

# 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.

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

- 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>

### Application costs

- **Tier 4 (General) visa application**
  - **Standard application:** £457 plus £19.20 for biometrics.
  - **Priority application:** £916 plus £19.20 for biometrics.
  - **Premium application:** £1047
- **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**.