

How to make a Tier 4 (General) visa application in the UK

- On the [Home Office](#) website click on the green button **'Apply now'** and set up your account

Tier 4 (General) student

Apply to extend or switch to Tier 4 (General) student.

How to apply

To apply to extend or switch to a Tier 4 (General) student you need to:

- fill in the application form
- have your documents ready
- pay the application fee
- pay the health surcharge
- have your biometrics taken (fingerprints and a photo)

[Find more information](#) on the requirements for a Tier 4 (General) student, including the documents you will need to submit with your application.

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it another time if you need to.

Postgraduate studies

Your location

Are you currently in the UK?

- Click on **'Yes'**
- Click on **'Save and continue'**

Legal representation

- Click on **'No'**
- Click on **'Save and continue'**

Your email and password

- Enter your email address
- Enter a password
- Enter the same password again
- Click on **'Save and continue'**

Check your answers

- Check the details you have given are correct
- Click on **'Continue'**

Your Home Office account is now set up and ready for you to fill in the online application form. You can exit the form at any time by clicking on **'Return to this application later'** (make sure you save every screen) and you will be emailed a link so that you can return to your current application form and not have to start from the beginning. You can review and amend your application form by clicking on **'Show your answers'**.

The applicant

- If you are applying for yourself only own click on **'Answer questions about this person'**
- If you have dependants applying at the same time click on **'Would you like to add another person to this application?'**
- Click on **'dependant child'** or **'dependant partner or spouse'**
- Click on **'Add'**
- Enter the details of your dependant
- Click on **'Save and continue'**

Your name

- Enter your full name as shown in your passport
- Click on **'Save and continue'**

Your name

- Are you also known by another name?
- Click on **'Yes'** or **'No'**
- Click on **'Save and continue'**

Your other name

- If you have another name enter the details then click on **'Save and continue'**

Applicant contact details

- Enter your contact details in the UK
- Click in the box **'I want to receive mail at a different address'**
- Enter the University address:
ISS, Student Centre
University of Hertfordshire
College Lane
Town/City Hatfield
Postcode AL10 9AB
- Click on **'Save and continue'**

Your gender and relationship status

- Click on your gender as shown in your passport
- **'What is your relationship status?'** - click on the drop box and select your status
- Click on **'Save and continue'**

Your nationality, date and country of birth

- Enter your details
- Click on **'Save and continue'**

Your passport

- Click on **'Yes'**
- Click on **'Save and continue'**

Your passport

- Enter your passport details, passport number, place of issue, issue date and expiry date
- Click on **'Save and continue'**

Your current UK immigration status

- Click on **'Yes'**
- **'What type of visa or leave to remain do you have?'**
- Select **'Tier 4 (General) leave to remain'**
- Click on **'Save and continue'**

Your current visa or leave to remain

- Enter the start date and expiry date of your current visa
- Click on **'Save and continue'**

Revocation, cancellation or curtailment

- Click **'Yes'** if your visa has been cancelled
- Click **'No'** if your visa has not been cancelled
- Click on **'Save and continue'**

Your most recent leave

- Click **'Yes'**
- Click on **'Save and continue'**

Completed course of study

- Click **'Yes'**. You will then be asked if the course was more than 6 months long. To find the length of your course check the course start and end dates on your old CAS.
- If the course was more than 6 months you will then be asked how you can prove this, click on **'Degree certificate'** or **'Official transcript or letter'** depending on the information on your CAS.
- If the course was less than 6 months click **'No'**
- Click **'Save and continue'**

Police registration

- Click **'Yes'** if applicable, if not, click **'No'**
- Click **'Save and continue'**

Your biometric residence permit (BRP)

- Click **'Yes'** if you have a BRP card and enter the card number
- Click **'No'** if you have lost your BRP card
- Click **'No'** if you do not have a BRP card

- Click on **'Save and continue'**

Your National Insurance number

- If you have a National Insurance number enter it here
- If you do not have a National Insurance number click in the small box
- Click on **'Save and continue'**

Study as a Tier 4 (Child) student

- Click **'Yes'** if you have previously had a Tier 4 (Child) visa
- Click **'No'** if you have not had a Tier 4 (Child) visa
- Click **'Save and continue'**

Degree from an English speaking country

- Click **'Yes'** if you have completed a course that is the equivalent to a UK degree
- Enter the country where you studied for this course
- Select **'Certificate'** or **'Transcript'**
- Click **'Save and continue'****
- Click **'No'** if you have not completed a course that is the equivalent to a UK degree
- Click **'Save and continue'***

*English language assessment

- Click **'Yes'**
- Click **'Save and continue'**

**Public funds

- Click **'No'**
- Click **'Save and continue'**

Your criminal or civil offences

It is important that you answer these questions truthfully as the Home Office will conduct police checks on all applicants. If you do not declare any conviction(s) or cautions(s) the Home Office will view this as deception, and you receive a ban from the UK of at least one year.

- If you have had any criminal convictions (or cautions) or civil penalties click on the one that applies to you, then click **'Save and continue'**. You will be asked to provide further information on the next screen.
- If you have not had any criminal or civil offences click **'No, I have never had any of these'** then click **'Save and continue'**

War crimes

It is important that you answer this question truthfully. The Home Office will carry out background checks on all applicants.

- Click **'Yes'** and give information or click **'No'**
- Click **'Save and continue'**

Terrorist activities

It is important that you answer this question truthfully as the Home Office will carry out background checks on all applicants.

- Click **'Yes'** and give further information or click **'No'**
- Click **'Save and continue'**

Terrorist organisations

It is important that you answer this question truthfully as the Home Office will carry out background checks on all applicants.

- Click **'Yes'** and give further information or click **'No'**
- Click **'Save and continue'**

Terrorist views

It is important that you answer this question truthfully as the Home Office will carry out background checks on all applicants.

- Click **'Yes'** and give further information or click **'No'**
- Click **'Save and continue'**

Sponsor license number and address

- Using CAPITAL letters please enter: **9BMPDBW39**
- **'Sponsor's address':**
University of Hertfordshire
College Lane
Town/City Hatfield
Postcode AL10 9AB
- Click **'Save and continue'**

Primary site of study

- Click **'Yes'**
- Click **'Save and continue'**

UCAS details

- Click **'Yes'** if you applied through UCAS and enter your UCAS ID number
- Click **'No'** if you applied directly to the University
- Click **'Save and continue'**

Academic Technology Approval Scheme (ATAS)

- Click **'Yes'** if your course requires an ATAS and enter your reference number
- Click **'No'** if your course does not require an ATAS
- Click **'Save and continue'**

Current or past official financial sponsor

- Click **'Yes'** if you are financially sponsored
- Click **'No'** if you are not financially sponsored
- Click **'Save and continue'**

Future official financial sponsor

- Click **'Yes'** if you will be financially sponsored and select which document you will provide
- Click **'No'** if you will not be financially sponsored
- Click **'Save and continue'**

Money (maintenance funds)

- Click **'Yes'** if you are submitting your personal bank statements as evidence of your maintenance
- Click **'No'** if you are submitting your parents bank statements. Click **'Yes'** if you have their permission. Select the document you will provide to prove your relationship
- Click **'Save and continue'**

Course information

- Institution name - Enter **'University of Hertfordshire'**
- Click **'Yes'** if you are applying to be a Student Union Sabbatical Officer. Enter course start and end date. Click **'Save and continue'**
- Click **'No'** if you are not applying to be a Student Union Sabbatical Officer Click on drop box to select the level of the qualification you will be awarded, Bachelor degrees = NQF6, Masters = NQF7, PhD = NQF8. (You will find this information on your CAS). Enter your course name as written on your CAS, enter course start and end date, click **'Save and continue'**

Doctorate Extension Scheme

- Click **'Yes'** if you are applying for the Doctorate Extension Scheme
- Click **'No'** if you are not applying for the Doctorate Extension Scheme
- Click **'Save and continue'**

Accommodation payments

- Click **'Yes'** if you have paid the University for your accommodation, enter how much you have paid, click **'My sponsor has confirmed this information on my CAS'**
- Click **'No'** if you have not paid the University for your accommodation
- Click **'Save and continue'**

Course fees

- Enter your course fees as stated on your CAS
- Click **'Yes'** if you have paid any of your fees, enter how much you have paid, click **'My sponsor has confirmed this information on my CAS'**
- Click **'No'** if you have not paid your fees
- Click **'Save and continue'**

Your Confirmation of Acceptance for Studies

- Click **'Yes'**, enter your CAS number
- Click **'Save and continue'**

Check your answers

- Check the information you have given in your application is correct
- Click on **'Change'** to amend information
- Click on **'Continue'**

If you would like the University to check your visa application before it is submitted to the Home Office do not go any further with your application. Contact International Student Support to request an appointment, iss@herts.ac.uk

If you want to submit your own application continue to the next screen.

Proving you have enough money

- **'Financial institution'** - enter the name of the bank/building society where your financial documents are from
- **'Type of document'** – select the type of document you will be submitting as evidence of your finances
- Click **'Save and continue'**

Add another financial document

- If you are submitting more than one financial document click **'Yes'**
- If you are not submitting another financial document click **'No'**
- Click **'Save and continue'**

Mandatory documents

- Tick the box for each document you will be submitting to the Home Office
- Click **'Save and continue'**

Declaration

- Read through the declaration
- Click **'I am the applicant'**
- Click **'Save and continue'** and you will be redirected to the Immigration Health Surcharge system

Pay for the Immigration Health Surcharge

- **'Where are you planning to stay'** - **'Are you applying to stay in the Isle of Man, Jersey or Guernsey?'** Click **'No'**
- **'Course dates'** – enter your course start and end date according to your CAS
- **'Summary'** – check all the details are correct
- Click **'These details are correct'**
- **'Payment summary'** – here you will see the total amount you need to pay
- Click **'Pay now'** and you will be redirected to the World Pay online payment page
- Enter the credit/debit card details, name and contact details of the cardholder
- When the payment has gone through you will see your Immigration Health Surcharge reference number, this will also be emailed to you, click **'Return to application'**

Choose a service

- Select which service you want, Standard takes approximately 8 weeks, Priority takes approximately 10 working days (you must request this service before you select it, see the [Home Office](#) website) and Premium, you should get a decision on the day of your appointment, your visa will arrive approximately 7 working days later
- Click **'Pay now'** and you will be redirected to the World Pay online payment page
- Enter the credit/debit card details, name and contact details of the cardholder
- When the payment has gone through you will see your payment reference number, this will also be emailed to you

What to do next

- Read through what you need to do regarding sending your documents to the Home Office
- Click **'Download'** to save and print a copy of your Document Checklist

- Click '**Download**' to save and print a copy of your Application Form (you do not send this to the Home Office, this is just for your records)
- Click '**Sign out**'

You have now completed and submitted your Tier 4 visa application form.

You must now send your Document Checklist and supporting documents to the Home Office by Special Delivery.

You will receive a Biometric Enrolment letter within 7-10 days of receipt of your documents, you must take this letter to the Post Office as soon as possible to register your fingerprints and photo; your visa application will not be processed until this is done.

You may be invited to a **Credibility Interview** with the Home Office. You will be sent an email and a letter to notify you if this is the case. You **must** accept the invitation and email it back to the Home Office. If you are unable to attend the interview date you must contact the Home Office immediately and request a new date. The interview is mandatory, failure to attend may result in your visa being refused.