



Document Checklist – Confirmation of Acceptance for Studies (CAS)

We need to check that your supporting documents meet the requirements before we can assign a CAS number to enable you to apply for a Tier 4 General visa. The requirements are outlined in the [Tier 4 Policy Guidance](#).

We would like you to start making preparations as soon as possible so that you can apply for a visa at the earliest date permitted. Visa applications submitted early have the advantage of being processed in good time before the start date of your course.

Please prepare the supporting documentation listed below:

- Financial documents** (e.g. bank statements, bank letters, bank passbook)

Please use **ONE** bank statement only.

If you intend to use multiple statements you will need to submit a [Cover Letter](#) describing all the financial documents that will be submitted. We recommend using a maximum of **TWO** bank statements.

You are required to show any unpaid tuition fees for the first year **PLUS** living costs. For information on financial documents please look at our How to Guide [‘Your Finances’](#)

- Birth Certificate** – only applicable if you are relying on your parent’s finances
- Parent’s Consent Letter** – only applicable if you are relying on your parent’s finances
- Tuberculosis (TB) Test Certificate** – only applicable for certain countries. Please see the [Home Office website](#) for more information
- ATAS Certificate** – only applicable for certain courses. Please see our How to Guide [‘ATAS’](#)
- Police Registration Certificate** - only applicable for certain countries. Please see our How to Guide [‘Police Registration’](#)
- Exit Check** – only applicable if you want a new Tier 4 visa to study a course and the immigration rules prevent you from applying in the UK. We require evidence you have left the UK to make a valid Tier 4 visa application from overseas e.g. Passport re-entry stamp, Flight Ticket or Boarding pass

You will need to email all applicable documents to cas@lsbu.ac.uk

Please note, if you are subject to different documentary requirements under Tier 4 then you will only need to submit the **TB test certificate** (if applicable) and **Immigration Information Form** to us - you can find a list of countries subject to different documentary requirements [on this website](#). You should still prepare the above documents in case they are requested as part of your application.

Feedback will be given on the documents you have submitted. We may ask you to submit additional documentation or ask for new original copies with amendments if we think that one or more of the documents do not meet Tier 4 regulations.

Information on Tier 4 visa document requirements can be found in the [Tier 4 Policy Guidance](#) and our [How to Guides](#)