Checking your Tier 4 Confirmation of Acceptance for Studies (CAS) in MyNottingham
(mynottingham.nottingham.ac.uk)
# Introduction

This is a technical guide designed to show you how to view and verify the details in Tier 4 Confirmation of Acceptance for Studies (CAS) in MyNottingham (mynottingham.nottingham.ac.uk).

Providing that your offer is confirmed in MyNottingham as **Unconditional Firm**, your course start date is within four months and you have paid any necessary deposits, you should receive an email (example below) advising you how to review the Tier 4 CAS information which has been prepared for you.

For further information about the CAS and Tier 4 visa process, please see the following links:

**Information about deposits:** [www.nottingham.ac.uk/finance/depositsfaq](http://www.nottingham.ac.uk/finance/depositsfaq)

**Obtaining your CAS:** [www.nottingham.ac.uk/go/obtaining-your-cas](http://www.nottingham.ac.uk/go/obtaining-your-cas)

**Requirements of the Tier 4 visa process and important dates/deadlines:** [www.nottingham.ac.uk/go/guides](http://www.nottingham.ac.uk/go/guides)

**Help with your visa:** [www.nottingham.ac.uk/go/student-visa](http://www.nottingham.ac.uk/go/student-visa)

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**Application ID Number:**

**Nottingham ID:**

**01 March 2019**

**CAS – Details Checking Required**

Dear [Your Name],

We are at a stage where we are ready to create your Confirmation of Acceptance for Studies (CAS). The CAS is required to support your Tier 4 (General) student visa application. Before we process your CAS we need you to check the CAS information [here](http://www.nottingham.ac.uk) and follow the onscreen instructions.

In the meantime, there is detailed guidance on how to prepare your visa application on our website. Whether you will apply for your Tier 4 visa from within the UK or outside the UK, you can find guidance notes and sample visa application forms by visiting: [www.nottingham.ac.uk/go/guides](http://www.nottingham.ac.uk/go/guides)

More information specifically for applicants, applying from outside the UK, can be found here: [www.nottingham.ac.uk/go/student-visa](http://www.nottingham.ac.uk/go/student-visa)

With kind regards,

Visas and Immigration Team

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If you have any questions or would like to speak to a member of staff regarding the contents of this email, please contact us below:

T: +44 (0) 115 84 66125 E: immigration-support@nottingham.ac.uk

[www.nottingham.ac.uk](http://www.nottingham.ac.uk)
2 Reviewing and Confirming your CAS

1. Click the hyperlink in the email, which will open the MyNottingham log-in screen (mynottingham.nottingham.ac.uk):

   ![MyNottingham login screen]

   
   Application ID Number: 12345678
   Nottingham ID: 12345678
   01 March 2019
   
   CAS - Details Checking Required

   Dear [Name],

   We are at a stage where we are ready to create your Confirmation of Acceptance for Studies (CAS). The CAS is required to support your Tier 4 (General) student visa application. Before we process your CAS we need you to check the CAS information here and follow the onscreen instructions.

2. Log in to MyNottingham (mynottingham.nottingham.ac.uk):
3. Once logged in, there will be a **To-Do List** item flagged. Click on the ‘**To-do List**’ drop-down:

4. The **To-do List** item is displayed:
5. To review your CAS, click on the ‘You need to review and update your CAS Details here’ link:

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>Item</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Sep 2019</td>
<td>In order to apply for a Tier 4 visa, you will require a CAS number: (Confirmation of Acceptance of Studies) from the University. We have sent you a communication and we have asked you to log-in via MyNottingham to check your CAS information. Please assure the details listed in the CAS screen in MyNottingham are correct. Please respond via MyNottingham – your CAS will not be issued until you have reviewed and confirmed whether the CAS information is accurate.</td>
<td>02 Oct 2019</td>
<td>Initiated</td>
</tr>
</tbody>
</table>

No Notifications received in the past 7 days

You Need to review and update your CAS Details here.

6. The prepared CAS will be displayed. You will need to review and complete the following sections and then submit the form:

The ‘Offer Documents’ field is where the University will state what qualifications/award we have based your offer of study and sponsorship for your destination course on; it may also contain statements we need to confirm to UKVI as part of the CAS process.
7. Complete the following questions:

a. ‘Will you have spent more than 5 years studying in the UK at degree level or above by the end of the proposed course at Nottingham, shown on this CAS? If you have never studied in the UK, the answer will be no’

Most people will answer ‘No’ to this question. You only need to select ‘Yes’ if:
- you have studied in the UK previously and;
- your total period of study in the UK will exceed 5 years.

If you have never studied at degree level in the UK before, select ‘No’

Note: If you select ‘Yes’ to this question, you will receive another email asking you to complete and upload a Time Limit questionnaire; this will need to completed before your CAS progresses.

b. ‘Is all of the information in your CAS correct?’

If the CAS is correct and your personal details are accurate, select ‘Yes’

If any of the information on the CAS is inaccurate, select ‘No’

If you select ‘No’ to this question, an information box will be displayed. Use this information box to tell us what needs amending on your CAS.

Please do not email us about corrections required to your CAS. You must use the MyNottingham CAS checking process to confirm the CAS is correct or to request/query possible changes.

Please read the table below to avoid raising unnecessary queries which could delay your CAS.

<table>
<thead>
<tr>
<th>Course hours</th>
<th>25 hours (per week) is standard for a full-time course at University of Nottingham</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic level</td>
<td>CELE courses levels are based on the expected outcome at the end of the programme and therefore will always be CEFR B2. Foundation courses are NQF/RQF level 3. All undergraduate courses are NQF/RQF</td>
</tr>
</tbody>
</table>
level 6 with the exception of courses which include a master’s element. Students who will study MEng or MSci in the UK will see NQF/RQF level 7. Masters courses including MRes are NQF/RQF level 7 and MPhil and doctorate (PhD) courses are NQF/RQF level 8.

SELT required
SELT is “secure English language test”. The answer will only be ‘yes’ if your course at Nottingham is a CELE or foundation course (below degree level). Otherwise it will be ‘no’ and as such, you are not required to present any evidence of English language when you apply for your visa.

Course duration
Check this carefully, these dates will determine the length of visa issued. PhD courses should include a writing up year.

Accommodation provided/ accommodation fees/ fees paid
In the CAS, we will always state that accommodation is not included, regardless of your accommodation arrangements. We will not show any accommodation fees paid and our advice is that you should keep the funds for accommodation with you (except any essential deposit requirement) until you have secured your Tier 4 visa.

Course fees paid
Apart from any compulsory course or CAS deposits, it is not essential to pay tuition fees before making your visa application. Any tuition fees that you have paid, including deposits and University scholarships should be showing on your CAS, so please check carefully to see that the ‘course fees paid’ field is as you would expect.

8. Click the ‘Submit’ button

Once you have submitted your response, it will be reviewed by the CAS team. Your CAS should be progressed to the final stage (CAS number production) providing that there are no outstanding queries or time limit questions pending.

In the vast majority of cases, you can expect a CAS number within 3 working days of receiving the initial CAS checking email.

Please don’t share your personal CAS information or the links available to you via MyNottingham with other students as individual cases vary, and even though it is well intentioned, you may cause an unexpected problem by giving second hand visa information.
2.1 Receiving your CAS number

Once you have confirmed your CAS is correct, it will be confirmed and uploaded to MyNottingham (mynottingham.nottingham.ac.uk).

You will receive an email from the University of Nottingham confirming your CAS number.

Note that the email below is an example of the CAS number email for applicants. For a current student, the email will instruct you to ‘click on the Support Hexagon’.

![Application screenshot]

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Dear [Name],

I am writing to confirm that we have received your Confirmation of Acceptance for Studies (CAS) number, to support your application for a Tier 4 visa.

**CAS number:** [Redacted]

You can access a copy of your CAS via your MyNottingham account (click on Application Hexagon).

There is detailed guidance on how to prepare your visa application on our website. Whether you will apply for your Tier 4 visa from within the UK or outside the UK, you can find guidance notes and sample visa application forms by visiting: www.nottingham.ac.uk/guides

More information specifically for applicants applying from outside the UK can be found here: www.nottingham.ac.uk/go/student-visa

If the information on your CAS is no longer correct you must let us know as soon as possible so that we can update it as necessary.

You should quote your full name, course title and application or student ID in all correspondence with the University.

For visa applications made overseas, please note that the University of Nottingham is also an Alternative Collection Location (ACL) for the collection of biometric identity documents for its students. The ACL code for the University is 2HE427 and should be stated in your overseas visa application.

Please do take care when preparing your application and read our guidance carefully. It is important to the University and to you that your application and supporting documents meet UKVI requirements.

With kind regards,

The Visa and Immigration team

If you have any questions or would like to speak to a member of staff regarding the contents of this email, please contact us below:

T: +44 (0) 115 84 666125 E: immigration-support@nottingham.ac.uk
2.2 Viewing your CAS in MyNottingham

1. Click the link in the email to open the MyNottingham log-in page (mynottingham.nottingham.ac.uk):

![Image of MyNottingham email]

2. Log-in to MyNottingham (mynottingham.nottingham.ac.uk):

![Image of MyNottingham login page]
3. If you are not already a student, click on the ‘Applications’ hexagon tile:

![Applications tile on MyNottingham dashboard]

4. If you are already a student at the University of Nottingham, click on the ‘Support’ hexagon tile:

![Support tile on MyNottingham dashboard]

5. Click on ‘View/Verify’ under the My Visa section to view your CAS:

![View/Verify link in My Visa section on MyNottingham dashboard]
6. This will display the details of your CAS.
   To print a copy of your CAS, click on the 'Generate PDF' button at the bottom of the page:
7. A printable copy of your CAS will be displayed in a new tab in your browser window:

![CAS Details](image)

If you have not already done so, you should read our detailed guidance on how to prepare for the visa application on our webpages. Please visit [www.nottingham.ac.uk/go/student-visa](http://www.nottingham.ac.uk/go/student-visa) for guidance on the visa process, and to view an example application form.