

## INSTRUCTIONS FOR ACCESSING THE ONLINE CAS REQUEST FORM

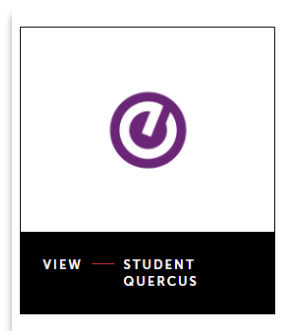
The earliest you can apply is three months before the start of your course if you are applying within the UK, or six months before the start of your study programme if you are applying outside the UK.

Please do not submit your online request until your offer is Unconditional ("GU" – Confirmed) in your UCAS Conservatoires Hub and you have the necessary financial documents.

Please see 'What proof of finances do I need' on our Immigration Advice web page [www.ram.ac.uk/immigration-advice](http://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'

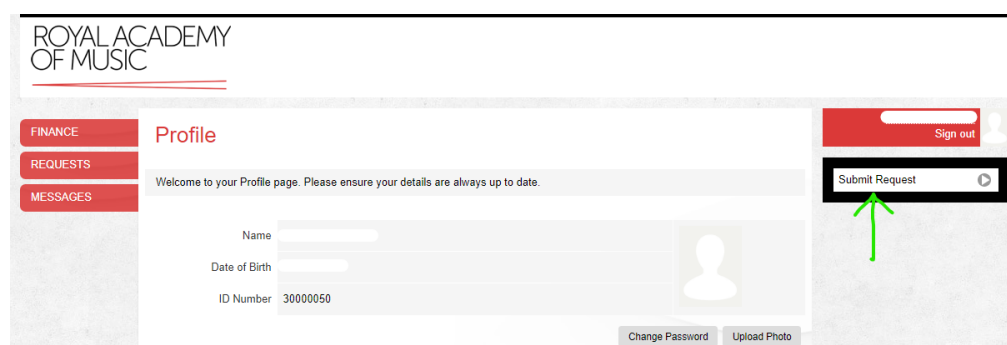


1. Click *Enterprise Sign in* and sign in using your Academy credentials.

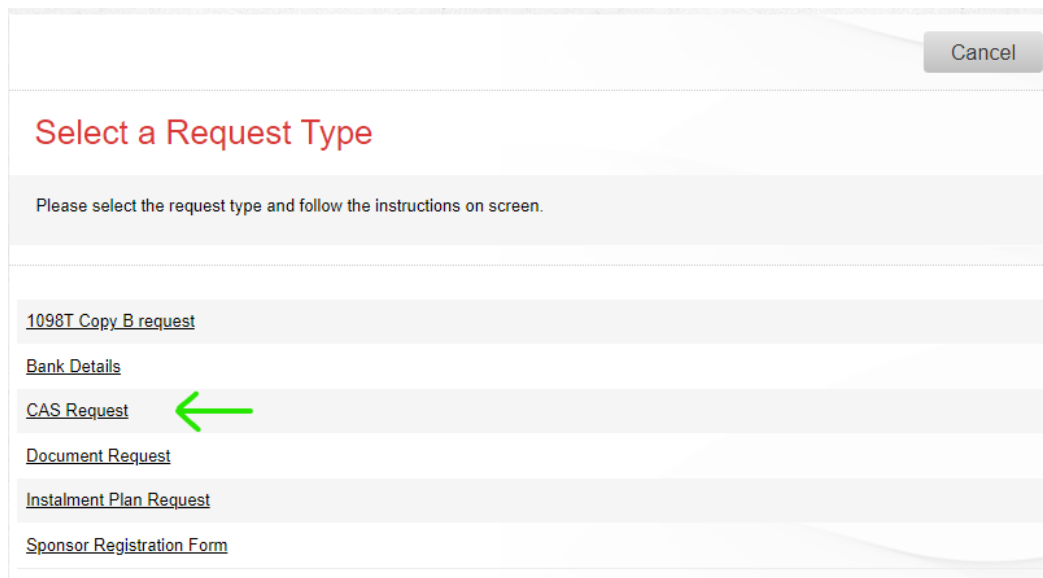
### Sign in

A screenshot of the Academy Student Portal sign-in page. At the top, a message reads: 'Welcome to the Academy Student Portal. Please click on 'Enterprise Sign-In' and enter your Academy username and password.' Below this are two input fields: '\* Username' and '\* Password'. A red 'Sign in' button is positioned below the password field. A link for 'I forgot my sign in details' is located below the 'Sign in' button. A red 'Enterprise Sign-In' button is highlighted with a green arrow pointing to it from the right. Below this button, a message states: 'Your credentials are not yet provisioned, please click on Sign-In (Local) to login using your local credentials'. At the bottom left, there is an 'Accessibility Option(s)' section with a checkbox for 'Enable Focus'.

2. After you have signed in, go to *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 bar contains the instruction: 'Please select the request type and follow the instructions on screen.' Below this is a list of request types, each in a grey bar with a blue underline: '1098T Copy B request', 'Bank Details', 'CAS Request', 'Document Request', 'Instalment Plan Request', and 'Sponsor Registration Form'. A green arrow points to the 'CAS Request' option.

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.

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