



UK Visas
& Immigration

The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 5 of 12: Reporting student activity

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Additional SMS manuals

There are 12 SMS manuals available, plus two supplementary policy manuals for completing a CoS and CAS. The manuals are grouped into three categories: common, CAS and CoS. The table below describes the purpose and audience of each manual.

You should read all manuals applicable to your licence before contacting the relevant helpdesk.

Manual reference	Manual title	Type	Purpose	Audience
Manual 1	Introduction to SMS	Common	<p>Use this manual to log into SMS, change your password, manage SMS users and view important messages posted by the Home Office.</p> <p>In addition, this manual explains who should use SMS and for what purpose. The manual features a full introduction to SMS as well as a comprehensive troubleshooting section.</p>	All sponsors
Manual 2	Managing your licence	Common	To help sponsors manage their key personnel, change their licence details, and apply for allocations of CoS/CAS.	All sponsors
Manual 3	Applications, renewals and services	Common	To help sponsors apply for Premium customer service, apply or decline to apply for a Basic Compliance Assessment, renew or decline to renew their sponsor licence and manage action plans.	All sponsors

Manual 4	Creating and assigning CAS	CAS	To help sponsors create and assign individual and batches of CAS.	Sponsors licensed in Tier 4 (General and / or Child)
Manual 4a	Creating a CAS – guide for education sponsors	CAS	This guide contains supplementary information on completing a CAS. Use this guide to determine what information is necessary in each field of the CAS.	Sponsors licensed in Tier 4 (General and / or Child)
Manual 5	Reporting student activity	CAS	To help sponsors report student activity, for example if a student's circumstances change. This manual also contains help with reporting fee updates and adding sponsor notes to CAS that have already been assigned.	Sponsors licensed in Tier 4 (General and / or Child)
Manual 6	Bulk Data Transfer of CAS	CAS	To help sponsors use the bulk data transfer (BDT) functions of SMS. You must have a bespoke IT system in place to use BDT.	Sponsors licensed in Tier 4 (General and / or Child)
Manual 7	Miscellaneous CAS functions	CAS	To help sponsors complete all other functions of CAS, such as managing batches of CAS, managing pre-stored addresses for use when creating CAS, transferring ownership of CAS, printing CAS and exporting CAS.	Sponsors licensed in Tier 4 (General and / or Child)
Manual 8	Creating and assigning CoS	CoS	To help sponsors create and assign individual and batches of CoS.	Sponsors licensed in any Tier 2 or Tier 5 category

Manual 8a	Creating a CoS – guide for business sponsors	CoS	This guide contains supplementary information on completing a CoS. Use this guide to determine what information is necessary in each field of the CoS.	Sponsors licensed in any Tier 2 or Tier 5 category
Manual 9	Reporting worker activity	CoS	To help sponsors report worker activity, for example if a worker's circumstances change. This manual also contains help with adding sponsor notes to CoS that have already been assigned.	Sponsors licensed in any Tier 2 or Tier 5 category
Manual 10	Miscellaneous CoS functions	CoS	To help sponsors complete all other functions of CoS, such as managing batches of CoS, managing pre-stored addresses for use when creating CoS, transferring ownership of CoS, and printing CoS.	Sponsors licensed in any Tier 2 or Tier 5 category
Manual 11	Tier 5 Creative and Sporting groups of CoS	CoS	To help sponsors create and manage groups of CoS. Groups of CoS are only available to sponsors licensed in Tier 5 (Creative and Sporting).	Sponsors licensed in any Tier 2 or Tier 5 category
Manual 12	Restricted CoS	CoS	To help sponsors apply for restricted CoS, track applications for restricted CoS and once granted, create restricted CoS.	Sponsored licensed in Tier 2 (General)

Glossary

SMS	Sponsorship Management System
CoS	Certificate of Sponsorship
CAS	Confirmation of Acceptance for Studies
AO	Authorising Officer
KC	Key Contact
BDT	Bulk Data Transfer
SELT	Secure English Language Test
.XML	Extensible Mark-up Language
.PDF	Portable Document Format
Automation	On 6 April 2014 we introduced new functionality in SMS to automatically renew CoS allocations and to apply changes to your address, or that of your AO and KC. We will write to you if you meet the criteria and automation has been set.

CAS status

The table below shows each status which can apply to a CAS.

As seen in SMS	Meaning
WORK IN PROGRESS	The CAS is still 'in draft' as one or more mandatory fields are yet to be completed.
READY TO GO	All mandatory fields are complete and the CAS is ready to be assigned to an individual.
ASSIGNED	The CAS has been assigned to an individual and is ready to be used in support of an application for leave to enter/remain in the UK.
WITHDRAWN	You have used the 'Manage live CAS' function in SMS to withdraw the CAS.
OBSOLETE	SMS has automatically changed the CAS status to 'Obsolete' as it has detected that another CAS assigned to the same individual has been marked as 'Used' within the validity period of this CAS.
USED	The CAS has been used in support of a student's application for leave to enter or remain.
EXPIRED	EITHER: The individual has not made an application for leave to enter or remain before the expiry date of the CAS. A new CAS will be required; OR: The individual has applied before the CAS expiry date but we have not considered their application before that date. In this case, no action is required on your part; we will change the status of the CAS from EXPIRED to USED when the application is considered.
CANCELLED	The CAS has been cancelled as your licence has been revoked or has expired, or you have surrendered the relevant category / your whole licence prior to the CAS being used.

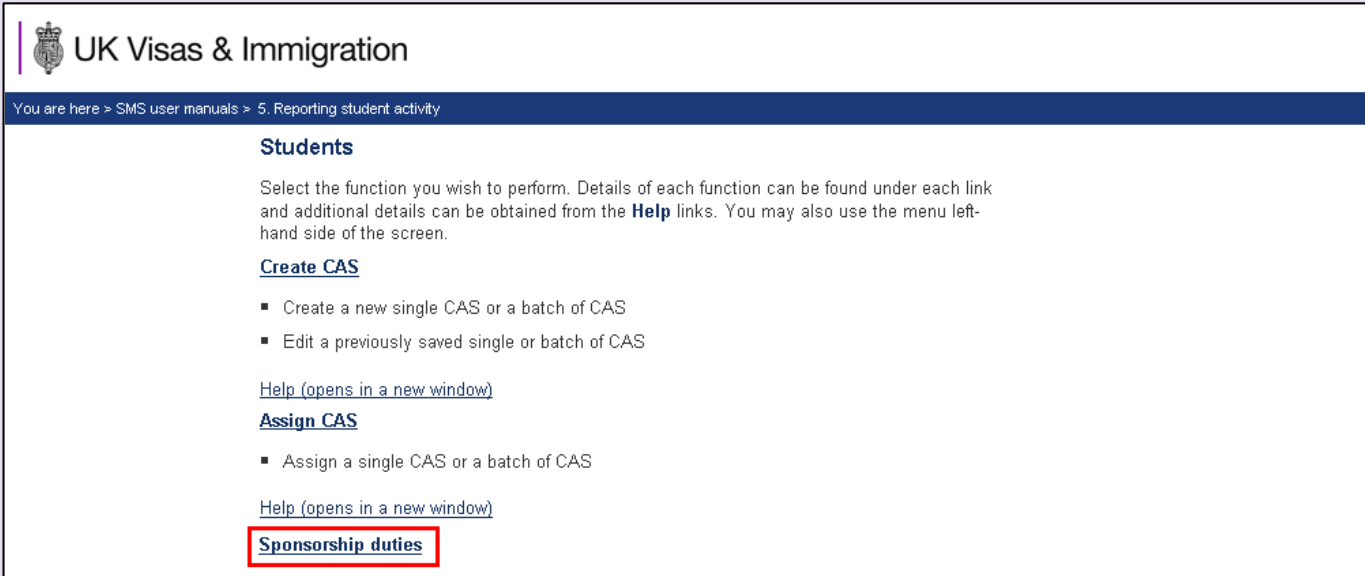
SMS guides

Guide 1: How to report individual student activity

Follow the step by step instructions below to report student activity. This function is essential in order to fulfil your sponsorship duties. Use this function to notify us of a student's activity, for example, the student has been delayed and has not entered the UK, or you no longer wish to sponsor the student. If you want to report multiple 'no shows', it is easier and quicker to use Bulk data transfer (BDT). Please see our [website](#) for information on using the BDT toolkit.

Please note; Level 2 users can only report on CAS that they have personally created and assigned, or on a CAS that has been transferred to them.

You should read the [guidance for sponsors](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before reporting student activity.

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	

2

From the **Sponsorship duties** screen you can select to **Report activity by CAS number**, if known. If you do not know the student's CAS number, select **Report activity by CAS search**.

Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

Please note, Level 2 users can only report on CAS which they own.

Report activity by CAS number

- Report student activity with a known CAS number

[Help \(opens in a new window\)](#)

Report activity by CAS search

- Report student activity by searching on student details

[Help \(opens in a new window\)](#)

Report bulk student activity

- Report student activity by bulk upload

[Help \(opens in a new window\)](#)

Provide bulk fee update

- Provide fees update for multiple CAS records by bulk upload

[Help \(opens in a new window\)](#)

Manage live CAS by CAS number

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

Manage live CAS by CAS search

- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

Student search

Enter the search criteria to find the student you would like to report activity on. The search results will be limited to CAS that have been used by a student.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "*", for example "SMI*" entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the previous screen.

Student details

Passport number:	<input type="text"/>
Family name:	<input type="text"/>
Given name(s):	<input type="text"/>
Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/>

[Help \(opens in a new window\)](#)

[Back](#) [Advanced](#) [Next](#)

CAS search

To report student activity, enter the CAS number of the student you want to report on and choose **Next** to continue or choose **Back** to return to the previous screen.

CAS number

CAS number:	<input type="text"/>
-------------	----------------------

[Help \(opens in a new window\)](#)

[Back](#) [Next](#)

3 From the **Student search / CAS search** screen, enter the student's CAS number or the student's details, then select **Next**.

The screen example shows both search functions.

Note If your search parameters are not specific, you will be presented with a long list of CAS. This screen is not featured in this guide. Select the CAS on which you want to report. If your search parameters are specific, you will be presented with the screen below.

CAS search results

To report activity on this student choose **Next** or **Back** to return to the previous screen.

Tier and category

Tier 4 (General)

CAS details

CAS number: E4G6IA7A18U0A8

Student details

Passport number: 4757675747

Family name: Smith

Given name(s): Bill

Nationality: ANDORRA

Date of birth: 29/05/1942

Course start date: 27/08/2014

Course title: Maths

[Back](#)


[Next](#)

4

From the **CAS search results** screen select **Next**.

5

From the **Report student activity – activity history** screen, select the relevant option from the **Activity type** drop-down list, then select **Next**.

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Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity

CAS number: E4G6IA7A18U0A8

Date	Activity
------	----------

Activity type

Please select

- Please select
- Sponsorship withdrawn; sponsor has stopped sponsoring the student
- Change in student circumstances
- Student is delayed
- Doctorate Extension Scheme
- Previous notification withdrawn

Back **Next**

Report student activity - date and reason

Enter the details for the activity you wish to report. Complete all fields and choose **Save** to confirm. This will be assessed by us and you will be contacted if necessary. Choose **Cancel** to return to the **Report student activity - activity history** screen.

Activity details

CAS number: E4G6IA7A18UDA8

Reasons: Sponsorship withdrawn; sponsor has stopped sponsoring the student

Date sponsorship withdrawn: * [Month] [Day] [Year]

Please give details: * [Text area]

Last known address: * [Address line 1]
[Address line 2]
[Address line 3]

City or town: * [City/Town]

County, area district or province: [County, area district or province]

Postcode or ZIP code: * [Postcode or ZIP code]

Country: * [Please select]

Contact telephone: [Contact telephone]

Email: [Email]

Select details: * [Please select]

Cancel Save

6 From the **Report student activity – date and reason** screen, complete the date, details and choose **Save**.

Note When you are reporting that a student has completed or is due to complete their course earlier than the course end date that was stated on the CAS, you must inform us of the earlier course completion date. This date should be included in the free text field entitled 'Please give details'. This date is required in addition to the date that sponsorship was or is due to be withdrawn.

7

When the reporting process is complete, the **Report student activity – activity recorded** screen is displayed. Choose **OK** to return to the **Activity history** screen.

The screenshot shows the 'UK Visas & Immigration' header with a logo. Below it is a breadcrumb trail: 'You are here > SMS user manuals > 5. Reporting student activity'. The main heading is 'Report student activity - activity recorded'. The text below reads: 'The student activity has been recorded and submitted for assessment, choose **OK** to continue.' A red-bordered 'OK' button is located in the bottom right corner.

8

Once a report of student activity has been completed, the activity type is displayed on the **Report student activity – activity history** screen.

Choose **Back** to return to the **Student search** screen or **Next** to begin another report on the same student.

The screenshot shows the 'UK Visas & Immigration' header with a logo. Below it is a breadcrumb trail: 'You are here > SMS user manuals > 5. Reporting student activity'. The main heading is 'Report student activity - activity history'. The text below reads: 'Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.'

A table titled 'Reported activity' is highlighted with a red border. It contains the following data:

Date	Activity
03/03/14 13:21	Sponsorship withdrawn; sponsor has stopped sponsoring the student

Below the table, the 'Activity type' is shown as a dropdown menu with the selected option: 'Sponsorship withdrawn; sponsor has stopped sponsoring the student'. At the bottom right, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted in red.

Guide 2: How to withdraw a previously reported student activity

Follow the step by step instructions below to withdraw a previously reported student activity. For example, you had previously reported that you were withdrawing sponsorship from a student but that decision has been reversed. This function is essential in order to fulfil your sponsorship duties.

Please note; Level 2 users can only withdraw reported student activity for CAS that they have personally created and assigned, or to a CAS which has been transferred to them.

You should read the [guidance for sponsors](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before reporting student activity.

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	 <p>UK Visas & Immigration</p> <p>You are here > SMS user manuals > 5. Reporting student activity</p> <h3>Students</h3> <p>Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the Help links. You may also use the menu left-hand side of the screen.</p> <p>Create CAS</p> <ul style="list-style-type: none">▪ Create a new single CAS or a batch of CAS▪ Edit a previously saved single or batch of CAS <p>Help (opens in a new window)</p> <p>Assign CAS</p> <ul style="list-style-type: none">▪ Assign a single CAS or a batch of CAS <p>Help (opens in a new window)</p> <p>Sponsorship duties</p>

2

From the **Sponsorship duties** screen you can select to **Report activity by CAS number**, if known. If you do not know the student's CAS number, select **Report activity by CAS search**.

Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

Please note, Level 2 users can only report on CAS which they own.

Report activity by CAS number

- Report student activity with a known CAS number

[Help \(opens in a new window\)](#)

Report activity by CAS search

- Report student activity by searching on student details

[Help \(opens in a new window\)](#)

Report bulk student activity

- Report student activity by bulk upload

[Help \(opens in a new window\)](#)

Provide bulk fee update

- Provide fees update for multiple CAS records by bulk upload

[Help \(opens in a new window\)](#)

Manage live CAS by CAS number

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

Manage live CAS by CAS search

- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

Student search

Enter the search criteria to find the student you would like to report activity on. The search results will be limited to CAS that have been used by a student.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "*", for example "SMI*" entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the previous screen.

Student details

Passport number:

Family name:

Given name(s):

Date of birth:

[Help \(opens in a new window\)](#)

[Back](#) [Advanced](#) [Next](#)

CAS search

To report student activity, enter the CAS number of the student you want to report on and choose **Next** to continue or choose **Back** to return to the previous screen.

CAS number

CAS number:

[Help \(opens in a new window\)](#)

[Back](#) [Next](#)

3 From the **Student search / CAS search** screen, enter the student's CAS number or the student's details, then select **Next**.

The screen example shows both search functions.

Note If your search parameters are not specific, you will be presented with a long list of CAS. This screen is not featured in this guide. Select the CAS on which you want to report. If your search parameters are specific, you will be presented with the screen below.

4

From the **CAS search results** screen select **Next**.

The screenshot shows the 'UK Visas & Immigration' header with a crown icon. Below it is a breadcrumb trail: 'You are here > SMS user manuals > 5. Reporting student activity'. The main heading is 'CAS search results'. A message states: 'To report activity on this student choose **Next** or **Back** to return to the previous screen.' The data is presented in three sections: 'Tier and category' (Tier 4 (General)), 'CAS details' (CAS number: E4G6IA7A18U0A8), and 'Student details' (Passport number: 4757675747, Family name: Smith, Given name(s): Bill, Nationality: ANDORRA, Date of birth: 29/05/1942, Course start date: 27/08/2014, Course title: Maths). At the bottom right are 'Back' and 'Next' buttons.

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CAS search results

To report activity on this student choose **Next** or **Back** to return to the previous screen.

Tier and category	
Tier 4 (General)	
CAS details	
CAS number:	E4G6IA7A18U0A8
Student details	
Passport number:	4757675747
Family name:	Smith
Given name(s):	Bill
Nationality:	ANDORRA
Date of birth:	29/05/1942
Course start date:	27/08/2014
Course title:	Maths

[Back](#) [Next](#)

Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity

CAS number: E4G6IA7A18U0A8

Date	Activity
08/09/14 11:46	Sponsorship withdrawn; sponsor has stopped sponsoring the student

Activity type

Sponsorship withdrawn; sponsor has stopped sponsoring the student ▾

Please select

- Sponsorship withdrawn; sponsor has stopped sponsoring the student
- Change in student circumstances
- Student is delayed
- Doctorate Extension Scheme
- Previous notification withdrawn**

Back **Next**

5 From the **Report student activity – activity history** screen, select **Previous notification withdrawn** from the **Activity type** drop-down list, then select **Next**.

Note Please note the date of the activity you wish to withdraw as it will be required on the next screen.

6

From the **Report student activity – date and reason** screen, complete the date of previous notification, provide full details of why you are withdrawing the earlier report, and select **Previous notification withdrawn** from the drop-down list then choose **Save**.

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Report student activity - date and reason

Enter the details for the activity you wish to report. Complete all fields and choose **Save** to confirm. This will be assessed by us and you will be contacted if necessary. Choose **Cancel** to return to the **Report student activity - activity history** screen.

Activity details

CAS number: E4G6IA7A18UDAB

Reasons: Previous notification withdrawn

Date of previous notification: * [dropdown] [dropdown] [dropdown]

Please give details: * [text area]

Select details: * [dropdown]

[Please select]
[Please select]
[Previous notification withdrawn]

[Cancel] [Save]

7

When the reporting process is complete, the **Report student activity – activity recorded** screen is displayed. Choose **OK** to return to the **Activity history** screen.

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Report student activity - activity recorded

The student activity has been recorded and submitted for assessment, choose **OK** to continue.

[OK]

8

The report you have just submitted is now displayed on the **Reported activity** list.

Choose **Back** to return to the **Student search** screen or **Next** to begin another report on the same student.

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Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the drop-down list and choose **Next** to continue or choose **Back** to return to the previous screen.

Reported activity

CAS number: E4G6IA7A18U0A8

Date	Activity
08/09/14 09:49	Sponsorship withdrawn; sponsor has stopped sponsoring the student
08/09/14 11:46	Previous notification withdrawn

Activity type

Previous notification withdrawn

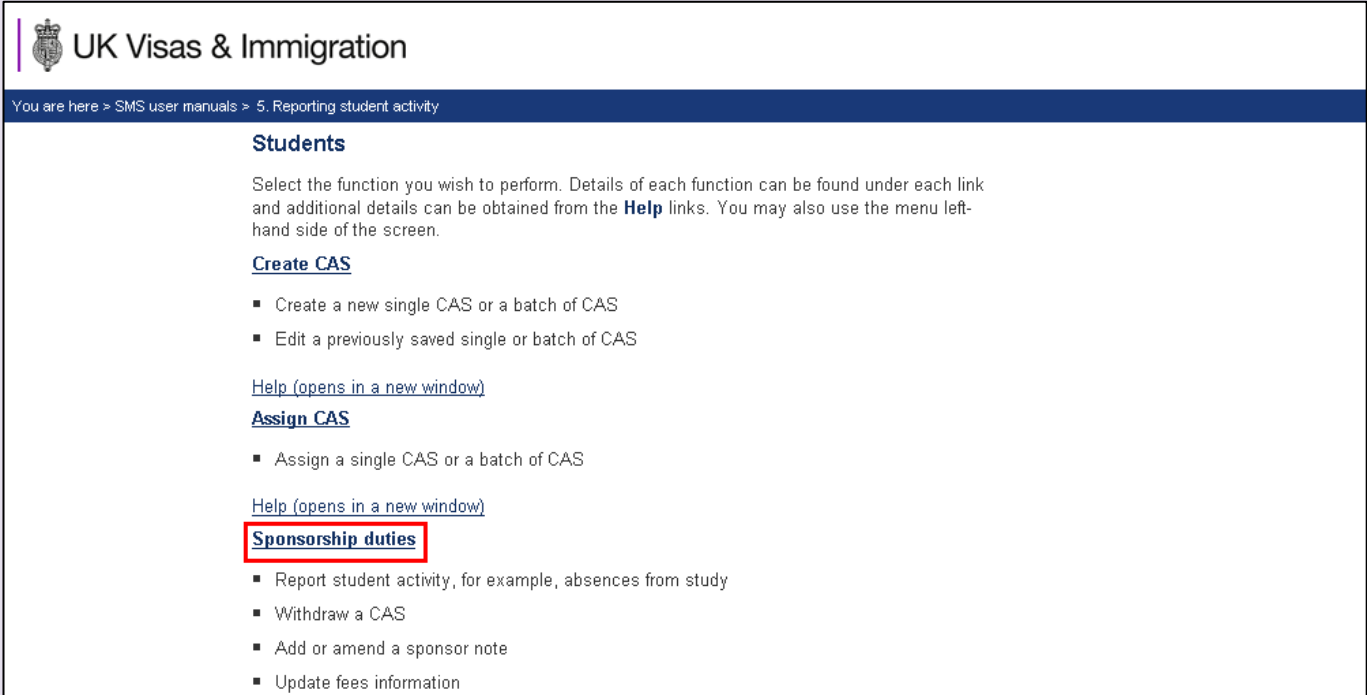
Back **Next**

Guide 3: How to add and update sponsor notes

Follow the step by step instructions below to add a sponsor note to a CAS which has already been assigned (live). This function is useful if you wish to change any details of a live CAS. It is not possible to edit a live CAS, but if any of the previously submitted information is incorrect, you can submit a sponsor note.

Please note; Level 2 users can only add a sponsor note to a CAS that they have personally created and assigned, or to a CAS which has been transferred to them.

You should read the [guidance for sponsors](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before adding a note to a live CAS.

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	 <p>The screenshot shows the 'UK Visas & Immigration' interface. At the top, there is a breadcrumb trail: 'You are here > SMS user manuals > 5. Reporting student activity'. Below this, the 'Students' section is active, with a sub-header 'Students' and a paragraph of introductory text. There are three main sections: 'Create CAS', 'Assign CAS', and 'Sponsorship duties'. Each section has a list of actions and a 'Help (opens in a new window)' link. The 'Sponsorship duties' section is highlighted with a red box, and its list of actions includes: 'Report student activity, for example, absences from study', 'Withdraw a CAS', 'Add or amend a sponsor note', and 'Update fees information'.</p>

2

From the **Sponsorship duties** screen, select **Manage live CAS by CAS number** if the student's CAS number is known, or **Manage live CAS by CAS search** if you don't know the CAS number.

Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

Please note, Level 2 users can only report on CAS which they own.

[Report activity by CAS number](#)

- Report student activity with a known CAS number

[Help \(opens in a new window\)](#)

[Report activity by CAS search](#)

- Report student activity by searching on student details

[Help \(opens in a new window\)](#)

[Report bulk student activity](#)

- Report student activity by bulk upload

[Help \(opens in a new window\)](#)

[Provide bulk fee update](#)

- Provide fees update for multiple CAS records by bulk upload

[Help \(opens in a new window\)](#)

[Manage live CAS by CAS number](#)

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

[Manage live CAS by CAS search](#)

- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

3

From the **Manage live CAS** screen, enter the CAS number to which you wish to add a note or the student's details or CAS number, then select **Next**.

The screen example shows both functions.

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Manage live CAS

Enter the CAS number of the previously assigned CAS you want to manage and choose **Next** to continue. Choose **Back** to return to the previous screen.

CAS number

CAS number:

[Help \(opens in a new window\)](#)

Back **Next**

Manage live CAS

Enter the search criteria to locate the previously assigned CAS you would like to manage.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an *, for example SMI* entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the **Sponsorship duties** screen.

Student details

Passport number:

Family name:

Given name(s):

Date of birth:

[Help \(opens in a new window\)](#)

Back **Advanced** **Next**

Note

If your search parameters are not specific, you will be presented with a long list of CAS. This screen is not featured in this guide. Select the CAS to which you wish to add a note. If your search parameters are specific, you will be presented with the screen below.

Manage live CAS

Manage the live CAS using the buttons below, choose:

- **Sponsor note** to add a note to a CAS, for example to inform us of a spelling mistake in a name, a change to the passport number or minor changes to the details of the course;
- **Withdraw CAS** to withdraw the CAS before it has been used by the student in an application for leave to enter/remain. This option is only available for CAS with a status of 'Assigned';
- **Update fees** to update the fees; or
- **Back** to return to the previous screen.

Tier and category

Tier 4 (Child)

CAS details

CAS number: E4C0VH8D12E0M7
 CAS status: ASSIGNED

Student details

Passport number: 234567
 Family name: R500 CAS International 3
 Given name(s):
 Nationality: BOSNIA AND HERZEGOVINA
 Date of birth: 28/10/1937
 Course start date: 28/09/2014
 Course title: Test
 Course fees charged for first year of the course (in pounds sterling, using format '1234' or '1234.99'): 34567.00
 Fees last updated:
 Sponsor note:

[Back](#)
[Update fees](#)
[Sponsor note](#)
[Withdraw CAS](#)

- 4 From the **Manage live CAS** screen select **Sponsor note**.

Note A sponsor note can only be added to CAS that have the status of either ASSIGNED or EXPIRED.

5

From the **Manage live CAS – edit sponsor note** screen, enter the details you wish to note, then select **Save**.

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Manage live CAS - edit sponsor note

To edit the sponsor note, add the information required. If you are amending the note, you can either overwrite the existing text or add additional text. Any text that is overtyped will not be saved, so do not overwrite any existing text if it is still relevant. Choose **Save** to confirm your changes or choose **Cancel** to return to the previous screen.

Sponsor note:

Sponsor note:

Cancel Save

Note

If you have entered a note on the CAS previously, the text will be displayed. If you wish to save the earlier information, do not overwrite it as it will be lost.

6

The note has now been added to the CAS.

Select **OK** to return to the **Manage live CAS** screen.

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Manage live CAS - sponsor note updated

The sponsor note has been updated successfully. Choose **OK** to continue.

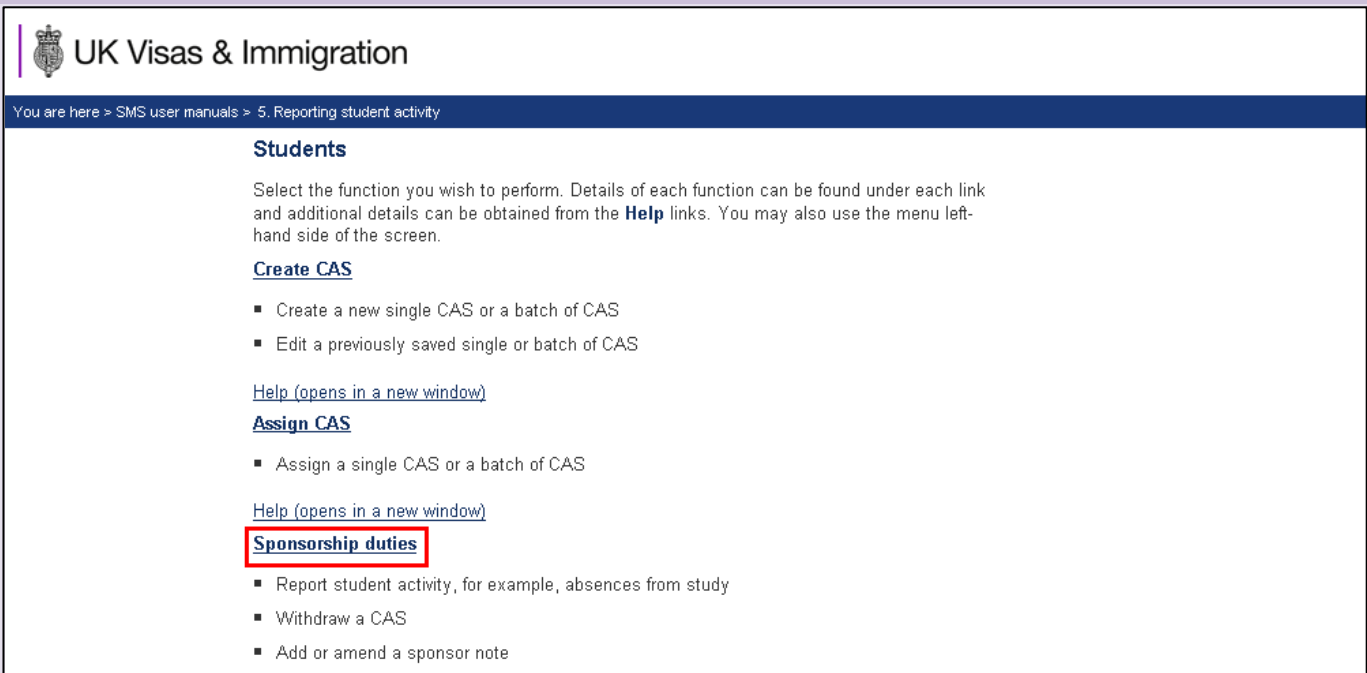
OK

Guide 4: How to provide individual fee updates

Follow the step by step instructions below to update fee-related fields on a live CAS (status ASSIGNED). This function is useful if a student pays their fees after you have applied for the CAS, but before the student has submitted their application to the Home Office. Once the CAS has been marked as USED, you will no longer be able to update the fee-related information. It is important to keep SMS updated with any fees charged or paid for each CAS.

If you wish to update fees for multiple CAS, it is easier and quicker to use Bulk data transfer (BDT). Please see our [website](#) for information on using the BDT toolkit.

You should read the [guidance for sponsors](#) and [SMS guide 4a – Creating a CAS – guide for education sponsors](#) before updating the fee-related fields.

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	

2

From the **Sponsorship duties** screen, select **Manage live CAS by CAS number** if the student's CAS number is known, or **Manage live CAS by CAS search** if you don't know the CAS number.

Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

Please note, Level 2 users can only report on CAS which they own.

Report activity by CAS number

- Report student activity with a known CAS number

[Help \(opens in a new window\)](#)

Report activity by CAS search

- Report student activity by searching on student details

[Help \(opens in a new window\)](#)

Manage live CAS by CAS number

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

Manage live CAS by CAS search

- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

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From the **Manage live CAS** screen, enter the student's CAS number or the student's details. When complete, select **Next**.

The screen example shows both functions.

Note

If your search parameters are not specific, you will be presented with a long list of CAS. This screen is not featured in this guide. Select the CAS you wish to update. If your search parameters are specific, you will be presented with the screen below.

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Manage live CAS

Enter the CAS number of the previously assigned CAS you want to manage and choose **Next** to continue. Choose **Back** to return to the previous screen.

CAS number

CAS number:

[Help \(opens in a new window\)](#)

Back **Next**

Manage live CAS

Enter the search criteria to locate the previously assigned CAS you would like to manage.

Wildcards are supported for family name and given name - if they are used, at least the first three characters must be supplied. A wildcard search requires a minimum of three characters plus an "*", for example SMI* entered as a family name would return all CAS for a student whose family name started with the letters 'SMI'. Either the passport/travel document number or family name field must be supplied.

Choose **Next** to continue. For a more advanced search choose **Advanced**, or choose **Back** to return to the **Sponsorship duties** screen.

Student details

Passport number:

Family name:


Given name(s):

Date of birth:

[Help \(opens in a new window\)](#)

Back **Advanced** **Next**

- 4 From the **Manage live CAS** screen, select **Update fees**.

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Manage live CAS

Manage the live CAS using the buttons below, choose:

- **Sponsor note** to add a note to a CAS, for example to inform us of a spelling mistake in a name, a change to the passport number or minor changes to the details of the course;
- **Withdraw CAS** to withdraw the CAS before it has been used by the student in an application for leave to enter/remain. This option is only available for CAS with a status of 'Assigned';
- **Update fees** to update the fees; or
- **Back** to return to the previous screen.

Tier and category	
Tier 4 (Child)	
CAS details	
CAS number:	E4C0VH8D12E0M7
CAS status:	ASSIGNED
Student details	
Passport number:	234567
Family name:	R500 CAS International 3
Given name(s):	
Nationality:	BOSNIA AND HERZEGOVINA
Date of birth:	28/10/1937
Course start date:	28/09/2014
Course title:	Test
Course fees charged for first year of the	34567.00
Fees last updated:	
Sponsor note:	

[Back](#) [Update fees](#) [Sponsor note](#) [Withdraw CAS](#)

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From the **Manage live CAS – update fees** screen, update the **Course fees paid to date (in pounds sterling, using format '1234' or '1234.99')** field. Once you have made the changes, select **Save**.

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Manage live CAS - update fees

Update the fee fields and choose **Save** to save your changes, or choose **Cancel** to return to the previous screen.

Fee fields

Course fees charged for first year of the course (in pounds sterling, using format '1234' or '1234.99'):

[Help \(opens in a new window\)](#)

Course fees paid to date (in pounds sterling, using format '1234' or '1234.99'):

Accommodation fees paid to date (in pounds sterling, using format '1234' or '1234.99'):

Boarding fees paid to date (in pounds sterling, using format '1234' or '1234.99'):

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The student's details have now been updated.

Select **OK** to return to the **Manage live CAS** screen.

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Manage live CAS - fees updated successfully

The fee fields have been updated successfully. Choose **OK** to continue.