

2023 Sponsored Student Document Checklist

Documents for sponsored students

Sponsors are required to keep copies of certain documents and information for all of the students it has decided to sponsor on the Tier 4, Child Student or Student visa routes. These documents can be kept electronically or in paper files or a combination of both, but they should be easily accessible in the event of a UKVI Compliance Visit.

All documents relating to a student whom you sponsor must be kept throughout the period that you sponsor them and until whichever is the earlier of:

- one year has passed from the date on which you end your sponsorship of the student; or
- the date on which a compliance officer has examined and approved them, if this is less than one year after you ended your sponsorship of the student.

Documents requested by UKVI which are not in English or Welsh must be accompanied by a certified translation. The translator's credentials should be given, along with their official declaration that the translation is accurate.

✓ Document

Current Passport

Stamped Entry Vignette

NOT REQUIRED IF:

- Applied from inside the UK
- Applied using the UK Immigration ID Check app and received an eVisa

Record of date of entry (if no stamped Vignette present)

NOT REQUIRED IF:

- Applied from inside the UK

BRP

NOT REQUIRED IF:

- Applied using the UK Immigration ID Check app and received an eVisa (and a Non-Visa National)

eVisa Record

NOT REQUIRED IF:

- Applied at a Visa Application Centre or via UKVCAS and received a BRP

CAS (Confirmation of Acceptance for Studies) Details

Parental consent letter

NOT REQUIRED IF:

- Aged 18+ at time of application and financial evidence in the name of the student

Birth certificate or other evidence of family relationship

NOT REQUIRED IF:

- Aged 18+ at time of application and financial evidence in the name of the student

Evidence of living arrangements if Day student

Attendance records

Up-to-date history of Contact details

Evidence used to make offer

Collected by sponsor as part of enrolment process:

Passport

- You must take and keep a copy of each sponsored student's current passport.
- You must copy all pages showing any personal identity details including biometric details, stamps, or immigration status document including their period of permission to stay in the UK. This must show the migrant's entitlement to study with a licensed sponsor in the UK if the applicant is a non-EEA national or an EEA national who does not have a chipped passport.
- Sponsors are not required to keep original passports; these should be returned to the student once the necessary pages have been copied.
- It is illegal for passports to be retained for any purpose, unless you have consent for storing the child's passport for safekeeping whilst they are residing in the boarding house.
- If a passport expires while the student is still studying, the sponsor is required to obtain a copy of the new passport.



Collected by sponsor as part of enrolment process:

Entry Vignette

- Applicants applying at a Visa Application Centre outside the UK will receive a 90-day entry vignette endorsed in their Passport (used to be 30 days).
- Sponsor must hold a copy of this page taken after student has used vignette to arrive in the UK. This is because you need to confirm the date they entered the UK is within the validity period of the vignette.
- Only students who applied at a Visa Application Centre outside the UK will have a Entry Vignette. If they applied in the UK, or using the UK Immigration ID Check app, they will not have an entry vignette.
- If a student has a BRP that says 'Leave to Enter', they will have a entry vignette.



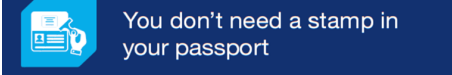
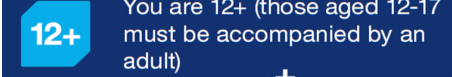
Collected by sponsor as part of enrolment process:

Record of date of entry

- You must check and keep a record of the date of entry for students who applied for their visa from outside the UK. They must have entered the UK within the validity of their visa.
- This will typically be the border officer's stamp on their Entry vignette or in another page in their Passport.
- Some students will have been able to enter the UK using the Passport eGates, which means their Passport will not have been stamped. If this is the case schools need to confirm date of entry by checking alternative evidence such as, but not limited to, e-tickets, luggage tags or a paper or electronic boarding pass. The school must then record that the date the student entered the UK. Whilst it is not mandatory to retain evidence of the date of entry, we recommend that you keep a copy of this on file, as best practice.
- You must still check the date of entry for students with eVisas if they applied for their visa from overseas.

You can use the eGates if you are:

A citizen of:



EU, Australia, Canada, Iceland, Japan, Liechtenstein, New Zealand, Norway, Singapore, South Korea, Switzerland, USA

Collected by NCE as part of CAS/visa process (if our ACL used):

Biometric Residence Permit (BRP)

- Applicants applying at a Visa Application Centre outside the UK or via UKVCAS inside the UK will be issued with a BRP confirming their status
- Sponsors must have a copy of the **front and back** of each student's BRP on file
- This must be the student's most recent BRP for their current sponsor and current course.



Collected by sponsor as part of enrolment process:

eVisa

- Applicants with a biometric EU, EEA or Swiss passport can apply using the **UK Immigration ID Check app**. If they apply using the app, they will not receive a physical visa or a BRP. Instead they will be granted an eVisa, which is fully digital.

- Student generates a share code using the View and Prove service: <https://www.gov.uk/view-prove-immigration-status>.
 - School uses the share code and the student's date of birth to view their status: <https://www.gov.uk/check-immigrationstatus>.
- A copy of each pupil's record should be downloaded and saved in their file, and a record kept of their visa expiry date.
 - Where a Student or Child Student has been issued a digital status, the conditions of the permission granted will be stated on the decision notification issued to the applicant (email confirming application was successful). A copy of the decision email should be obtained from the student and kept on file.
 - If a student changes their details or obtains a new Passport, they must update their details on [gov.uk](https://www.gov.uk).

Collected by NCE as part of CAS/visa process (if our ACL used):

CAS (Confirmation of Acceptance for Studies) Details

- A copy of the current CAS should be on file for each sponsored student. This should be the most recent CAS that matches the school and the student's current course.

Home Office Check someone's immigration status

Their immigration status

Name: [REDACTED]
 Status: Child student
 Valid From: 7 August 2021
 Valid until: 10 November 2022

Summary of what they can do in the UK

They can live in the UK until the expiry date.
 As a **child student**, they can study. This must be in line with the conditions listed in the decision (or grant) notice they received from UK Visas and Immigration.

Things they cannot do

They cannot:

- study at an academy or state school
- get public funds

Details of check

Organisation or company	Job title of checker	Purpose of check
[REDACTED]	[REDACTED]	[REDACTED]

Date of check	Reference number
24 August 2021	[REDACTED]

UK Visas & Immigration

Confirmation of Acceptance for Studies Details

Tier and Category: Child Student

Batch details: Batch name: 210221

CAS details

Sponsor licence number: 217L43004
 Sponsor name: Cashel House School
 CAS Number: ESCPNE93L1P2
 CAS status: ASSIGNED
 Current CAS status date: 21072021
 Date assigned: 21072021
 Expiry date (use by): 22082022
 Sponsorship withdrawn: 22082022
 Sponsor code: N
 Migrant application status:

Student details

Family name: Patten
 Given name(s): Steve
 Other names:
 Date of birth: 19990504
 Gender: Male
 Nationality: HONG KONG SPECIAL ADMINISTRATIVE REGION OF CHINA
 Place of birth: HONG KONG SPECIAL ADMINISTRATIVE REGION OF CHINA
 Country of birth: HONG KONG SPECIAL ADMINISTRATIVE REGION OF CHINA
 Passport number: H3824017
 Sponsor's system unique ID for a student: UKAS ID number:

Offer details

Course details

Application Number:
 Course title: A Level
 Course ID:
 Course level: IGCSE Level 3
 Course level:
 Secondary course level:
 Course start date: 22082021
 Course end date: 10072022

Latest date a student can be accepted on to the course:
 Tick if the course is full time: Y
 Hours per week: 0.0
 Tick if the course requires an Academic Technology Approved Scheme (ATAS) certificate:
 Tick if the course requires a certificate from an Immigration Officer for immigration and arrival courses only: N

Collected by NCE as part of CAS/visa process (if our ACL used):

Parental consent letter

- A sponsor needs, for every sponsored child **under the age of 18**, a copy of the letter from the child's parents or legal guardian, or just one parent if that parent has sole legal responsibility for the child. This letter should consent to:
 - Arrangements for the child's visa application
 - Child's travel to and reception in the UK
 - Child's care arrangements in the UK
 - Boarding, or
 - Day (letter should confirm who child will be living with), or
 - Aged 16-17 and living independently in the UK
- If both parents haven't signed the letter, you need a copy of the evidence that explains why one parent was not able to sign. e.g.:
 - Death certificate
 - Court order confirming one parent has sole parental responsibility

Collected by NCE as part of CAS/visa process (if our ACL used):

Evidence of family relationship e.g. birth certificate

- Birth certificate is not listed as a required document in Appendix D, but we advise schools that it is best practice to obtain a copy for sponsored children **under the age of 18**, because it confirms the identity of the people who have provided the parental consent
- If the name of the child or parent is different on the birth certificate to their current name, you should also obtain a copy of the name change certificate.
- This document doesn't have to be a birth certificate. Not all countries issue these. What is required is official evidence of the family relationship between the child and the person(s) who have given parental consent.
 - Certificate of family relations
 - Family register
 - Household book
 - Adoption certificate
 - Legal guardianship court order

Collected by NCE as part of CAS/visa process (if our ACL used):

Extra evidence needed for day pupils below age of 18

■ Extra evidence is needed for any Day pupils below the age of 18 that you are sponsoring. What documents are needed will depend on the living arrangement:

Living with a parent who holds a Parent of a Child Student visa	Living with a close relative who is settled in the UK	Living in a private foster care arrangement	Aged 16-17 and living independently
<ul style="list-style-type: none"> ■ Copy of the parent's BRP, with record of the expiry date 	<ul style="list-style-type: none"> ■ Evidence close relative is settled in the UK: e.g. <ul style="list-style-type: none"> - British/Irish Passport, - Indefinite Leave to Remain, - Settled Status 	<ul style="list-style-type: none"> ■ Evidence intended carer is settled in the UK: e.g. <ul style="list-style-type: none"> - British/Irish Passport, - Indefinite Leave to Remain, - Settled Status 	<ul style="list-style-type: none"> ■ Parental consent letter
<ul style="list-style-type: none"> ■ Parental consent letter 	<ul style="list-style-type: none"> ■ Parental consent letter 	<ul style="list-style-type: none"> ■ Parental consent letter 	
	<ul style="list-style-type: none"> ■ Letter from close relative confirming details of arrangements 	<ul style="list-style-type: none"> ■ Letter from intended carer confirming details of arrangements 	
	<ul style="list-style-type: none"> ■ Evidence close relative is a close relative 	<ul style="list-style-type: none"> ■ Copy of notification to local authority, and their approval 	



Collected by sponsor as part of enrolment process:

Attendance records

- You must keep a record of each sponsored student's absence/attendance. This may be kept either electronically or manually.
- Where an absence has been authorised, a record of the decision should be kept including any relevant evidence (e.g. doctor's note).

Up-to-date history of contact details

- A history of each sponsored student's contact details to include UK residential address, telephone number and mobile telephone number. This must be kept up to date with any changes to these details.
- We would recommend keeping previous addresses and contact details on file.
- If they are a child you should also have contact details for their parents, guardian, etc.

Evidence used to make offer

- You should keep on file copies (or originals where possible) of any evidence assessed by you as part of the process of making the offer to the student, such as:
 - Interview notes;
 - References;
 - Previous school reports;
 - Exam certificates;
 - Language tests