



UK Visas & Immigration

Introduction

This form is to be used by Licenced Student Sponsors on the student immigration routes to request prioritisation of the eligible case types. If the request is not for one of the changes listed in the Student Priority Service Guidance, or you are ineligible for the service, your request will not be considered. A link to the relevant guidance is provided below:

Completing this form

Complete this form electronically and email it, along with any required supporting documents, to <mailto:StudyPostLicencePriorityService@homeoffice.gov.uk>

Eligible requests will normally be considered within 5 working days of receipt of payment.

Supporting documents

You can submit your supporting documents electronically by attaching them to your email, along with your completed form. Make sure your files are:

- are in PDF, JPEG, PNG or Word format
- have descriptive titles, with 25 or fewer characters
- are of high enough quality to be read

If you have sent physical documentation by post and submitted your request through the sponsorship management system (SMS), your case will still be considered within 5 working days.

Help and Support

If you have any technical problems with the service, you can contact:
StudyPostLicencePriorityService@HomeOffice.gov.uk.

Important note

The payment is for the consideration of the request and does not guarantee your request will be accepted. We may request further information within the 5-working day consideration timescale. If we do not receive this information in the time specified, we may reject the request, and no refund will be issued.

Eligible requests

Request type	Submission Sheet	CAS further information template	<p>EU/EEA/Swiss national: a copy of the photo (bio-data) page of your passport, or a copy of your national ID card.</p> <p>Non-EEA national: a copy of your biometric residence permit (both sides); or a copy of the photo (bio data) page of your passport, together with a copy of your valid visa or permission to enter or stay stamp.</p>
Add level 1 user			✓
Change level 1 user			✓
Replace authorising officer (AO)	✓		✓
Amend authorising officer (AO)			✓
Replace key contact (KC)			✓
Amend key contact (KC)			✓
Appoint/Amend representative	✓		
Follow on CAS allocation		✓	

Priority Service – Email Request Form

Sponsor licence number			
Sponsor organisation name			
Sponsor organisation address (as currently listed on the licence)			
Name of either the authorising officer or a level 1 user (as listed currently on the licence)			
Details of case to be prioritised:	Request type	(X)	Date submitted
	Add level 1 user	<input type="checkbox"/>	
	Change level 1 user	<input type="checkbox"/>	
	Replace authorising officer (AO)	<input type="checkbox"/>	
	Amend authorising officer (AO)	<input type="checkbox"/>	
	Replace key contact (KC)	<input type="checkbox"/>	
	Amend key contact (KC)	<input type="checkbox"/>	
	Appoint/Amend representative	<input type="checkbox"/>	
	Follow on CAS allocation request	<input type="checkbox"/>	
For 'replace authorising officer' or 'add a representative':	<p>Have you printed the submission sheet? (Please select 'Yes' or 'No')</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, please email the document to the address listed on the submission sheet, for the attention of: StudyPostLicencePriorityService@HomeOffice.gov.uk</p> <p>If no, your case will not be eligible for the service as the submission sheet cannot be obtained once the SMS request has been closed.</p>		
For level 1 user requests:	<p>Please confirm the name of the level 1 user to be added:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Please confirm if this level 1 user is from a legal representative organisation:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, has this legal representative organisation been formally appointed and approved by us as representative on your sponsor licence?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		