



GUIDE

HOW TO COMPLETE YOUR CAS SHIELD PROFILE

A CAS is a Confirmation of Acceptance for Studies. This is a letter with a unique CAS number included. This confirms your place at a university in the UK and is an essential component required in the visa application to the UKVI (United Kingdom Visa and Immigration Department).

CAS Shield is the platform we use to assist and enable students to receive their CAS.

The CAS Shield completion deadline is Monday 14 August for students joining us in September 2023.

Below, is a guide to completing your CAS Shield profile, as well as hints, tips and where to go for help, if needed.

1

Follow instructions in the invitation email and log in to your CAS Shield profile. The email will have been sent to you around the same time as you received your offer to study at Abertay University.

2

Once you have logged in, you will see a blank form with sections you need to complete. Start working through the sections and make sure to confirm each point by clicking the green tick beside the information.

3

The 'Finance' section is one of the parts you need to complete. This is crucial to show how you will be funding your studies at Abertay. Please select the funding areas that are appropriate to your circumstances. You can also add in scholarship amounts and then continue to fill in your balance amounts and source information. Please note: the financial amount required must be in your bank for 28 consecutive days. More detail on the exact amount can be found here: <https://www.gov.uk/student-visa/money>

4

The 'General Documents' section will then appear next on the list, and you will need to upload all relevant documentation that has been requested, along with the financial documentation proofs based on your answers in the previous section.

5

The 'Pre-CAS Questionnaire' then needs to be completed. Please answer these questions honestly and by yourself. For any students who are working with an agent, the agent must not fill this section in.

6

As you complete your profile, the green completion ticks will start to appear beside each section. Once you have completed the sections – Information Check, General Documents, Financial Documents and Pre-CAS Questionnaire – our Admissions team will be notified. They will then check all of these to ensure the information and evidence is correctly uploaded.

7

If at any point you are having difficulty with filling in a section, please click the 'Message' button at the bottom right corner of the screen. This will allow you to message our Admissions team via CAS Shield and raise the issue or question directly. Our Admissions team will also communicate any updates or requests to do with CAS Shield through this function.

8

It is time to pay your deposit, if you have not already done so. Paying your deposit is done via FlyWire and the instructions for this are in your offer letter and on Oasis, our Student Portal.

9

Once all sections are complete and have been accepted and verified by our Admissions team, you will receive your Draft CAS by email. You need to check this document carefully and then reply with any changes required or if everything is correct, then no changes required. This will allow our Admissions team to send you the final CAS Letter, containing your unique CAS Number and you may go ahead and start the application for your visa.

CAS Shield has a tutorial video that talks you through each of the above steps and what the screen looks like in each section. Please watch this for extra assistance:

<https://vimeo.com/745339161/1fe7a783a8>

TOP TIPS

- The earlier you start completing CAS Shield, the sooner you will get your CAS Letter.
- Only input accurate information about yourself.
- Ensure all uploaded documents are of good quality, all information is clear with no shadowed areas.
- If you are working with an agent, please ensure CAS Shield is filled in by you and not your agent.
- Any issues can be reported to Admissions directly from CAS Shield. Simply hit the message button at the bottom right of the screen.
- You can also reach out the International Team if you have questions or would like their support: international@abertay.ac.uk