

# Points Based Immigration - Implementation using systems

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# Introduction of sponsorship requirements

- Sponsorship of students to be confirmed to UKBA electronically
- Issuance of Confirmations of Acceptance for Studies (CASs)
- Capture of student passport and visa information and subsequent verification of documents
- On-going record management
- Engagement monitoring

# 2009 – ‘Phase one’ of Tier Four

The introduction of ‘Phase one’ of Tier Four (visa letters) saw:

- Postal delays
- Large DHL bills
- Frequent reissuing of letters
- Large-scale chasing of students for verification of documents upon arrival



This resulted in a review of both our processes and use of systems prior to full implementation of Tier Four

# Summary of key changes made

- Usernames and passwords for eVision are now issued at point of application rather than when person enrolled
- Made all aspects of the graduate application process electronic including assessment of the applications and notification of the outcome of an application
- Created an online offer acceptance option in eVision to allow students to view the terms of their offer and indicate their decision electronically

# Online CAS request through eVision

- Option to request CAS made available to applicant in eVision automatically immediately after acceptance of an offer (conditional or unconditional)

The screenshot shows the University of York eVision portal. The header includes the University of York logo and 'e:vision'. Navigation links include 'University | A to Z | Departments', 'Welcome Dummy | Logout | Information', and 'Your study'. A sidebar on the left contains '2010 THE AWARDS UNIVERSITY OF THE YEAR', a menu with 'Your study', 'Your applications', 'Your personal details', and 'TEST\_HTS', and a 'System Upgrade' notice. The main content area is titled 'Your study' and contains three sections: 'Enrolment Checklist' with links for help, enrolment content availability, start on-line enrolment, external college membership, and personal image management; 'Tier 4 Visa Documentation' with links for enrolment verification, CAS request, and viewing requests; and 'Accommodation' with links for application and booking fee payment. A red arrow points from the 'Complete your Tier 4 Visa Enrolment Verification' link to a callout box on the right.

## Tier 4 Visa Documentation

Complete your Tier 4 Visa Enrolment Verification

Request a CAS for a new Visa or Visa Extension

View Your Request for a Tier 4 CAS

- Applicant is asked to enter their passport information through eVision and to upload scanned copy of personal details page of passport
- Creates a PPT (passport) record in the SITS system and attaches the passport image to this record pending verification of documents at point of arrival

**Passport Details (Step 1 of 5)**

If you will need a Tier 4 General Student visa to study in the UK, then you will be required to include a Confirmation of Acceptance for Studies CAS with your visa application. The purpose of this screen is to allow you to request a CAS.

Please note that you should only make this request if you are certain that you will be applying for a Tier 4 General Student visa to study at York. If you do not require a visa or you will be studying with a different type of visa (eg visiting, ancestry, dependent, residency), it is important that you do NOT complete this request because your intention to apply will be transmitted directly to the UKBA.

If you will be applying for a Tier 4 General Student Visa then we will use the details you provide below to request a CAS from the UK Border Agency (UKBA).

A CAS is NOT a paper document. It is a virtual document stored by the UKBA. Your CAS will have a unique reference number and include information regarding your personal details (that you provide below) and some information we already hold regarding your intended course of study, entry qualifications and fees.

The UKBA will send your CAS number to the University (not you). As soon as we receive your CAS we will provide it to you in eVision, which is the system you are currently using. The information we provide in eVision will include your CAS Number and all the associated information. You will need all of this information when you complete your General Student Visa application form.

If you are requesting a CAS in order to extend an existing general student visa then in addition to providing the details page of your passport you must also provide a scanned copy of your current visa. If the current visa is already expired then in addition to uploading a copy of the current visa you must also upload copies of relevant official documents (eg appeal or re-application extension) to explain why the visa has expired. To do this choose the option on page 5 to "upload another document" and repeat steps on pages 3-5 to upload the copy of the visa and other relevant documents.

Please enter the information EXACTLY as it appears in your passport. All coloured fields are mandatory.

Passport Number	1234
Surname/Family Name	TEST
First Name	DUM
Other Names	
Place of Issue	SYDNEY
Place of Birth	SYDNEY
Nationality	Belgian
Country of Birth	Belgium
Issue Date	01/Mar/2010
Expiry Date	01/Mar/2010

# Creating a CAS

- Report sent daily to admissions offices identifying students who have requested a CAS through eVision task
- CAS not issued until offer is unconditional
- Table used to extract CAS information has been mapped to existing data held in SITS to reduce the amount of manual entry required

SRS29 Visa CAS Request (VCR) SRS\_VI

1 of 1 Visa CAS Request (VCR) records

--- Error Reports --- Mark VCRs as Ready UDF

**SITS Details**

Request id: CE49190B-1987-46FA-A46F-DC7EBA63A78  
 Student code: 100000735 STUDENTONE D  
 APF \ CAP seqn: 03 / 01  
 SCJ \ SCE seqn:   
 Course code: PARCEPH PARCEPH  
 AYR code: 2009/0 2009/2010  
 Month code: 10 OCT

**Applicant Details**

Family name: TEST  
 Given name: DUM  
 Other names:   
 Nationality: BEL  
 Gender: Male  
 Country of birth: BEL  
 Place of birth: SYDNEY  
 Date of birth: 01/Jan/1983  
 Sponsor lic. no.: MKPTGOEM:  
 Student UCAS no.:   
 Applicant ID: 100000735  
 Application ID: 100000735-2009/0-01-PARCEPH  
 Passport number: 1234  
 PPT seq. no.: 0001 1234  
 VIS seq. no.:   
**Course Details**  
 Course title: MSc in Early Prehistory  
 1st lvl of crs/qual: Master of Science  
 2nd lvl of crs/qual:   
 Course start date: 01/Oct/2009 Full time course? ☒  
 Latest date for migrant apt: Main site address:   
 Exp. course end date: 01/Oct/2010 Course work placement? ☐  
 Course hours per week: 40.0 Work placement address:   
**Documentation**  
 Evidence used to obtain: BA  
 Course requires 'ATAS' cert? ☐ Course requires cert. from Sponsor's postgrad. dean? ☐  
**Non-enrolment**

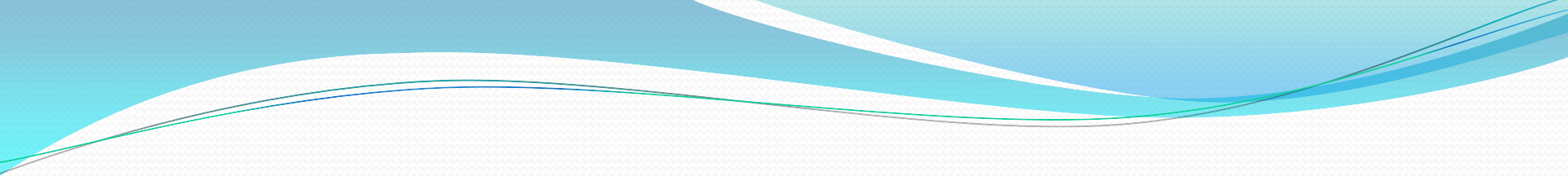
**Status**

Validation status: Invalid In Use? ☒  
 Created by: CCS18 CCS18  
 Created date/time: 21/May/2010 14:50:56  
 Updated by: CCS18 CCS18  
 Updated date/time: 21/May/2010 14:50:56  
 Request status: Created  
 ID of sent file:   
**UKBA data**  
 CAS number:   
 CAS status:   
 Status last change:   
 CAS Report date:   
 ID of received file:   
**Partner Institution**  
 Name:   
 UKBA licence no.:   
 Address:   
**Overseas Higher Education Institution**  
 Name:   
 Address:   
**Financial / Accommodation**  
 Sponsor to provide accom? ☐  
 1st year course fee inc. accom? ☐  
 1st year course fees: 3390.00  
 Course fees (paid to date): 0.00  
 Accom fees (paid to date): 0.00  
 1st year boarding fees: 0.00  
 Boarding fees (paid to date): 0.00

# Student check of CAS

- Once all information has been gathered for the CAS to be issued the applicant is asked to check this information prior to it being sent to the UKBA



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- Student offered option to approve information or to advise us of errors
  - If errors identified then student is offered free text box to explain
  - Necessary changes made to CAS by admissions staff and then marked as being 'Ready to send' to UKBA
  - PBIS Compliance Office completes data exchange on a daily basis

# Applicant view of final CAS information



- Once data exchange completed an automated email is sent to student to advise CAS available to view in eVision
- All done electronically – no ‘CAS letters’ issued
- Process from application to student seeing final CAS can take as little as 3 days in practise

Visa CAS Request
The information below has been submitted to the UK Border Agency(UKBA) to support your visa application. It is essential that you carefully all the details before you submit a visa application because it is important that there are no discrepancies between the information you provide on your visa application and the information we hold for you. If any of the information is incorrect please let us know as soon as possible by emailing <a href="mailto:pbis@york.ac.uk">pbis@york.ac.uk</a>
York Submission Data
Sponsor Licence Number:: MKPTG0EMX Category: General Student
Student ID Number: 100000735 Status: <span>Created</span>
UKBA Data
Date Reported: CAS Number: CAS Status:
Application Data
Family Name: TEST
First Given Name: DUM Other Given Names:
Gender: <span>Male</span> Nationality: BEL Country of birth: BEL
Place of Birth: SYDNEY Date of Birth: 01/Jan/1983 Passport Number: 1234
Course Data
Course Title: MSc in Early Prehistory
Course Start Date: 01/Oct/2009 Expected Course End Date: 01/Oct/2010
Full Time: <input checked="" type="checkbox"/> Hours per Week: 40
First Level of Course: Master of Science
Second Level of Course:
Main Study Site: UNIVERSITY OF YORK HESLINGTON YO10 5DD
Evidence Data

# Visa upload

- When CAS status becomes 'USED' automated email sent to applicant asking them provide visa information and upload electronic copy of visa
- Creates a VIS (visa) record in the SITS system and attaches the visa image to this record pending verification of documents at point of arrival

Online Points Based Immigration - **do not use your browser refresh or back button**

Supply Visa Details	
<b>Visa Details (Step 1 of 5)</b>	
As soon as you are issued a York Tier 4 Visa by the UK Border Agency (UKBA) you need to upload a copy of the visa here.	
Upon your arrival in York you must bring the original copy of the Visa to the enrolment clinic for verification. If you do not provided the original copy within ten days of your arrival you will be reported to the UKBA	
In the next step you will need to upload a scanned copy of your visa stamp or identity card ( <b>both sides</b> ) as a JPG file. Please <b>do not proceed</b> to the next step until you have the image(s) ready to upload	
Please enter the information below exactly as it appears on the visa in your passport or identity card and proceed only if you have the scanned copy of your visa or identity card ready to upload.	
Visa Number	<input type="text" value="A1526321"/>
Issue Date	<input type="text" value="08/Mar/2010"/> 
Expiry Date	<input type="text" value="31/Mar/2011"/> 
<input type="button" value="Save / Continue"/>	

# Passport and visa verification

- At the start of each academic year a 'Passport and Visa Scanning Clinic' is held on campus - all new visa-holders are expected to attend
- 2 weeks - PBIS Officer plus 5 additional staff
- Automated emails sent to students from SITS asking them to attend
- Automated reports sent to department throughout duration of Clinic to advise of outstanding compliance issues



# Engagement Monitoring - Departmental

- 26 academic departments and multiple interdisciplinary centres – each with own structure and procedures
- All asked to identify '10 expected points of engagement' for their students and to ensure that these are monitored and documented in event of audit
- 3 missed expected points of engagement – referred to PBIS Office who in turn will liaise with Student Support/Student Welfare/IAS if necessary

# Enrolment Verification task

- All Tier Four students required to complete an online 'Enrolment Verification' task three times each year

**Tier 4 Visa Enrolment Verification 144.32.118.125**

**STEP 1 of 5 Confirm Your Contact Details**

All Tier 4 visa holding students must verify their enrolment three times each academic year.

**It is important that you complete this enrolment verification by 31-March-2012 to meet the conditions of your Tier 4 visa sponsorship.**

**If you do not verify your enrolment by 31-March-2012 you will be charged a late enrolment fee of £50.00.**

If you have any questions look at [Immigrations Advice Service](#) or email [pbis@york.ac.uk](mailto:pbis@york.ac.uk).

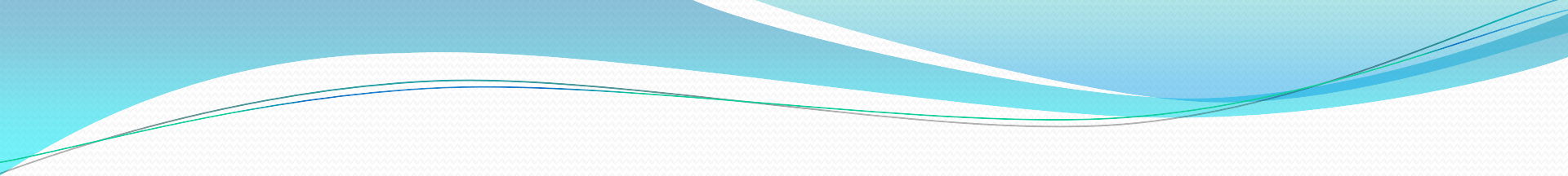
Home Address	Term-Time Address
University Of York Heslington  York  YO10 5DD 07904107859  07986875538 jeb129@york.ac.uk	    01904 433013  07986875538 jeb129@york.ac.uk

Are these contact details correct?

☒ Yes

☐ No

Continue

- 
- Student asked to confirm contact information, visa and passport information and programme information held on SITS to be correct
  - If student indicates that any information is incorrect then an 'enrolment review' is raised and shown to staff on a eVision held report
  - The PBIS Office contact each student individually to correct the error on their record

# Questions?



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