

## Documents Checklist

Welcome to our Documents Checklist for Birmingham City University. Please take a look at our helpful guide below, which will assist you with your travel to and arrival in the United Kingdom, along with your stay in the United Kingdom. You can download a copy of this document to keep for your own use to help you plan your journey.

Please note that this is a non-official document, and you may be asked to provide proof of any documentation at different stages of travel and arrival to the UK, and whilst within the UK.

### Documents required at your outbound Airport in your departure country

- Passport
- Travel Tickets
- Travel Insurance
- Unconditional Offer Letter from the University

### Documents to get UK Entry Clearance

- Passport
- Sponsor Letter / Evidence of Funds
- Unconditional Offer Letter from the University
- CAS Letter
- Accommodation details
- Medical certificates
- Qualification documents (e.g. official exams transcript and IELTS Qualifications)
- Bank Statement
- Passport Photo

### Documents required at UK Immigration Control

- Passport
- Sponsor Letter / Evidence of Funds
- Unconditional Offer Letter from the University
- CAS Letter
- Accommodation details
- Qualification documents (e.g. official exams transcript and IELTS Qualifications)
- Medical Certificates
- Bank Statement

### Documents required to get student accommodation

- Sponsor Letter / Evidence of Funds
- Unconditional Offer Letter from the University

### Documents required for Enrolment at University

- Online Enrolment (specific documents will be required)
- Passport
- Sponsor Letter / Evidence of Funds
- Unconditional Offer Letter from the University
- CAS Letter

### Documents required to register with a GP

- CAS Letter
- Accommodation details

# International Office



## Documents required if you wish to get a mobile phone contract

- Accommodation details
- Bank account details

## To open a bank account

- Passport
- Sponsor Letter / Evidence of Funds
- Unconditional Offer Letter from the University
- CAS Letter
- Accommodation details

## Additional Information

Please note, with the above documents there is some additional information below regarding these.

- When showing bank statements from your existing bank account, most places require a statement covering a consecutive 28-day period within the last 3 months of the date it is requested.
- A Sponsor Letter is required if you are sponsored by an official financial sponsor
- Your CAS letter will be issued to you once you are accepted onto a course at Birmingham City University
- Accommodation details is the address of your current accommodation, you may also be asked the length of stay at this accommodation during your time in the UK.
- Please only produce documents when asked by official channels, if you are unsure whether a person / business is legitimate then please contact your faculty office immediately.