UKVCAS Quick Guide for UoN Students

As part of your online visa application you will be required to provide your supporting evidence and book an appointment to enrol your biometric information. This document outlines the essential steps you need to take.

1. Set up your UKVCAS account
   - Select the ‘Book appointment’ button on the ‘Further actions’ page of your Tier 4 online application to go to the UKVCAS website
   - Confirm your email address when prompted
   - Check your email for your 6 digit access code
   - Select ‘Confirm access code’
   - Set up your account using the access code, create a password and resolve the ‘Captcha’ questions

2. Select your Appointment Type
   **Standard Visa Enrolment Appointments**
   - Provided at UKCAS Core Sites and Enhanced Service Points (ESPs) around the UK
   - They vary in availability, duration and pricing
   - Those applying with family members as Dependents will need an appointment for each family member.
   - Choose this option by selecting the ‘Book an appointment’ button on the Home Page
   - You will be shown a selection of locations based on their distance from your home postcode
   - Click ‘Select this service point’ to be shown availability and prices at that site

3. Choose your Appointment Date
   - Available appointments are displayed in 7-day blocks
   - Click on the date that you want to attend an appointment
   - Any available appointment slots are displayed with associated costs (if applicable)

   - If there are no available appointments, select another date or return to the location list to select another location. UKVI have advised us that new appointments are released at midnight.
   - Standard appointments cost £69.99 but you may see more expensive appointments at times outside of the core business hours of the service point.

5. Choose an Added Value Service (optional)
   Once you have selected an appointment you may want to pay for additional services, such as SMS Messaging and scanning services. **We expect most students will not require these additional services, for which there is a fee.** We do not wish students to pay for any unnecessary services.

6. Review selections and checkout
   You can review and change your selections before confirming your appointment and making payment.
   - ESPs: the cost of appointments start at £69.99 per applicant
   - Core: appointments vary from free to £135 per applicant

7. Review your Appointment Confirmation Email
   - Check your email account for your confirmation email
   - The email will include: the date, time and location of your appointment
   - You will also receive a Quick Reference (QR) code that will be scanned at your appointment

8. Upload your Supporting Documents
   We strongly encourage students to upload all supporting documents before attending their UKCAS appointment in order to minimise delays and ensure all necessary documents are uploaded. **Ensure you do not only upload the documents listed as ‘mandatory’ – you need to upload all required documents here.** If you have used the UoN visa checking service, the adviser will have confirmed which documents you should upload. If you are applying independently, refer to the Tier 4 Document Checklist.

For more information go to www.ukvcas.co.uk/home-internal
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- Select the ‘Upload documents’ button after reviewing your appointment details or from the home page menu.
- You can upload documents from any scanner or smart phone provided the image is clear and not larger than 6Mb (a black and white image is acceptable)
- If you cannot see an appropriate category for the document you wish to upload, don’t worry: just choose the category which is closest and ensure you give the document a clear title, e.g. ‘Parent’s letter of consent for bank statements’ or ‘Birth certificate’
- You should scan the biographic information (the page that contains your photo) of your passport or ID documents prior to your appointment

9. Attend your Appointment
You MUST bring all of the following to the appointment:
- Your current valid passport
- The email confirming your appointment (with QR code)

PLEASE NOTE
- You should arrive 15-30 minutes before your appointment to sign in
- If you arrive too early (30 minutes or more) you may be asked to come back closer to the time you booked for
- If you arrive late, UKVCAS staff may not be able to accommodate you and you may have to return on another day
- If you miss your appointment, you will need to book another appointment and you may be required to pay again

- Confirming that you have provided all the required supporting documents for your application
Your passport and/or ID document and other supporting documents will be returned to you at the end of your appointment.

Your biometric data and digitised images of your passport and supporting documents will transferred electronically to the UKVI application system.

What Happens Next?
- UKVI will consider your application and notify you of the decision by email
- Until UKVI make a decision on your application you should not travel outside of the Common Travel Area (this includes the United Kingdom and the Republic of Ireland). If you do, your application may be treated as withdrawn.

What if I need to change my appointment?
- If you cancel the appointment with at least 48 hrs notice, you will receive a refund within 5 days. If you miss the appointment or give less than 48 hours’ notice, the cost of the cancelled appointment will not be refunded.
- To reschedule or book a new appointment you must log into your UKVCAS account, click ‘Manage services’ and cancel the previous appointment booking. You will be able to view availability to book and pay for a new appointment as appropriate and this will issue a new quick reference (QR) code.

10. Complete your Appointment
At the appointment you will need to enrol your biometric information. This will involve:
- Scanning your passport
- Taking a photograph of your face
- Scanning your fingerprints
- Capturing your digital signature

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