

# Student Visa CAS issuance document

As a Tier 4 sponsor under the Points Based System for Immigration Liverpool John Moores University (LJMU) must ensure that Confirmation of Acceptance of Studies (CASs) are assigned in accordance with the Student Visa requirements set by the Home Office. This policy document has been produced to ensure that LJMU remains compliant with sponsor guidance.

This policy is primarily designed for use by the staff responsible for issuing CASs for applicants and current students at LJMU. All staff involved in issuing CASs must ensure that the policy is adhered to accordingly.

Responsibility for the management and implementation of this policy lies with Academic Registry.

CASs are assigned to applicants enrolling on a new programme at LJMU by the International Admissions Team.

CAS are assigned to enrolled students applying for an extension to Tier 4 leave, to students returning from a leave of absence and to students applying for Entry Clearance who are enrolled on an LJMU programme overseas by Academic Registry.

## Issuing a CAS

- LJMU will not issue a CAS where the course the applicant/student intends to study will not comply with Student Visa requirements (e.g. no attendance requirement).
- LJMU will not issue a CAS for a course that does not represent academic progression if the student is continuing their studies in the UK.
- LJMU will not issue a CAS if there is reason to believe the student will not successfully complete their course by the course end date.
- LJMU will not issue a CAS to an applicant who is classed as an overstayer in the UK unless they provide evidence that they will return home and apply for Entry Clearance and have overstayed for a period of less than 30 days.
- LJMU will only issue a CAS to applicants/students where it is believed that the visa application will be successful. If there are reasonable grounds for suspecting otherwise the University reserves the right not to issue a CAS.
- If there are any reasons to believe that an applicant/student will not comply with the conditions of their Student leave (e.g. intention to work more than 20 hours per week), LJMU will not issue a CAS.
- If an applicant/student has submitted documents which are proven or suspected to be fraudulent, the University will not issue a CAS.

- For courses where ATAS (Academic Technology Approval Scheme) clearance is required, LJMU will only issue a CAS once a copy of the ATAS clearance certificate has been received.
- LJMU will consider the individual circumstances when a CAS request is received from a student/applicant who is a debtor.

## **Withdrawing a CAS**

- LJMU will withdraw a CAS if it becomes apparent that it should not have been issued for one of the reasons outlined under 'Issuing a CAS', or that the student is no longer able to meet Student requirements.

## **Time limits**

- The University will not issue a CAS to an applicant or student who has exceeded or will exceed by the end of their course the amount of time they are allowed to remain in the UK on a Tier 4 or Student visa.
- If the University believes that an applicant/student may have exceeded or may exceed the amount of time allowed on a Tier 4 or student visa, the applicant/student will be required to provide full details of their UK immigration history and give permission for a full immigration history check to be conducted by UKVI.

## **Academic progression**

- Where an applicant has previously studied on a course at the same level as the course the CAS is requested for; he or she will be required to explain in writing how they feel this represents academic progression. If LJMU does not agree that academic progression can be confirmed, a CAS will not be issued.

## **English Language**

- When an enrolled LJMU student who has been on a leave of absence for a prolonged period of time requests a CAS to return to study, LJMU reserves the right to ask for evidence that the student still meets UKVI's minimum English Language requirement prior to issuing the CAS.

## **Appealing a decision not to issue or to withdraw a CAS**

If an applicant or student wishes to appeal the decision by LJMU not to issue or to withdraw a CAS they must:

1. Write to the LJMU's Compliance Officer within 10 working days of the decision.
2. Submit copies of relevant correspondence to the Compliance Officer within the 10 working day deadline, including any supporting documentation.
3. Append a further written statement explaining the reasons why they consider the decision to be incorrect.

The appeal should be addressed to the Compliance Officer and submitted via email:  
[H.J.Ireland@LJMU.ac.uk](mailto:H.J.Ireland@LJMU.ac.uk)

Notification of the email having been received and a decision will be received within 10 working days.

*The University reserves the right to request additional documentation to support the CAS request should further evidence be required to make an informed decision whether or not to issue a CAS.*