## Checklist - Making a Tier 4 Visa application from the UK

### 1. Prepare your documents

Remember all documents should be originals and if not in English, you must also include a certified English translation.

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Applies to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Confirmation of Acceptance for Studies (CAS)</strong></td>
<td>Insert your CAS number on your visa application.</td>
<td>All applicants</td>
</tr>
<tr>
<td><strong>Passport/travel document</strong></td>
<td>Your current (valid) passport/travel document and any previous (expired) documents</td>
<td>All applicants</td>
</tr>
<tr>
<td><strong>2 x passport-sized photographs</strong></td>
<td>Your full name written on the back</td>
<td>All applicants</td>
</tr>
<tr>
<td><strong>Bank statement, sponsor letter or loan letter</strong></td>
<td>Must be original documents in the correct Home Office format and held an account approved by the Home Office. If submitting parents/legal guardians bank statements you must also submit your original birth certificate/adoption certificate/court document and letter of consent from parents/legal guardian. Remember the funds you need to show must have been held for 28 day consecutive days.</td>
<td>All applicants - EXCEPT ‘Low risk nationals’ (unless requested). See <a href="#">here</a> for list of ‘Low Risk Nationals’</td>
</tr>
<tr>
<td><strong>Tier 4 application document checklist</strong></td>
<td>Print this once you have submitted your on-line application</td>
<td>All applicants</td>
</tr>
<tr>
<td><strong>Academic transcripts/certificates</strong></td>
<td>Submit your original qualifications stated on your CAS, including your Secure English Language Test (SELT) if this applies to you.</td>
<td>All applicants - EXCEPT ‘Low risk nationals’ (unless requested). See <a href="#">here</a> for list of ‘Low Risk Nationals’</td>
</tr>
<tr>
<td><strong>Translated documents</strong></td>
<td>If any of your documents (including bank statements) are not in English, you must submit official translations</td>
<td>All applicants</td>
</tr>
<tr>
<td><strong>ATAS certificate</strong></td>
<td>You must have an ATAS certificate before you apply for your visa. Print and submit a copy of your ATAS certificate.</td>
<td>All applicants who require it – see <a href="#">here</a>.</td>
</tr>
<tr>
<td><strong>Police registration certificate</strong></td>
<td>Submit your original certificate.</td>
<td>All applicants who had this condition on any previous UK visa</td>
</tr>
<tr>
<td><strong>Proof of parental/legal guardian consent</strong></td>
<td>A written letter from your parents/legal guardian giving their consent for you to travel and live independently in the UK.</td>
<td>All applicants who are under 18 years of age</td>
</tr>
</tbody>
</table>
2. **Apply**

**Where to apply**
- If there are more than 28 days from the date your visa expires and your new course begins you must return to your home country to make your visa application.
- If you are in the UK on a non-Tier 4 visa check that you can switch to a Tier 4 visa.

**When to apply**
- The earliest you can apply is 3 months before your course start date.
- You must apply before you can register for your new course.

**How to apply**
- You must apply online [https://visas-immigration.service.gov.uk/product/tier-4-student](https://visas-immigration.service.gov.uk/product/tier-4-student)

**Application costs**
- Tier 4 (General) visa application
  - Standard application: £448 plus £19.20 for biometrics.
  - Priority application: £823 plus £19.20 for biometrics.
  - Premium application: £948
- Immigration Health Surcharge if your course is longer than 6 months.

3. **The application**

- Complete the online application only once you have all the documents you need (see above).
- Pay for the Immigration Health Surcharge and visa application fee.
- Standard applications: Provide your biometric information at an approved Post Office.
- Priority applications: You must request this service before you apply on-line. Provide your biometric information at an approved Post Office.
- Premium applications: Biometrics are taken at the time of your appointment.
- You may have to also attend an interview as part of your visa application.

4. **The decision**

- When you have been granted your visa, check these documents carefully for any errors:
  - Visa decision letter
  - BRP
- If there are any errors contact the International Student Support team at the University.
- If your application is refused, please inform the Tier 4 Compliance team at the University straight away.
- If your visa is refused and you want to reapply, DO NOT attempt to use your CAS again as your application will be refused. A CAS can only be used once. If you want to apply again for a visa then contact the International Admissions team.

For advice on making a Tier 4 visa application please contact the International Student Support team.