## 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.

Please see 'What proof of finances do I need', and the 'Financial Evidence' guide on our Immigration Advice web page www.ram.ac.uk/immigration-advice.

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/student-and-staff and then 'Student Quercus'
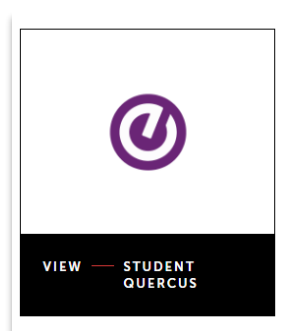
1. Click *Enterprise Sign in* and sign in using your Academy credentials.

2. After you have signed in, go to *Submit Request*.
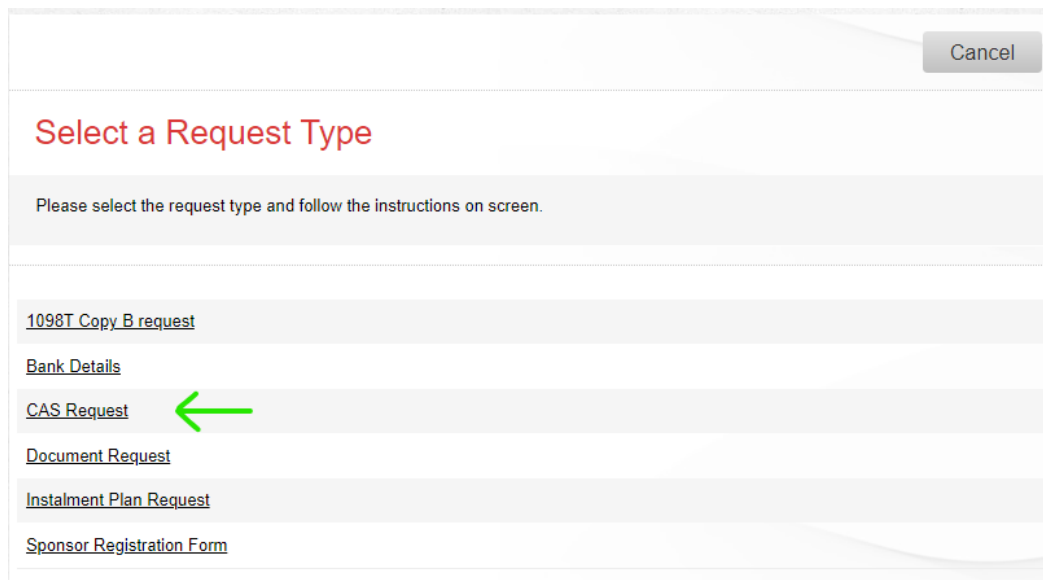
3. Select *CAS Request* and begin your application.

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