



Agent Portal Guide - Agency Managers

The agent portal is designed to make it easier for you to manage your students' applications from one place and each member of staff will have their own account and log in details to access the portal.

'Agency staff' will have access to manage applications and applicant linkage. Agency Managers will have the same features as 'agency staff' but with the added ability to manage the agency details and staff accounts.

The instructions you will find on this document relate to the Agency Manager account type.

Please be aware that the images in this document are provided as examples of what the portal will look like. We have used test data to demonstrate what certain pages will look like on the portal, however you will notice that some details have been blocked out for data protection reasons.

How to use this guide:

This guide should be used for reference only. As we are still developing the portal, things may change and be updated as we receive feedback so please ensure that you always follow the instructions on your screen.

To find information about a specific task within the portal, please see the contents on the next page and click on the relevant link.

There is also a link at the bottom of each page which will take you back to the Contents page.

Questions/Problems:

If you have any issues with the agent portal or would like some further information, please contact us on international-agents@york.ac.uk

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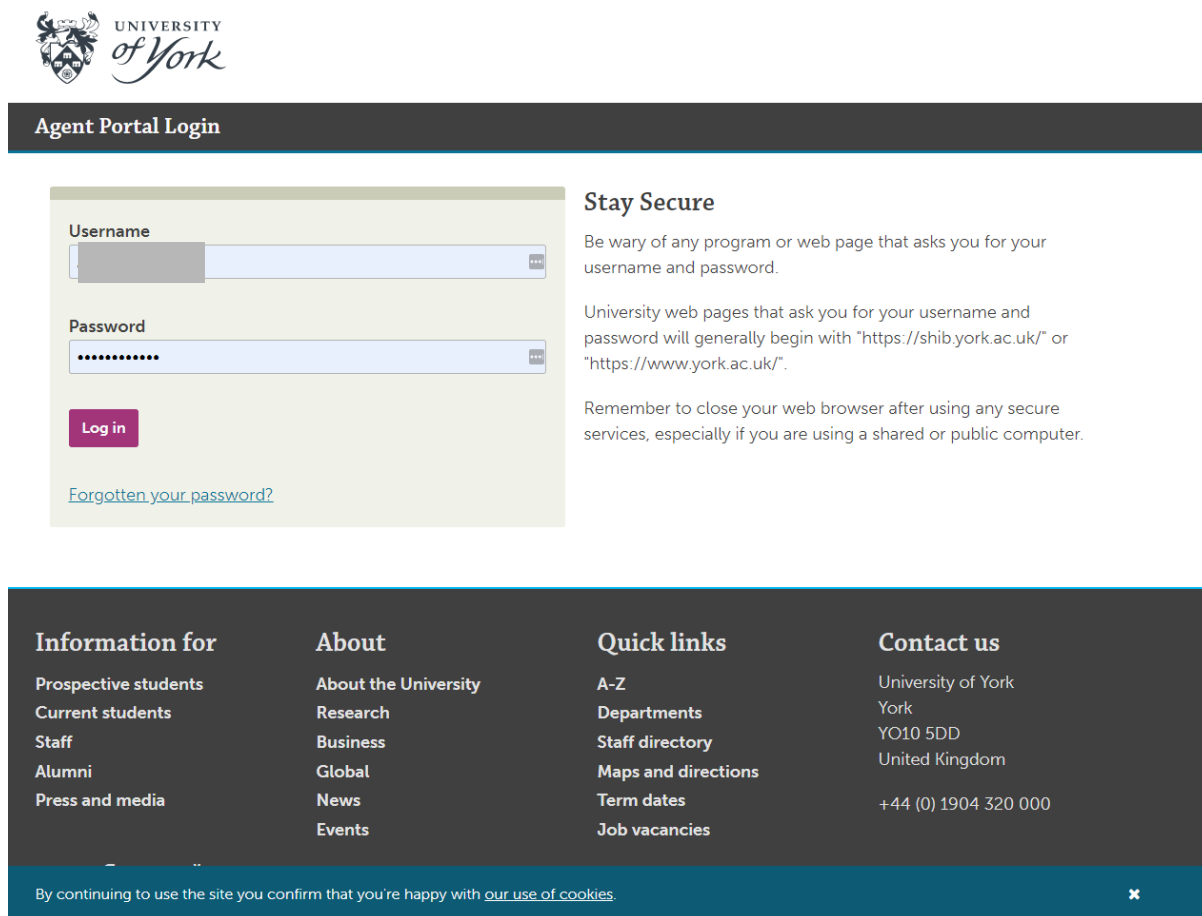
Log-In:

To log in to the portal, please use this link:

https://evision.york.ac.uk/urd/sits.urd/run/siw_lgn?htv=agent

You will have received your login details via email. If you have not received these, please email international-agents@york.ac.uk

The log in page should look like the screenshot below:



The screenshot shows the 'Agent Portal Login' page. At the top left is the University of York logo. Below it is a dark header with the text 'Agent Portal Login'. The main content area is divided into two columns. The left column contains a login form with fields for 'Username' and 'Password', a 'Log in' button, and a link for 'Forgotten your password?'. The right column is titled 'Stay Secure' and contains text about web security, including a warning to be wary of programs asking for credentials and a reminder to close the browser after use. Below the login form is a dark footer with four columns of links: 'Information for' (Prospective students, Current students, Staff, Alumni, Press and media), 'About' (About the University, Research, Business, Global, News, Events), 'Quick links' (A-Z, Departments, Staff directory, Maps and directions, Term dates, Job vacancies), and 'Contact us' (University of York, York, YO10 5DD, United Kingdom, +44 (0) 1904 320 000). At the bottom of the footer is a cookie consent message: 'By continuing to use the site you confirm that you're happy with our use of cookies.'

When logging in for the first time, please use the credentials that were provided in the email. You will be directed to a page to reset your password. After you have changed your password, you will be directed to the agent portal.

Password Change

Use the fields below to change/confirm your password.

New Password

Confirm Password

Go

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'Agency Management' Navigation Tab

Agency Details

Here you can see the address and contact information for your agency.

To request a change to the agency information, click on the 'Request Update' button.



Agent Portal

Applications Applicant Linkage Agency Management Logout

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Agency Details
Manage Staff

Agency Details

Education agent China

Building e

✎ Request Update

Agency Update Requests

Show entries Search:

View Request Details	Status of Request	Date Submitted
> View Request Details	Edited	02/Nov/2020
> View Request Details	Edited	04/Nov/2020

Once you have clicked on the 'Request Update' button, you will be taken through to the form to update the details:

Request update to agency

Agency name

Post

Agency Organisation

Description (optional)

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

Email Address

Telephone number

Submit

Update the required information and then click the 'Submit' button. You will then be taken to a confirmation page to confirm that your request was submitted successfully.



Agent Portal

[Applications](#) [Applicant Linkage](#) [Agency Management](#) [Logout](#)

[Home](#) > [Agent Portal](#)

Your request for an update to the Agency information has been submitted and will now be sent to the international office to be reviewed.

[Return to main page](#)

The request should now be visible in the 'Agency Update Requests' section of the dashboard. To review any request made, click on the 'View Request Details' link in the table:

Agency Update Requests

Show entries

Search:

View Request Details	Status of Request	Date Submitted
> View Request Details	Submitted	15/Oct/2020
> View Request Details	Submitted	20/Oct/2020

Showing 1 to 2 of 2 entries

Previous Next

The information submitted in the request can be reviewed here but no changes can be made. You can click the 'Back to portal' button to return to the manager dashboard.

Manage Staff

This section of the dashboard contains the functionality to manage the members of staff within an agency.




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Agency Details

Manage Staff

 Current Agents

 Historic Agents

 Create new agents

Current Staff

Show entries Search:

Staff Name	Job Title	Email Address
TEST AGENT	Agent - Main	[Redacted]
TEST MANAGER	Test Manager 1	[Redacted]

Showing 1 to 2 of 2 entries Previous Next

Current Staff

Within the current staff table there is a link for each staff member. By clicking on their name you can review the information about that particular staff member:

Edit Agents Details

Agent Title
 ▼

Forename

Surname

Job Title

Email Address

Back

Submit

Deactivate

Within this page you can edit the agent's details by changing the information in any of the fields and clicking on the 'Submit' button, or you can click the 'Back' button which will take you back to the manager dashboard.

After submitting the changes you will be taken to the confirmation page. Click the 'Return to main page' button to go to the manager dashboard.



Agent Portal

Applications Applicant Linkage Agency Management Logout

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Agent details updated successfully

The agent has been successfully updated and will now show the new information in the current staff table.

[Return to main page](#)

Deactivating a Member of Staff

If a member of staff no longer works for your agency, you will need to 'deactivate' them on the portal.

Click on the name of the staff member in the 'Current agents' table and then click the 'Deactivate' button at the bottom of the page. You should then be taken to this page:



Agent Portal

Applications Applicant Linkage Agency Management Logout

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Deactivating Agent - MS AGENT2 TEST

Please confirm that you want to deactivate this agent

Are you sure you want to deactivate this agent?

No

Yes

From here you can confirm you wish to deactivate this staff member.

By clicking 'Yes' this will stop the agent from logging into the portal from now on and disable their records. They should now appear in the 'Historic Agents' table:

Historic Staff

Show entries

Search:

Staff Name	Job Title	Email Address
AGENT2 TEST	Agent	[REDACTED]

Showing 1 to 1 of 1 entries

Previous Next

Historic Agents

Any agents who have been deactivated will appear in this list for information purposes.

To deactivate a member of staff please see ['Deactivating a Member of Staff'](#).

Historic Staff

Show entries

Search:

Staff Name	Job Title	Email Address
AGENT2 TEST	Agent	[REDACTED]

Showing 1 to 1 of 1 entries

Previous Next

Create New Agents

Clicking on the 'Create new agents' button will take you to this page:

Create a new agent

Agent Title

Ms

Agent Forename

Agent2

Agent Surname

TEST

Date of Birth

(dd/mmm/yyyy)

28/05/1995

Gender

Female

Email Address

Job Title

Agent

Notes

This is a new agent - 20102020

To create a new agent, you need to fill out the form and click the 'Submit' button. Please check the information is correct before clicking Submit.

Once submitted you will see the confirmation page where you can return to the manager dashboard by clicking the 'Return to main page' button:

Agent Portal

[Applications](#)

[Applicant Linkage](#)

[Agency Management](#)

[Logout](#)

[Home](#) > [Agent Portal](#)

Agent details submitted successfully

The agent has been successfully created and will now show in the current staff table

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The new agent should then be visible in the 'Current Staff' table:

Current Staff

Show entries

Search:

Staff Name	Job Title	Email Address
AGENT2 TEST	Agent	
TEST AGENT	Agent - Main	
TEST MANAGER	Test Manager 1	

Showing 1 to 3 of 3 entries

Previous Next

The email address that is entered in the form will receive an email that contains the login details for the agent that has just been created. It will have their username and password included and will provide instructions on how to finish setting up their account.

The staff member will need to follow the link in the email and use the log in details provided.

After they have logged in for the first time, the staff member will be directed to a page to reset their password:



Agent Portal Login

Password Change

Use the fields below to change/confirm your password.

New Password

Confirm Password

Go

After creating a new password, the new member of staff should then see the relevant agent dashboard.

The 'Applications' Tab

When you log in to the portal, you will see the list of current applications that are linked with your agency.

You can search for individual students using the search bar. You can also sort the list by any of the categories in the headings by clicking on them to sort into ascending/descending order.

[Current Applications](#)
[Historic Applications](#)
[Start New Application](#)

Current Applications

Show entries

Search:

ID Number	Student Name	Student DOB	Status Code	Course name	Department name	Academic year	Region
0000000000	Dummy Studenttwo	01-JAN-99		BSc (Hons) in Chemistry	Electronic Engineering	2020/1	
100000735	Test Studentone	09-SEP-56	Conditional Offer Accepted	MSc in Clinical Anatomy and Education	Hull York Medical School	2020/1	Malta
100000736	Dummy Studenttwo	01-JAN-99	Conditional Offer Accepted	5-week English Language Pre-sessional for Pre-Masters	International Pathway College	2020/1	
100000736	Dummy Studenttwo	01-JAN-99	Conditional Offer Accepted	BSc (Hons) in Chemistry	Chemistry	2020/1	

Historic Applications

This section allows you to view historic applications from previous years. As with the current students section, you can use the search bar to search for a particular student or course etc.

You will not be able to edit or view any specific information about these applications, they are here for your reference.

[Current Applications](#)
[Historic Applications](#)
[Start New Application](#)

Historic Applications

Show entries

Search:

Student Code	Student Name	Student DOB	Status Code	Course name	Department name	Academic year	Region
100000735	Test Studentone	09-SEP-56	Conditional Offer Accepted	MSc in Clinical Anatomy and Education	Hull York Medical School	2020/1	Malta
100000736	Dummy Studenttwo	01-JAN-99	Conditional Offer Accepted	5-week English Language Pre-sessional for Pre-Masters	International Pathway College	2020/1	
100000736	Dummy Studenttwo	01-JAN-99	Conditional Offer Accepted	BSc (Hons) in Chemistry	Chemistry	2020/1	
100000736	Dummy Studenttwo	01-JAN-99		BSc (Hons) in Chemistry	Electronic Engineering	2020/1	

Start New Application

After clicking on the 'Start New Application' button you should be directed to a new page that looks like this:



Agent Portal

Applications Applicant Linkage Logout

□ > Agent Portal

Application Form

To apply for an Undergraduate (or PGCE or MASW) course you will need to do so through UCAS by following this link <https://www.ucas.com/students>

To apply for Teacher Training you will need to do so through GOV.UK by following this link: <https://www.apply-for-teacher-training.service.gov.uk/candidate/account>

Please select a course:

Select an Option

Submit

For UG or PGCE/MASW courses, you will need to click the link to the UCAS website to start an application. You will then need to use the '[Applicant Linkage](#)' section of the portal to request the link to be made. Please ensure that your agency name is included in the 'Nominated Access' section of the UCAS application to avoid delays in processing your linkage request.

For Teacher Training, you will need to click the link provided to apply through GOV.UK

For PG courses, you need to select the correct course from the drop down list.

Once you have selected the course, please wait until you see an option appear to select a course start date (occurrence):

Please select a course:

MSc in Economics

Please select occurrence:

Full Time at York, starting in September 2020

Submit

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After clicking the 'Submit' button, you will be taken through to a page to create an account for this application. Please check that the course name and start date are correct at the top of the form.

You@York - Application for Postgraduate Study

Applying for the MSc in Cyber Security starting in September 2020

Coronavirus (COVID-19) updates

Applications remain open and we encourage you to apply as planned. If we make you an offer, we'll contact you about the next steps. Further information can be found at coronavirus.york.ac.uk/for-prospective-students

Create New User

By filling out any part of this form the University will retain your data in line with legal requirements or where there is a business need. Please refer to our [Student Enquirer Privacy Notice](#) for further details.

Please fill in the following details to create an account for our application system. Fields marked with an asterisk (*) are mandatory.

Title *
--- Please select an option ---

Forename(s)

Known As

Second middle name

Surname

Gender*
--- Please select an option ---

Date of Birth

(dd/mm/yyyy)

E-mail Address*

Login Details

Please select a username and password for the application system. You may log out of the application form at any time and use your username and password to continue later.

Username*

Password *

(6-12 characters)

Confirm Password *

[Create User](#)

The login details entered on this page need to be unique and **different from your agent portal login**.

Once you click on the 'Create User' button, you will be taken through to the application form to complete.

Please note that you should select your agency from the drop down box on the application form before submitting the application, it should then appear in the portal within a few days. If you did not select your agency then you will need to use the '[Applicant linkage](#)' section of the portal to request the link to be made. If you have started a new postgraduate application but not yet submitted it, you will not be able to access this through the portal. Instead, you will need to use the login information you entered when starting the application and follow the instructions provided in the email you received with your login details.

Current Applications

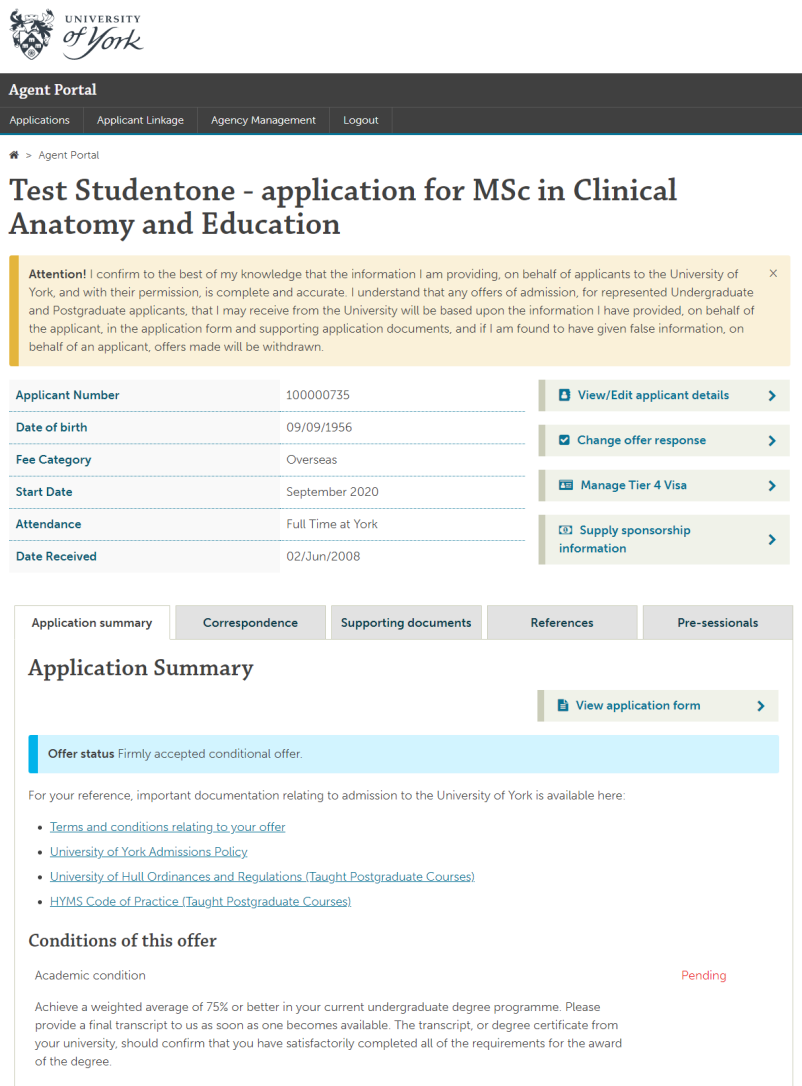
To view a list of current applications that are linked to your agency, click on the 'Current Applications' button in the 'Applications' section of the portal.

You can use the search box to filter the list by any of the column headings provided including student ID number, student name, offer status and course name.

To view more detailed information about a particular application, click on the student's ID Number in order to view their applicant summary.

Student Application Summary

Once you have clicked a student ID number in the 'Current Students' section, you will see the application summary page:



Agent Portal

Applications Applicant Linkage Agency Management Logout

> Agent Portal

Test Studentone - application for MSc in Clinical Anatomy and Education

Attention! I confirm to the best of my knowledge that the information I am providing, on behalf of applicants to the University of York, and with their permission, is complete and accurate. I understand that any offers of admission, for represented Undergraduate and Postgraduate applicants, that I may receive from the University will be based upon the information I have provided, on behalf of the applicant, in the application form and supporting application documents, and if I am found to have given false information, on behalf of an applicant, offers made will be withdrawn.

Applicant Number	100000735	View/Edit applicant details
Date of birth	09/09/1956	Change offer response
Fee Category	Overseas	Manage Tier 4 Visa
Start Date	September 2020	Supply sponsorship information
Attendance	Full Time at York	
Date Received	02/Jun/2008	

Application summary **Correspondence** Supporting documents References Pre-sessionals

Application Summary

[View application form](#)

Offer status Firmly accepted conditional offer.

For your reference, important documentation relating to admission to the University of York is available here:

- [Terms and conditions relating to your offer](#)
- [University of York Admissions Policy](#)
- [University of Hull Ordinances and Regulations \(Taught Postgraduate Courses\)](#)
- [HYMS Code of Practice \(Taught Postgraduate Courses\)](#)

Conditions of this offer

Academic condition Pending

Achieve a weighted average of 75% or better in your current undergraduate degree programme. Please provide a final transcript to us as soon as one becomes available. The transcript, or degree certificate from your university, should confirm that you have satisfactorily completed all of the requirements for the award of the degree.

The blue text box provides information about the offer status. Once you accept or reject an offer, the text should update here.

Any conditions of the offer will show in this section and it will also display whether the condition has been met or if it is still pending (as shown above).

For a postgraduate application, you can also view the application form that was submitted by clicking the 'View application form' button. The form should open in a new tab and contain all the information taken from the application form:



You@York - Application for Postgraduate Study

Applying for the full-time MSc in Management with Business Finance starting in the autumn term of the 2020/1 academic year.

Personal Details

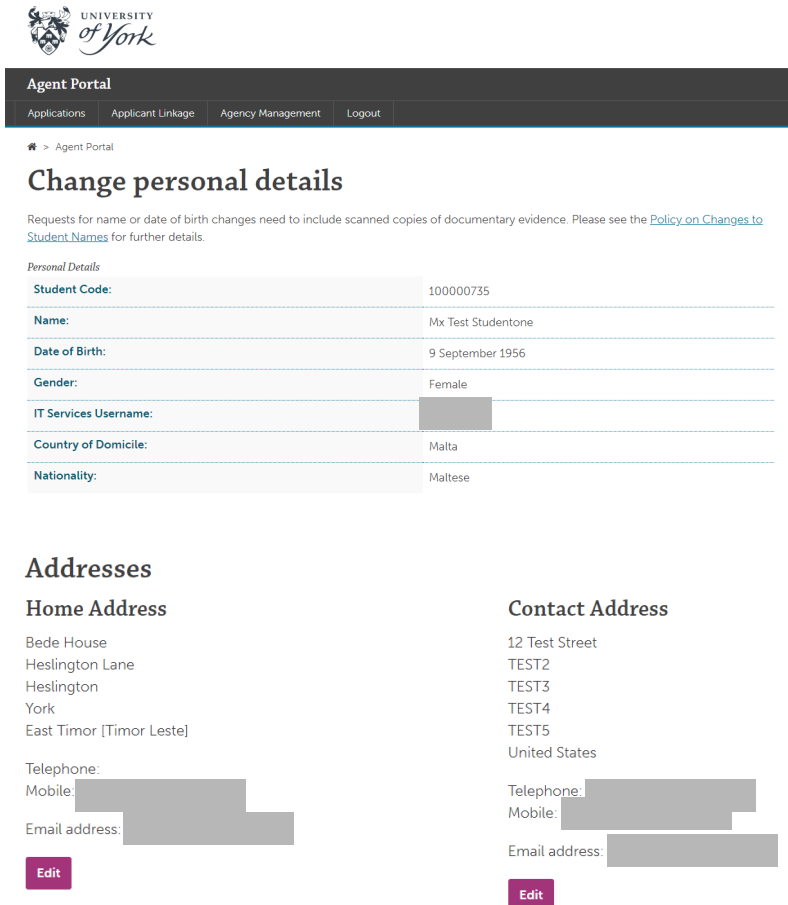
Title	Miss	Gender	Female
Family name (surname)		Nationality	Chinese
Given Names		Domicile	China
Previous surname (if any)		Email address	
Date of birth	05/Mar/1992	Mobile phone number	
Applied via agent?		Source of information	Overseas representative or agent
Collaborative agreement?		How studies will be funded	Self Funding

Visas and Immigration

First language is	Not English	Studied in the UK previously?	No
Is a visa required?	Yes		

View/Edit Applicant Personal Details

In order to view and edit the applicant's contact details, you should click on the 'View/Edit applicant details' link. This will lead you to a new page:



Agent Portal

Applications Applicant Linkage Agency Management Logout

> Agent Portal

Change personal details

Requests for name or date of birth changes need to include scanned copies of documentary evidence. Please see the [Policy on Changes to Student Names](#) for further details.

Personal Details

Student Code:	100000735
Name:	Mx Test Studentone
Date of Birth:	9 September 1956
Gender:	Female
IT Services Username:	[REDACTED]
Country of Domicile:	Malta
Nationality:	Maltese

Addresses

Home Address

Bede House
Heslington Lane
Heslington
York
East Timor [Timor Leste]

Telephone: [REDACTED]
Mobile: [REDACTED]
Email address: [REDACTED]

[Edit](#)

Contact Address

12 Test Street
TEST2
TEST3
TEST4
TEST5
United States

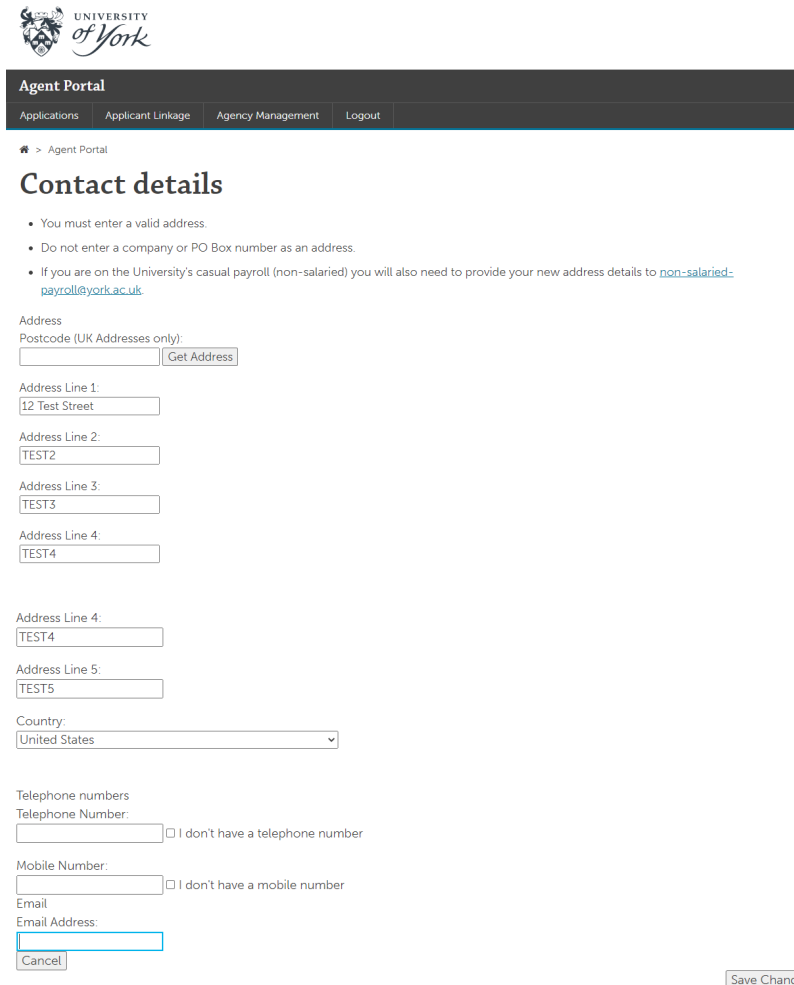
Telephone: [REDACTED]
Mobile: [REDACTED]
Email address: [REDACTED]

[Edit](#)

To edit any of the personal information at the top e.g. name, date of birth etc, you will need to contact us via email as we will need to see proof of ID to make these changes.

To edit the applicant's home or contact address details you can click on the 'Edit' buttons for either of these.

You will see this screen to change or add any information:



The screenshot shows the 'Agent Portal' interface. At the top, there is a navigation bar with 'Applications', 'Applicant Linkage', 'Agency Management', and 'Logout'. Below this is a breadcrumb trail: 'Home > Agent Portal'. The main heading is 'Contact details'. A list of instructions follows: 'You must enter a valid address.', 'Do not enter a company or PO Box number as an address.', and 'If you are on the University's casual payroll (non-salaried) you will also need to provide your new address details to non-salaried-payroll@york.ac.uk'. The form fields include: 'Address' with a 'Postcode (UK Addresses only):' field containing '12 Test Street' and a 'Get Address' button; 'Address Line 1:' with '12 Test Street'; 'Address Line 2:' with 'TEST2'; 'Address Line 3:' with 'TEST3'; 'Address Line 4:' with 'TEST4'; 'Address Line 4:' (repeated) with 'TEST4'; 'Address Line 5:' with 'TEST5'; 'Country:' with a dropdown menu set to 'United States'; 'Telephone numbers' section with 'Telephone Number:' and 'Mobile Number:' fields, each with a checkbox for 'I don't have a telephone number' and 'I don't have a mobile number' respectively; 'Email' section with 'Email Address:' field and a 'Cancel' button. A 'Save Changes' button is located at the bottom right of the form area.

Once you have made a change to any of the fields you can click 'Save changes' or click 'Cancel' to go back to the applicant dashboard. Please check that the details are correct before clicking submit.

IMPORTANT: Please ensure that the 'Home Address' details are those of the student and NOT the agency details. The email address in this section **MUST** belong to the student.

Responding to a PG offer/Change Offer Response

To respond to a postgraduate offer or change an offer response, click on the button on the right which will either say 'Change offer response' or 'Respond to offer'.



You will then be taken to this screen which provides you with the information you need to read before responding to an offer:

You@York - Accept or Decline an Offer of Admission

Accept or Decline an Offer of Admission

York student number:	[REDACTED]
Name:	[REDACTED]
Programme of study offered:	MSc in Management with Business Finance
Department:	the York Management School

Responding to your offer

If you have also applied for entry to another programme at the the University of York and you are still awaiting a decision on that application, we encourage you to delay accepting this offer until you hear the outcome of your other application.

By accepting this offer of a place to study on the MSc in Management with Business Finance at the the University of York, beginning in September 2020, you are confirming that you will have funds to meet the tuition fee for your programme and, if applicable your living expenses. You understand that tuition fees and living expenses are subject to increase in subsequent years, but this increase will be set at a maximum of 2% in each year.

In order to help you make an informed decision we've provided copies of related the University of York policies below.

Cancellation rights

If you accept this offer, but change your mind and wish to decline; under the requirements of the Consumer Protection Law you have the right to cancel this contract within 14 days without giving any reason. In fact, the University of York will allow you to change your mind by simply changing your response here. So, if you have accepted your offer you can change your reply to decline at any point and vice versa.

Consumer Protection Law also requires us to provide you with a [model cancellation form](#) by which you can decline your offer. As you can inform us of your decision and update it here at any time, it is not necessary to complete this form as well.

Important Documentation

For your reference, important documentation relating to admission to the the University of York is available here:

- [Terms and conditions relating to your offer](#)
- [University of York Ordinances and Regulations](#)
- [University of York Admissions Policy](#)

Accept or Decline this Offer

If you choose 'Accept' and click 'Send Response' you should be taken to a page to disclose any criminal convictions, please see below for further information.

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Supply Criminal Conviction Information

When you choose to 'accept' a postgraduate offer, you will see this page asking to declare any criminal convictions.

You@York - Accept or Decline an Offer of Admission

Criminal Convictions

The University takes the view that, in principle, having a criminal record does not necessarily preclude an individual from studying at the University of York.

The University does require prospective students to disclose any relevant unspent criminal convictions, so it can assess whether admission can be granted or whether it may only be granted with possible conditions/restrictions, in order to manage risk. Please note that for some courses related to regulated professions, spent criminal convictions must also be declared. If you receive an offer from the University, you will be required to make such a disclosure at the point of accepting our offer of admission.

A relevant unspent criminal conviction (as defined in the Rehabilitation of Offenders Act) relates to offences involving:

- violence (including aggravated bodily harm, grievous bodily harm and other crimes under the Offences against the Person Act);
- possession of firearms or other dangerous weapons;
- offences relating to terrorism;
- arson;
- hate crime (i.e. offences with an aggravated element relating to race/religion/disability/sexual orientation/gender identity);
- sexual offences;
- sexual or other forms of harassment;
- stalking;
- domestic abuse;
- coercive or controlling behaviour; and/or
- the illegal supply of drugs

If you are unsure whether your conviction is 'spent', an explanation of rehabilitation periods can be found within the Guidance on the Rehabilitation of Offenders Act 1974, found here: www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

You can also seek advice from charities NACRO <https://www.nacro.org.uk> or Unlock <https://www.unlock.org.uk/>

All information will be handled in accordance with the General Data Protection Regulation (GDPR). Further information about how we use your data is available at:

<https://www.york.ac.uk/records-management/dp/your-info/informationforstudentapplicants/>

Do you have any Criminal Convictions?

From the drop down box, please select either Yes or No.

If you select 'Yes', a pop up box will appear to confirm your response is correct.

You have declared a conviction

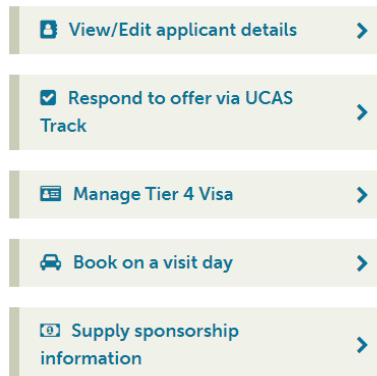
You have declared a relevant, unspent criminal conviction. Is this correct?





If you select 'No', this pop up will not appear and you will be taken back to the applicant summary.

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Responding to a UG Offer

To respond to an undergraduate offer, please click the link that says 'Respond to offer via UCAS Track'. This will take you directly to the UCAS website to respond to an offer.



-  View/Edit applicant details >
- Respond to offer via UCAS Track >
-  Manage Tier 4 Visa >
-  Book on a visit day >
-  Supply sponsorship information >

Supply Criminal Conviction Information

Undergraduate applicants must supply their criminal convictions information separately. To do this click on the 'Supply Criminal Conviction Information' button which will show as an option on the applicant summary.

Please read the information on this page carefully.

Do you have any Criminal Convictions?

Criminal Convictions

The University takes the view that, in principle, having a criminal record does not necessarily preclude an individual from studying at the University of York.

The University does require prospective students to disclose any serious unspent criminal convictions, so it can assess whether admission can be granted or whether it may only be granted with possible conditions/restrictions, in order to manage risk. Please note that for some courses related to regulated professions, spent criminal convictions must also be declared. If you receive an offer from the University, you will be required to make such a disclosure at the point of accepting our offer of admission.

All information will be handled in accordance with the General Data Protection Regulation (GDPR). Further information about how we use your data is available at:

<https://www.york.ac.uk/records-management/doing-your-info/informationforstudentapplicants/>

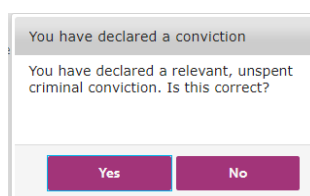
Do you have any Criminal Convictions?

Send response

From the drop down box, choose either 'Yes, I have a relevant unspent criminal conviction' or 'No, I don't have any relevant unspent criminal convictions'.

If you select 'Yes' there should be a further pop-up box that checks you have selected the correct answer and then you can either change your answer or continue with your answer and submit:

If you select 'No', this pop up will not appear and you will be taken back to the applicant summary.



You have declared a conviction

You have declared a relevant, unspent criminal conviction. Is this correct?

Yes No

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Manage Tier 4 Visa

On the applicant summary page, click on the 'Manage Tier 4 Visa' button and this will take you to the CAS request task, which should look like this:

Your Tier 4 Visa - Student [REDACTED]

5 Step Process | Continued obligations

Select your programme

MSc in Management with Business Finance starting in September 2020

Submit

Welcome to the 'Your Tier 4 Visa Sponsorship' Page

Coronavirus (Covid-19) updates

As an offer holder, we understand you may have some concerns about coronavirus and the potential impact on your enrolment at York.

We have a dedicated team who are closely monitoring the situation and we are continuing to follow official advice. We will provide further updates as the situation evolves. Further information can be found at <https://coronavirus.york.ac.uk/for-prospective-student>.

If you need to apply for a Tier 4 Student visa in order to study in the UK then you will need to have been issued with a Confirmation of Acceptance for Studies (CAS). This is needed to make your visa application. You can only study at the University of York on a visa linked to a CAS issued by the University of York.

A CAS is NOT a paper document. It is an electronic document held by the Home Office (UK Visas and Immigration) (UKVI) containing information about your programme, passport, course fees and qualifications. When you make your visa application, the UKVI will check that your CAS number is valid for the University of York.

This page contains all of the information and links that you will need to request a CAS.

Please note that you should only request a CAS if:

1. You intend to study at the University of York.
2. You are sure that you will need a Tier 4 Student visa. If you do not require a visa, or will be studying on another form of visa (e.g. ancestry visa/dependant visa/short term study visa, etc.) then it is important that you do NOT request a CAS as this will not be needed. You will be asked to present your other visa to the University on arrival at York.
3. You agree to adhere to your Tier 4 responsibilities, as outlined in this [document](#)

You will need a valid passport to apply for a CAS.

Once you have requested your CAS we will collect information about you, and we will ask you to check this information is correct before it is submitted to the UKVI. Once you have confirmed that the information is correct we will pass your details to the UKVI so that a CAS can be issued for you to use in a visa application to study at the University of York.

From here you can select the correct programme from the drop down list at the top and click 'Submit'. You should then be taken to this page:

5 Step Process | Continued obligations

Select your programme

MSc in Management with Business Finance starting in September 2020

Submit

Tier 4 visa workflow for MSc in Management with Business Finance starting in September 2020

Thank you for requesting your Confirmation of Acceptance for Studies (CAS).

If you require a student visa to study in the UK, you will need a Confirmation of Acceptance for Studies (CAS) in order to apply for your student visa. You can request your CAS after you have received, and firmly accepted your offer (unconditional or conditional). We cannot issue your CAS until your offer becomes unconditional and you have made your deposit payment if required.

The deadline to apply for your Confirmation of Acceptance for Studies (CAS) is Wednesday 15th September, 2021 - 23:59 GMT

We strongly encourage you to request your CAS as early as possible. If you are applying for your CAS close to the request deadline this does reduce the amount of time you have by which to book such things as your visa appointment. It is important that you understand the risks involved as the University is not able to control or influence the process through which individual visas are issued by the UKVI and cannot guarantee that a visa will be issued by the last date of arrival for your chosen course. These delays, which are beyond our control, may mean that you incur additional costs or you are unable to arrive in the UK by the last date of arrival for your chosen course. We strongly advise that you do not book a flight until you have confirmation that your visa has been granted. Further information is available at: www.york.ac.uk/students/support/international/immigration/.

Please note if you are applying for a CAS for a course starting in January 2021, these will be issued from 12th October onwards. If you are applying for a CAS for a course starting in September 2020 we are working hard to issue these in due course. For more information about starting in September please see our Covid-19 [advice for International students](#).

Follow the below process.

Underneath this information, you will be able to see the current status of the CAS.

▲ Step 1 - Request your Confirmation of Acceptance for Studies (CAS) and pay your Tuition Fee deposit	ACTION REQUIRED
<h3>Your CAS Request</h3> <p>The first step you should take is to apply for a CAS. You can do this now. Please click the button below and follow the on-screen instructions to provide us with your passport details.</p> <p>Please note that we do not issue a CAS to an applicant more than six months prior to the start of their programme. You can submit your request earlier if you like, but we will only process the request at the appropriate time and when your offer of a place is unconditional.</p> <p style="text-align: right;">Request Tier 4 Visa Confirmation of Acceptance</p>	
▼ Step 2 - Check your Provisional Confirmation of Acceptance	NOT READY
▼ Step 3 - View your Confirmed Confirmation of Acceptance and provide proof of application	NOT READY
▼ Step 4 - Upload a copy of your Travel documents and Tier 4 Visa/Biometric Residence Permit (BRP)	NOT READY
▼ Step 5 - Have your Tier 4 Visa Verified	NOT READY

To request an applicant's CAS you need to click on the 'Request your Tier 4 Visa Confirmation of Acceptance' button.

This will lead you to this form to complete:

Your Tier 4 visa - Request your CAS

Passport which will be used for the visa application

If you will need a Tier 4 Student visa to study in the UK, then you will need a Confirmation of Acceptance for Studies (CAS) number for 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 Student visa to study at York. If you do not require a visa, or you will be studying on another form of visa (e.g. ancestry visa, dependent visa, short term study visa) then it is important that you do NOT request a CAS as this will not be needed.

A CAS is NOT a paper document. It is an electronic document held by the Home Office (UKVI) containing information about your programme, passport, course fees and qualifications. When you make your visa application, the Home Office (UKVI) will check that your CAS number is valid for the University of York.

Once you have requested your CAS we will collect information about you, and we will ask you to check this information is correct before it is submitted to the UKVI. Once you have confirmed that the information is correct we will pass your details to the UKVI so that a CAS can be issued for you to use in a visa application to study at the University of York.

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

Passport Number	<input type="text"/>
Surname/Family Name	<input type="text"/>
First Name	<input type="text"/>
Other Names	<input type="text"/>
Place of Issue	<input type="text"/>
Place of Birth	<input type="text"/>
Country of Birth	<input type="text"/>
Nationality	<input type="text"/>
Issue Date	<input type="text"/>
Expiry Date	<input type="text"/>
UK ID Card No. (if applicable)	<input type="text"/>

Applying in or out of country

If you are making your visa application from within the UK, and will be resident in the UK immediately before you begin your studies then you are applying for your visa *in-country*. If you are not currently in the UK, if you are returning to your home country before commencing your studies at York or if you are only currently in the UK as a short term visitor then you are **not** applying for your visa *in-country*.

Are you applying for your visa *in-country*? Yes No

[Save and continue](#)

Once you have completed this form and clicked 'Save and continue', you will then be asked to upload a Passport image.

To do this click on the 'Choose File' button. A new window will open to allow you to choose a file, once selected click 'Open' and the file name should appear next to the 'Choose File' button. Then click the 'Upload' button:

Your Tier 4 visa - Request your CAS

Upload your Passport image

Once you have scanned your Passport and saved it as a .jpg, .jpeg, or .png image not larger than 5MB in size, use the "Browse" or "Choose File" button below to locate the file containing the image of your passport photo page and then click "Upload File" to upload the image.

If your passport number and issuance details appear on a different page in your passport to your photo, please also upload an image of the other page now.

VISA_DOCUMENTATION.docx

Once uploaded, the document can then be previewed, deleted or a new document can be added. To preview the document click the 'Preview' link and to delete select the tick box and click the 'Delete Selected Files' button:

Your Tier 4 visa - Request your CAS

Upload your Passport image

Once you have scanned your Passport and saved it as a .jpg, .jpeg, or .png image not larger than 5MB in size, use the "Browse" or "Choose File" button below to locate the file containing the image of your passport photo page and then click "Upload File" to upload the image.

If your passport number and issuance details appear on a different page in your passport to your photo, please also upload an image of the other page now.

No file chosen

	Filename	Preview
<input type="checkbox"/>	VISA_DOCUMENTATION.docx	Preview

Now that you have uploaded the document you can click 'Save and Continue' to go to the next step.

Please answer the questions on this page and then click the 'Save and Continue' button:

Your Tier 4 visa - Request your CAS

Previous Study Questionnaire

Please answer the following questions.

Have you previously undertaken any study in the UK?

The next page will ask if you want to upload a SELT certificate. You can either click the button to upload a document or check the 'I do not have a SELT certificate' option and click 'Save and Continue'

Your Tier 4 visa - Request your CAS

Previous Study Documentation

Please upload the following documents, if available

SELT Certificate

Please upload a SELT certificate (if available), or confirm that you do not have a SELT certificate.

I do not have a SELT certificate

The last step is to review and confirm the details you have entered by selecting the tick box and clicking the 'Submit' button.

Confirm Details and Accept Terms and Conditions

Passport Number	<input type="text"/>	UK ID Card No.	N/A
Surname/Family Name	TEST1	Other Names	<input type="text"/>
First Name	<input type="text"/>	Other Names	<input type="text"/>
Place of Issue	YORK		
Nationality	Falkland Island		
Country of Birth	United Kingdom	Place of Birth	YORK
Issue Date	19/10/2020	Expiry Date	19/10/2021
Have you previously studied in the UK?	N		
Are you applying in country?	Yes		
Current Visa/CAS Expiry Date (only if applying for an extension)	N/A		

Uploaded files

File	Preview
VISA_DOCUMENTATION.docx	Preview

In requesting sponsorship from the University of York under the Tier 4 category of the Points Based System for Immigration, you agree to the following:

- I confirm that to the best of my knowledge the information given on my application form is correct, including details of all previous study in the United Kingdom;
- I understand that any misleading statement or deliberate omission may lead to my Confirmation of Acceptance for Studies (CAS) or sponsorship of my visa being withdrawn;
- I give my consent for my details to be checked and discussed with representatives from the Home Office (UK Visas and Immigration) and relevant University Departments;
- I agree to comply with the University's Attendance Management Policy for Sponsored International Students as set out: <https://www.york.ac.uk/students/studying/tier4/attendance/>
- I have read and understood my obligations as a Tier 4 visa holding student at the University of York: <https://www.york.ac.uk/media/studenthome/studentssupportserviceshandbook/documents/Tier42020Terms%20and%20Conditions.pdf>

If at any time you have concerns over your visa status, please contact the Immigration Advice Service (immigration@york.ac.uk).

Please tick this box to confirm that you have read, understood and agree to the terms listed above in order to proceed with your application for a CAS number.

[Back to Contents](#)

Once submitted you will see this screen. Please click finish to go back to the CAS request task:

Your Tier 4 visa - Request your CAS

Your CAS has been requested

You have now provided the necessary details for the University of York to make a submission to the UKVI requesting a Confirmation of Acceptance for Studies (CAS) which you will need for your Tier 4 Student visa application.

Advice for 'conditional' offer holders:

Please note that you will not be issued with a CAS until you have satisfied ALL of the conditions in your offer.

Advice for 'unconditional' offer holders:

If you already hold an unconditional offer we will issue you with a CAS no earlier than 6 months prior to the start of your programme.

The UKVI will send your CAS number to the University. As soon as we receive a response from the UKVI we will notify you of the outcome by email and make the details available for you to view here. You will then be able to use your CAS number and all of the associated information (e.g. course details, documents used to qualify for admission, and fees due) in your visa application.

Finish

Once you are back you can check the request you have submitted by clicking on the 'View Tier 4 Confirmation of Acceptance Request'.

Supply Sponsorship Information

In order to supply the sponsorship information, you can click on the 'Supply Sponsorship Information' link on the applicant summary.



Agent Portal

Applications	Applicant Linkage	Logout
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[Home](#) > [Agent Portal](#)

Applicant Sponsorship Information

[> View the current year's tuition fees](#)

[> Supply your Sponsorship Information](#)

To view the current year's tuition fees, you can click on the first link.

The second link allows you to submit the sponsorship information:

Supply sponsorship information

Sponsor details Confirmation Upload

Please do not click back or refresh using your web browser

Sponsor details

Before you start, please read the information below carefully

This process enables you to supply details of a sponsoring body that the University of York will invoice for your tuition fees. In addition to the details of your sponsor which you provide below, you are required to upload at least one piece of written evidence which confirms the arrangement between you and your sponsoring body. Please make sure you have an electronic copy of all these details to hand before you start.

A sponsor is an organisation responsible for paying all or part of your fees. Your relatives cannot be considered as a sponsor.

Sponsor details

Sponsor Name *

Sponsor Address *

Sponsor Address Country *

Sponsor Post Code

Sponsor Telephone Number *
 numeric only - for example 00440148299999

Sponsor Fax Number *

Sponsor Billing Contact Name / Department *

Sponsor Billing Email Address

Do you know the Purchase Order Number *
 Yes I know the Purchase Order number

Enter Purchase Order Number

Sponsorship Amount *
£ OR Percentage % * Enter either amount or percentage.

Sponsorship Duration - number of academic years *
 years

Organisation Type *

Fill out all the fields and click the 'Continue' button.

You will then be asked to confirm the details and click the 'Continue' button.

The next step requires a document to be uploaded. First select the dropdown to choose how many documents you want to upload and then click on the 'Choose File' button.

Please select a document and add a description.

Once complete click on the 'Continue' button.

Supply sponsorship information

Sponsor details

Confirmation

Upload

Please do not click back or refresh using your web browser

Upload documents

You can upload files in the following formats:

- JPEG / JPG
- PNG
- DOC / DOCX
- PDF
- RTF
- TXT

How many supporting documents do you wish to upload?

1 ▾

Supporting Evidence item 1

Locate File

logo.png

Description

Logo

This is the final step which shows you that the information has been submitted and you can now click the 'Applications' tab to take you back to the applicant portal.

Supply sponsorship information

Sponsor details

Confirmation

Upload

Please do not click back or refresh using your web browser

Sponsor details created

Your Sponsor Details have been successfully captured.

Book onto a Visit Day

For undergraduate applicants, students are invited to book onto a visit day. To start this process, click on the 'Book on this visit day' button on the applicant summary page.

Book a visit day - Agent Portal

You are invited to attend a visit day at the University. We look forward to welcoming you to look around the campus. In the current public health climate, we are planning to do some events remotely.

The dates currently available are:

Date	Times	Method	Information	Book
11/Dec/2020	09:00 to 16:00	Internet	The Department of Archaeology	Book on this visit day
01/Feb/2021	09:00 to 16:00	In person on site	The Department of Archaeology	Book on this visit day

To book a place on one of the above visit days please click on the appropriate link above.

For on site visits, we also offer a guests programme designed for parents, carers and guardians. Please indicate on your booking form how many guests will accompany you.

Select the correct visit day and continue to fill in the required information and either click 'Cancel' to go back to the previous page or 'Book' to book a place on the visit day:

Once you have selected 'Book', you should be taken to a confirmation page where you can click 'Finish' to go back to the applicant dashboard:

Confirmation of successful booking

You have successfully booked on the following visit day for the Department of Archaeology:

Date: Friday 11 December 2020

Times: 09:00 to 16:00

Method: Internet

Information for your visit day

> [Programme of events](#)

You can find the programme for the visit day at this link:

> www.york.ac.uk/study/undergraduate/visits/post-offer-visit-day/plan/

You will also be able to view the above information about this visit day using the **Book a visit day** link for this applicant in the Agent Portal

[Finish](#)

Responding to a Pre-sessional Offer

To respond to a pre-sessional offer, click the applicant ID to open the application summary page. Click the 'Respond to offer' button at the right-hand side. Please read the information provided and select an option from the drop-down list.

If you select 'Decline' from the dropdown and click on the 'Submit' button you will be taken straight back to the applicant dashboard and will see the updated status on the summary page.

Respond to an offer for a pre-sessional course

Your details

You are responding to an offer for:	10-week English Language Pre-sessional for Arts and Humanities (Level 6.5) - Online
Course fee:	£ 3120.00 If you are offered a place to study you will be required to pay your course fee when you accept.
Your applicant ID:	UNKNOWN
Your name:	

Respond to your offer of a place

Responding to your offer

By accepting this offer of a place to study on the 10-week English Language Pre-sessional for Arts and Humanities (Level 6.5) - Online at the University of York, beginning in July 2020, you are confirming that you will have funds to meet the tuition fee for your programme and, if applicable your living expenses.

In order to help you make an informed decision we've provided copies of related University of York policies below.

Cancellation rights

If you accept this offer, but change your mind and wish to decline; under the requirements of the Consumer Protection Law you have the right to cancel this contract within 14 days without giving any reason. In fact, the University of York will allow you to change your mind by simply changing your response here. So, if you have accepted your offer you can change your reply to decline at any point and vice versa.

Important Documentation

For your reference, important documentation relating to admission to the University of York is available here:

- [University of York Ordinances and Regulations](#)
- [University of York Admissions Policy](#)

Your response

Your response:

Submit

If you choose 'Accept' and click submit, you will be taken to a page asking you to pay for the pre-sessional course and will need to follow the instructions provided to make the payment.

Correspondence

Each email or document generated for the applicant will be shown here. To view each one click on the 'View' link.

Application summary	Correspondence	Supporting documents	References	Pre-sessionals
Correspondence				
Your Correspondence				
Date	Name	Type	View Correspondence	
02/Nov/2020	Application Status - PGCE Offer Details	Email	View	
21/Oct/2020	Tuition Fee Deposit Reminder	Email	View	

You should be taken to a new page where all the information is shown:

Your Correspondence

E-mail name: Application status - You've accepted your offer

E-mail date: 19/Oct/2020

E-mail from: pg-admissions@york.ac.uk

E-mail to: [REDACTED]

E-mail CC: [REDACTED]

> [View printer friendly version](#)

Applicant Reference Number: [REDACTED]
 Programme applied for: MSc in Management with Business Finance

Dear [REDACTED]

We are delighted that you have firmly accepted your offer to study the MSc in Management with Business Finance at the University of York starting in September 2020.

What next: Find out [what happens next after you accept your offer to study a postgraduate taught degree](#). Think about [applying for funding \(if you haven't already\)](#), [exploring your accommodation options and getting to know life at York](#).

Preparing for your arrival: You can also [explore our new student webpages](#) for lots of useful information to help you prepare for your arrival.

Cancellation rights: If you accept this offer, but change your mind and wish to decline; under the requirements of the Consumer Protection Law you have the right to cancel this contract within 14 days without giving any reason. In fact, the University of York will allow you to change your mind by simply changing your response via 'You@York'. So, if you have accepted your offer you can change your reply to decline at any point and vice versa.

We look forward to welcoming you to York as one of our students in September 2020. If you have any questions about your offer, just email us at pg-admissions@york.ac.uk.

Yours sincerely

Postgraduate Admissions Team
 Marketing, Recruitment Admissions and Outreach
 University of York
 The Stables, Main Street
 Heslington
 York, YO10 5DD

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W: www.york.ac.uk/study/postgraduate

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Twitter (twitter.com/uniofyork)

LinkedIn (www.linkedin.com/company/university-of-york)

Supporting Documents

In this tab, documents can be reviewed that have already been updated by clicking on the 'View' link and new documents can be uploaded by clicking on the 'Upload a document' link:

Uploaded documents

Your Documents - you have already supplied the following documents

Category	Document name	Uploaded	View Document
Transcript	Transcript_ [REDACTED]	15/Nov/2019	View
Certificate	Academic Certificate.pdf	15/Nov/2019	View
Curriculum Vitae	CV Work Certificate RL.pdf	15/Nov/2019	View
Personal Statement	PSTATEMENT_DOC.docx	15/Oct/2020	View
Transcript	TRANSCRIPT_DOC.docx	15/Oct/2020	View

 [Upload a document](#) >

After clicking on the 'Upload a document' you should be taken to this page where it clearly states which application you are uploading the document to and it allows you to choose a document type. Once you have selected the type click on the 'Upload document' button:

Upload a document to John Smith's application

Attention! You are uploading a document to the record of **John Smith** in regards to their application for **PhD in Biology**.

Please make sure that you are uploading the correct **document** to the correct **applicant**.

Select the type of document you wish to upload

Please **do not** upload documents other than those we have requested.

If you have uploaded a document in error please contact International-agents@york.ac.uk with an explanation and we will delete the document for you.

[Upload document](#)

The next step allows you to upload the specific document by clicking on the 'Choose File' button and once selected, click the 'Upload' button to upload the document:

Upload a document to John Smith's application

Upload Certificate

Attention! You are uploading a document to the record of **John Smith** in regards to their application for **PhD in Biology**.

Please make sure that you are uploading the correct **document** to the correct **applicant**.

Certificate.docx

Once uploaded, the document can either be viewed by clicking on the 'Preview' link or deleted by selecting the tick box and clicking on the 'Delete Selected Files' button:

Upload a document to John Smith's application

Upload Certificate

Attention! You are uploading a document to the record of **John Smith** in regards to their application for **PhD in Biology**.

Please make sure that you are uploading the correct **document** to the correct **applicant**.

No file chosen

	Filename	Preview
<input type="checkbox"/>	Certificate.docx	Preview

The next step after the 'Save and continue' button is clicked shows a confirmation of the document uploaded and a link to return to the applicant dashboard:

Upload a document to [REDACTED]'s application

Successfully uploaded document

Thank you for uploading your document. You can check the document on the *Applicant* dashboard.

[Return to dashboard](#)

The document should now be in the list of uploaded documents.

References

If a referee was included in the application form, the request for the reference can be tracked in this tab. If the reference has been received, you will see the date it was submitted in the status column.

Please note that a status of 'received' does not mean that the reference has been assessed and approved.

References

Referee	Name	E-mail Address	Status
Referee 1			Received on 18/Nov/2019

The 'Applicant Linkage' Navigation Tab

Current Applicant Linkage Requests



Agent Portal

Applications
Applicant Linkage
Logout

[Home](#) > Agent Portal

☰ Current Requests
🕒 Historic Requests
➕ Create New Request

Current Requests

Show entries

Search:

View Request	Student	Status of Request	Date Submitted
View Request Details	Dummy Studentone	Submitted	15/Oct/2020

Showing 1 to 1 of 1 entries

Previous Next

To review existing requests that you have submitted, you can click on the 'View Request Details' link and be taken to this page:

Review Agent Linkage Request

Agent Link Request for [REDACTED]

Below are the details that were provided for this requested Agent Link, if anything is incorrect please contact the International Office by emailing international-agents@york.ac.uk in order to update them.

Agent Linkage Request Details	
Student Name	[REDACTED]
Student Code	[REDACTED]
Date Of Birth	15/Aug/1987
Academic Year	2020/1
Level of Study	Postgraduate
Course Details	Postgraduate Diploma in Women, Violence, and Conflict
Agent Level of Support	Pre Application
Request Status	Under Review
Submitted / Last Updated	06/Nov/2020 / 06/Nov/2020

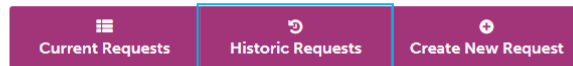
[Back](#)

Within here all of the information can be reviewed but not changed. To go back to the previous page you can click the 'Back' button.

[Back to Contents](#)

Historic Applicant Linkage Requests

All of the historic requests that have been processed can be viewed here and the link will be available to view the information.



Historic Requests

Show entries

Search:

View Request	▲ Student	⚡ Status of Request
> View Request Details	Dummy Studentone	Approved
> View Request Details	Test Student Name	Approved
> View Request Details	I am a Test Student	Rejected
> View Request Details	Dummy Studentone	Approved

Showing 1 to 4 of 4 entries

Previous Next

Create New Request

In order to submit this request, you will need to fill out the whole form and click the 'Submit' button:

[Home](#) > Agent Portal

Request Applicant Linkage

Please enter below the details of the applicant you wish to link to your agency, please make sure you complete as much detail as possible.

Name of Applicant*

Applicant Number/UCAS ID*

Date of Birth*

(dd/mm/yyyy)

Academic year*

Level of Study*

Courses*

Agent Level of Support*

Attention! By submitting this request you are confirming that you intend to be this applicant's agent and have permission to do so. Falsely applying to be an applicant's agent is prohibited. As an agent of the University you must comply with all applicable laws, regulations and practices and act in good faith and in the interest of the applicant.

Submit

Please ensure that before clicking on the 'Submit' button that you have the full consent of the student to represent them and that you have selected the correct level of support.

Once submitted, you should see a confirmation page that says the request has been successfully submitted. From here you can click on the 'Return to dashboard' button to go back to the applicant linkage dashboard:



Agent Portal

Applications Applicant Linkage Logout

[Home](#) > Agent Portal

Your request for an Agency Link to this student has been submitted and will now be sent to the international office to be reviewed.

You will be able to see updated to the status of all Agency Link request in your Agent Dashboard

Return to main page

[Back to Contents](#)

Forgotten Password

If you have forgotten your password, you can request another by clicking on the 'Forgotten your Password?' link on the Agent Portal Login page:



Agent Portal Login

Username

Password

[Log in](#)

[Forgotten your password?](#)

Stay Secure

Be wary of any program or web page that asks you for your username and password.

University web pages that ask you for your username and password will generally begin with "https://shib.york.ac.uk/" or "https://www.york.ac.uk/".

Remember to close your web browser after using any secure services, especially if you are using a shared or public computer.

After clicking the link you should be taken to this page where you can submit your information which includes your username, surname and date of birth:

Forgotten Password

Enter Details

To gain access to the system you will need to provide us with your details.

Username

Surname

Date of birth (DD/MM/YYYY)

[Go](#)

Once you have filled out the fields click the 'Go' button. You will then be sent an email to enable you to reset your password.