", followed by a "Help (opens in a new window)" link.

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

From the **Manage live CAS** screen, enter the student's CAS number or the student's details. When complete, select **Next**.

The screen example shows both functions.

The image displays two screenshots of the UK Visas & Immigration 'Manage live CAS' screen. The top screenshot shows the 'CAS number' input field, and the bottom screenshot shows the 'Student details' form with fields for passport number, family name, given name(s), and date of birth.

UK Visas & Immigration

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Manage live CAS

Enter the CAS number of the previously assigned CAS you want to manage and choose **Next** to continue. Choose **Back** to return to the previous screen.

CAS number

CAS number:

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

Back **Next**

Manage live CAS

Enter the search criteria to locate the previously assigned CAS you would like to manage.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an *, for example SMI* entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the **Sponsorship duties** screen.

Student details

Passport number:

Family name:

Given name(s):

Date of birth:

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

Back **Advanced** **Next**

Note

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

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

UK Visas & Immigration

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Manage live CAS

Manage the live CAS using the buttons below, choose:

- **Sponsor note** to add a note to a CAS, for example to inform us of a spelling mistake in a name, a change to the passport number or minor changes to the details of the course;
- **Withdraw CAS** to withdraw the CAS before it has been used by the student in an application for leave to enter/remain. This option is only available for CAS with a status of 'Assigned';
- **Update fees** to update the fees; or
- **Back** to return to the previous screen.

Tier and category	
Tier	Tier 4 (Child)

CAS details	
CAS number:	E4C0VH8D12E0M7
CAS status:	ASSIGNED

Student details	
Passport number:	234567
Family name:	R500 CAS International 3
Given name(s):	
Nationality:	BOSNIA AND HERZEGOVINA
Date of birth:	28/10/1937
Course start date:	28/09/2014
Course title:	Test
Course fees charged for first year of the	34567.00
Fees last updated:	
Sponsor note:	

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

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

From the **Manage live CAS – update fees** screen, update the **Course fees paid to date (in pounds sterling, using format '1234' or '1234.99')** field. Once you have made the changes, select **Save**.

UK Visas & Immigration

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Manage live CAS - update fees

Update the fee fields and choose **Save** to save your changes, or choose **Cancel** to return to the previous screen.

Fee fields

Course fees charged for first year of the course (in pounds sterling, using format '1234' or '1234.99'):

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

Course fees paid to date (in pounds sterling, using format '1234' or '1234.99'):

Accommodation fees paid to date (in pounds sterling, using format '1234' or '1234.99'):

Boarding fees paid to date (in pounds sterling, using format '1234' or '1234.99'):

6

The student's details have now been updated.

Select **OK** to return to the **Manage live CAS** screen.

UK Visas & Immigration

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Manage live CAS - fees updated successfully

The fee fields have been updated successfully. Choose **OK** to continue.

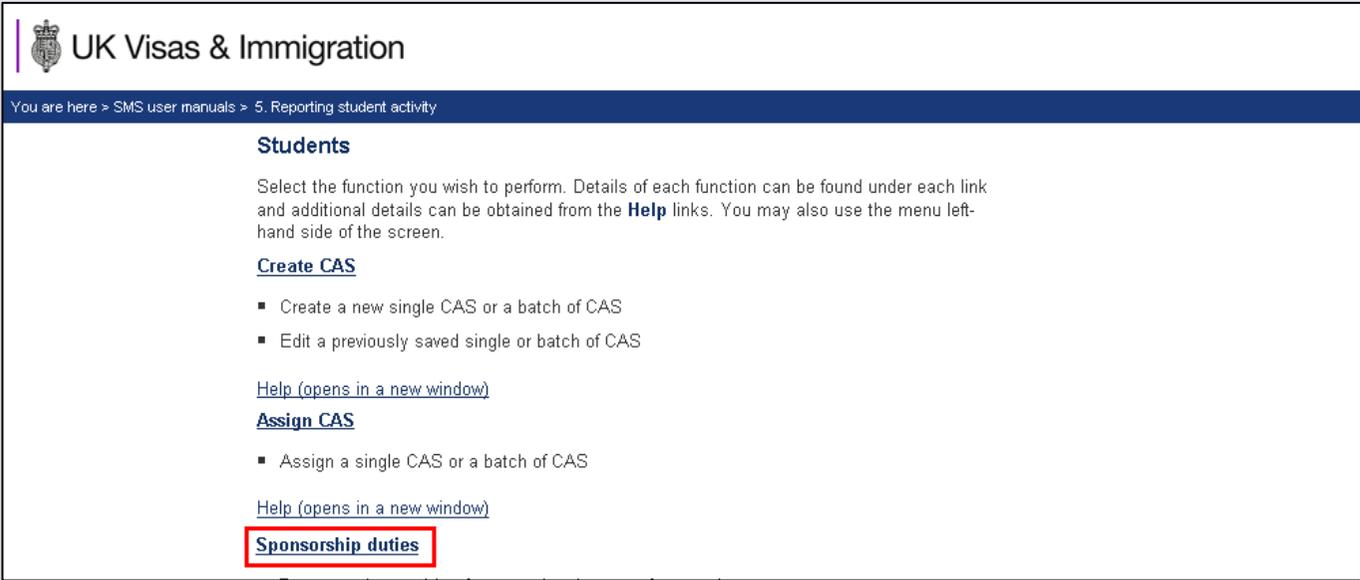
Guide 5: How to submit a graduate notification for an individual student

Follow the step by step instructions below to notify of students who have met the qualifying criteria of the Graduate Route on an individual basis. **This function is only available to sponsor who are registered in the Student Route with a track record of compliance.**

If you want to submit multiple graduate notifications, it is easier and quicker to use Bulk data transfer (BDT). Please see our [website](#) for information on using the BDT toolkit.

Please note; Level 2 users can only submit graduate notifications for CAS that they have personally created and assigned, or on a CAS that has been transferred to them.

You should read the [Sponsorship policy guidance](#) before submitting graduate notifications.

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	

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

2

From the **Sponsorship duties** screen you can select to **Report activity by CAS number**, if known. If you do not know the student's CAS number, select **Report activity by CAS search**.

Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

Please note, Level 2 users can only report on CAS which they own.

Report activity by CAS number

- Report student activity with a known CAS number
- Notify of students who meet the qualifying criteria of the Graduate Route with a known CAS number

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

Report activity by CAS search

- Report student activity by searching on student details
- Notify of students who meet the qualifying criteria of the Graduate Route by searching on student details

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

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

From the **Student search / CAS search** screen, enter the student's CAS number or the student's details, then select **Next**.

The screen example shows both search functions.

UK Visas & Immigration

You are here > SMS user manuals > 5. Reporting student activity

Student search

Enter the search criteria to find the student you would like to report activity on. The search results will be limited to CAS that have been used by a student.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "*", for example SMI* entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the previous screen.

Student details

Passport number:

Family name:

Given name(s):

Date of birth:

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

Back **Advanced** **Next**

CAS search

To report student activity, enter the CAS number of the student you want to report on and choose **Next** to continue or choose **Back** to return to the previous screen.

CAS number

CAS number:

[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 on which you want to report. If your search parameters are specific, you will be presented with the screen below.

4

From the **CAS search results** screen select **Next**.

 UK Visas & Immigration

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CAS search results

To report activity on this student choose **Next** or **Back** to return to the previous screen.

Tier and category	
Tier 4 (General)	

CAS details	
CAS number:	E4G6IA7A18U0A8

Student details	
Passport number:	4757675747
Family name:	Smith
Given name(s):	Bill
Nationality:	ANDORRA
Date of birth:	29/05/1942
Course start date:	27/08/2014
Course title:	Maths

[Back](#) [Next](#)

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

From the **Report student activity – activity history** screen, select the option “**Student has successfully completed course in line with qualifying criteria for the Graduate Route**” from the **Activity type** drop-down list, then select **Next**.

Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity

CAS number: E4G8KA5A34M0A3

Date	Activity
12/05/21 10:46	Student has successfully completed course in line with qualifying criteria for the Graduate Route
11/05/21 15:12	Student has successfully completed course in line with qualifying criteria for the Graduate Route
14/04/21 11:34	Doctorate Extension Scheme
13/04/21 14:11	Student is delayed

Activity type

Student has successfully completed course in line with qualifying criteria for the Graduate Route ▾

Back

Next

Step	Instruction	Screen example								
6	From the Report student activity – date and reason screen, enter further details (if required) and choose Save .	<div data-bbox="815 177 1496 217"> <h3>Report student activity - date and reason</h3> </div> <div data-bbox="815 240 2145 344"> <p>Enter the details for the activity you wish to report. Complete all fields and choose Save to confirm. This will be assessed by us and you will be contacted if necessary. Choose Cancel to return to the Report student activity - activity history screen.</p> </div> <div data-bbox="815 368 2168 743"> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="815 368 2168 416">Activity details</th> </tr> </thead> <tbody> <tr> <td data-bbox="815 416 1379 464">CAS number:</td> <td data-bbox="1379 416 2168 464">E4G8KA5A34M0A3</td> </tr> <tr> <td data-bbox="815 464 1379 592">Reasons</td> <td data-bbox="1379 464 2168 592">Student has successfully completed course in line with qualifying criteria for the Graduate Route</td> </tr> <tr> <td data-bbox="815 592 1379 743">Further details (optional)</td> <td data-bbox="1379 592 2168 743"> <div style="border: 2px solid red; height: 60px; width: 100%;"></div> </td> </tr> </tbody> </table> </div> <div data-bbox="1991 767 2168 823"> <p style="text-align: right;"> Cancel Save </p> </div>	Activity details		CAS number:	E4G8KA5A34M0A3	Reasons	Student has successfully completed course in line with qualifying criteria for the Graduate Route	Further details (optional)	<div style="border: 2px solid red; height: 60px; width: 100%;"></div>
Activity details										
CAS number:	E4G8KA5A34M0A3									
Reasons	Student has successfully completed course in line with qualifying criteria for the Graduate Route									
Further details (optional)	<div style="border: 2px solid red; height: 60px; width: 100%;"></div>									

7	<div data-bbox="259 1031 779 1206"> <p>When the notification has been submitted, the Report student activity – activity recorded screen is displayed. Choose OK to return to the Activity history screen.</p> </div> <div data-bbox="815 967 2168 1270"> <div data-bbox="815 967 2168 1046">  UK Visas & Immigration </div> <div data-bbox="815 1046 2168 1086" style="background-color: #003366; color: white; padding: 2px;"> <small>You are here > SMS user manuals > 5. Reporting student activity</small> </div> <div data-bbox="815 1086 2168 1270" style="text-align: center;"> <h3 data-bbox="1061 1102 1487 1126">Report student activity - activity recorded</h3> <p data-bbox="1061 1147 1727 1190">The student activity has been recorded and submitted for assessment, choose OK to continue.</p> <div data-bbox="1767 1222 1812 1254" style="border: 2px solid red; padding: 2px 5px; margin: 0 auto;">OK</div> </div> </div>
---	--

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

Once a graduate notification has been submitted, it is displayed on the **Report student activity – activity history** screen.

Choose **Back** to return to the **Student search** screen or **Next** to begin another notification for the same student.

Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity

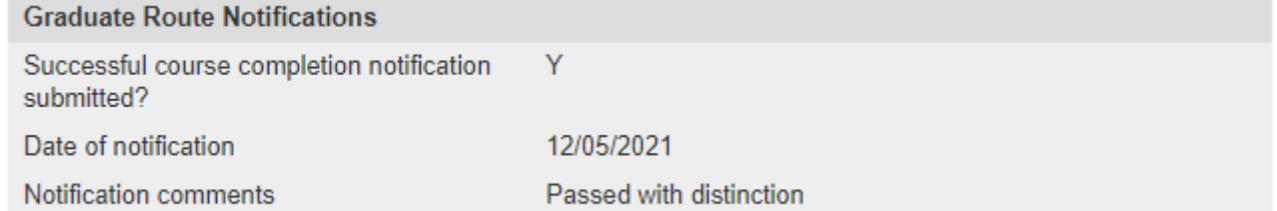
CAS number: E4G8KA5A34M0A3

Date	Activity
12/05/21 12:58	Student has successfully completed course in line with qualifying criteria for the Graduate Route
12/05/21 10:46	Student has successfully completed course in line with qualifying criteria for the Graduate Route
11/05/21 15:12	Student has successfully completed course in line with qualifying criteria for the Graduate Route
14/04/21 11:34	Doctorate Extension Scheme
13/04/21 14:11	Student is delayed

Activity type

Student has successfully completed course in line with qualifying criteria for the Graduate Route ▾

Back **Next**

Step	Instruction	Screen example								
9	Details of the most recently submitted graduate notification are recorded on the student's CAS, and displayed in the section with the heading " Graduate Route Notifications "	 <table border="1"> <thead> <tr> <th colspan="2">Graduate Route Notifications</th> </tr> </thead> <tbody> <tr> <td>Successful course completion notification submitted?</td> <td>Y</td> </tr> <tr> <td>Date of notification</td> <td>12/05/2021</td> </tr> <tr> <td>Notification comments</td> <td>Passed with distinction</td> </tr> </tbody> </table>	Graduate Route Notifications		Successful course completion notification submitted?	Y	Date of notification	12/05/2021	Notification comments	Passed with distinction
Graduate Route Notifications										
Successful course completion notification submitted?	Y									
Date of notification	12/05/2021									
Notification comments	Passed with distinction									