



Six Stages of the CAS Process

If you are applying to extend your leave inside the UK, you should request a CAS from Student Compliance Services (SCS) **three months** before your current immigration permission expires.

CAS APPLICATION:

1. Request a CAS application form from cas.compliance@swansea.ac.uk

2. Complete and return the CAS application form with supporting documents

STUDENT PROFORMA:

3. Student proforma issued by Student Compliance Services

4. Student to check, sign and return proforma to cas.compliance@swansea.ac.uk

CAS DRAFTING AND ISSUANCE:

5. CAS provisionally drafted and sent to senior manager for final approval

This is the longest stage of the CAS process.

At this stage, further information may still be required from you before the CAS can be drafted. If so, SCS will contact you by email with more information.

6. **CAS approval stage**

You will receive email notification of the outcome and if approved, the CAS will be issued shortly after in a separate email. If the CAS application is refused, you will be informed by email of the reasons for the refusal.

Important:

Please note that the usual CAS processing times may be extended when handling complex cases that require further inquiries or where there are delays with collation of key documentation.

It may also be extended during peak periods when we are dealing with a high volume of CAS requests.