How to make a Tier 4 (General) visa application from Overseas

- On the Home Office website click on the green button **'Start now'** this will take you to the Visa4UK website.
- Click on **'Register an Account'** and enter your personal details and valid email address to create an account in order to make your application online.
- If you are applying from North Korea please click on this link for instructions on how to apply and the paper application form

- Once you have set up your account and you are logged in click on **'Apply For Myself'**
- Read through '**Important Information'.** Here you will find the link to '**FAQ's'** (Frequently Asked Questions) which answers questions on problems or queries with your account, the application form, visa appointment, payments and refunds.
- Click on **'Continue'**

Applicant Details

- You will need your passport for this section.
- Complete the information requested here, including the date you wish to travel to the UK (the earliest you are allowed to travel to the UK is one month before your course start date), your passport number and the location of where you are applying for your visa.

Select Visa Type

- Reason for Visit – Select **'Study'**
- Visa Type – Select **'PBS Tier 4 Student'**
- Visa Sub Type – Select **'Tier 4 (General) Student'**. However, if you are financially sponsored in accordance with Home Office guidance you should select **'Tier 4 (General)(Sponsored) Student'**
- Click on **'Create Application'**

My applications

On this page you will see the summary of your visa application, including your reference number, the status of your application and the **'Next Step'**

- On the right side of the page click on the black button **'Go To Application'**

Passport and Travel Information

- Complete the information requested here.
- If you do not know the address of where you are staying in the UK, you may enter the University of Hertfordshire address
  - Enter the UK Postcode AL10 9AB click on **'Find Address'**
  - Click on **'Select an Address'**
  - Click on **'College Lane, Hatfield, AL10 9AB'**

- When you have completed this page click on **'Save'** on the left side (you *must* do this after every page to save all the information you have entered).
- Click on **'Next Section'** at the bottom of the page.
- You should see on the left side the button **'Passport and Travel Information'** has now changed from black to green, if it hasn't you have missed some mandatory information.

Personal Details and Travel History

- Enter your home address and contact details (not in the UK)
- Read through the questions carefully and answer truthfully. If you have had a visa application refused in the past (even if the decision was overturned) you **must** declare it otherwise your new application may be refused

- When you have completed this page click on **'Save'** on the left side (you must do this after every page to save all the information you have entered).
- Click on **'Next Section'** at the bottom of the page.

Family Details

- You will need your spouse's (if applicable) parents' and children's (if applicable) personal information.
- When you have completed this page click on **'Save'** on the left side (you must do this after every page to save all the information you have entered).
- Click on **'Next Section'** at the bottom of the page.

Medical Treatment

- If you have previously received medical treatment in the UK you must provide details here.
- When you have completed this page click on **'Save'** on the left side (you must do this after every page to save all the information you have entered).
- Click on **'Next Section'** at the bottom of the page.

Tier 4 Student

- You will need your CAS letter for this page.
- The University's Sponsor License Number is **9BMPDBW39**
- The University of Hertfordshire address:
  - Enter the UK Postcode AL10 9AB click on **'Find Address'**
  - Click on **'Select an Address'**
  - Click on **'College Lane, Hatfield, AL10 9AB'**
- Your CAS number starts with **E4G………**
- The main site of study is the same as the University address
- **'Points Claimed'**
  - Enter 30 for Confirmation of Acceptance for Studies
  - Enter 10 for Maintenance
  - Total 40
- When you have completed this page click on **'Save'** on the left side (you must do this after every page to save all the information you have entered)
- Click on **'Next Section'** at the bottom of the page

Additional Information

- You may enter any additional information you think is relevant to your visa application
- When you have completed this page click on **'Save'** on the left side (you must do this after every page to save all the information you have entered)
- Click on **'Confirm Application'** at the bottom of the page

Confirm Application

- On this page you can read through your application form and amend anything by clicking on **'Return To Application'.** This is the only opportunity you will have to make changes!
- Click on **'Submit Application'** if your application is complete
- Confirm you wish to submit and you will be redirected to **'My Applications'**

My Applications

On this page you will see the summary of your visa application, including your reference number, the status of your application and the **'Next Step'**

- On the right side of the page click on the black button **'Sign Declaration'**
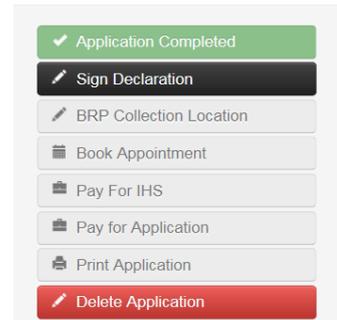
Sign Declaration

- Please read through the declaration before you sign it
- Type in your name
- Click on **'Sign Declaration'** and you will be redirected to **'My Applications'**

My Applications

On this page you will see the summary of your visa application, including your reference number, the status of your application and the **'Next Step'**

- On the right side of the page click on the black button **'BRP Collection Location'**
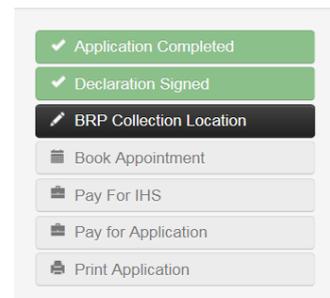
Biometric Residence Permit (BRP) Collection

To ensure you can collect your BRP from the University of Hertfordshire you must enter the University's Alternative Collection Location (ACL) code, otherwise it will be delivered to your nearest assigned post office.

- Click on **'Alternative Location'**

- Enter **2HE462**
- Click on **'Find'** and the University's address will come up

- Click on **'Confirm'**

- Click on **'Yes'**
- You have now completed your visa application form
- Click on **'Save and Close'** and you will be redirected back to **'My Applications'**

My Applications

On this page you will see the summary of your visa application, including your reference number, the status of your application and the **'Next Step'**

- On the right side of the page click on the black button **'Book Appointment'**
- Book an appointment at your nearest Visa Application Centre (VAC).
- Once you have booked an appointment you will be redirected back to **'My Applications'**
- On the right side of the page click on the black button **'Pay For IHS'** (Immigration Health Surcharge)
- Click on **'Continue'** and you will be redirected to the IHS system
- Make a note of your **Immigration Health Surcharge Reference Number** when you have paid, you will then be redirected back to **'My Applications'**
- On the right side of the page click on the black button **'Pay For Application'**
- Once you have paid your visa application fee you will then be redirected back to **'My Applications'**
- On the right side of the page click on the black button **'Print Application'**