



CAS Check-list

Here is a list of everything we need in order to request your CAS:

- Fully completed acceptance forms, including sections:
 - A (all of your current contact details must be added, including home address)
 - C
 - Payment & Refund (on pages 8-10)
- Proof of sufficient funds available in the bank account for a minimum of 28 consecutive calendar days*
 - Fee for the first year of study** (on offer letter) PLUS £9,135.00 (maintenance) MINUS deposit (the amount already paid) = £GBP required. (You should convert your country's currency at www.oanda.com)
 - Students using the bank statements of a parent(s) or legal guardians must provide a signed consent letter by the parent(s)/legal guardian and their birth certificate or legal guardian papers confirming that the account holder is the parent(s)/ legal guardian.
 - **IMPORTANT:** Use the following link to find out what financial evidence you need to show: <http://study.navitas.com/nvtuk-financial-evidence.html>
- Full deposit payment. (See your offer letter for details.)

Additional requirements, if applicable

Under-18 students:

- In Section C of the acceptance forms, both parents must sign and complete the form, and guardian details must be added.
- A consent letter signed by both parents must be provided, confirming that they give permission for the student to study at BCUIC and Birmingham City University in the UK.
- Birth certificate/legal documents to confirm parents/legal guardian.

*We recommend applicants add more funds than required to allow for any fluctuation in currency levels.

** Students on a one-semester pathway will have a slightly different fee for their first year of study. They should divide the next year's fees by two, and add this to the one-semester fee; this will then be the total fee required. (e.g. One-semester Pre-Master's fee of £8,000 PLUS Master's fee (£12,000) divided by two (£6,000) = £14,000 fee required.)