



University of  
**Nottingham**

UK | CHINA | MALAYSIA

# **Checking your Student Route (formerly known as Tier 4) Confirmation of Acceptance for Studies (CAS) in NottinghamHub**

[hub.nottingham.ac.uk](https://hub.nottingham.ac.uk)

# 1 Introduction

This is a technical guide designed to show you how to view and verify your Confirmation of Acceptance for Studies (CAS) in NottinghamHub ([hub.nottingham.ac.uk](http://hub.nottingham.ac.uk)).

Providing that your offer is confirmed in NottinghamHub as **Unconditional Firm**, your course start date is within four months, and you have paid any necessary deposits, you should receive an email (example below) advising you how to review the CAS information which has been prepared for you.

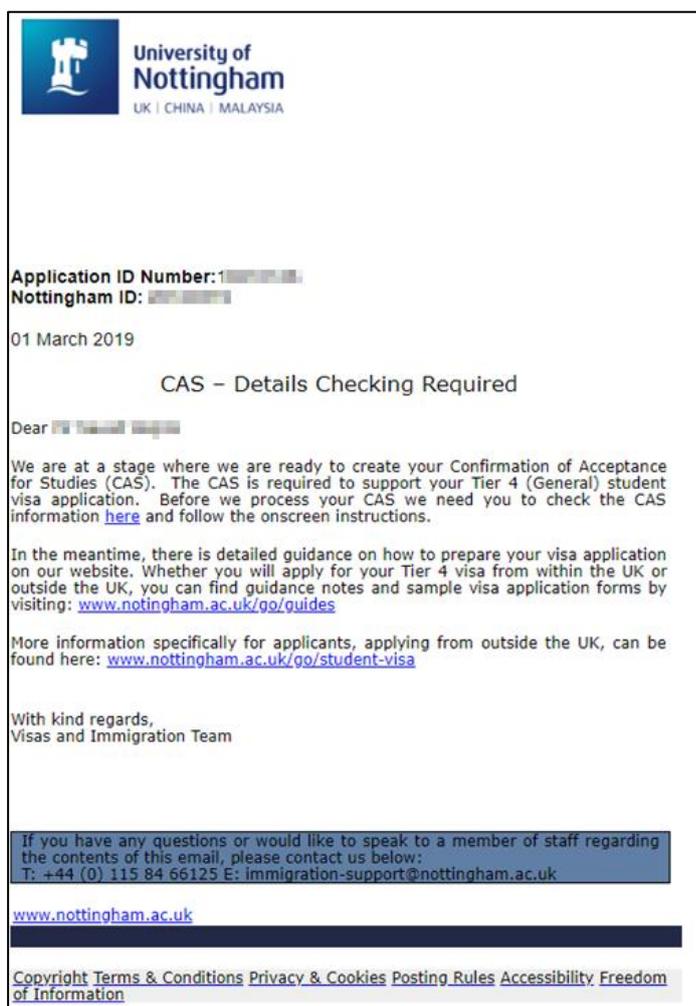
For further information about the CAS and student route visa process, please see the following links:

**Information about deposits:** [www.nottingham.ac.uk/finance/depositsfaq](http://www.nottingham.ac.uk/finance/depositsfaq)

**Obtaining your CAS:** [www.nottingham.ac.uk/go/obtaining-your-cas](http://www.nottingham.ac.uk/go/obtaining-your-cas)

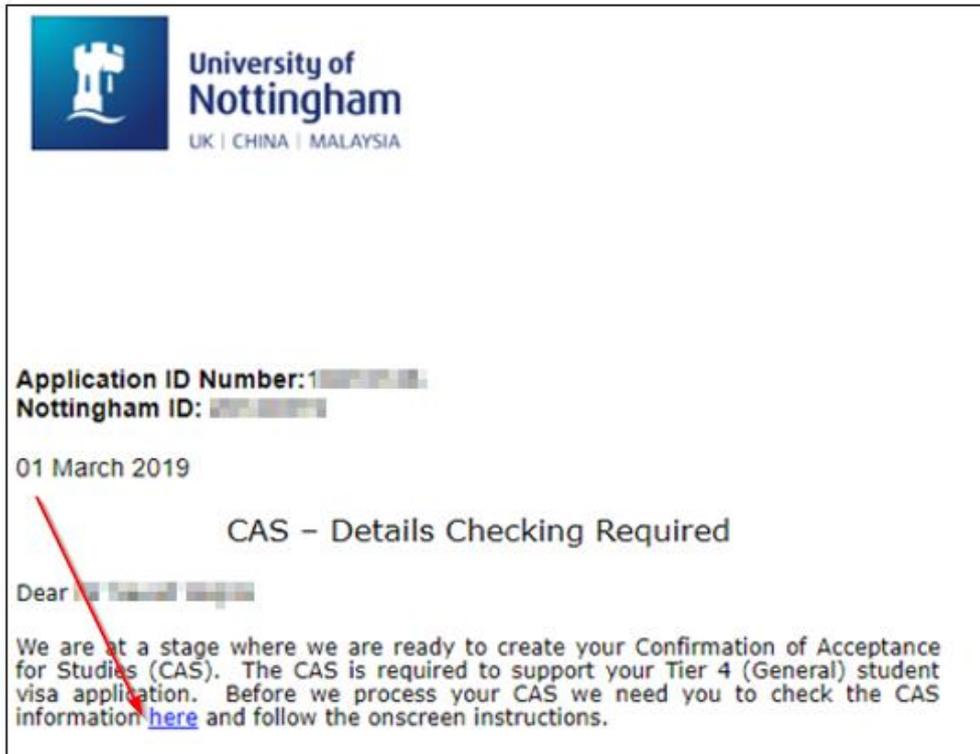
**Requirements of the visa process and important dates/deadlines:** [www.nottingham.ac.uk/go/guides](http://www.nottingham.ac.uk/go/guides)

**Help with your visa:** [www.nottingham.ac.uk/go/student-visa](http://www.nottingham.ac.uk/go/student-visa)



## 2 Reviewing and Confirming your CAS

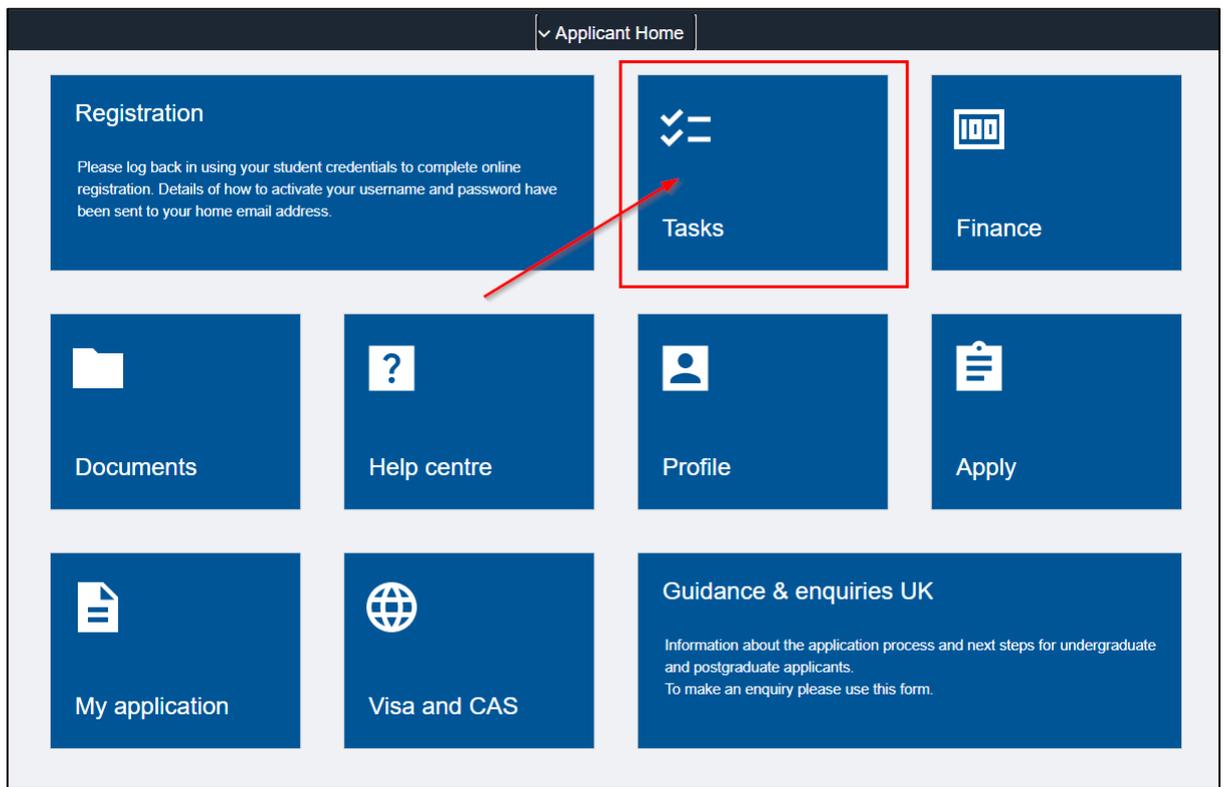
1. Click the **hyperlink** in the email, which will open the NottinghamHub log-in screen ([hub.nottingham.ac.uk](http://hub.nottingham.ac.uk)):



2. Log in to NottinghamHub ([hub.nottingham.ac.uk](http://hub.nottingham.ac.uk)):



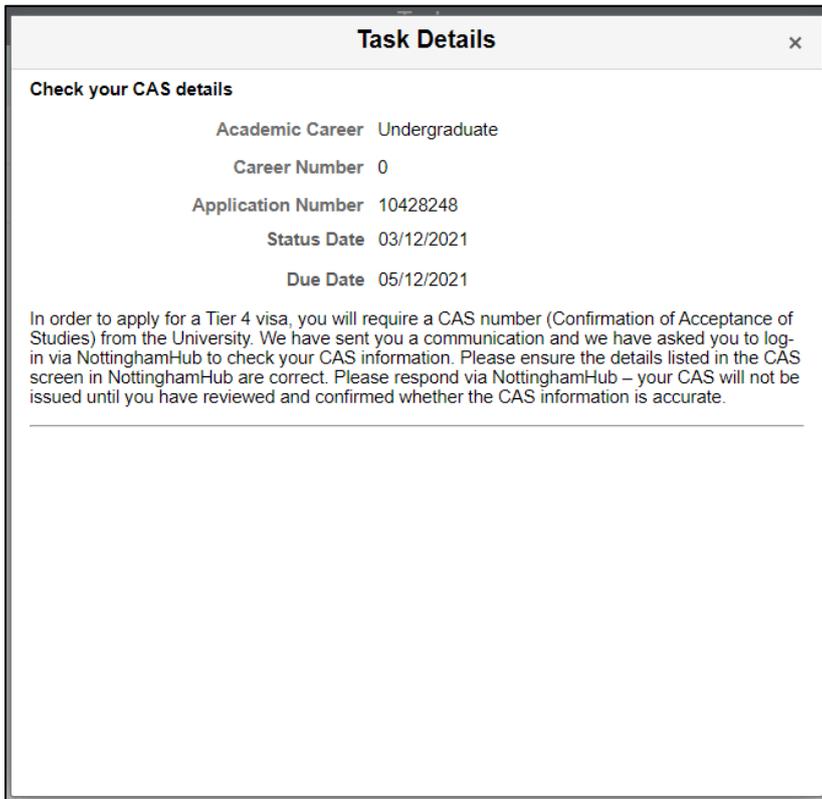
3. Once logged in, click the **'Tasks'** tile:



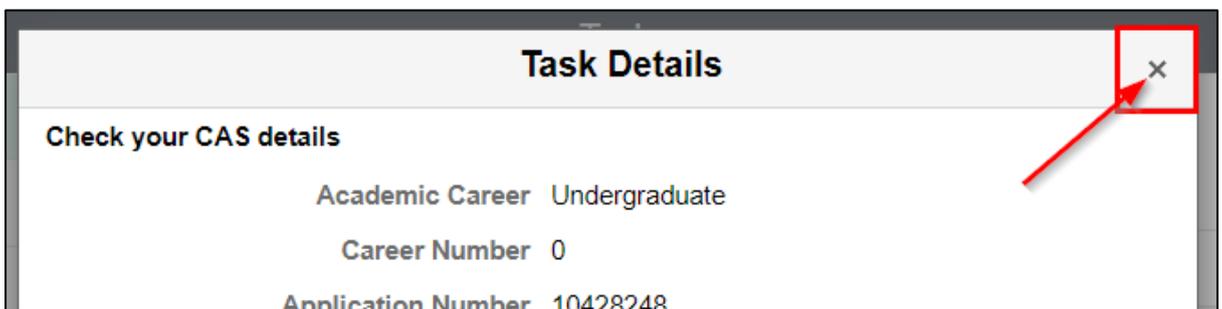
4. This will open your **To Do List**. Click the **'Check your CAS details'** task to open it:



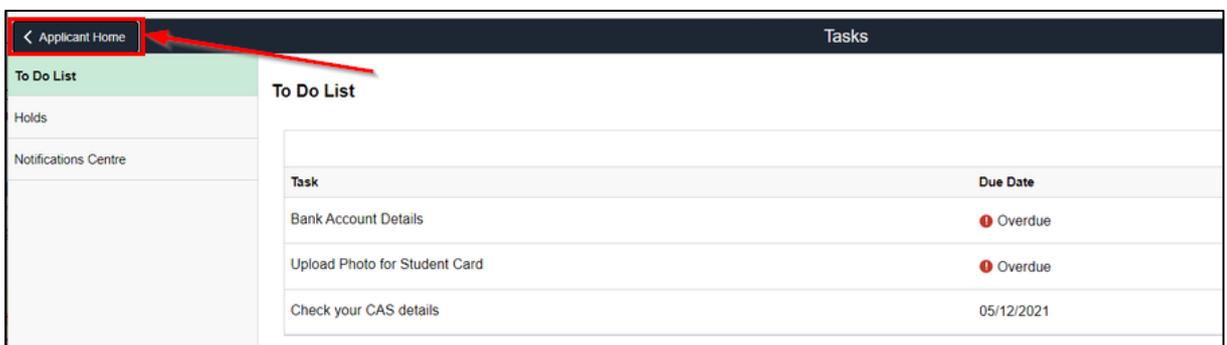
5. The **Task Details** item is displayed:



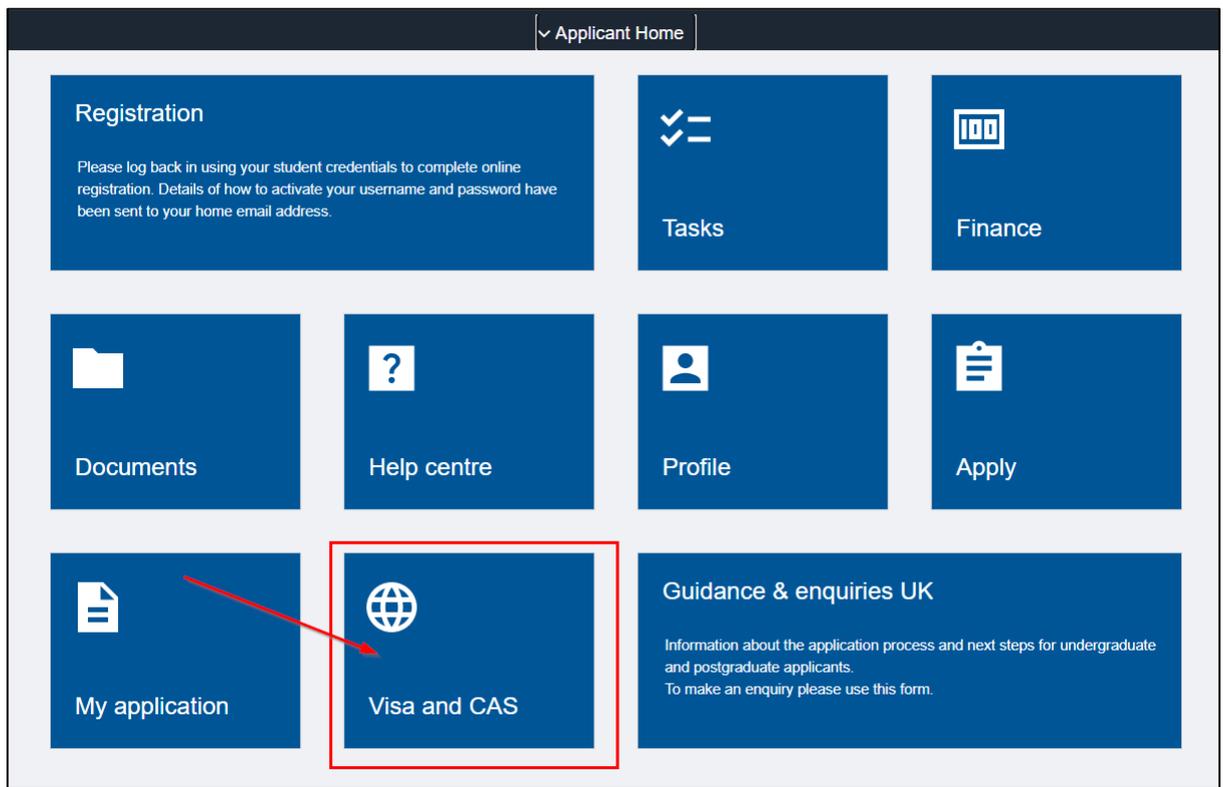
6. Click the 'X' button to close the **Task Details** pop-up:



7. Click the '**Applicant Home**' button to return to the NottinghamHub homepage:



8. Click the 'Visa and CAS' tile to open it:



9. Click the 'View/Verify' link:



10. The prepared CAS will be displayed. You will need to review and complete the following sections and then submit the form:

11. Complete the following questions:

- a. **‘Will you have spent more than 5 years studying in the UK at degree level or above by the end of the proposed course at Nottingham, shown on this CAS? If you have never studied in the UK, the answer will be no’**

Most people will answer 'No' to this question. You only need to select 'Yes' if:

- you have studied in the UK previously and;
- your total period of study in the UK will exceed 5 years.

If you have never studied at degree level in the UK before, select '**No**'

Note: If you select '**Yes**' to this question, you will receive another email asking you to complete and upload a **Time Limit** questionnaire; this will need to be completed before your CAS progresses.

b. '**Is all of the information in your CAS correct?**'

If the CAS is correct and your personal details are accurate, select '**Yes**'

If any of the information on the CAS is inaccurate, select '**No**'

Is all of the information in your CAS correct?  Yes  No

Please enter correct details:

Submit

If you select '**No**' to this question, an information box will be displayed. Use this information box to tell us what needs amending on your CAS.

Please **do not** email us about corrections required to your CAS. You must use the NottinghamHub CAS checking process to confirm the CAS is correct or to request/query possible changes.

Please read the table below to avoid raising unnecessary queries which could delay your CAS.

Course hours	25 hours (per week) is standard for a full-time course at University of Nottingham
Academic level	CELE courses levels are based on the expected outcome at the end of the programme and therefore will always be CEFR B2. Foundation courses are NQF/RQF level 3. All undergraduate courses are NQF/RQF level 6 with the exception of courses which include a master's element. Students who will study MEng or MSci in the UK will see NQF/RQF level 7. Masters level courses including MRes and MPhil are NQF/RQF level 7 and doctorate (PhD) courses are NQF/RQF level 8.
SELT required	SELT is "secure English language test". The answer will only be 'yes' if your course at Nottingham is a CELE or foundation course (below degree level). Otherwise it will be 'no' and as such, you are not required to present any evidence of English language when you apply for your visa.

Course duration	Check this carefully, these dates will determine the length of visa issued. PhD courses should include a writing up year.
Accommodation provided/ accommodation fees/ fees paid	In the CAS, we will always state that accommodation is not included, regardless of your accommodation arrangements. We will not show any accommodation fees paid and our advice is that you should keep the funds for accommodation with you (except any essential deposit requirement) until you have secured your visa.
Course fees paid	Apart from any compulsory course or CAS deposits, it is not essential to pay tuition fees before making your visa application. Any tuition fees that you have paid, including deposits and University scholarships should be showing on your CAS, so please check carefully to see that the 'course fees paid' field is as you would expect.

12. Click the **'Submit'** button

Once you have submitted your response, it will be reviewed by the CAS team. Your CAS should be progressed to the final stage (CAS number production) providing that there are no outstanding queries or time limit questions pending.

In the vast majority of cases, you can expect a CAS number within 3 working days of receiving the initial CAS checking email.



Please don't share your personal CAS information or the links available to you via NottinghamHub with other students as individual cases vary, and even though it is well intentioned, you may cause an unexpected problem by giving second-hand visa information.

## 2.1 Receiving your CAS number

Once you have confirmed your CAS is correct, it will be confirmed and uploaded to NottinghamHub ([hub.nottingham.ac.uk](http://hub.nottingham.ac.uk)).

You will receive an email from the University of Nottingham confirming your CAS number.

Note that the email below is an example of the CAS number email for applicants.

**Application Number:** 10[REDACTED]  
**Nottingham ID Number:** 20[REDACTED]  
**Course:** BMBS Medicine (Clinical)

14 December 2021

**CAS Number**

Dear [REDACTED],

I am writing to confirm that we have received your Confirmation of Acceptance for Studies (CAS) number, to support your application for a Student route visa.

**CAS number:** E4[REDACTED]

You can access a copy of your CAS via your [NottinghamHub account](#).

There is detailed guidance on how to prepare your visa application on our website. Whether you will apply for your student visa from within the UK or outside the UK, you can find guidance notes and sample visa application forms by visiting: [www.nottingham.ac.uk/go/guides](http://www.nottingham.ac.uk/go/guides)

More information specifically for applicants applying from outside the UK can be found here: [www.nottingham.ac.uk/go/student-visa](http://www.nottingham.ac.uk/go/student-visa)

If the information on your CAS is no longer correct you must [let us know](#) as soon as possible so that we can update it as necessary.

You should quote your full name, course title and application or student ID in all correspondence with the University.

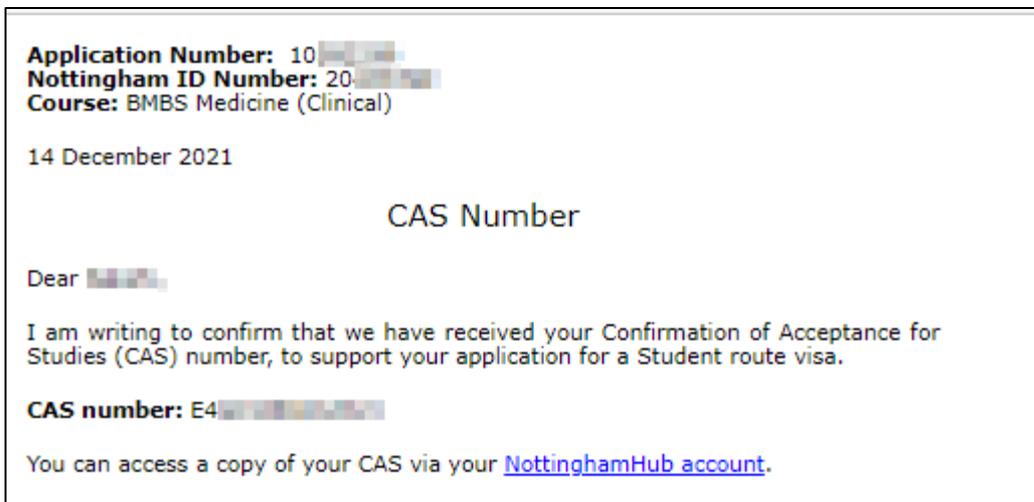
For visa applications made overseas, please note that the University of Nottingham is also an Alternative Collection Location (ACL) for the collection of biometric identity documents for its students. The ACL code for the University is **2HE427** and should be stated in your overseas visa application.

Please do take care when preparing your application and read our guidance carefully. It is important to the University and to you that your application and supporting documents meet UKVI requirements.

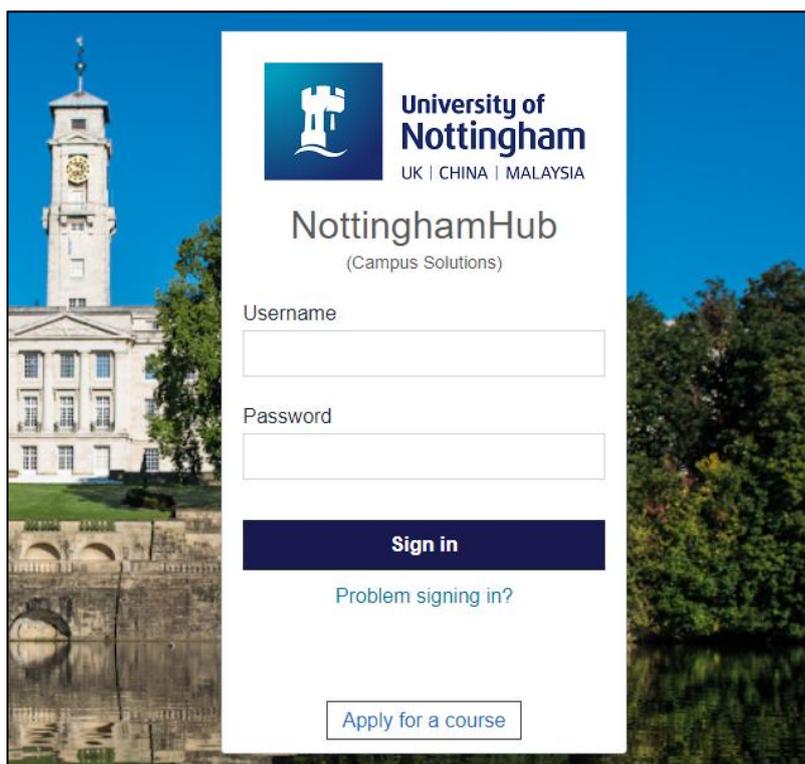
With kind regards,  
The Visa and Immigration team

## 2.2 Viewing your CAS in NottinghamHub

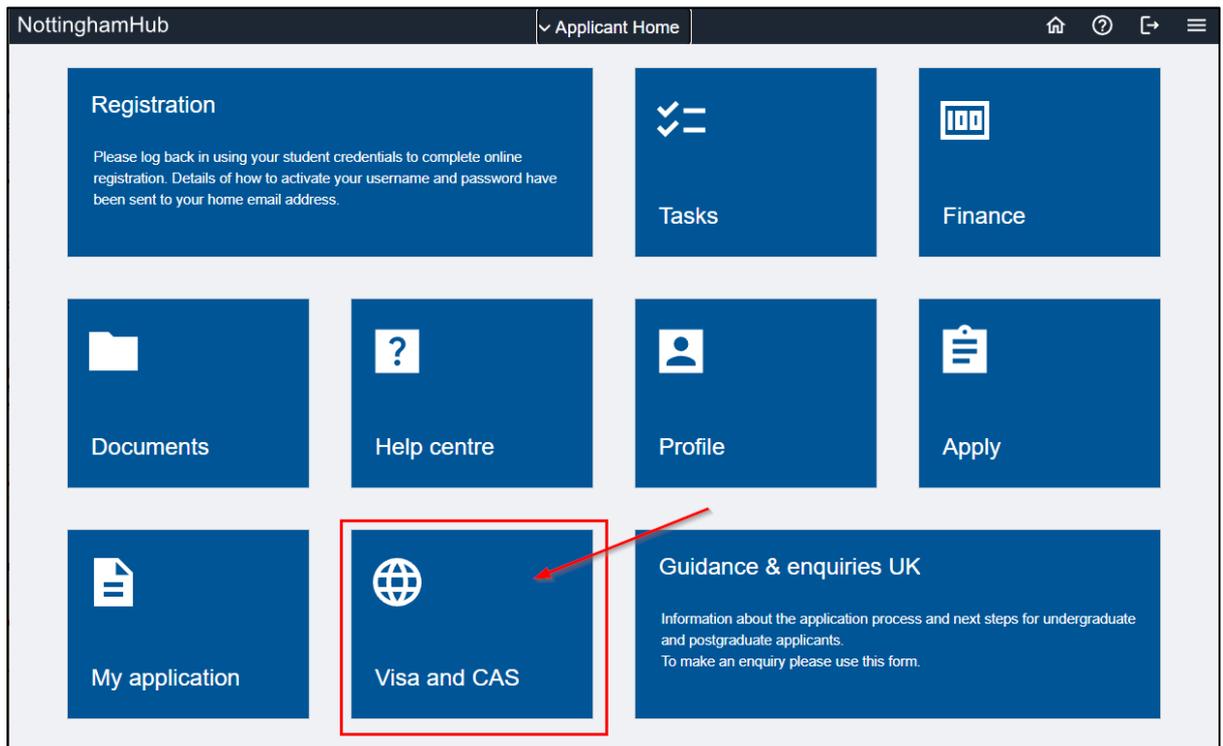
1. Click the link in the email to open the NottinghamHub log-in page ([hub.nottingham.ac.uk](http://hub.nottingham.ac.uk)):



2. Log-in to NottinghamHub ([hub.nottingham.ac.uk](http://hub.nottingham.ac.uk)):



3. Confirm you are on **Applicant Home**, then click on the **'Visa and CAS'** tile:



4. Click on **'View/Verify'** under the **CAS Status** section to view your CAS:



5. This will display the details of your CAS:

CAS details Verification		
<b>Application Number:</b>	██████████	<b>UCAS/UTT Personal ID:</b>
<b>Course:</b>	BA Jt Hons Fr&IntMed&ComStds	<b>Sponsor Licence number:</b> ██████████
<b>Campus:</b>	United Kingdom	<b>Accommodation Provided:</b> No
<b>Accommodation Fees Included:</b>	No	<b>Course Fees Paid:</b>
<b>Accommodation Fees Paid:</b>		<b>Boarding Fees Paid:</b>
<b>First Year Course Fees:</b>	18420.00	<b>First Year Boarding Fees:</b>
<b>Academic Course:</b>	U6UFIMCSY	<b>Academic Level:</b> RQF level 6
<b>Previous Academic Level:</b>	RQF level 3	<b>Previous Course Level:</b> Higher
<b>Progression Justification:</b>	<input type="text"/>	<b>Placement Justification:</b> <input type="text"/>
<b>Placement Percentage:</b>		<b>Academic Load:</b> Full-Time
<b>Course Start Date:</b>	21/09/2020	<b>Expected End Date:</b> 21/06/2024
<b>Course Hours:</b>	25.0	<b>Is ATAS Required?</b> No
<b>Is this a Full-Time Course?:</b>	Yes	<b>Is SELT Required?</b> No
<b>Your Passport Number:</b>	A51129024	<b>English Language Level:</b>
<b>Reason SELT Not Required?</b>	HEI sponsor assessment	<b>English Reading Level:</b>
<b>Test Provider:</b>		<b>English Speaking Level:</b>
<b>English Listening Level:</b>		<b>Previous UK Study:</b> Yes
<b>English Writing Level:</b>		<b>Partner Institution:</b>
<b>Work Placement:</b>	No	<b>Offer Documents:</b> <input type="text" value="University of Nottingham International College Foundation Programme 2020."/>
<b>Overseas Institution:</b>		
<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Will you have spent more than 5 years studying in the UK at degree level or above by the end of the proposed course at Nottingham, shown on this CAS? If you have never studied in the UK, the answer will be No</small>		
<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Is all of the information in your CAS correct?</small>		

If you have not already done so, you should read our detailed guidance on how to prepare for the visa application on our webpages. Please visit [www.nottingham.ac.uk/go/student-visa](http://www.nottingham.ac.uk/go/student-visa) for guidance on the visa process, and to view an example application form.