

Checklist - Making a Tier 4 Visa application in your home country

1. Prepare your documents

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

Document	Applies to	✓
Confirmation of Acceptance for Studies (CAS) Insert your CAS number on your visa application.	All applicants	
Passport/travel document Current (valid) passport/travel document and any previous (expired) documents.	All applicants	
Biometric Residence permit (BRP) Current BRP (if applicable).	All applicants	
1 x passport-sized photo Your full name must be written on the back.	All applicants – for guidelines check here	
Tuberculosis test certificate From an approved clinic	All applicants who require the test (check here)	
Bank statement, sponsor letter or loan letter Must be original documents in the correct Home Office format and held in 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 . <i>Remember the funds you need to show must have been held for 28 day consecutive days.</i>	All applicants - EXCEPT 'Low risk nationals' (unless requested). See here for list of 'Low Risk Nationals'	
Completed visa application form Print and submit a copy of your completed visa application form	All applicants	
Academic transcripts/certificates Submit your original qualifications stated on your CAS, including your Secure English Language Test (SELT) if this applies to you.	All applicants - EXCEPT 'Low risk nationals' (unless requested). See here for list of 'Low Risk Nationals'	
Translated documents If any of your documents (including bank statements) are not in English, you must submit official translations	All applicants	
ATAS certificate You must receive your ATAS certificate before you apply for your visa. Print and submit a copy of your ATAS certificate	All applicants who require it – see here .	
Police Registration Certificate Submit your original certificate	All applicants who had this condition on any previous UK visa.	
Evidence of your immigration status in the country from where you are applying Document to show your current immigration status e.g. residence permit, green card, valid visa.	All applicants who are NOT a national of the country from where they are applying	
Proof of parental/legal guardian consent A written letter from your parents/legal guardian giving their consent for you to travel and live independently in the UK.	All applicants who are under 18 years of age	

2. Apply

Where to apply

- You must apply in your home country OR the country where you are legally resident. Find your nearest [visa application centre](#).

When to apply

- The earliest you can apply is 3 months before your course start date.
- Do not leave it too late to apply for your visa. Check visa [processing times](#) in your country.

How to apply

- You must apply online via the [Visa4UK](#) website – UNLESS you are applying from North Korea (students from North Korea must complete a [paper application form](#)).

Application costs

- [Tier 4 \(General\) visa application](#) £335
- [Immigration Health Surcharge](#) (if your course is longer than 6 months).

3. The application

- Complete the [on-line application](#). You should only do this once you have all the documents you need (see above - [Prepare your documents](#)).
- Remember to request delivery of your [Biometric Residence](#) permit to the University.
- Pay for the [Immigration Health Surcharge](#) and visa application.
- Book an appointment at your nearest [Visa Application Centre](#).
- Attend your appointment at the Visa Application Centre with **all** of your documents.
- Provide your biometric information at your appointment.
- You may have to also attend an [interview](#) as part of your visa application so start to do some research in preparation for this.

4. The decision

- When you have been granted your visa, [check](#) these documents carefully for any errors:
 - **Visa decision letter**
 - **30 day temporary vignette**
 - **Visa (if not collecting in the UK)**
- If there are any errors, get them corrected by the Visa Application Centre **before** you travel.
- 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.