

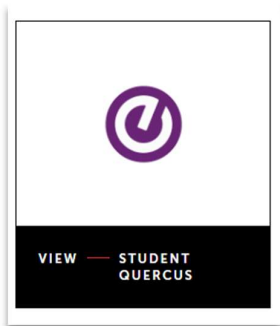
## INSTRUCTIONS FOR ACCESSING THE ONLINE CAS REQUEST FORM

The earliest you can apply is three months before the start of your course if you are applying within the UK, or six months before the start of your study programme if you are applying outside the UK.

Please do not submit your online request until your offer is Unconditional (GU in UCAS) and you have the necessary financial documents (see 'What proof of finances do I need', and the 'Financial Evidence' guide on our [Immigration Advice](#) web page).

You will be able to reach the online request form after you have an Academy login account, this will be sent to you by our ICT Department if you do not already have an account.

Go to <https://www.ram.ac.uk/students-and-staff> and then 'Student Quercus'



1. Click *Enterprise Sign in* and sign in using your Academy credentials.

### Sign in


Welcome to the Academy Student Portal. Please click on 'Enterprise Sign-In' and enter your Academy username and password.

\* Username

\* Password

**Sign in**

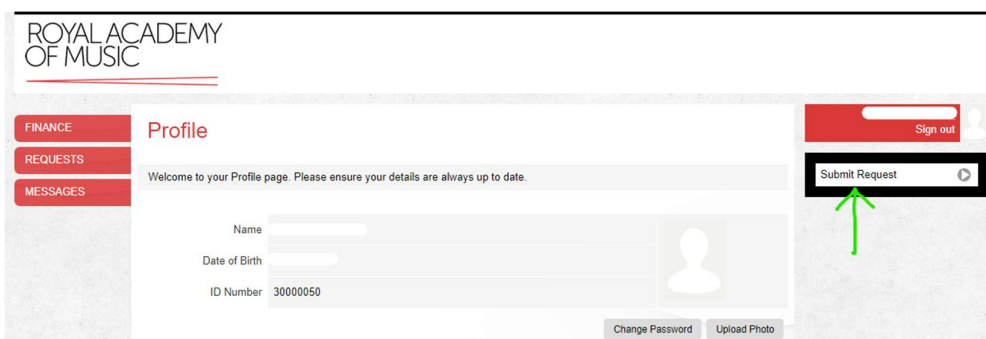
[I forgot my sign in details](#)

**Enterprise Sign-In** 

Your credentials are not yet provisioned, please click on Sign-In (Local) to login using your local credentials

Accessibility Option(s):  Enable Focus

2. After you have signed in, go to *Submit Request*.



ROYAL ACADEMY OF MUSIC

FINANCE Profile

REQUESTS

MESSAGES

Welcome to your Profile page. Please ensure your details are always up to date.


Name

Date of Birth

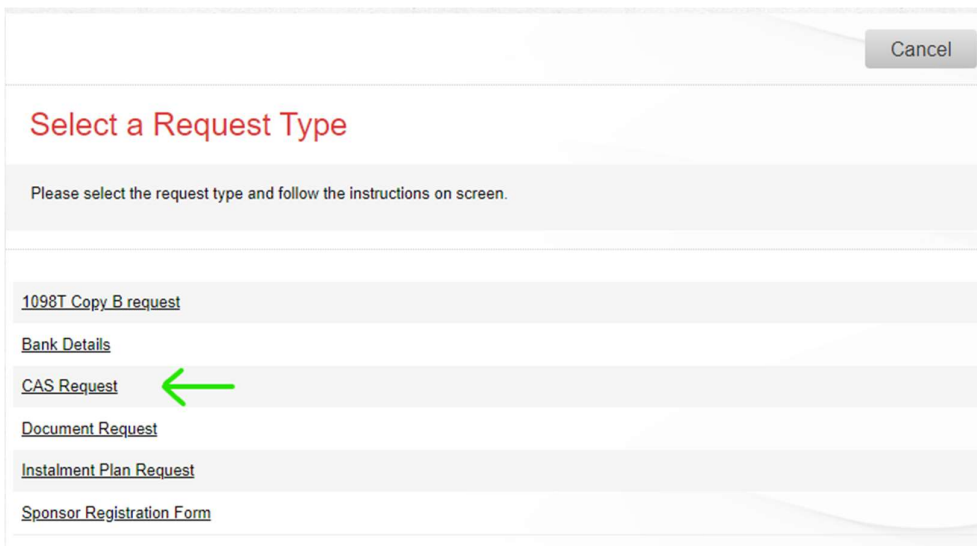
ID Number 30000050

Change Password Upload Photo

Sign out

**Submit Request** 

3. Select *CAS Request* and begin your application.



The screenshot shows a web interface for selecting a request type. At the top right is a 'Cancel' button. Below it is the heading 'Select a Request Type' in red. A grey instruction bar reads 'Please select the request type and follow the instructions on screen.' Below this is a list of request types, each on a separate line: '1098T Copy B request', 'Bank Details', 'CAS Request', 'Document Request', 'Instalment Plan Request', and 'Sponsor Registration Form'. The 'CAS Request' option is highlighted with a green arrow pointing to it from the left.

There is online help within the form, you may need to tell your browser to allow pop-ups.

After you have submitted the request, the Academy's Admissions team will review the details you have input, and we will aim to respond to you within ten business days.

[admissions@ram.ac.uk](mailto:admissions@ram.ac.uk)