The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 7 of 12: Bulk data transfer (BDT) of CAS

Contents

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Additional SMS manuals

There are 12 SMS manuals available, plus two supplementary policy guides 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

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Manual reference	Manual title	Type	Purpose	Audience
Manual 4	Creating and assigning CAS	CAS	To help sponsors create and assign individual and batches of CAS.	Sponsors licensed in the Student Route
Manual 4a	Creating a CAS – guide for education sponsors	CAS	This manual contains supplementary information on completing a CAS. Use this guide to determine what information is necessary in each field of the CAS.	Sponsors licensed in the Student Route
Manual 5	Reporting student activity	CAS	To help sponsors report student activity, for example if a student's circumstances change. This manual also contains help with reporting fee updates and adding sponsor notes to CAS that have already been assigned.	Sponsors licensed in the Student Route
Manual 6	Miscellaneous CAS functions	CAS	To help sponsors complete all other functions of CAS, such as managing batches of CAS, managing pre-stored addresses for use when creating CAS, transferring ownership of CAS, printing CAS and exporting CAS.	Sponsors licensed in the Student Route
Manual 7	Bulk Data Transfer of CAS	CAS	To help sponsors use the bulk data transfer (BDT) functions of SMS, including graduate notifications. You must have a bespoke IT system in place to use BDT.	Sponsors licensed in the Student Route

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Document reference Bulk data transfer (BDT) of CAS **| Version number** 4.0**| Published** May 2021 **| Manual** 7 of 12 **| Page** 4 of 34

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

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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

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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.

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Document reference Bulk data transfer (BDT) of CAS **| Version number** 4.0**| Published** May 2021 **| Manual** 7 of 12 **| Page** 7 of 34

CAS status

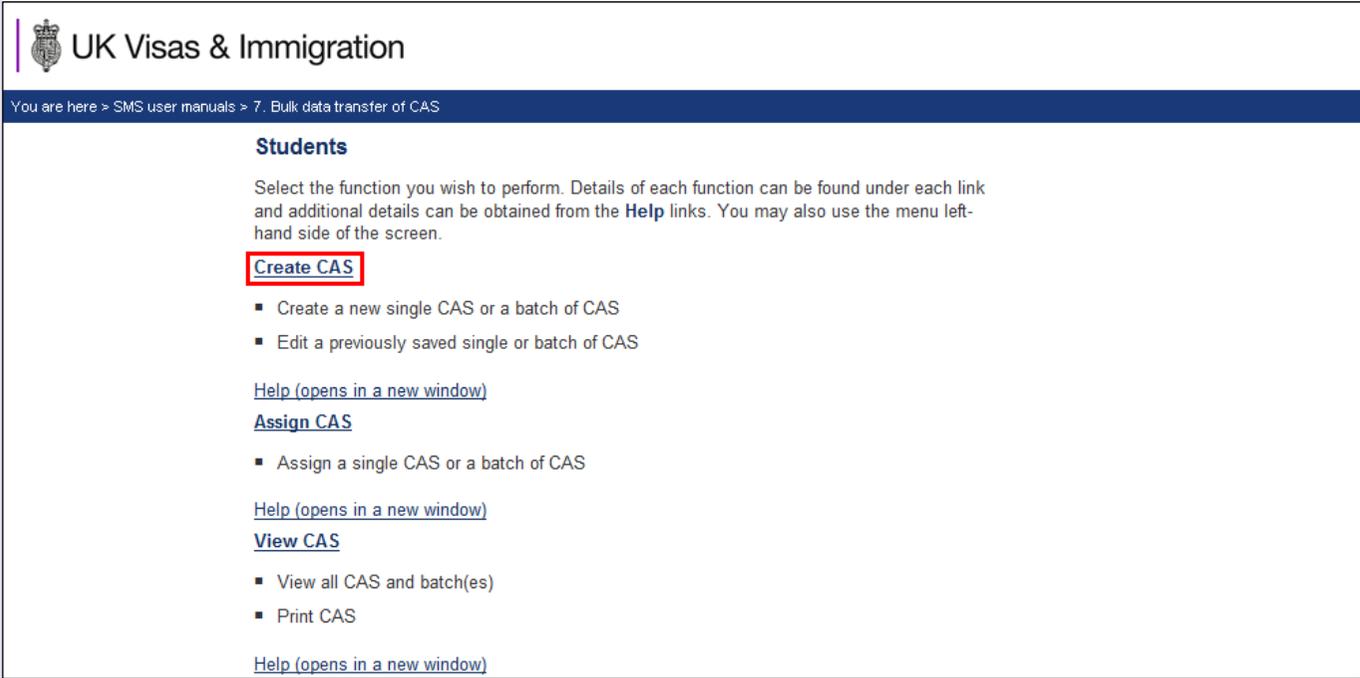The table below shows each status which can apply to a CAS.

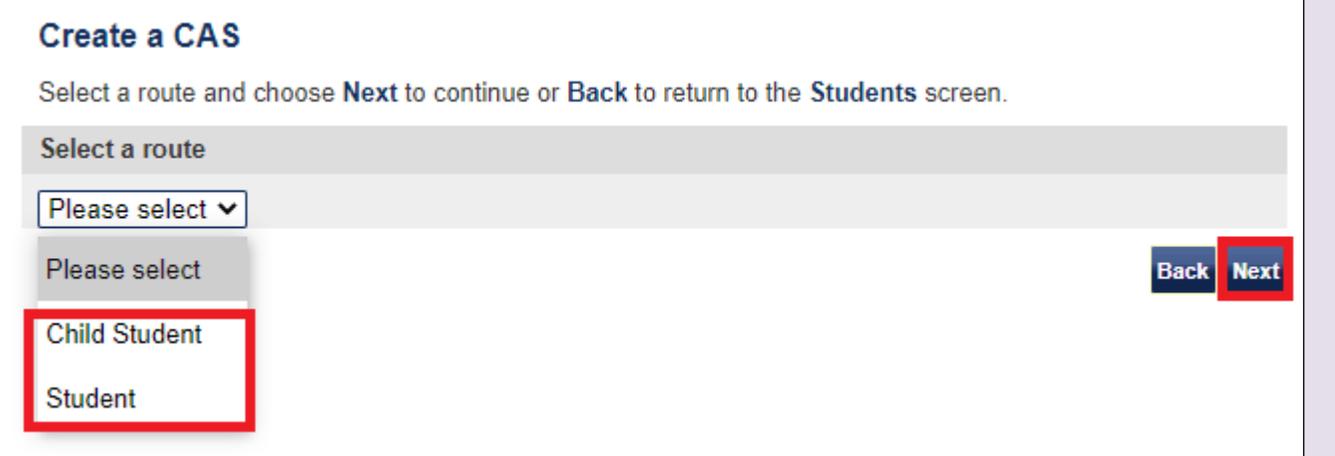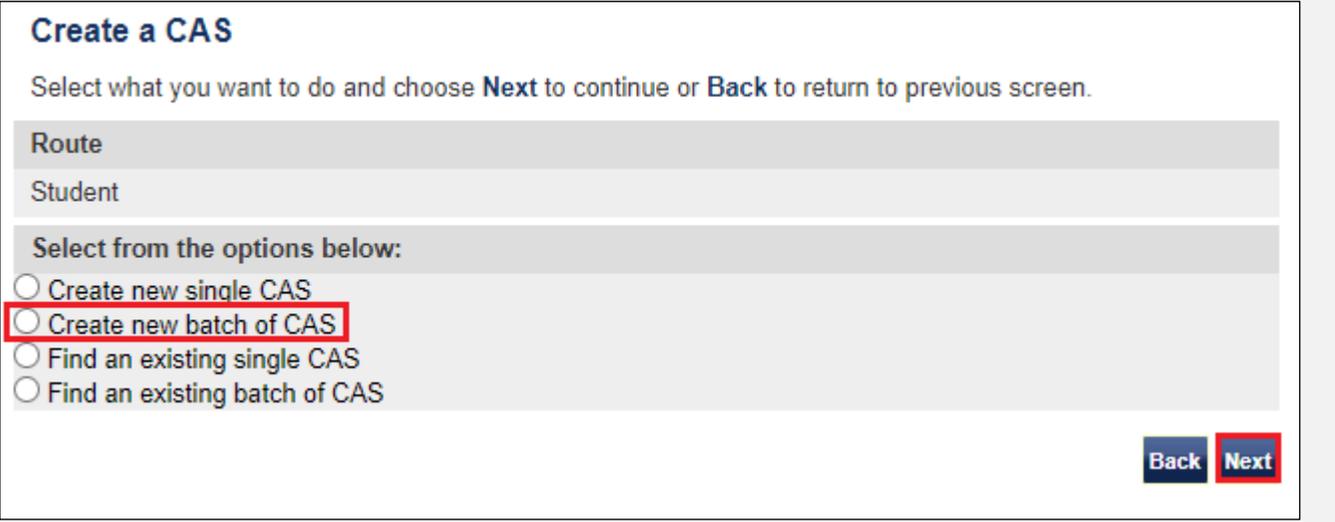| As seen in SMS	Meaning
WORK IN PROGRESS	The CAS is still 'in draft' as one or more mandatory fields are yet to be completed.
READY TO GO	All mandatory fields are complete and the CAS is ready to be assigned to an individual.
ASSIGNED	The CAS has been assigned to an individual and is ready to be used 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 an individual'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 is required. OR: The individual has applied by 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 route / your whole licence prior to the CAS being used.

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SMS guides

Guide 1: How to upload a batch of CAS using Bulk Data Transfer (BDT)

Follow the step by step instructions to upload a batch CAS records using BDT. This function is useful if you wish to transfer a large number of records from your IT systems directly into SMS. You must have installed a bespoke IT system on your network to create the .XML files required to use the BDT function.

You should read the Sponsorship policy guidance, SMS guide 4a – Creating a CAS – guide for education sponsors and the BDT toolkit before uploading a batch of CAS.

Step	Instruction	Screen example
1	From the **Student** screen, select **Create CAS**.	**UK Visas & Immigration** You are here > SMS user manuals > 7. Bulk data transfer of CAS **Students** Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the **Help** links. You may also use the menu left-hand side of the screen. **Create CAS** ▪ Create a new single CAS or a batch of CAS ▪ Edit a previously saved single or batch of CAS Help (opens in a new window) **Assign CAS** ▪ Assign a single CAS or a batch of CAS Help (opens in a new window) **View CAS** ▪ View all CAS and batch(es) ▪ Print CAS Help (opens in a new window)

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Step	Instruction	Screen example
2	From the **Create a CAS** screen, select the relevant route (Student or Child Student) and choose **Next**. If you are only licensed in one of these routes, the drop-down list will default to that route.	**Create a CAS** Select a route and choose **Next** to continue or **Back** to return to the **Students** screen. **Select a route** Please select ⌄ Please select Child Student Student Back Next
3	From the second **Create a CAS** screen, choose **Create new batch of CAS**, then select **Next**.	**Create a CAS** Select what you want to do and choose **Next** to continue or **Back** to return to previous screen. Route Student Select from the options below: ○ Create new single CAS ○ Create new batch of CAS ○ Find an existing single CAS ○ Find an existing batch of CAS Back Next

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Step	Instruction	Screen example
4	From the final **Create a CAS**, enter the name of the batch, then select **Next**.	**Create a CAS** Select what you want to do and choose **Next** to continue or **Back** to return to previous screen. Route Student Select from the options below: ○ Create new single CAS ◉ Create new batch of CAS ○ Find an existing single CAS ○ Find an existing batch of CAS Create new batch of CAS Batch name: [ ] Help (opens in a new window) Back Next

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

Step	Instruction	Screen example
5	From the **Batch details** screen, select **Upload** (two buttons available).	**Batch details** A maximum of 100 CAS will be displayed on this screen. From the options below, choose: • **Save batch details** to save any changes to the batch name; • **Unlink** to remove a CAS from a batch without deleting the CAS; • **Edit** to make changes to the CAS or delete the CAS from the batch; • **Upload** to upload CAS to the batch using bulk data transfer (BDT); • **Add CAS** to add a single CAS to the batch; • **Add pre-populated CAS** to add a CAS pre-populated with the non-personal details of the last CAS created within this batch; • **Exit** if you do not wish to continue; • **Delete all** to delete the whole batch and its contents; or • **Assign** to pay for and assign the batch. All CAS must have a status of **Ready to go** to assign the batch. **Route** Student **Batch details** Batch name: * Test Batch Help (opens in a new window) Number of CAS in batch: 1 Owner: test, test (HdcozV) Status: READY TO GO Date created: 23/11/2020 [Upload] [Add pre-populated CAS] [Add CAS] [Save batch details] **Details of CAS within batch** |	CAS status	Family name	Given name	Date of birth	Nationality	Passport number	Course start date | [Upload] [Add pre-populated CAS] [Add CAS] [Exit] [Delete all] [Assign]

Step	Instruction	Screen example
6	From the **CAS bulk file upload** screen, select **Browse** and navigate to the location of the .zip file on your computer or network, select it then select **Open**.	**CAS bulk file upload** Choose the compressed zip file that contains CAS records for this batch. Once you have selected the correct file, choose **Next** and the file will be transferred to SMS. Choose **Back** to return to the prepare batch page. **File upload to a batch of CAS** Selected batch: BDT R500 File: [ ] Browse... Back Next
8	You are now ready to begin the upload process. Select **Next**.	**CAS bulk file upload** Choose the compressed zip file that contains CAS records for this batch. Once you have selected the correct file, choose **Next** and the file will be transferred to the sponsorship management system. Choose **Back** to return to the prepare batch page. **File upload to a batch of CAS** Selected batch: BDT R500 File: G:\My Documents\bdt-e Browse... Back Next
9	The **CAS bulk file upload summary** screen is displayed. Your .ZIP file was successfully uploaded. Select **Next** to apply the data to the batch. This can take some time.	**CAS bulk file upload summary** Your file was successfully transferred to the sponsorship management system and is ready to be applied. Check the details below are correct before choosing **Next** to continue. Choose **Back** to return to the data upload page. **Summary details of file upload for the CAS batch** File: 1. SELT required.zip Selected batch: BDT R500 Number of CAS: 2 Back Next
Note	You may receive warnings regarding your file. Please check you are content with these before proceeding.	

Step	Instruction	Screen example
10	The **CAS bulk file upload successful** screen is displayed. Your upload was successful. You can now see the number of CAS records that have been added to your new batch. Select **OK** to return to the **Batch details** screen. If you have received any warning messages, please check the details as you may have accidentally used a CAS number that is associated with another CAS.	**CAS bulk file upload successful** The CAS bulk file was successfully uploaded. Once payment for these records has been confirmed CAS numbers will be issued. Choose **OK** to continue. **Upload successful** File: 1. SELT required.zip Selected batch: BDT R500 Number of CAS: 2 **OK**

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Step	Instruction	Screen example

| 11 | From the **Batch details** screen, you can see that all CAS in the batch have a status of READY TO GO. | |

Batch details

A maximum of 100 CAS will be displayed on this screen. From the options below, choose:

- **Save batch details** to save any changes to the batch name;
- **Unlink** to remove a CAS from a batch without deleting the CAS;
- **Edit** to make changes to the CAS or delete the CAS from the batch;
- **Upload** to upload CAS to the batch using bulk data transfer (BDT);
- **Add CAS** to add a single CAS to the batch;
- **Add pre-populated CAS** to add a CAS pre-populated with the non-personal details of the last CAS created within this batch;
- **Exit** if you do not wish to continue;
- **Delete all** to delete the whole batch and its contents; or
- **Assign** to pay for and assign the batch. All CAS must have a status of **Ready to go** to assign the batch.

Route

Student

Batch details

Batch name:	* Test Batch
Help (opens in a new window)	
Number of CAS in batch:	1
Owner:	test, test (HdcozV)
Status:	READY TO GO
Date created:	23/11/2020

[Upload] [Add pre-populated CAS] [Add CAS] [Save batch details]

Details of CAS within batch

	CAS status	Family name	Given name	Date of birth	Nationality	Passport number	Course start date
[Unlink] [Edit]	READY TO GO	Taylor		18/12/1938	AUSTRALIA	4321	18/12/2020

[Upload] [Add pre-populated CAS] [Add CAS]

[Exit] [Delete all] [Assign]

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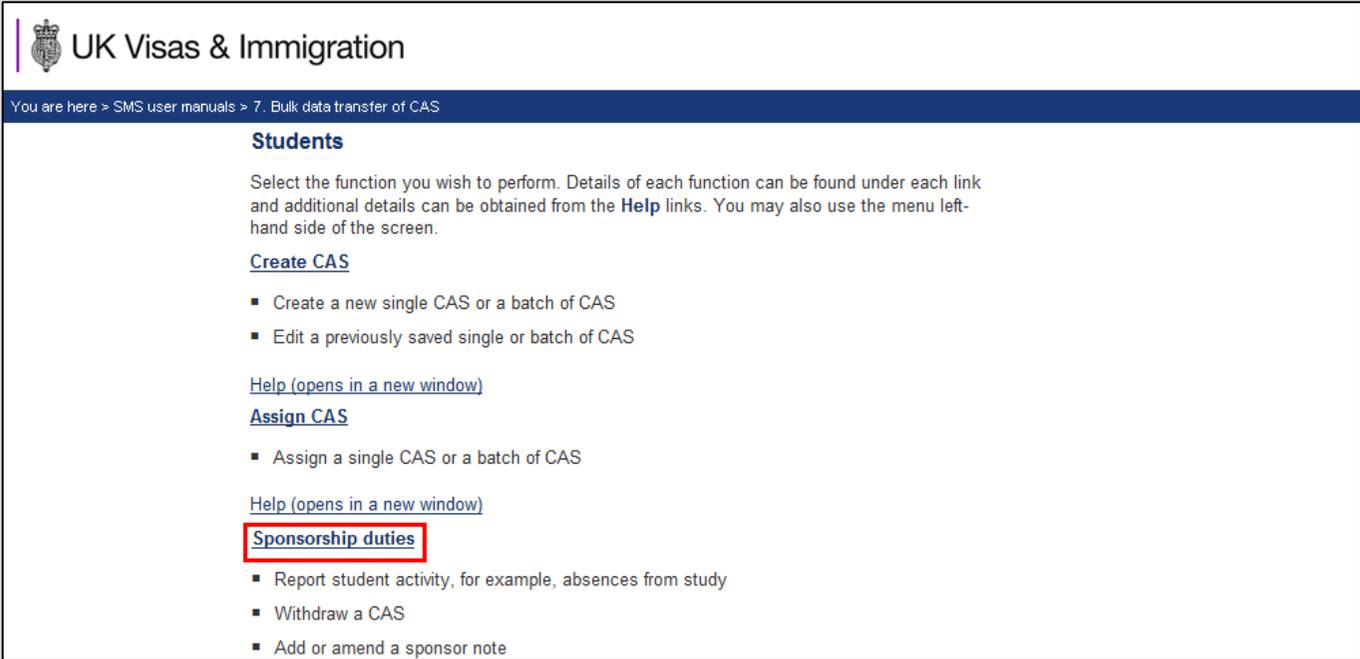| Step	Instruction	Screen example
12	From the **Batch details saved** screen, select **OK**. Your batch has now been saved. You are now ready to either add more CAS to the batch, or assign and pay for the batch.	**Batch details saved** The batch has been saved with the details shown below. Choose to **OK** continue. **Route** Student **Batch details** Batch name: Test Batch Number of CAS in batch: 1 `OK`
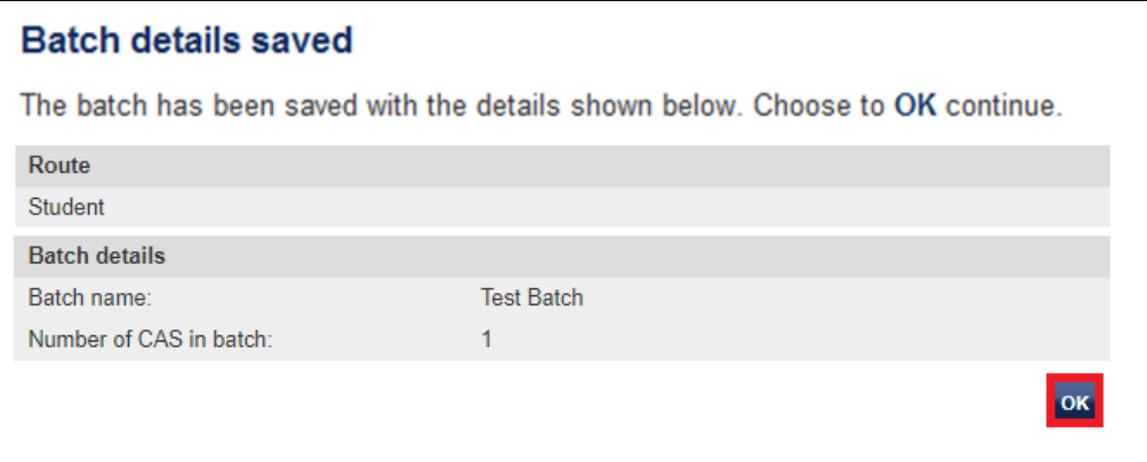
Guide 2: How to report multiple student 'no-shows' in bulk using BDT

Follow the step by step instructions below to report student 'no-shows' (i.e. the individuals have not arrived for enrolment) using the BDT functionality. This function is useful if you have had multiple student 'no-shows'.

If you need to report another type of activity, or if you need to provide further details about a student not arriving for enrolment, you should use the **Report Activity by CAS Search** or **Report Activity by CAS Number** functions to submit the appropriate details to us.

You should read the Sponsorship policy guidance and SMS guide 4a – Creating a CAS – guide for education sponsors and the BDT toolkit before reporting student no shows in bulk.

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

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Step	Instruction	Screen example
2	From the **Sponsorship duties** screen, select **Report bulk student activity**.	**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 CoS which they personally created and assigned, or which have been transferred to them. **Report activity by CAS number** ▪ Report student activity with a known CAS number Help (opens in a new window) **Report bulk student activity** ▪ Report student activity by bulk upload
3	From the **Reporting bulk upload** screen, select **Browse**.	**Reporting bulk upload** Using the **Browse** function below, choose the file that contains sponsor reports. Once you have selected the correct file, choose **Next** to continue and the file will be uploaded to SMS. All upload files must be in a compressed zip file format. Choose **Back** to return to the **Sponsorship duties** page. **Bulk file upload for reporting** File to be uploaded: [ ] Browse... Back Next

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Step	Instruction	Screen example
4	From the **Choose File to Upload** dialogue box, navigate to the file you wish to upload, select it and choose **Open**. This must be a compressed (.ZIP) file.	
5	The **CAS bulk file upload summary** screen is displayed, which indicates that your file is in the correct format. Select **Next**.	
Note	You may receive warnings regarding your file. Please check you are content with these before proceeding, as you may have uploaded the same file previously.	

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Step	Instruction	Screen example

6

The **CAS bulk file upload successful** screen is displayed. Your data has now been successfully uploaded.

You may receive a warning if your file contains errors. In this example, none of the errors were critical and the upload was successful. If your file contains a critical error, please see below.

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

CAS bulk file upload successful

The CAS bulk file was successfully uploaded. Once payment for these records has been confirmed CAS numbers will be issued. Choose **OK** to continue.

Upload successful

File:	oneBasicCAS_v2.1-Complete-ReadyToGo.zip
Selected batch:	Tester
Number of CAS:	1

Warnings

Description	Actual resolution
The bulk file ID is already in use.	The CAS data was uploaded successfully with a Bulk ID that was already identified in the system.
The record applicant ID: 987654321ABCDEFG and Application ID: 123456789 has a duplicate within the database.	The CAS data was uploaded successfully, CAS records now exist that are duplicates of some already in the system.

OK

Step	Instruction	Screen example

7

Warnings:

You may receive a critical error, which will prevent you from being able to progress; the **Next** button will be unavailable (greyed out).

The most common problem when uploading bulk data is that the .XML file does not conform to the BDT schema, as set out in the BDT Toolkit.

You will need to edit your file to ensure the data is correct, for which you might need to contact your IT provider. Once complete, compress the file (.ZIP format) and try the upload again.

Reporting bulk upload warnings

Errors/Warnings have been detected in your upload file, these are displayed below. If the system is not able to resolve any error listed, choose **Cancel**. If errors/warnings are able to be automatically resolved by the system and you wish to proceed after reviewing the proposed resolutions below, choose **Next**.

Errors

Description
The record CAS Number: E4G7NB0C12T0A9 has already had a No Show activity recorded against it
The record CAS Number: E4C7NB0C12U0A6 has already had a No Show activity recorded against it

Bulk file upload summary

File:	BulkDataCASReporting-v1.1.SAMPLE.zip
Number of CAS:	2

Cancel Next

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Step	Instruction	Screen example
8	When the upload is successful, you will be returned to the **Sponsorship duties** screen.	**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 dropdown list and choose **Next**. Choose **Back** to return to the CAS details page. **Reported activity** CAS number: E4G7NB0C12T0A9

Reported activity table (screen example):

Date	Activity
26/03/13 11:35	NO_SHOW
13/02/13 11:17	Change in student circumstances
13/02/13 11:14	Previous notification withdrawn
13/02/13 11:13	Sponsor has stopped sponsoring the student

Activity type

Please select ▼

Back   Next

Guide 3: How to provide bulk fee updates using BDT

Follow the step by step instructions below to report bulk fee information using the BDT functionality. This function is useful if multiple students pay their fees after you have applied for a CAS, but before the students' have submitted their applications to us.

You can only use this function if the CAS has a status of ASSIGNED. 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.

You should read the Sponsorship policy guidance and SMS guide 4a – Creating a CAS – guide for education sponsors and details of the BDT toolkit before reporting bulk fee updates.

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

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Step	Instruction	Screen example
2	From the **Sponsorship duties** screen, select **Provide bulk fee update**.	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
3	From the **Bulk CAS financial data upload** screen, select **Browse**.	**Bulk CAS financial data upload** Using the 'Browse' function below, choose the file that contains CAS financial data updates. Once you have selected the correct file, choose **Next** to continue and the file will be uploaded to the sponsorship management system. All upload files must be in a compressed zip file format. Choose **Back** to return to the sponsorship duties page. **Search for Bulk CAS financial data upload file** File to be uploaded: [_____] Browse... Back Next

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Step	Instruction	Screen example
4	From the **Choose File to Upload** dialogue box, navigate to the file you wish to upload, select it and choose **Open**. This must be a compressed (.ZIP) file.	
5	The **Bulk CAS financial data summary** screen is displayed, which indicates that your file is in the correct format. Select **Next**.	
Note	You may receive warnings regarding your file. Please check you are content with these before proceeding, as you could have uploaded the same file previously.	

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Step	Instruction	Screen example
6	*Warnings:* You may receive a critical error, which will prevent you from being able to progress. A common problem, as in this case, is when the data does not match any CAS records. You will need to edit your file to ensure the data is correct. Once complete, compressed the file (.ZIP format) and try the upload again.	**Reporting CAS financial data errors** Errors have been detected in your upload file, these are displayed below. Please note the errors as you will need to address these before you can resubmit the file. Choose **OK** to continue. **Errors** **Description** CAS record(s) specified in the data file cannot be found. - E4G0AA0A00A0AX CAS record(s) specified in the data file cannot be found. - E4G0AA0A00A0BX CAS record(s) specified in the data file cannot be found. - E4G0AA0A00A0CX CAS record(s) specified in the data file cannot be found. - E4G0AA0A00A0DX **Bulk CAS financial data summary** File: BulkDataCASFeesUpdate-v1.1.SAMPLE.zip Number of CAS: 4 **OK**
7	When the upload is successful, you will be directed to the **Bulk CAS financial data upload successful** screen. Select **OK** to return to the **Sponsorship duties** screen.	**Bulk CAS financial data upload successful** The bulk CAS financial data file, as detailed below, was successfully imported to the sponsorship management system; the information will be updated shortly. Choose **OK** to continue. **Upload successful** File: BulkDataCASFeesUpdate-v1.1.SAMPLE.zip Number of CAS: 2 **OK**

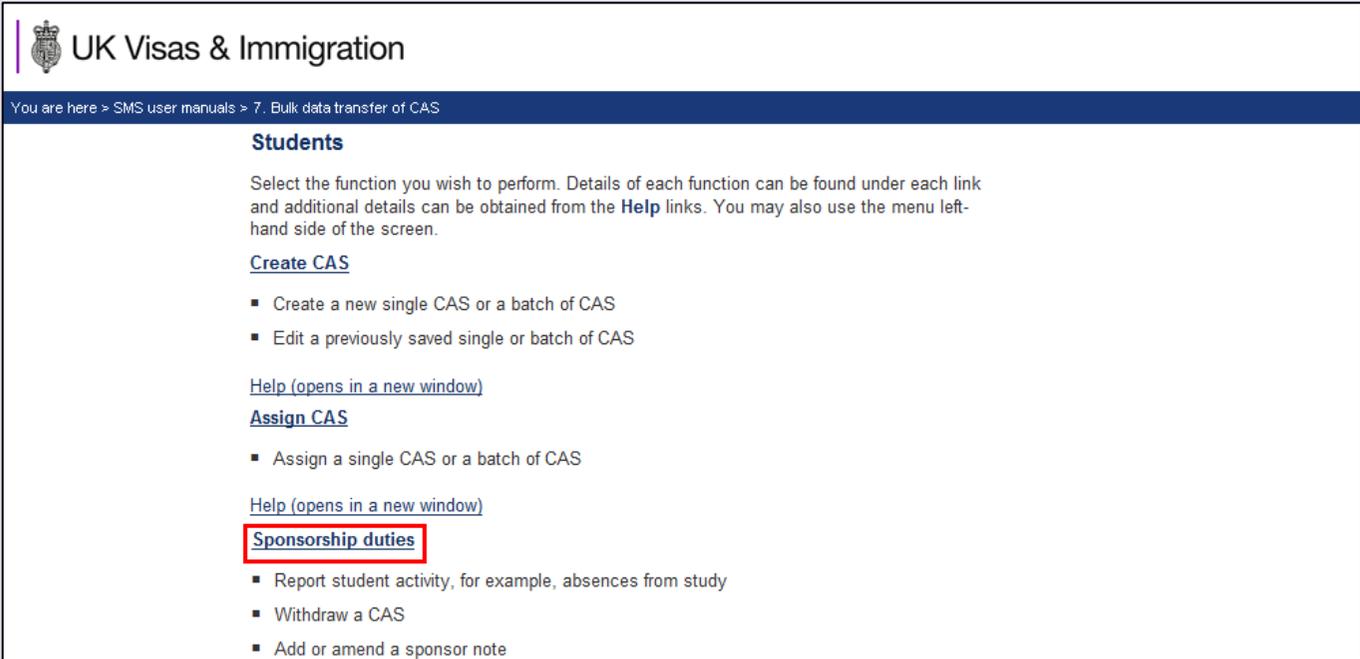| Step	Instruction	Screen example
8	If you wish to check that the fees have been updated as intended, navigate to **Sponsorship duties/Report activity by CAS number** and search for the CAS you just reported against.	**CAS details** The full details of the CAS are displayed below. Select from the options below, choose: ▪ **CAS activity** to transfer the CAS to another user (where permissions allow) or link/unlink the CAS to/from a batch, then select **Next** to continue; ▪ **Print** to save or print a .pdf of the CAS; or ▪ **Back** to return to the previous screen. **Please note**, if you want to amend and/or assign a CAS, you can do so by selecting the **Create CAS** function, then **Find an existing single CAS**. **Tier and category** Tier 4 (General) **CAS details** Sponsor licence number: QHDGHB91X Sponsor name: Test Org 1 **Accommodation and fees** Course fees charged for first year of the course (in pounds sterling): 100.00 Course fees paid to date (in pounds sterling): 123.00 Boarding or accommodation fees charged for the first year or current year (in pounds sterling): 500.0 Accommodation fees paid to date (in pounds sterling): Boarding fees paid to date (in pounds sterling): Fees last updated: 06/04/2014

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Guide 4: How to submit graduate notifications in bulk using BDT

Follow the step by step instructions below to submit graduate notifications (i.e. the individuals successfully completed their courses in line with the qualifying criteria of the Graduate Route) using the BDT functionality. This function is useful if you need to submit multiple graduate notifications. **This function is only available to sponsor who are registered in the Student Route with a track record of compliance.**

If you need to report another type of activity, or if you need to provide further details about a student who qualifies for the Graduate Route, you should use the **Report Activity by CAS Search** or **Report Activity by CAS Number** functions to submit the appropriate details to us.

You should read the Sponsorship policy guidance and SMS guide 4a – Creating a CAS – guide for education sponsors and the BDT toolkit before submitting graduate notifications in bulk.

Step	Instruction	Screen example
1	From the **Students** screen, select **Sponsorship duties**.	UK Visas & Immigration You are here > SMS user manuals > 7. Bulk data transfer of CAS **Students** Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the **Help** links. You may also use the menu left-hand side of the screen. **Create CAS** ▪ Create a new single CAS or a batch of CAS ▪ Edit a previously saved single or batch of CAS Help (opens in a new window) **Assign CAS** ▪ Assign a single CAS or a batch of CAS Help (opens in a new window) **Sponsorship duties** ▪ Report student activity, for example, absences from study ▪ Withdraw a CAS ▪ Add or amend a sponsor note

Step	Instruction	Screen example
2	From the **Sponsorship duties** screen, select **Report bulk student activity**.	**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 crtiera 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 crtiera of the Graduate Route by searching on student details Help (opens in a new window) **Report bulk student activity** • Report student 'no shows' by bulk upload • Notify of students who meet the qualifying crtiera of the Graduate Route 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**

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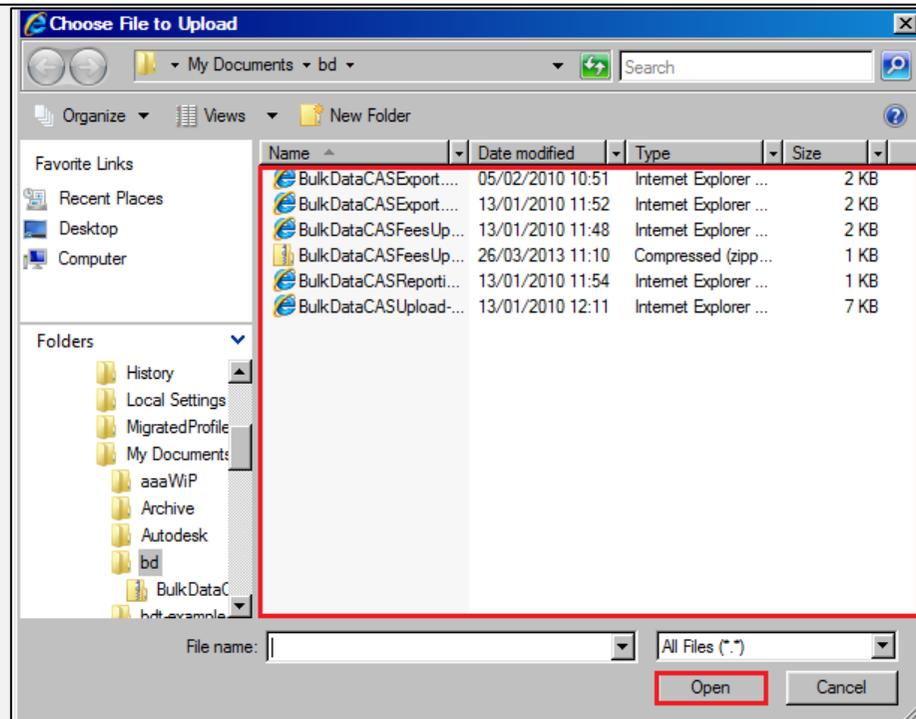| Step	Instruction	Screen example
3a	From the **Reporting bulk upload** screen, select **Browse**.	**Reporting bulk upload** Using the **Browse** function below, choose the file that contains sponsor reports. Once you have selected the correct file, choose **Next** to continue and the file will be uploaded to SMS. All upload files must be in a compressed zip file format. Choose **Back** to return to the **Sponsorship duties** page. **Bulk file upload for reporting** File to be uploaded: [ ] [Browse...] [Back] [Next]
3b	From the **Choose File to Upload** dialogue box, navigate to the file you wish to upload, select it and choose **Open**. This must be a compressed (.ZIP) file containing no more than one XML file. When you have chosen the upload file, select **Next**.	
Note	If the XML upload file is not formatted correctly an error message will be displayed at this stage and you will be unable to continue with the process until the file is corrected. Example XML files which demonstrate the correct format are available on our website.	

Step	Instruction	Screen example
4	If the upload file is formatted correctly, the **CAS bulk file upload summary** screen is displayed. Select **Next**.	**Reporting bulk upload summary** Your file was successfully transferred to SMS and is ready to be applied. Check the summary details below, if correct choose **Next** to continue, if not choose **Back** to return to the file upload page. **Bulk file upload for reporting summary** File: Grad notifications UAT 1.zip Number of CAS: 6 Back Next
5a	If the data in the upload file is valid, the **CAS bulk file upload successful** screen is displayed. Your graduate notifications have now been submitted. Select **OK** to return to the **Sponsorship duties** screen.	**Reporting bulk upload successful** The bulk reporting upload file, as detailed below, was successfully imported to SMS; your sponsor information will be updated shortly. Choose **OK** to continue. **Upload successful** File: Grad notifications UAT 1.zip Number of CAS: 6 OK

Step	Instruction	Screen example
5b	If any of the data in the upload file is not valid, or any CAS detailed in the file do not meet the criteria for a graduate notification, an error message is displayed. In these circumstances you will not be able to proceed with the upload. Select **Cancel** to return to the Sponsorship duties **screen**.	**Reporting bulk upload warnings** Errors/Warnings have been detected in your upload file, these are displayed below. If the system is not able to resolve any error listed, choose **Cancel**. If errors/warnings are able to be automatically resolved by the system and you wish to proceed after reviewing the proposed resolutions below, choose **Next**. **Errors** **Description** The record CAS Number: E4G7KB3A42G0A7 is in an incorrect state. The record CAS Number: E4G7KB3A42H0A4 is in an incorrect state. The record CAS Number: E4G7KB3A42C0AX specified in the data file cannot be found. The record CAS Number: E4C7KB3A43M0A7 relates to a Student Child or Tier 4 (Child) CAS. The record CAS Number: E4C7KB3A43N0A4 relates to a Student Child or Tier 4 (Child) CAS. **Bulk file upload summary** File: Grad notifications UAT 2.zip Number of CAS: 6 Cancel Next
Note	An error will occur when attempting a graduate notification upload in the following circumstances: - if any CAS in the upload file do **not** have status 'USED'; - if any CAS in the upload file were not issued against your sponsor licence; - if any CAS in the upload file relate to a Student Child, or Tier 4 (General), CAS; and, - if your sponsor licence is not rated 'Student Sponsor – Track Record' in the Student category of the Student Route. In all of the above circumstances the upload will be prevented, and **no** notifications will be submitted.	

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Step	Instruction	Screen example

| | | **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.
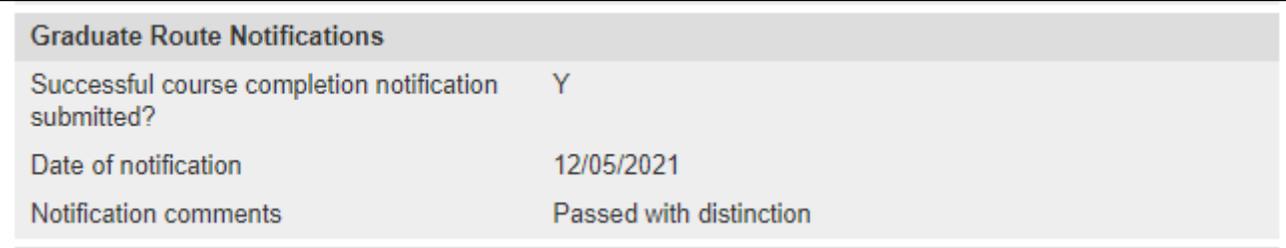
Reported activity

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

6a   Once a graduate notification has been submitted, it is displayed on the **Report student activity – activity history** screen.

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Step	Instruction	Screen example
6b	Details of the most recently submitted graduate notification are recorded on a student's CAS, and displayed in the section with the heading **"Graduate Route Notifications"**	**Graduate Route Notifications** Successful course completion notification submitted? Y Date of notification 12/05/2021 Notification comments Passed with distinction

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