

Preparing records for international offers and CAS

(as reviewed by Sarah Millard 13/May/21)

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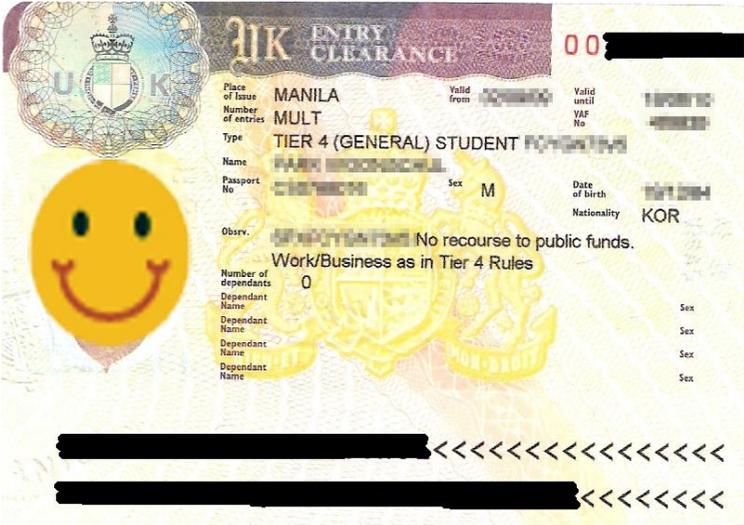
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Preparing records for international offers and CAS – including academic progression



Most international applicants will require a UK student visa/tier 4 to study in the UK. To obtain a UK student visa/tier 4, applicants must be sponsored by an admitting institution, e.g. The University of Leeds. To sponsor a student under UK student visa/tier 4 an institution must provide a Confirmation of Acceptance for Study (CAS) which is a summary of information relating to the applicant, the programme they hold an unconditional offer for, and the evidence we accepted to issue this offer. If the applicant has already studied in the UK on a UK student visa/tier 4, this will also be included.

UK student visa/tier 4 (General) Student Visa example



CAS statement example

Date: 08/08/2017
Applicant ID:



Confirmation of Acceptance for Studies (CAS) Statement

Applicant Details:

CAS Number:

Last Name:

First Name:

Middle Name: Adewale

Gender: Male

Date of Birth: 10/08/1985

Nationality: Nigerian

Country of Birth: Nigeria

Passport Number:

Sponsor Details:

Licence Number: H3GNC03A4

Alternative Collection Location Code: 2HE422

Course Details:

Course Start Date: 11/09/2017

Expected Course End Date: 30/09/2018

Course Level: QCF_NQF7

Secondary Course Level: Taught Postgraduate

Course Title: Public Health (International)

Course Fee for First Year: £ 15750

Throughout the application process there will be elements that are required for CAS/Visa purposes. It is vitally important that this information is presented in the correct format to create an accurate CAS.

The three pieces of information that are required for this process are listed below:

	<u>Academic Evidence</u> (Hyperlink to detail below)	<u>English Evidence</u> (Hyperlink to detail below)	<u>Academic progression*</u> (Hyperlink to detail below)
<p>*As of 1st September 2017, <u>Academic Progression</u> does not need investigating or recording until you wish to make an unconditional offer. All conditional offers can be made without investigating academic progression, but please use the 'Not yet checked' status against the Academic Progression Check field to indicate that the investigation is yet to be performed.</p>			
What do we record?	The full title of the academic qualification used to make the offer – this must be stated on the CAS	The detail and UKVI defined <u>category</u> of the English language evidence used to make the offer – the <u>category</u> must be stated on the CAS	Details of <u>any</u> previous study undertaken in the UK under a UK student visa/tier 4 (or equivalent) – this must be stated on the CAS
Why?	To ensure we are compliant with UKVI regulations – link to the full UKVI sponsor guidance is below: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939471/Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2020-12.pdf		
How/Where?	On the appropriate Academic Qualification record in CRM - See below for detail	On the appropriate English Qualification record in CRM - See below for detail	Create/update the Academic or English record in CRM that the academic progression relates to – create an Academic Progression record

How do I find out more about this process?

Click on picture to find out more

HOME / ADMISSIONS / ENGLISH LANGUAGE REQUIREMENTS / CAS AND VISA REQUIREMENTS

CAS AND VISA REQUIREMENTS

In order to study in the UK, international applicants must apply for a Student visa. To do so, they will need to have a Confirmation of Acceptance for Studies (CAS), issued by the University.

For an applicant to have the right to enter the UK to study, they need to have the correct amount of points according to the Points-Based System (PBS). The UK government's visa entry system administered by United Kingdom Visas and Immigration (UKVI) an applicant needs a total of 70 points which they get as follows:

- 50 from the University offer
- 10 from providing proof of financial security
- 10 from meeting the UKVI English language requirement

Under PBS, when applying for a Student visa, applicants need to provide the visa office with a CAS issued by the University (the sponsoring institution), an evidence of the offer. A CAS is a unique code that is used by UKVI to store relevant information regarding an applicant to support their visa application. The information and supporting evidence supplied under the CAS number is entered by the University into the UKVI systems (SAS).

HOME / ADMISSIONS / ENGLISH LANGUAGE REQUIREMENTS / TAUGHT POSTGRADUATE ENGLISH REQUIREMENTS / HOW TO RECORD ENGLISH LANGUAGE CORRECTLY

HOW TO RECORD ENGLISH LANGUAGE CORRECTLY

For taught postgraduate applicants, English language evidence must be correctly assessed and recorded in CRM to satisfy the admissions policy and, for students requiring a visa, for UKVI compliance.

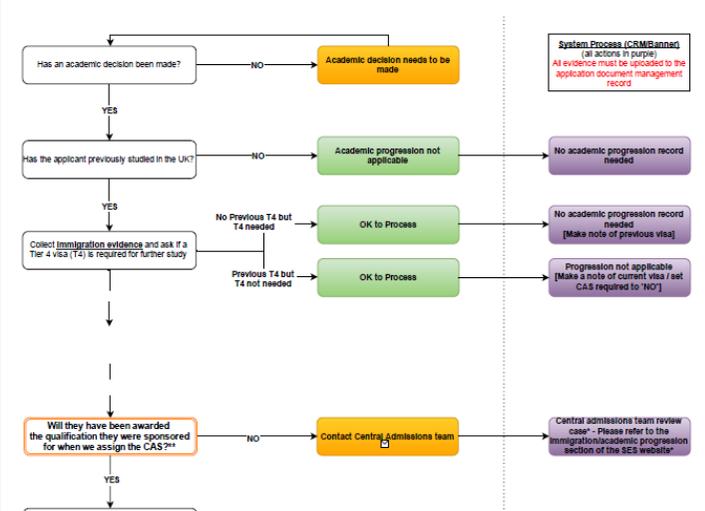
As outlined in section 4.4. of the taught postgraduate admissions policy, the approved approach is to review the most recent English evidence provided by an applicant and to issue an offer appropriate to this evidence. More information on accepted qualifications and grades can be found on the English qualification for taught postgraduate entry page.

Regardless of an applicant's background, the admissions policy requires English evidence from all applicants - for example, a British applicant who has **not** studied a degree in an English-speaking country would be expected to provide a relevant GCSE or equivalent. Although a large proportion of applicants meet the English requirement using their degree, for consistency and audit purposes a separate English language record should be created in CRM to record the specifics of the English language evidence for **all** applicants.

UKVI REQUIREMENTS FOR APPLICANTS NEEDING A TIER 4 (GENERAL) STUDENT VISA

When applying for a programme that is at degree level or higher, UKVI (UK Visas and Immigration) require us to prove the applicant's English language ability in one of two ways:

Is Academic Progression needed?



CHECKLIST - Preparing records for international offers and CAS

- Do you wish to make the applicant an offer? If yes, and the applicant will require a UK student visa/tier 4 to study with us, continue with the steps below.
- Whether you're issuing an unconditional or conditional offer, verify the academic qualification, grade (if complete) and institution – more information can be found on the SES website. The Academic qualification record in CRM must be updated prior to issuing an unconditional offer

- Whether you're issuing an unconditional or conditional offer, verify the English language qualification – more information can be found on the SES website. The English language qualification record in CRM must be created/updated prior to issuing an unconditional offer
- Will the offer be unconditional?
YES; make necessary academic progression checks & collect any relevant evidence. Create an Academic Progression record in CRM for any previous study under UK student visa/tier 4 (or equivalent)
NO; there is no need to perform academic progression checks at this time – these checks will be done at the unconditional offer stage. Please use the 'Not yet checked' status against the Academic Progression Check field to indicate that the investigation is yet to be performed. Note that if the offer is conditional on English only and the applicant subsequently receives a combined offer with a pre-session, then it is the Language Centre that will be responsible for the academic progression checks at that time.
- Apply Qualification Hold where applicable, and continue to process the offer in CRM

<p>If an applicant does not require a CAS please set the 'CAS Required' field in the CAS/Visa section of the Application to 'No'</p> <p>DETAIL:</p> <p>If an applicant provides evidence that they do not require a UK student visa/tier 4 for their studies, for example providing a dependent visa that covers the duration of the programme, then the 'CAS Required' field should be set to 'No' and the 'Notes' field populated with the reason the CAS is not required. These 'Notes' will be used for both University and UKVI audit purposes, so it is vital that this information is recorded:</p>	<p>← CAS / Visa</p> <p>CAS</p> <table border="1"> <thead> <tr> <th>CRM CAS Status</th> <th>CAS Number</th> <th>CAS Assigned D...</th> <th>Last Updated</th> <th>CAS Status</th> <th>Visa Reference</th> <th>VISA Start Date</th> <th>VISA Expiry</th> </tr> </thead> <tbody> <tr> <td colspan="8">No Applicant CAS records found.</td> </tr> </tbody> </table> <p>**Checking**</p> <table> <tr> <td>ATAS Status</td> <td>Not Required</td> </tr> <tr> <td>ATAS Approval Reference</td> <td>--</td> </tr> <tr> <td>CAS Required</td> <td>No</td> </tr> <tr> <td>Academic Progression</td> <td>--</td> </tr> <tr> <td>Notes</td> <td> <p>Applicant has provided a copy of their dependent visa covering the duration of the <u>programme</u>. A copy can be found in the Document Management section. Jenny Kettlewell, 20/04/2017</p> </td> </tr> </table>	CRM CAS Status	CAS Number	CAS Assigned D...	Last Updated	CAS Status	Visa Reference	VISA Start Date	VISA Expiry	No Applicant CAS records found.								ATAS Status	Not Required	ATAS Approval Reference	--	CAS Required	No	Academic Progression	--	Notes	<p>Applicant has provided a copy of their dependent visa covering the duration of the <u>programme</u>. A copy can be found in the Document Management section. Jenny Kettlewell, 20/04/2017</p>
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CAS Required	No																										
Academic Progression	--																										
Notes	<p>Applicant has provided a copy of their dependent visa covering the duration of the <u>programme</u>. A copy can be found in the Document Management section. Jenny Kettlewell, 20/04/2017</p>																										

Academic Evidence - Qualification Checking

PLEASE NOTE that **ALL** of these steps must be completed prior to issuing an **unconditional offer**

a. In the **Qualifications** tab on the application, scroll down to **QUALIFICATIONS (ACADEMIC & PROFESSIONAL)**

b. Access (by double clicking into) or create (by selecting the + sign) the relevant Academic record for the qualification you wish to consider – this will open up the detail of this record, and therefore the detail of the qualification including dates and grade (where relevant)

c. Open (by clicking into) each Document URL record to verify that the information provided by the applicant in the qualification record is correct, and to complete institution, qualification and grade equivalency checks – for further information about performing these checks, please visit the **Offer Making Guide** on the SES website: [http://ses.leeds.ac.uk/download/1099/guide to taught postgraduate offer making](http://ses.leeds.ac.uk/download/1099/guide%20to%20taught%20postgraduate%20offer%20making)

Qualifications

QUALIFICATIONS (ACADEMIC & PROFESSIONAL)

Active Applicant Qualification (Acade... ▼)

Type	Level	Title	Completion Date ↑	Achieved Result...	Predicted Result...	Documentation	Decision Based On	Awarding Institution
Academic	Bachelors	BSc Textiles		2:1		Yes	Yes	University of Manchester

APPLICANT QUALIFICATION : MAIN

Library and Information science

ACADEMIC / PROFESSIONAL

<p>Subject * Library and Information science</p> <p>Level * Bachelors</p> <p>Awarding Institution --</p> <p>Institution Name Other Mzuzu University</p> <p>Qualification Equivalency DHE</p> <p>Qualification Obtained in UK? No</p> <p>Country Awarding Malawi</p> <p>Academic Evidence Used for CAS Yes</p> <p>Academic Evidence Bachelors Library and Information science - Mzuzu University</p> <p>Qualification used for Academic Progi <input type="checkbox"/></p> <p>Academic Level NQF - 5</p>	<p>DATES</p> <p>Start Date 08/08/2005</p> <p>End Date --</p> <p>Expected Result Date --</p> <p>Completed? Yes</p> <p>Completion Date * 15/12/2009</p> <p>GRADING / SCORING</p> <p>Predicted Result --</p> <p>Achieved Result Upper Second Class</p>
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Documents

Unique ID	Document Name	Document URL	Portal Document Type ↑	Is Valid?	Validated Document Type...	Description
DOC00011414	FelixChisoniCertificate-1.pdf	https://crmspdocs.leeds.ac.uk/sites/AY201617/Docu...	Applicant Qualification	Yes	Academic Certificate	Library and Information...
DOC00014845	ACADEMIC TRANSCRIPT FOR FELIX CHISONI.pdf	https://crmspdocs.leeds.ac.uk/sites/AY201617/Docu...	Applicant Qualification	Yes	Academic Transcript	Library and Information...

d. In the **APPLICANT QUALIFICATION : MAIN** screen, scroll down to the **Summary** ****CHECKING**** section and complete the **Check Status** to 'Condition of Offer' or 'Checked and Accepted' relevant to the decision and/or offer you wish to make. Also complete the **Decision Based On**, and **Original Documentation Seen?** fields.

APPLICANT QUALIFICATION : MAIN ▾
BSc Textiles

▾ Type
 Type * Academic

▾ Summary

CONTACT

Contact * Xuhong Tan
 Application * Xuhong Tan: MSc Materials Science and Engineering (2016/17)

****CHECKING****

Check Status	Condition of Offer
Decision Based On	Yes
Original Documentation Seen?	No

e. Scroll further down to **Academic / Professional** and complete the **Academic Evidence Used for CAS** and **Academic Evidence** fields.

'Academic Evidence Used for CAS' – only one academic qualification record should be selected as 'Yes' – this should be the primary qualification the offer is based upon

'Academic Evidence' – this should match the title of the degree awarded as per documentation accepted

'Qualification Used for Academic Progression' and 'Academic Level' fields are for [Academic Progression cases](#) only

Click **SAVE & CLOSE**

APPLICANT QUALIFICATION : MAIN
Library and Information science

▾ Academic / Professional

ACADEMIC / PROFESSIONAL

Subject * Library and Information science

Level * Bachelors
 Awarding Institution --
 Institution Name Other Mzuzu University
 Qualification Equivalency DHE
 Qualification Obtained in UK? No
 Country Awarding Malawi

Academic Evidence Used for CAS Yes
 Academic Evidence Bachelors Library and Information science - Mzuzu University
 Qualification used for Academic Progression
 Academic Level --

NOTE: DATES and GRADING should be recorded accurately for all applicants for audit purposes

DATES	
Start Date	08/08/2005
End Date	--
Expected Result Date	--
Completed?	Yes
Completion Date *	15/12/2009
GRADING / SCORING	
Predicted Result	--
Achieved Result	Upper Second Class

f. Open the **Qualifications** tab and scroll down to the **QUALIFICATIONS (ACADEMIC & PROFESSIONAL) **Checking**** section. Populate the **Academic Qualification Check** field relevant to the decision and/or offer you wish to make. For Unconditional offers only, populate the **Highest Qualification on Entry** field - for further information about this field, please visit the SES website: https://ses.leeds.ac.uk/info/22209/taught_postgraduate_academic_requirements/1098/international_qualifications_for_postgraduate_entry
Click **SAVE**.

Qualifications

QUALIFICATIONS (ACADEMIC & PROFESSIONAL)

Active Applicant Qualification (Acade... ▾

Type	Level	Title	Completion Date ↑	Achieved Result...	Predicted Result...	D
Academic	Bachelors	BSc Textiles		2:1		Ye

Checking

Academic Qualification Check	Condition of Offer
Highest Qualification on Entry	HUK - UK first degree with honours

g. Scroll down and check the **HOLD** section.
The following fields should be populated if we have not yet seen the originals of the academic qualification:
Hold Type which should be 'Qualification Hold' and
Hold Reason which should state the title of the academic qualification.

NOTE The **Qualification Hold** is the mechanism in the CRM which prevents an applicant from registering until the original academic documents (not English language) have been seen and ratified by a member of the

APPLICATION : STUDENT APPLICATION ▾

Lynn Benfield: MA Special Educational Needs (20...



✓ Academic Qualification: * **Checked and Accepted** | Reference * *click to enter*
 ✓ English Language Qual: * **Checked and Accepted**
 Supporting Statement: * *click to enter*

English Language Check **Checked and Accepted**
 Academic Progression Check **Not Applicable**

ADVANCED STANDING

APEL flag	Award	Class	Credits	Module Level (0...
No Applicant Advanced Standing records found.				

HOLD

Hold Type	Qualification Hold
Hold Reason	Early Years Education

NOTE NCUK applicants do not require a HOLD for their original academic documents as the University has agreed that the NCUK Centres have responsibility for checking these

admissions team. COVID flexibility has been applied in the recent past to waive the requirement for original paper documents to be seen prior to Registration. Senior colleagues are currently considering whether this flexibility will be extended further.

English Language Evidence - Qualification Checking

PLEASE NOTE that **ALL** of these steps must be completed prior to issuing an **unconditional offer**

a. In the **Qualifications** tab scroll down to **QUALIFICATIONS (ENGLISH LANGUAGE)**

b. Access (by double clicking into) or create (by selecting the + sign) the relevant English record for the qualification you wish to consider – this will open up the detail of this record, and therefore the detail of the qualification including dates and grades (where relevant)

QUALIFICATIONS (ENGLISH LANGUAGE)

Type (English) ↑	Completion Date	Achieved Result	Listening Score	Reading Score	Writing Score	Speaking Score	Overall Score	Reference Number
First degree from English Language	15/12/2009							
IELTS (International English Lang...	30/05/2015	5	6.0	7.0	7.0	6.5	15ZA001399CHF001A	

Note: An English record must be created for an applicant, regardless of whether their academic qualification also satisfies the English requirement – do not overtype English language information, create a new record for each new certificate provided

c. Open (by clicking into) each Document URL record to verify that the information provided by the applicant in the English record is correct, and to complete verification checks – for further information about performing these checks, such as how to verify IELTS online, please visit the **Offer Making Guide** on the SES website: <http://ses.leeds.ac.uk/download/1099/guide-to-taught-postgraduate-offer-making>

APPLICANT QUALIFICATION : MAIN
IELTS (International English Language Testing System)

Original Documentation Seen? **No**

English Language

ENGLISH LANGUAGE

Type (English) * IELTS (International English Language Testing System)

Is the English Language test a SELT? **No**

DATES

Start Date --

End Date --

Completion Date * **23/10/2020**

Achieved Result --

English Test Centre Number --

Reference Number **201A002913JAIA059A**

Listening **9.0**

Reading **7.5**

Writing **7.0**

Speaking **7.5**

Overall Score **8.0**

English Language Evidence Used for UKVI **Yes**

Qualification used for Academic Progress:

English Language Check Status **Higher Education Institute (HEI) has made assessment**

Documents

Unique ID	Document Name	Document URL	Portal Document Type ↑	Is Valid?	Validated Document Type...	Description
DOC02669167	IELTS.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification	No		IELTS (International Eng...

d. In the **APPLICANT QUALIFICATION : MAIN** screen, scroll down to the **Summary** ****CHECKING**** section and complete the **Check Status**, **Decision Based On**, and **Original Documentation Seen?** fields relevant to the decision and/or offer you wish to make.

Note: For English language the **Original Documentation Seen?** should be set to **Yes** as we are not required to see the original of English language evidence

Click **SAVE & CLOSE**.

Summary

CONTACT

Contact *  **Xuhong Tan**

Application * **Xuhong Tan: MSc Materials Science and Engineering (2016/17)**

****CHECKING****

Check Status **Checked and Accepted**

Decision Based On **Yes**

Original Documentation Seen? **Yes**

e. Scroll further down to **English Language** and complete the **English Language Evidence Used for UKVI** and **English Language Check Status** fields.

‘**English Language Evidence Used for UKVI**’ – only one English record should be selected as ‘**Yes**’ – this should be the evidence the offer is based upon. If the English requirement has not yet been satisfied, leave this field as ‘**No**’.

‘**English Language Check Status**’ – this should match the category defined by UKVI – see the [‘How to Record English Language Correctly’](#) page on the SES website

The ‘**Qualification Used for Academic Progression**’ field is for [Academic Progression cases](#) only

Click **SAVE & CLOSE**

APPLICANT QUALIFICATION : MAIN

IELTS (International English Language Testing System)

Original Documentation Seen? Yes

English Language

ENGLISH LANGUAGE

Type (English)* IELTS (International English Language Testing System)

DATES

Start Date --
End Date --
Completion Date* 30/05/2015

Achieved Result --
English Test Centre Number --
Reference Number 15ZA001399CHIF001A
Listening 6.5
Reading 6.0
Writing 7.0
Speaking 7.0
Overall Score 6.5
English Language Evidence Used for UKVI No
Qualification used for Academic Progression
English Language Check Status Higher Education Institute (HEI) has made assessment

NOTE: DATES and Grades should be recorded accurately for all applicants, regardless of whether the English language evidence provided meets the entry requirement – this information may be used by the Language Centre for pre-sessional multi-term or combined offers, and for audit purposes

f. Open the **Qualifications** tab and scroll down to the **QUALIFICATIONS (ENGLISH LANGUAGE) **Checking**** section. Populate the **English Language Check** field relevant to the decision and/or offer you wish to make. Leave the **Academic Progression Check** blank (see [Academic Progression section](#) for guidance of when this should be completed).

QUALIFICATIONS (ENGLISH LANGUAGE)

Type (English) ↑	Completion Date	Achieved Result	Listening Score	Reading
First degree from English Langua...	15/12/2009			
IELTS (International English Lang...	30/05/2015		6.5	6.0

Checking

English Language Check Condition of Offer
Academic Progression Check --

Academic Progression

*As of 1st September 2017, Academic Progression does not need investigating or recording until you wish to make an unconditional offer. All conditional offers can be made without investigating academic progression, but please use the 'Not yet checked' status against the Academic Progression Check field to indicate that the investigation is yet to be performed.

How to identify if an applicant may have studied on a UK student visa/tier 4 or equivalent

Applicants can indicate that they may have, or may be, studying in the UK on a UK student visa/tier 4 student visa in a number of ways, such as:

- 1) Declaring 'yes' to the 'Previously Studied in the UK' question on the application – this information is stored on the Application Summary, as shown here:

Application Summary

APPLICANT & COURSE DETAILS

Applicant *	
Academic Year Of Entry *	2018/19
Mode of Study *	Full Time
Course *	MSc International Marketing Management
Start Date *	17/09/2018
Course Entry Level	0
Entry Profile	--
Fee Status	Overseas
Nationality +	Chinese
Residential Status +	International (Overseas)
Previously Studied In UK	Yes

Where an applicant has declared 'Yes' please open the **CAS/Visa** section of the application where further details may have been provided by the applicant, as shown here:

Applicants are also given the opportunity to upload visa documentation in response to this question in the application portal, so please also check the DOCUMENT MANAGEMENT section of both the application, but also within the DOCUMENT MANAGEMENT section of the relevant Contact record:

Other ways an applicant may indicate that they may have studied, or may be, studying in the UK on a UK student visa/tier 4 are:

- 2) Providing qualifications from UK education providers
- 3) Providing copies of visa, etc.
- 4) Providing a UK correspondence address
- 5) Indication of time spent in the UK within a personal statement or any other documentation provided as part of the application process

In all cases, if an international applicant declares any current or previous links with the UK then

What qualification did you study in the UK? Undergraduate

What Visa were you on for this study? Tier 4 (General) Student Visa

Visa Type Description --

Microsoft Dynamics CRM | HOME | ADMISSIONS | Contacts | Xinlin Huang

Marketing | Process Sessions

INVITATIONS | DOCUMENT MANAGEMENT | UNSUBSCRIBES | AUDIT HISTORY

Document Management Associated with Contact: Xinlin Huang

Unique ID	Document Name	Document URL	Portal Document Type
DOC02905212	A_Akinboro_AcceptanceLetter_TPOff_2021-02-10T0...	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Acceptance Letter
DOC02865993	A_Akinboro_OfferLetter_TPOff_2021-01-25T000000...	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Offer
DOC02619820	Scan 06.02.2020 6_23 am.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification
DOC02619829	law school qualification.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification
DOC02619858	law school qualification.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification
DOC02619873	scan0001 (1).pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification
DOC02619879	degree.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification
DOC02619888	transcript.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification
DOC02618345	Scan 06.02.2020 6_23 am.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification
DOC02766048	CAS-E4G3TK0E21U0B5-Akinboro.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Request Information
DOC02766064	visa dolapo.jpg	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Request Information
DOC02618210	Scan 20.10.2019 1_34 pm.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Visa Document

1 - 12 of 12

we are obligated to enquire whether they have studied or are studying within the UK, and if so, to provide their immigration documents for the time spent in the UK.

Please follow the steps detailed below, dependent on:

- [Applicant has previously studied an Academic Qualification in the UK on a UK student visa/tier 4 or equivalent](#)
- [Applicant has previously studied an English Qualification in the UK on a UK student visa/tier 4 or equivalent](#)

The process for creating the [Academic Progression Record](#) is also detailed below – this determines what information is recorded on the CAS.

Applicant has previously studied an Academic Qualification in the UK on a UK student visa/tier 4 or equivalent

a. In the **Qualifications** tab on the application, scroll down to **QUALIFICATIONS (ACADEMIC & PROFESSIONAL)**

b. Access (by double clicking into) or create (by selecting the + sign) the relevant Academic record for the qualification you have identified as being studied on a UK student visa/tier 4 or equivalent, and therefore requires academic progression declaring against it – this will open up the detail of this record

Qualifications

QUALIFICATIONS (ACADEMIC & PROFESSIONAL)

Active Applicant Qualification (Acade... ▼)

Type	Level	Title	Completion Date ↑	Achieved Result...	Predicted Result...	Documentation	Decision Based On	Awarding Institution
Academic	Bachelors	BSc Textiles		2:1		Yes	Yes	University of Manchester

c. Scroll down to **Academic / Professional** and 'tick' the box for **Qualification used for Academic Progression**.

NOTE – There is no need to populate the **Academic Level** field with the level of this qualification. This field is not mandatory and does not feed into the CAS. The Academic Level should be recorded on the **Academic Progression** record instead.

Now create the [Academic Progression record](#) – this should only be created for studies on a UK student visa/tier 4 or equivalent. **DO NOT** create these for other visa types, i.e. dependant, Tier 2, visitor

SAVE SAVE & CLOSE + NEW DEACTIVATE EMAIL A LINK RUN WORKFLOW START DIALOG ...

APPLICANT QUALIFICATION : MAIN
Business and Marketing

Academic / Professional

ACADEMIC / PROFESSIONAL

Subject * Business and Marketing

Level * Bachelors

Awarding Institution Coventry University

Institution Name Other --

Qualification Equivalency --

Qualification Obtained in UK? Yes

Country Awarding United Kingdom

Institution Agreement No

Academic Evidence Used for CAS Yes

Academic Evidence BA Business and Marketing - Coventry University

Qualification used for Academic Prog:

Academic Level NQF 4

NOTE: DATES and GRADING should be recorded accurately for all applicants for audit purposes

DATES	
Start Date *	22/09/2014
End Date *	27/06/2017
Expected Result Date	09/06/2017
Completed?	Yes
Completion Date *	27/06/2017

GRADING / SCORING	
Predicted Result	Upper Second Class or above
Achieved Result	2:1

Applicant has previously studied an English Qualification in the UK on a UK student visa/tier 4 or equivalent

a. In the **Qualifications** tab scroll down to **QUALIFICATIONS (ENGLISH LANGUAGE)**

b. Access (by double clicking into) or create (by selecting the + sign) the relevant English record for the qualification you have identified as being studied on a UK student visa/tier 4 or equivalent, and therefore requires academic progression declaring against it – this will open up the detail of this record

QUALIFICATIONS (ENGLISH LANGUAGE)

Type (English) ↑	Completion Date	Achieved Result	Listening Score	Reading Score	Writing Score	Speaking Score	Overall Score	Reference Number
First degree from English Language...	15/12/2009							
IELTS (International English Lang...	30/05/2015	6.5	6.0	7.0	7.0	6.5	15ZA001399CHIF001A	

c. Scroll down to **English Language** and 'tick' the box for **Qualification used for Academic Progression**.

PLEASE NOTE: If academic progression has already been declared on an Academic record, then do not also declare academic progression on the English record for the exact same qualification, to avoid double counting, e.g. if the Bachelor degree is being used for academic and English purposes

Now create the [Academic Progression record](#) - this should only be created for studies on a UK student visa/tier 4 (general) student visa or equivalent. **DO NOT** create these for other visa types, i.e. dependant, Tier 2, visitor

APPLICANT QUALIFICATION : MAIN

IELTS (International English Language Testing System)

****CHECKING****

Check Status	Checked and Accepted
Decision Based On	No
Original Documentation Seen?	Yes

English Language

ENGLISH LANGUAGE

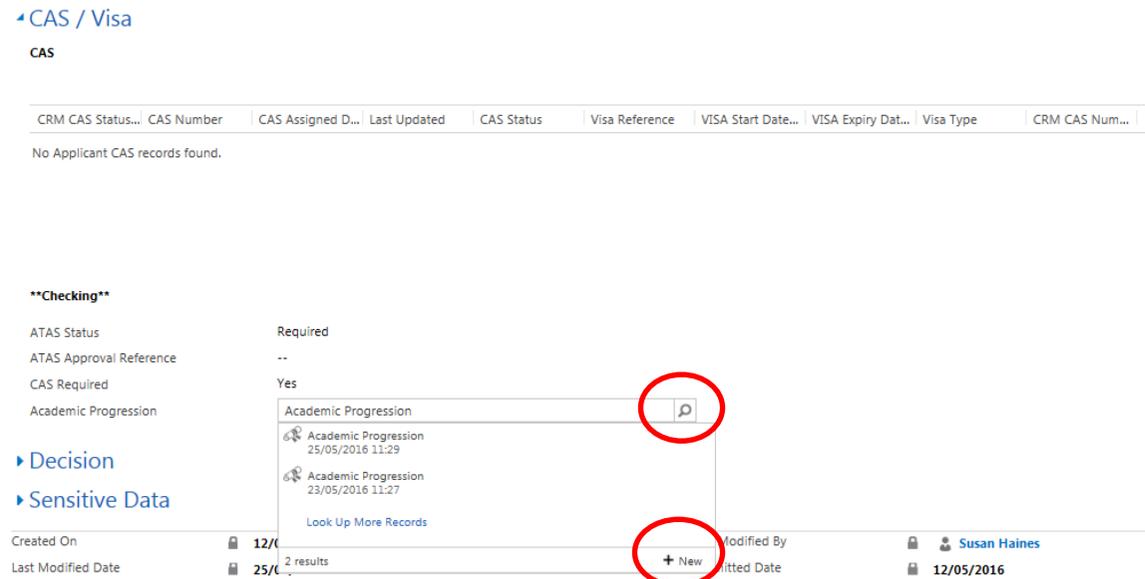
Type (English) *	IELTS (International English Language Testing System)
------------------	---

Achieved Result	--
English Test Centre Number	--
Reference Number	15ZA001399CHIF001A
Listening	6.5
Reading	6.0
Writing	7.0
Speaking	7.0
Overall Score	6.5
English Language Evidence Used for UKVI	Yes
Qualification used for Academic Progression	<input checked="" type="checkbox"/>
English Language Check Status	Higher Education Institute (HEI) has made assessment

Creating the Academic Progression Record

This should only be created for studies on a UK student visa/tier 4 or equivalent. **DO NOT** create these for other visa types, i.e. dependant, Tier 2, visitor.

- a. In the Application, scroll down and open the **CAS / VISA** tab. Scroll further down to **Academic Progression** and click on the magnifying glass . Create a 'New' Academic Progression record.



← CAS / Visa

CAS

CRM CAS Status...	CAS Number	CAS Assigned D...	Last Updated	CAS Status	Visa Reference	VISA Start Date...	VISA Expiry Dat...	Visa Type	CRM CAS Num...
No Applicant CAS records found.									

****Checking****

ATAS Status	Required
ATAS Approval Reference	--
CAS Required	Yes
Academic Progression	Academic Progression 
	 Academic Progression 25/05/2016 11:29
	 Academic Progression 23/05/2016 11:27
	Look Up More Records

Created On  12/05/2016 Modified By   Susan Haines

Last Modified Date  25/05/2016 2 results  + New  Entered Date  12/05/2016

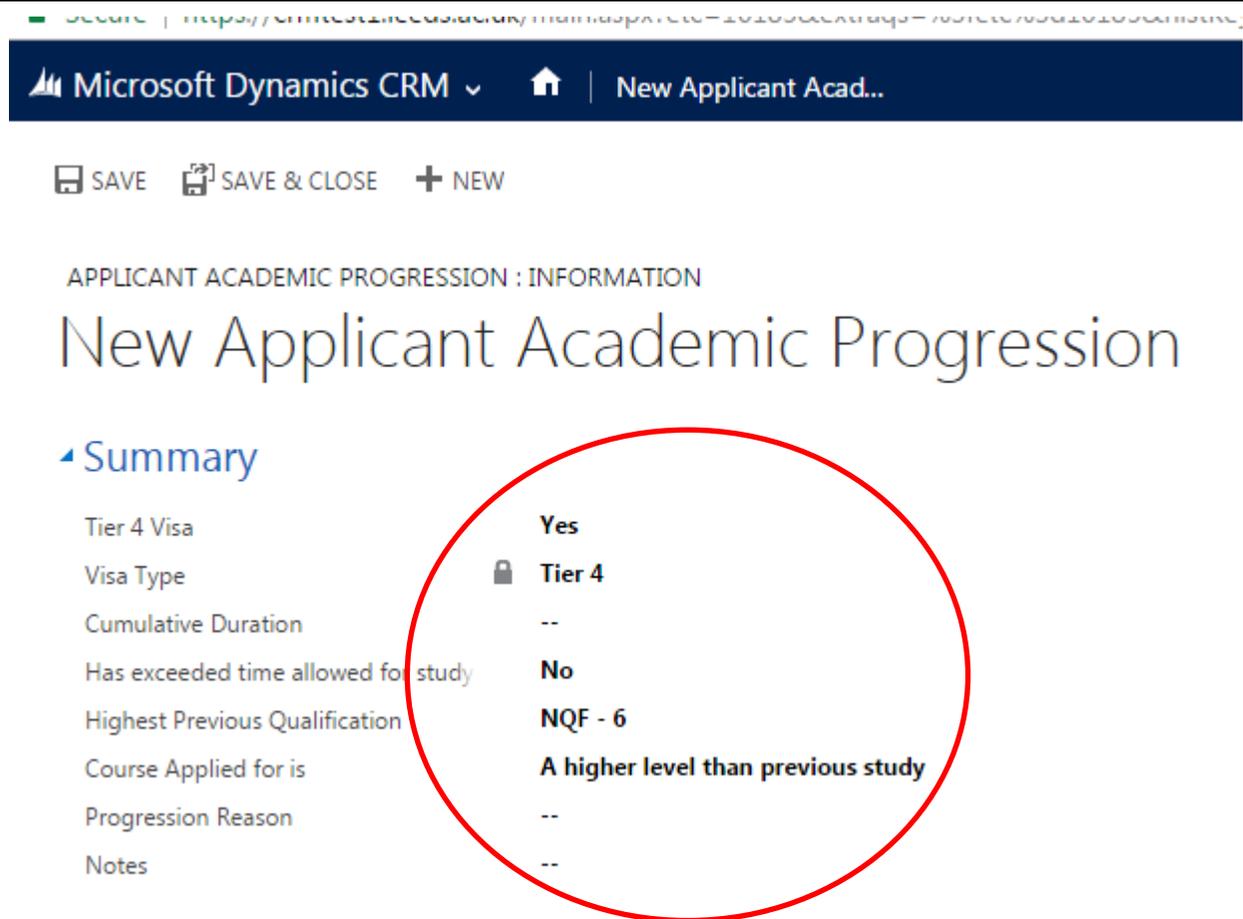
b. The **APPLICANT ACADEMIC PROGRESSION : INFORMATION** screen will open.

c. Populate the record as follows:

- **UK student visa/tier 4 Visa = Yes**
- **Visa Type = UK student visa/tier 4**
- **Cumulative Duration** - leave blank
- **Has Exceeded time allowed for study = No**
- **Highest Previous Qualification** = insert relevant course level of study at UK student visa/tier 4
- **Course Applied for is** – populate according to the Highest Previous Qualification level
- **Progression Reason** – populate only for same level study cases

Click **SAVE & CLOSE**

Please see below for further **tips** on how to complete the Academic Progression record



Microsoft Dynamics CRM | New Applicant Acad..

SAVE SAVE & CLOSE + NEW

APPLICANT ACADEMIC PROGRESSION : INFORMATION

New Applicant Academic Progression

Summary

Tier 4 Visa	Yes
Visa Type	 Tier 4
Cumulative Duration	--
Has exceeded time allowed for study	No
Highest Previous Qualification	NQF - 6
Course Applied for is	A higher level than previous study
Progression Reason	--
Notes	--

NOTE: The 'Notes' section should be used to record any additional information that we require for UKVI audit purposes or when we assign a CAS – this should only be populated **after discussion with the Central Taught Admissions Team.** For example, if an applicant previously obtained a UK student visa/tier 4 for studies at NQF level 7 and entered the UK, but we have evidence to show that they never registered for this programme then we would need to include additional information on the CAS

USER TIP: How to complete the Academic Progression record

Field	How to Populate	Why?
UK student visa/tier 4	Yes	This is to detail that the applicant has previously studied on a UK student visa/tier 4 or equivalent and we will therefore declare this on the CAS
Visa Type	UK student visa/tier 4 (auto)	This is the visa type that the applicant previously held/ currently holds. If yes was selected in the previous field, this field will automatically populate to UK student visa/tier 4.
Cumulative Duration	Leave blank	This field will later be auto-populated with the duration of all academic and/or English records marked as 'required for academic progression', by calculating the duration between the start and end dates of the programme. See later instructions.
Has exceeded time allowed for study	Leave set to 'No' until the cumulative duration has been calculated	Since October 2020, time limits are no longer a consideration for Academic Progression at TP level, but this field remains due to the system in CRM.
Highest Previous Qualification	NQFX/SCFX/CEFRX	This refers to the level of study that the applicant was previously sponsored for. NOTE: Details of the Academic Level codes are available on the SES website https://ses.leeds.ac.uk/info/20150/ukvi_tier_4_student_regulations/1097/academic_progression If an applicant has confirmed that they were sponsored at a higher level, e.g. NQF7, you must provide justification for study at the same level.
Course applied for is	A higher/same level than previous study	This field is required as we're only able to allow progression to a higher level programme, or a same level programme under exceptional circumstances. Generally a Masters is a higher level (NQF7) than the Bachelors (NQF6) they were sponsored to study for in the UK.
Progression reason	Select relevant justification text from SES website	If we are sponsoring an applicant for same level study , we have to give a reason to justify this. As an institution, we have a number of standard justification texts which can be used – please refer to the SES website https://ses.leeds.ac.uk/info/20150/ukvi_tier_4_student_regulations/1097/academic_progression . If the applicant does not fall into any of the options available, please contact the Taught Admissions Team.

d. On the **APPLICATION : STUDENT APPLICATION** screen click **SAVE**.

e. The **Academic Progression** field now shows the **Academic Progression** record for the applicant

NOTE: If the '**Academic Progression**' field does not auto-populate, you can search for your applicant specific Academic Progression record by selecting the magnifying glass 

to look up more records and perform a search – don't forget to use asterix * around your applicant name when searching

f. Click on the **Academic Progression** record name to show related information

The **Cumulative Duration** field is now populated and shows the time the applicant has studied in the UK (in months). Since October 2020, time limits are no longer a consideration for Academic Progression at TP level, but this field remains due to the system in CRM.

Click **SAVE & CLOSE**

◀ CAS / Visa

CAS

CRM CAS Status...	CAS Number	CAS Assigned D...	Last Updated	CAS Status	Visa Reference	VISA Start Date...	VISA Expiry Dat...	Visa Type	CRM CAS Num...
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No Applicant CAS records found.

****Checking****

ATAS Status	Required
ATAS Approval Reference	--
CAS Required	Yes
Academic Progression	Xuhong Tan - Academic Progression

APPLICANT ACADEMIC PROGRESSION : INFORMATION

Xuhong Tan - Academic Progression

◀ Summary

Tier 4 Visa	Yes
Visa Type	 Tier 4
Cumulative Duration	33
Has exceeded time allowed for study	No
Highest Previous Qualification	NQF - 6
Course Applied for is	A higher level than previous study
Progression Reason	--

- g. On the **APPLICATION : STUDENT APPLICATION** screen open the **Qualification** tab, scroll down to the ****Checking**** field and in **Academic Progression Check** select **Checked** from the drop down menu – this will auto-populate the ‘Academic Progression Check’ status field in the main application status bar

QUALIFICATIONS (ENGLISH LANGUAGE)

Type (English) ↑	Completion Date	Achieved Result
IELTS (International English Lang...	01/04/2015	

****Checking****

English Language Check	Checked and Accepted
Academic Progression Check	Checked

END OF GUIDE

For a comprehensive list of all of the **Admissions User & Process Guides**, please visit the **CRM User Guide** page on the SES website – click on the picture below, or alternatively visit: [HOME>ADMISSIONS>ADMISSIONS SUPPORT MATERIALS AND TRAINING>CRM SUPPORT>CRM USER GUIDES](#)

CRM SUPPORT

Find out about accessing, using and requesting help with the taught postgraduate admissions system, the CRM.

[CRM USER GUIDES](#)

The CRM user guides support admissions, enquiries and marketing staff in using the CRM system.

[CRM SUPPORT MODEL](#)

The CRM support model outlines the process by which admissions staff using the CRM system can access help and support.

[CRM ACCESS FOR TAUGHT ADMISSIONS STAFF](#)

All staff engaged in taught postgraduate admissions, and Language Centre summer pre-sessionals, are required to undergo training before being given access to CRM.