



# CAS Request Form

## Personal Details

Full Name:

Student ID:  Date of Birth:

Programme:

Personal email address (to send CAS):

If you would like a copy of your CAS sent to your agent, please tick here:

Have you ever been convicted of a criminal offence? YES  NO

*Having a criminal record will affect whether a visa application is successful. If you have been convicted of a criminal offence we will contact you for further information before issuing a CAS.*

## Immigration History

Have you been to the United Kingdom to study before? YES  NO

If yes, please provide further information below and on an additional sheet/ email if necessary:

From (mm/yy)	To (mm/yy)	Type of Visa	Programme	Institution

Have you ever overstayed your visa? YES  NO

If yes, please provide details:

## Visa History

Have you ever applied for, and been refused a visa? YES  NO

If yes, please provide details:

Date of Refusal	Reason for Refusal

## Visa Application

Where are you planning to make your visa application from? In the UK  In Home Country

*If within the UK, a member of Student Services will contact you to arrange an appointment at the University.*

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If all the information is correct, you hold an unconditional offer and you have paid your deposit of £2,000, we aim to send you your CAS within 5 working days. Please note, you may be asked to show documents/ financial evidence in support of your CAS request.

If you have answered yes to any of the questions above, we may contact you first to discuss the information provided in accordance with Home Office guidelines.

Once a CAS has been issued, our International Team will be able to assist you with your visa application. If you have any questions, please contact [international@winchester.ac.uk](mailto:international@winchester.ac.uk) or telephone +44 1962 826427.

## Privacy Notice

1. The University of Winchester treats very seriously the personal data and the sensitive personal data it processes on behalf of its students and its potential students. It continues to comply fully with the UK General Data Protection Regulation (UK GDPR) and any national implementing laws, regulations and secondary legislation ('National Legislation'), as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 2018 or the National Legislation. More information on these changes, which include strengthening of some individual rights and some new individual rights can be found on The Information Commissioners' Office (ICO) website at: [ico.org.uk/](https://ico.org.uk/)
2. The University processes both personal data and sensitive personal data under a range of different 'lawful bases' depending on the nature of the respective 'processing purposes' (the 'purposes of the processing' as outlined below).
3. For the personal data supplied on the Certificate of Acceptance for Studies (CAS) form, the University is relying on the lawful basis of 'legal obligation', as set out under Article 6(1)(c) of the GDPR.
4. For any criminal conviction data supplied on the CAS form, the University also processes this under Part 2 of the Data Protection Act 2018, specifically paragraph 6(2)(a).
5. The 'purposes of the processing' for the personal data and the criminal conviction data include:
  - a. To sponsor the visas of international students for them to study in the UK;
  - b. To show evidence that the University is complying with UKVI regulations in the processing of international sponsorships;
  - c. Administration of international student information;
6. The personal data will be kept for no longer than necessary, and these decisions will be made in line with legal requirements, the relevant University policies and considering relevant best practices.
7. As an individual you have a number of rights available to you in regard to your data. More information on these can be found at: <https://ico.org.uk/your-data-matters/>.
8. You have a right to lodge a contact the ICO if you have concerns about how your data is used. The ICO can be contacted in a variety of ways, and further details can be found <https://ico.org.uk/global/contact-us/>.
9. The University will review and, where necessary, update this privacy notice in line with current guidance and developments

The data protection officer for the University is:

Stephen Dowell, Data Protection Officer,  
The University of Winchester,  
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Winchester,  
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SO22 4NR,  
United Kingdom.  
Tel: +44 (0) 1962 841515, Ext. 7217  
Email: [stephen.dowell@winchester.ac.uk](mailto:stephen.dowell@winchester.ac.uk)

The name and contact details of our organisation are:

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