

# The CAS Process for Durham University postgraduate offer holders

Presented by:

*Claire Ridden, PG Admissions Assistant Manager*

*Helen Smedley, PG Admissions Assistant Manager*

# Objectives

- What is a CAS?
- The CAS process timeline
- Types of CAS
- Document requirements
- Demo of CAS Shield
- What you will see and need to do in your applicant portal

# The Basics

## **What is a CAS number?**

CAS stands for Confirmation of Acceptance for Studies. UK immigration rules require the University to sponsor your application for a student visa. A CAS number confirms that we have made you an unconditional offer of a place to study with us which you have accepted.

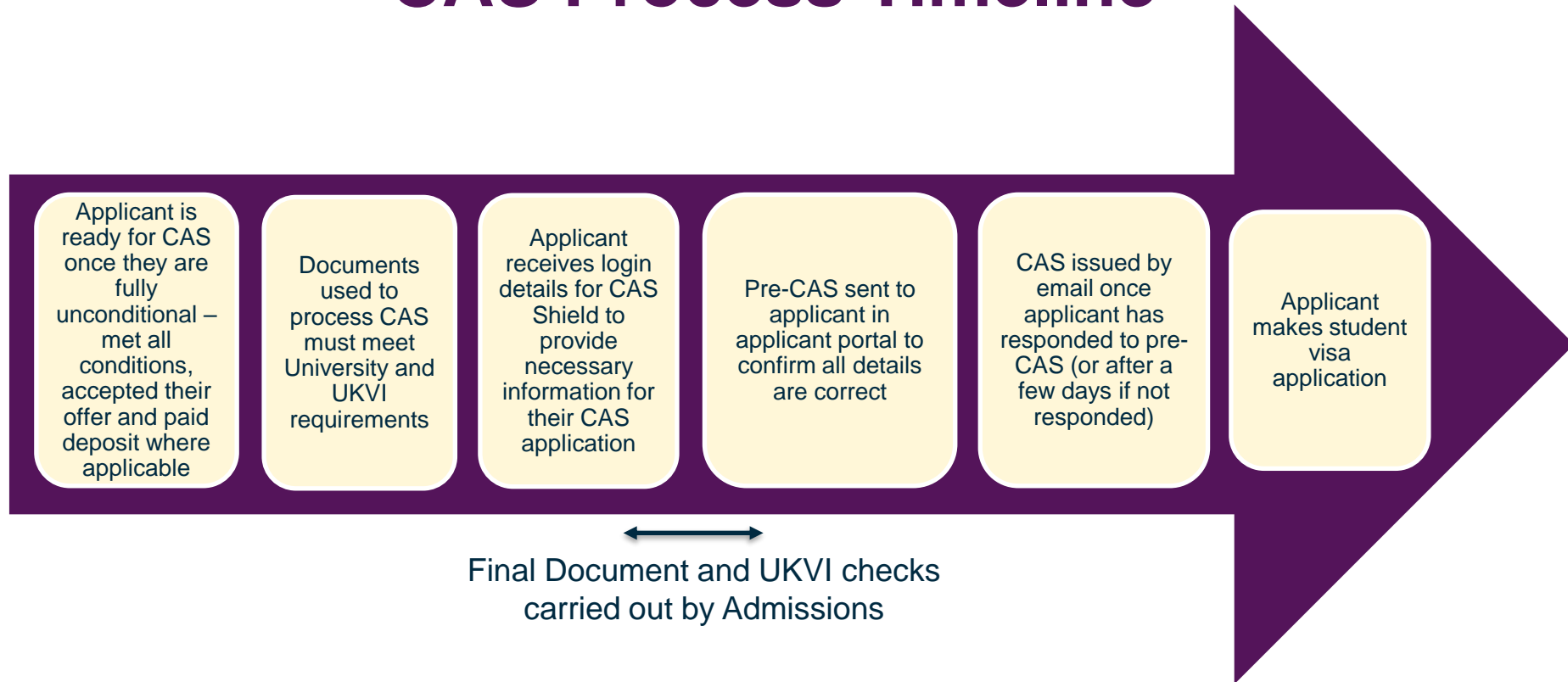
## **Why do I need it?**

You will need a CAS number to apply for a visa to allow you to study in the UK.

## **How do I get a CAS number?**

The University will apply to the UK Government Visas and Immigration (UKVI) for your CAS number, confirming that we have made you an unconditional offer of a study place and that you have accepted it. UKVI will then issue a CAS number for you. We will receive this and send it to you via email.

# CAS Process Timeline



# Types of CAS

- **Programme CAS** = covers main Masters programme only (must be unconditional)
- **Pre-Sessional CAS** = covers pre-sessional English language programme only (must have a UKVI-approved SELT)
- **Combined CAS** = covers pre-sessional English language programme + main Masters programme (must be unconditional or only have English language condition; all other offer conditions must be met)

# Document Requirements

- Deadline for providing documents to meet conditions is 15 August 2025
- Degree certificate/transcript of marks confirming degree has been awarded
  - must be official (eg letterhead, stamp, seal)
  - if translation is required and has not been provided by the University, the document must be translated by a professional translator or company
- Provisional certificates/letters of expected completion
- Academic Progression statement (if completed UK Masters degree already)
- English language evidence (eg IELTS test certificate)
- Copy of valid passport or confirmation of passport number
- [Student Visa Requirements - Durham University](#)

# CAS Shield

- CAS Shield is a platform for applicants to provide all required information and documentation in order for us to provide a CAS number
- Applicants who are Unconditional Offer Accepted status will receive login details
- All information must be submitted to CAS Shield and verified by the Admissions team in order to progress to pre-CAS

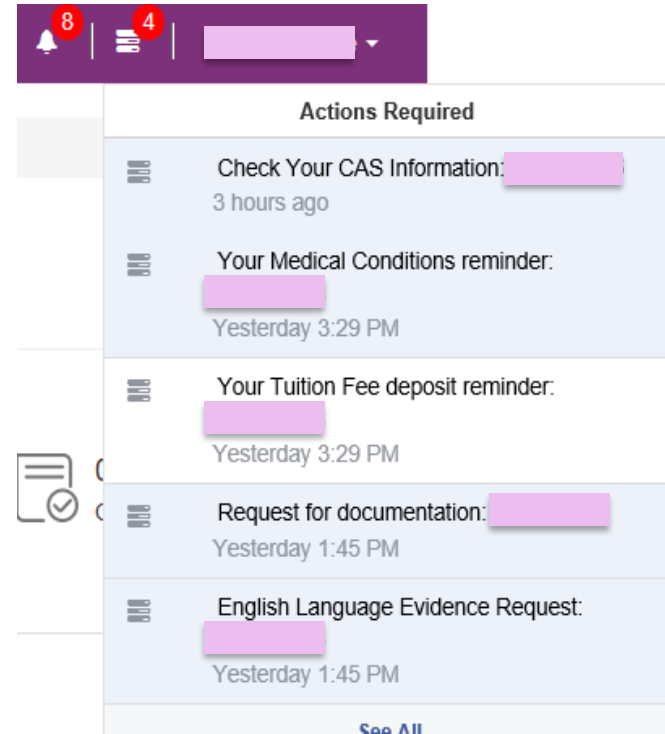
# CAS Shield Demo



# Applicant Portal

In the Applicant Portal, you will have an action request at the top of your home page to 'Check Your CAS Information'.

When you click on this, it will explain what you need to do:



The screenshot displays the Applicant Portal interface. At the top, there is a purple navigation bar with a notification bell icon showing 8 notifications, a document icon showing 4 items, and a user profile dropdown menu. Below the navigation bar, the main content area is titled "Actions Required". It lists five action items, each with a document icon, a title, and a timestamp:

- Check Your CAS Information:** 3 hours ago
- Your Medical Conditions reminder:** Yesterday 3:29 PM
- Your Tuition Fee deposit reminder:** Yesterday 3:29 PM
- Request for documentation:** Yesterday 1:45 PM
- English Language Evidence Request:** Yesterday 1:45 PM

At the bottom right of the list, there is a link that says "See All".

# Applicant Portal (2)

Hello [redacted]



1 Submitted Applications



0 Upcoming Interviews



5 Outstanding Actions Required

Overview

Course Search

My Details

## My Applications

Create New Application				
Programme	Application Reference	Date of Application ↓	Academic Year	Portal Application Status
NLang - Pre-sessional 10 weeks	[redacted]	06/03/2020	2019/2020	Pre-sessional Place Confirmed
MA - Intercultural Communication and Education	[redacted]	06/03/2020	2020/2021	Conditional Offer Accepted

## Upcoming Interviews

Date of Interview ↑	Start Time	Interview Method	Application Reference	Interview Status
There are no records to display.				

## Application Documents

Date Uploaded	Document Type
06/03/2020	Application PI
06/03/2020	Offer Letter

- View Application
- Decline Application
- View Conditions
- View Offer
- View Fee Status
- Submit Deferral Request
- Submit Change of Programme Request
- View Documents
- Add Supporting Document
- View CAS Information

To access your pre-CAS information, you must click on the drop down box next to your offer in your applicant portal and click on 'View CAS Information' at the bottom of the menu:

# Applicant Portal (3)

You will then have two options:

- If pre-CAS is correct, you must click on 'Yes' for both questions (CAS information correct and Funds available for successful CAS application) and click on 'Confirm':

## Confirmation

### Confirmation

CAS Information Correct

☐ No ☒ Yes

Funds Available for Successful CAS Application ?

☐ No ☒ Yes

Some changes may require supporting information, for example please upload a copy of your passport if you wish to update your date of birth or passport number. For other changes a marriage certificate or equivalent may be required.

Back

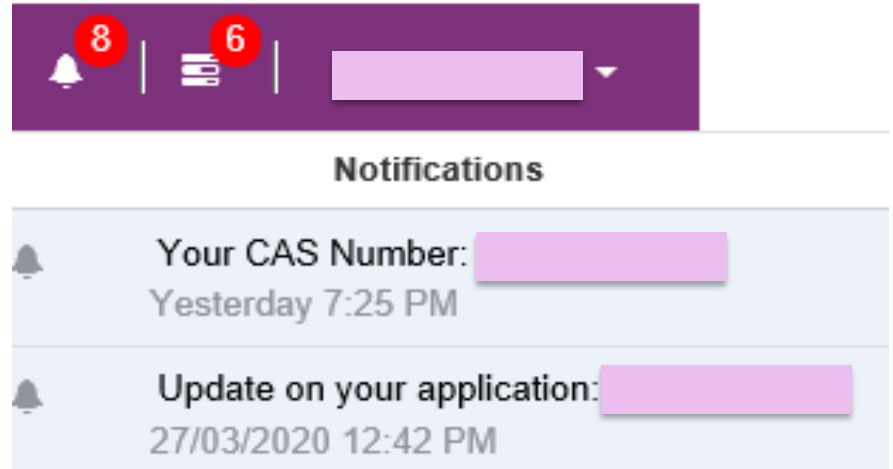
Update CAS Information

Confirm

- If the pre-CAS information is incorrect, you will click on 'No' and then 'Update CAS Information', providing the relevant documents/information to update.

# Applicant Portal (4)

When the CAS number is issued, you will receive a notification in your applicant portal, along with an email confirming your CAS details:






The screenshot shows the Applicant Portal interface. At the top, there is a purple navigation bar with a bell icon and a red circle containing the number 8, a document icon and a red circle containing the number 6, and a search bar. Below the navigation bar, the section is titled "Notifications". There are two notification items listed:

- Your CAS Number:** [Redacted] Yesterday 7:25 PM
- Update on your application:** [Redacted] 27/03/2020 12:42 PM

# Applicant Portal (5)

You can open the notification to see your CAS status:

The email you will receive contains your CAS statement (including CAS number) attached as a PDF

ACTIVITIES	NOTES
<div> <b>Your CAS Number</b></div> <div><p>Your Durham ID: [REDACTED] Programme Name: PhD - Anthropology Application ID: [REDACTED] Academic Year: 2020/2021 Application Status: Unconditional Offer Accepted CAS Status: ASSIGNED Date Assigned: 30/03/2020</p><p>Your CAS for the above programme has now been assigned and you will receive your CAS number separately via email.</p><p>You can also view the status of your CAS by selecting 'View CAS Information' from the menu options next to the above application in your applicant portal.</p><p>For further information about applying for a visa, please see our Student Immigration Office website at <a href="http://www.dur.ac.uk/immigration/studentvisas">www.dur.ac.uk/immigration/studentvisas</a></p><p>Durham University – A World Top 100 University</p></div>	<div>COMPLETE      </div>

