

**Introduction:**

This explains the information contained in your CAS, why some fields are empty and what is required from you.

We e-mail your CAS Statement when you meet all your offer conditions. You **must read the full CAS statement** and **check the details carefully**. You should contact us immediately if you believe the CAS statement contains any errors (such as course end date), or omissions (such as fees paid recently). If you do not request any necessary corrections before making your visa application, we cannot be held responsible for any subsequent problems with your visa.

Whilst you are not required to submit the CAS Statement in your Tier 4 visa application, you need to use the detail in your application.

Your CAS Statement also links to other critical information, which you should read to understand the conditions of sponsorship, the Home Office's application procedures, and processing times.

**Sample CAS Statement E-mail:**

The left hand column shows the information included in your CAS, and the right hand column explains the information entered or left blank

**Sponsor Details**

Tier 4 Sponsor Name	<b>Robert Gordon University</b> is in every CAS Statement.
Tier 4 Sponsor License Number	<b>EFAA7R620</b> is in every CAS Statement, as this number is unique to Robert Gordon University.
Tier 4 Sponsor Full Address (and your Main Study Address in UK)	<b>Robert Gordon University, Garthdee House, Garthdee Road, Aberdeen, AB10 7QB</b> - All CAS Statements state this address because it is the address named in our Tier 4 Sponsor License.

**Student Details**

First Name (given name)	These fields <b>must</b> state the names as they appear in your passport. If the names do not match then contact us immediately, otherwise your application may fail.
Other Name	
Last Name (family name)	
Gender	We must state your gender.
Birth Country	This <b>must</b> be the same as the country named on your passport. If this is not correct, contact us immediately.
Birth Place	This is not a required field and therefore is blank
Nationality	This <b>must</b> be the same as the country named on your passport. If this is not correct, contact us immediately.
Date of Birth	This <b>must</b> be the same as detailed in your passport. If this is not correct, contact us immediately.
Passport Number	

## Course Offer

Course title	This shows your course subject as showing on your student record. If this is not correct, please <b><u>contact us immediately</u></b> .
Academic Level (qualification awarded)	We name the Scottish Credit and Qualification Framework (SCQF) level of your course (e.g. SCQF 10, 11, 12).
Second Qualification Awarded	This will only be present where you are completing a pre-sessional English course with us and are being issued a JOINT CAS.
Course Start Date	This is the start date for your course. ( Normally the first day of enrolment)
Course End Date	This is the last day of your course.
Is the Course Full Time?	All CAS Statements state <b>Yes</b> .
Is an ATAS Certificate Required?	The answer is <b>Yes</b> if you are studying certain science and technology subjects and require ATAS clearance from the Foreign and Commonwealth Office. If <b>Yes</b> , you must obtain clearance before applying for your visa. If you received a separate communication indicating you require ATAS, but <b>No</b> is showing <b><u>contact us immediately</u></b> .
Is a Certificate from the Dean Required?	All CAS Statements state <b>No</b> .
Evidence used to assess academic ability	Here we name the documents used to <b>assess your academic ability</b> to complete your studies. Typically, we refer to a previous qualification. If we name a qualification, you must submit the original named document in your application (unless you are from a 'low risk' country, as defined by the Home Office). NB. even if you do not have to include in your application, you must have it available if the Home Office asks. We may also include here an explanation of any maintenance received from a body under the Tier 4 license. If you do not have the original document cited, or there is an error in the wording <b><u>contact us immediately</u></b> .
Previous UK study?	We answer <b>Yes/No</b> using the information you provided. If <b>Yes</b> , we describe how this course represents ' <b>academic progression</b> ' from your previous study in the UK. If this is not accurate, <b><u>contact us immediately</u></b> , as this affects your visa application and the assessment of the University to continue sponsoring students.
SELT Required	The Home Office requires us to state how we have <b>assessed your English language ability</b> . Normally this is <b>No</b> and row (a) appears. If we state <b>Yes</b> then rows (b) and (c) appear
(a)Reason SELT Not Required	We state the following, even if you completed a language test: 'Higher Education Institution (HEI) sponsor has made assessment'.
(b)English Language Level Attained	This states the overall level achieved.
(c)Test Provider	This names your test provider. You will have to provide evidence.

## Accommodation and Fees

Is accommodation provided?	This is not a required field and all CAS Statements state <b>Unknown</b> (even if you have University accommodation).
Does the course fee for the first year include accommodation?	All CAS Statements state <b>No</b> .
Course fees charged for the first year	The Home office requires us to state the course fees for the <b>first year</b> only. Therefore, the figure you see is either: <ul style="list-style-type: none"> <li>• Fees for you first year, (for new students); or</li> <li>• Amount outstanding for this current academic year, (for students who have already started); or</li> <li>• Fees due for the next academic year, (for students continuing their course at the start of the next academic year); or</li> </ul>
Boarding or Accommodation fees charges for the first year	All CAS Statements state <b>None</b> .
Course fees paid to date	If you pay any or all of your fees in advance of your visa application, we will show this here.
Accommodation fees paid to date	Usually <b>None</b> , but see note above in 'course fees paid to date'. NB The Home Office only allows the CAS to state maximum payment of £1,265.00. Therefore, even if you have paid more the CAS can only state this maximum amount.
Boarding or Accommodation fees charged for the first year	All CAS Statements state <b>None</b> .

## Overseas Institution

Is Overseas Higher Ed Required?	Most CAS Statements state <b>No</b> . The <b>only exception</b> is for students who are registered at an overseas institutions and coming to Robert Gordon to study here. In these circumstances, we state <b>Yes</b> , and the next two information rows show.
Overseas Institution Name	This is the name of your home institution.
Overseas Institution Address	This is the full address of your home institution, often quoting the main correspondence address.

## Work Placement

Does Course have Work Placement?	Most CAS Statements state <b>No</b> . <b>If Yes</b> , then we indicate the percentage time you spend on placement and name where the placement occurs. Since most are confirmed mid-course, we always state the University's sponsor license address.
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