VISA CHECKLIST APPLYING FOR YOUR TIER 4 VISA OUTSIDE THE UK.

Please make sure you read the Tier 4 policy guidance

http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf

The online application is available on https://www.visa4uk.fco.gov.uk/home/welcome

It is your responsibility to collect the documents you need for your visa application.

- ☐ The CAS you have received from Royal Holloway.
- ☐ Passport(s)
- ☐ Passport photographs. (They have to meet the UKVI requirements)
- ☐ The original copy of the academic qualifications you have used to obtain an unconditional offer from Royal Holloway. This will be listed in the CAS email sent to you by Royal Holloway, and you must use this qualification with your visa. You can submit either your original certificate or original transcript of results. If these are not in English, you must provide 'a fully certified translation' by a professional translator.
- ☐ English language certificate if applicable.

- ☐ Financial evidence to show that you have sufficient funds to pay for your tuition fees and living expenses:

  - You need to show that you have £11,385 for maintenance, in addition to your tuition fees if they have not been paid to the university. **Note: Royal Holloway is considered London.**
    - These funds need to be in your bank account for a minimum of **28 consecutive days** before you can make your visa application, and you will need a bank statement as the evidence of this.

- ☐ Bank statements addressed to you for the past 1 month. (From your bank). Electronic bank statements printed from an internet banking account can be accepted but they will need to be stamped by the bank on every single page.

  The statement should also have:

  - The name of the account holder.
  - The full account number.
  - The Bank's name and logo.
  - The amount of money available.

- ☐ Birth Certificate & consent letter from parents if you are using their bank statements.

  - If you are being financially sponsored, you will need an original copy of a 'letter of confirmation' from your financial sponsor e.g. your government, company or educational institution.

Whilst the International Student Support Office makes every effort to check and submit your application it is YOUR responsibility to ensure that you meet the requirements for a Tier 4 (G) visa.

Financial requirements for Low Risk Students. A list of 'low risk' nationalities are available here.
NOTE: You're only considered as a low risk national if you are applying from your home country or the UK. Exemption is not applicable if you apply from another country.

- ☐ If you are using your overseas currency, you need to ensure the exchange rate is equivalent to the GBP Sterling. The home office recommend to use OANDA website to check the exchange rate.
- ☐ Application fee of £322 subject to increase.
- ☐ NHS Health Charge £150 for each year full length of leave will be required at the time of the visa application. An additional £75 could be included if part of your additional year is less than 6 months. (Dependants will be charged the same amount as the main applicant*. The charge must be paid even if you have your own private medical insurance and do not intend to use the NHS.
    - To find out how much your NHS surcharge will be please click here.
- ☐ Your fingerprints and photograph (your 'biometric features') will need to be recorded as part of the application process. This will be done at your local Visa Application Centre.
- ☐ An ATAS Certificate. If required this will be stated on your CAS. (We recommend for you to apply for an ATAS a least 8 weeks before you plan to make a Visa application or Extension.)
    - Check if you need an ATAS and guidance is also available here.

Please note: If you submit your visa application without a valid ATAS certificate your visa application will be refused.

- ☐ A TB Medical Certificate: Students from some countries are required to have a TB test as part of their visa application process. To find out if this applies to you, Health TB Test on the Home Office website.

Please ensure that all documents are original documents and any documents which are not in English or Welsh must be accompanied by a full translation that can be checked by the UK Border Agency

The original translation must contain:

- confirmation that it is an accurate translation of the original document
- the date of the translation
- the translator's full name, contact details and signature
- the translator's qualification or credentials

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