

ESSENTIAL EVIDENCE WORKFLOW GUIDE

A quick-reference for enrolment staff



01 – Passport Check

What you're checking:

- Photo matches the student
- Name matches student record
- Passport is valid
- Photo page uploaded clearly

If something is missing:

- Upload the correct passport page.

02 – BRP (Biometric Residence Permit)

What you're checking:

- BRP type matches visa
- Name and DOB match passport
- Dates cover the study period

If BRP is missing:

- Issue a “producer” deadline date.

03 – Visa Vignette (Entry Clearance)

What you're checking:

- Name and DOB match passport
- The visa route is correct for study
- Valid from / expiry dates

If something is missing:

- Escalate to senior colleague.

04 – CAS (Confirmation Letter)

What you're checking:

- Name, DOB, and course details match student
- Start date and course title correct
- Sponsor licence number is valid

If something is missing:

- Escalate to senior staff member.

05 – Final Checks (What to do)

What you're checking:

- Use judgement based on the issue
- Proceed if all evidence is valid
- Request missing evidence
- Set a follow-up / producer
- Escalate only for compliance concerns

