

UKVCAS Quick Guide for Students

As part of your on-line visa application you will be required to provide your supporting evidence and book an appointment to enrol your biometric information You will:

- 1 Set up your account
- 2 Select your appointment type
- 3 Choose your location
- 4 Choose your appointment date
- 5 Choose an added value service if required
- 6 Review your appointment details
- 7 Review your appointment confirmation email
- 8 Upload supporting documents
- 9 Attend your appointment
- 10 Complete your appointment

1. Set up your UKVCAS account

- Select the **'Book appointment'** button on the 'Further actions' page of your on-line application to go to the UKVCAS website
- Confirm your e-mail address when prompted
- Check your e-mail for your **6- digit access code**
- Select the **'Confirm access code'**
- Set up your account using the **access code**, create a **password** and resolve the **'Captcha'** questions

2. Select your Appointment Type

You have a range of appointment types to choose from:

- Tier 4 On-Campus Service Points
- Tier 4 Centres
- Standard Visa Enrolment appointments provided at
 - UKVCAS Core Sites
 - Enhanced Service Points (ESPs)
 - Premium Lounges

Tier 4 On-Campus Service Points

- You can use this service if your university is hosting a biometric enrolment service
- You will need an **event code** provided by your university
- Book this type of appointment by selecting the **'Mobile pop-up'** button on the Home Page.

Note: Group, dependent and BRP replacement applications cannot be processed at on-campus service points

Tier 4 Centres

- These are dedicated student only service centres based in Central London, Birmingham, Cardiff, Manchester and Glasgow
- You will need one of the **event codes below**:
 - Mark Lane Super Centre (London)- 931985
 - Birmingham T4- 625072
 - Manchester T4- 786227
 - Glasgow T4- 790824
 - Cardiff T4- 499493
- Book this type of appointment by selecting the **'Mobile pop-up'** button on the Home Page

Note: Group, dependent and BRP replacement applications cannot be processed at on-campus service points

Standard Visa Enrolment Appointments

- Provided at UKVCAS Core Sites, Enhanced Service Points (ESPs) and Premium Lounges
- They are open to all application types and vary in availability, duration and price
- Book an appointment by selecting the **'Book an appointment'** button on the Home Page

For more information go to www.ukvcas.co.uk/home-internal

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3. Choose Your Location

Tier 4 On-Campus Service Points or Tier 4 Centres

- To view these appointments, you will need an **event code** and **site name** which will be provided to you by your Visa and Immigration Advisor at your place of study.
- Type in the institution name for hosted services or the location of the service centre
- Enter the 6-digit **Event Code**

Standard Visa Enrolment Appointments:

- You will be shown a selection of appointment options based on their distance from your home postcode including the nearest core site, premium lounge and up to 6 ESPs.
- Choose the **'Select this service point'** button to be shown availability and prices at that site.
- You will be shown available appointments for at least the next five days at that site

4. Choose your Appointment Date

- Available appointments are displayed in 7-day blocks.
- Click on the date that you want to attend an appointment on.
- Any available and suitable 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

5. Choose an Added Value Service

Once you have selected an appointment you may want to pay for additional services. Depending on the appointment type you have chosen, these may include:

- SMS Messaging

- Scanning Services for appointments at core service points

6. Review selections and checkout

You can review and change selection before paying

- Tier 4 Service Points: the cost of appointments is £50 per applicant
- Tier 4 Centres: the cost of appointments is £50 per applicant
- ESPs: the cost of appointments start at £60 per applicant,
- Premium Lounge: the cost of appointments start at £200 per applicant
- Core: appointments vary from free of charge to £100 per applicant

7. Review your Appointment Confirmation Email

- Check your e-mail account for your confirmation e-mail
- The e-mail includes: the date, time and location of your appointment
- Quick Reference (QR) code that will be scanned at your appointment

8. Upload your Supporting Documents

We strongly encourage uploading documents before attending your UKVCAS appointment to minimise wait times and delays

- 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 usually acceptable)
- You should scan the biographic information (the page that contains your photo) of your passport or your ID document prior to your appointment

9. Attend your Appointment

What you **MUST** bring to the appointment:

- Your current valid passport
- If you do not have your current valid passport, other ID documents as stipulated by UKVI
- The email sent to confirm your appointment

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- Student card or CAS number at on-campus service points

Notes

- You should arrive 15-30 minutes before your appointment to sign in
- If you turn up too early (30 minutes or more) you may be asked to come back closer to the right time
- If you turn up late we may not be able to accommodate you and you may have to return on another day
- If you fail to turn up, you will need to book another appointment and you may have to pay again
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10. Complete your Appointment

To complete your appointment, you will need to enrol your biometric information- this involves:

- Scanning your passport
- Taking a photograph of your face
- Scanning your fingerprints
- Capturing your digital signature
- Confirming that you have provided all the required supporting documents for your application

Your passport and/or ID documents 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 be transferred to UKVI

What Happens Next?

- UKVI will consider your application and notify you of the decision by e-mail
- Until UKVI decide 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. Further guidance on this can be found here <https://assets.publishing.service.gov.uk/government/uploads/system/upl>

[oads/attachment_data/file/822984/T4_Migrant_Guidance_August_2019.pdf](#)

For more information go to www.ukvcas.co.uk/home-internal