



# UNIVERSITY OF PLYMOUTH

## Graduate Route

### Guidance document for visa applicants

Before applying please ensure the University has released your final results to the Home Office. If you are not sure, contact UKVI Compliance [ukvi-reporting@plymouth.ac.uk](mailto:ukvi-reporting@plymouth.ac.uk)

You will need your **Passport**, your visa (**BRP card**), an iPhone 7 (or newer) or an Android phone with Near-field communication enabled (NFC), your most recent Student/Tier 4 **CAS number** and a **debit or credit card** to complete this form. You may be required to produce additional documents not listed on this guidance document.

Click the link to start your application <https://www.gov.uk/graduate-visa>

- 1) If you are planning to live in the UK and not on the Isle of Jersey, Guernsey or the Isle of Man, answer **No** to the Crown Dependencies question.

### Are you intending to live in one of the Crown Dependencies of the United Kingdom?

The Crown Dependencies are Jersey, Guernsey and the Isle of Man

☐ Yes ☒ No

Continue

- 2) Continue with the form answering questions as you go along. You are likely to need your BRP. If you do not have your BRP select no for the BRP question and follow the prompts on screen.

### Do you have a UK biometric residence permit (BRP)?

You will need your BRP to confirm your identity. If you have lost your BRP, select No.

☒ Yes ☐ No

Continue

- 3) The Graduate Route application is entirely digital. If you do not have a suitable phone, ask to borrow a friend's phone or someone else you know. If you are not sure how to proceed, contact ISA for support.

## **Check you can use the app**

You can use the app on:

- an iPhone 7 or newer models
- an Android phone with near-field communication (NFC)

Check the phone's settings to see if it has NFC. The phone has NFC if you can use it to make contactless payments.

### **If you do not have a phone**

Ask a friend or family member if you can use their phone. No information is stored on the app or phone after you close it.

You do not have to apply on the phone - you can do the rest of your application on your computer or another device.

We will send your decision letter by email – this can be your email or someone else's. You do not use your decision letter to prove your status.

**Continue**

- 4) Create an account when prompted

## Create a UK Visas and Immigration account

To use this service, you need to create an account.

Once you have an account, you can use it to confirm your identity, apply and use other Home Office services.

### What you need

You will need your:

- date of birth
- passport
- email address
- phone number

If you need to give someone application access so they can apply for you, you also need their email address and phone number.

### Who can create an account

You can create an account for yourself or someone else in some cases - for example, your young child.

Create an account

- 5) Please answer *The Applicant* to this question:

## Who is completing this application form?

☒ The applicant

☐ Someone else

**!** If you do not need access to the applicant's account select 'Applicant' and answer all questions as the applicant

Continue

- 6) Continue with the form answering questions about yourself and your BRP details. Please refer to the front of your BRP card when prompted to enter your biometric details:

## Enter your biometric residence permit details



**Biometric residence permit number**

For example, "RAX203829"

**Country of issue**

This is usually shown as 'place and date of issue' on the card

**Expiry date**

For example, 29 12 2025

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Continue](#)

- 7) Continue with the form saving it as you go along. When prompted please follow the email and phone verification checks.

You will eventually reach the summary page with 4 subheadings:

1. Identity and contact
2. Prepare Application
3. Pay and Submit application
4. Provide Evidence

# Apply for the Graduate Route

You need to complete every section.

## 1. Identity and contact

Confirm your sign-in email address	COMPLETED
Confirm your sign-in phone number	COMPLETED
<a href="#">Confirm your identity</a>	
Immigration adviser details	CANNOT START YET
Contact preferences	CANNOT START YET
Other names and nationalities	CANNOT START YET

## 2. Prepare application

Your location	CANNOT START YET
Eligibility	CANNOT START YET
Personal details	CANNOT START YET
Travel history	CANNOT START YET
Criminality	CANNOT START YET
Family and relationships	CANNOT START YET
People applying with you	CANNOT START YET
Account security questions	CANNOT START YET
Declaration	CANNOT START YET

### 3. Pay and submit application

Immigration health surcharge	CANNOT START YET
Application payment	CANNOT START YET

### 4. Provide evidence

Evidence upload	CANNOT START YET
-----------------	------------------

- 8) When you see this question, answer **no** unless you want to give access to the form to a close friend or family member.

## Do you need to give someone access to your application?

If someone is applying for you, you can give them access to your application

☐ Yes ☐ No

Continue

Finish and leave service

- 9) Continue with the form until prompted to use the **UK Immigration: ID check** app on your phone. Download the app and follow the prompts on your phone's screen.

The app will ask you a series of questions to prove your identity. You will need your passport (with chip) and BRP details to proceed. The app will also prompt you to take a picture of yourself.

# Account created

## What happens next

You will need to use the 'UK Immigration: ID Check' app to verify your identity.

## Sign in

To sign in, you will need:

- your identity document number
- your date of birth
- access to your phone or email

You will be sent a security code to sign in.

Sign in

- 10) Once you have successfully completed the biometrics checks on the app, close the app and you will be directed back to your application.

You will need to sign in again. If your application is still open, log out and log back in again.

If you cannot find the signing in email in your emails; use this [link](#) to sign back in. Answer a series of questions (see image A) even if you have previously answered them. Please do not worry, continue until you are able to resume with your application (see image B).

Sign-In

## What identity document did you use in your application?

If you have updated your identity document since you applied, you must use the details of the updated document to sign in.

- ☐ Passport
- ☐ National identity card
- ☒ Biometric residence card or permit

Continue

A)

## Your applications

Graduate Route

Started: 07 July 2021

Unique application number: UAN

Continue application

Delete

Choose a different application

Go to GOV.UK to and [apply for something else](#)

B)

- 11) Continue with the form saving it as you go along. When you reach the *Prepare the Application* section, please ensure that you state you are applying for the visa inside the UK. If you are outside of the UK, your application will be refused.

## Where is applying from?

Enter the country in which  
application

is making their

United Kingdom

Continue

[Save and return later](#)



- 12) If you cannot remember when you first entered the UK, check your passport for any stamps or your email for an arrival confirmation from your airline.

## When did you first arrive in the UK on your current visa?

[Check the date](#) by which you must have entered the UK to be eligible for this route

Day	Month	Year
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

[Continue](#)

[Save and return later](#)

- 13) You can only apply for this visa if you have a valid Tier 4/Student Visa or if you have valid *Exceptional Assurance* as part of your previous Tier 4/Student visa leave. If you are not sure, please contact ISA.

## Do you have a Student visa?

Your current or last permission must have been as a Student. This could be entry clearance or permission to stay as a Student or T4 Student

☒ Yes ☐ No

[Continue](#)

[Save and return later](#)

- 14) You will be prompted to enter your most recent Tier 4/Student visa CAS number. If you are not sure where to find your CAS number, please contact ISA.

- 15) When you reach this question, please answer **yes**. The University of Plymouth is a Higher Education Provider with a Track Record of Compliance.

## Did you study at a 'Higher Education Provider with a Track Record of Compliance'?

If you are unsure, check if your university or college is listed as 'Student Sponsor - Track Record' on the [register of student sponsors](#)



Yes



No

**Continue**

[Save and return later](#)

- 16) Continue with the form saving it as you go along. Please be aware that you may have to provide details about your accommodation, travel history and medical history. Please ensure to answer the questions as truthfully as possible.
- 17) You will eventually reach the payment section of the form. You will be required to pay for the Immigration Health Surcharge (if applicable) and redirected to the IHS website to pay.

## Next steps

You have five further steps to complete:

### Conditions

On the next page, you will see the conditions that will be attached to your permission to be in the UK if your application is successful. You will be asked to agree to these conditions.

**After you complete the next page, you will not be able to change any of the information you have provided in your application**

### Declaration

You will be asked to declare that all the information you have provided in your application is true.

### Payment of the Immigration Health Surcharge

You will be directed to pay this if it applies to you.

### Payment of the visa fee

When you pay your visa fee (or we confirm that you do not need to pay a fee) your application will be submitted.

- 18) Answer the questions on the IHS form when prompted. If you have completed your PhD studies, select *3 year PhD Graduate Route* on the visa type questions. If you have completed your Bachelors or Master 's degree, select *2 year route* on the visa type question.



- 19) Pay the IHS fee. You will then be redirected back to the visa application page to pay for the Graduate Route visa. Please also pay for your visa.

## Next steps - payment

You will now pay the visa fee and submit your application.

If there is no fee to pay, you will see a screen explaining that there is no fee to pay.

Your application will be submitted when you have completed the payment section. We will then tell you if you need to upload any evidence to support your application. We will also tell you how much time you have to upload your evidence.

If you wish to withdraw your application before adding your evidence, you will get a refund on your visa fee and on your Immigration Health Surcharge fee if you paid it.

If you withdraw your application after you uploaded your evidence, you will only get a refund on your Immigration Health Surcharge fee.

[Continue](#)

- 20) You will reach the **What happens Next** screen. If you have to provide evidence the message on screen will ask you to provide additional evidence. In most cases you will see the screen below, which states that no additional evidence is required. If you are happy to continue please confirm and submit your application.

## What happens next

Based on your application answers, you do not need to provide any evidence.

We will contact you if we need you to provide any evidence

If you wish to withdraw your application before you select 'Confirm and submit', you will get a refund of your visa fee and of your Immigration Health Surcharge fee if you paid it.

If you withdraw your application after you select 'Confirm and submit', you will only get a refund of your Immigration Health Surcharge fee.

Confirm and submit

- 21) If you do not need to provide additional evidence, you can ignore this screen. You can log out and close your application and await the decision.

## Evidence upload

After you have gone through the payment section and submitted your application, we will tell you if you need to upload any evidence to support your application. We will also tell you how much time you have to upload your evidence.

Continue

[Save and return later](#)

- 22) If you want to be sure you have submitted a Graduate Route application, log back in to check your recently submitted application. It will confirm the date of your application(s) and Unique application number. You should receive a decision within 8 weeks of submitting your application.

## Your applications

### Recently submitted applications

**Graduate Route**  
**Submitted:** 07 July 2021 [View application](#)  
**Unique application number:** UAN [REDACTED]  
[Provide requested evidence or photos](#) [Withdraw application](#)

### Choose a different application

Go to GOV.UK to and [apply for something else](#)

- 23) If your visa is successful, you will have a digital visa, therefore you will not receive a new BRP card. You will only receive a confirmation email that the visa has been approved. You will be able to *View and Prove your immigration status* with prospective employers and accommodation providers using this link: <https://www.gov.uk/view-prove-immigration-status>

Updated 09/07/2021