Online Tier 4 visa application from outside the UK

1. Register an account with Visa4UK
2. When registered, follow the email instructions.
3. Accept terms and conditions.
4. Fill in the Immigration Health Surcharge questionnaire and pay. Make a note of the reference number you are given, as you will need this later. (This section is now at the end of the application)
5. Under ‘My Applications’, click on the link ‘Apply for myself’
6. ‘Important information’, you can click on these links provided for further advice, if required, otherwise click on ‘Continue’.

Applicant’s Details
- This will be partially completed using the information you gave when you registered your account. Please ensure that your name matches exactly, that given in your passport.
- Date of Intended Travel – please note that you cannot apply any earlier than 3 months before your course start date.

Select Visa Type
- Select ‘Study’ (dependants should also select this option)
- Select ‘PBS Tier 4 Student’ (again dependants should select this option)
- Select ‘Tier 4 (General) Student’) If you are self-funded. If you are sponsored by a government or an official financial sponsor then choose Tier 4 (General) (sponsored)
- (Dependants select ‘Tier 4 (General) Partner or child’ depending on relationship.
Visa Confirmation Questions

- If asked, respond as appropriate

Click on ‘Create Application’, then select ‘Go to Application’ from list on right hand side of the page.

Section 1 Passport/Travel Information

- Make sure you enter your personal details exactly as shown in your passport
- ‘Are you travelling with anyone?’ This is only applicable if you are accompanied by dependants.
- ‘Date of planned travel’
  If you are coming to start a new course, please remember that you cannot travel to the UK any earlier than 1 month before your course start date. If you are returning to the UK to continue your course of study, you can travel as soon as you want.
  However, please note, you are strongly advised not to book a flight until you have received your visa.
- ‘How long do you intend to stay in the UK?’ – state the length of your course.
- ‘What is the main address and contact details of where you will be staying whilst in the UK?’ – if you are returning you will already have an address you can provide. If you are new to Royal Holloway and don’t yet have an accommodation address, you can use the University’s main address: Royal Holloway, University of London, Egham, Surrey TW20 0EX, or the accommodation address you have been allocated.
- ‘Primary Contact Number’: - the University’s telephone number is 44 (0)1784 434455

Personal Details & Travel History

‘Permanent residential address’ – this is referring to your home address, not your University address.

- ‘Travel and Criminal History’ – you must answer every question.

Family Details

- Answer all questions. If you are married, additional questions about your spouse will appear.

Medical Treatment

- Answer as appropriate.

Tier 4 Student

The information you need for this section will also appear on your CAS statement and should be completed as follows:
Sponsor
‘Tier 4 sponsor licence number’: WP5GJEXT0 (the 0 is a zero)

‘Name of sponsor’: Royal Holloway, University of London

‘Sponsor address’: Royal Holloway, University of London, Egham Hill, Egham, and Surrey, TW20 0EX

‘Primary Contact Number’: 44 (0)1784 434455.

Studies
• ‘CAS (Confirmation for Acceptance of Studies) Number’: Copy this number from your CAS Statement, being careful to make clear the difference between any ‘O’ s and ‘0’ s and ‘1’ s and ‘I’ s. If you do not have a CAS number you cannot proceed with your application. To be valid, your CAS must be no more than six months old at the time you apply for your visa. If you are reapplying following a visa refusal you will need a new CAS.
• ‘Title of your course’: you should enter the ‘Programme Title’ from your CAS statement.
• ‘Level of the course and qualification’: you should enter the ‘Course Level’ from your CAS statement (e.g. BSc, MEng, MSc, PhD)
• ‘Course start and end date’: enter the details provided on your CAS statement. If you are applying for a visa to return to Royal Holloway to continue on a course of study already started, please refer to the start and end dates listed in the ‘Evidence Used to Obtain’ box on your CAS.
• ‘Address of main site of study’: please enter the same address as for the Tier 4 sponsor address.
• ‘Options’: select ‘Studying’.
• ‘Assessed by other means?’ – Select ‘no’ unless you are course assesses you via your portfolio.
• ‘English Language Requirement’: select ‘Your sponsor is a Higher Education Institution (HEI), and has made its own assessment of your English language ability’ or ‘national of a majority English speaking country’, whichever is appropriate.
• ‘ATAS Certificate’: Your CAS statement will indicate whether or not you need an ATAS certificate. If your CAS statement says you require an ATAS certificate, you must get it before you submit your visa application – this can take 20 working days or more at busy times. You will receive your ATAS certificate by email – you must print this out and include it with your application. More information is available on the ATAS page of the Immigration Advice Service website.

Maintenance and Fees
• Fees for your course of study: Please give details of the total tuition fees for your course for the current academic year, as stated on your CAS.
• **Have any of your course fees been paid:** select ‘Yes, paid to UK education provider’ or ‘No’, as applicable. If you have paid some or all of your tuition fees, please enter the amount you have paid here. Then select ‘shown in the CAS’ or ‘original receipt’, whichever is applicable.

• ‘Evidence is not required under guidance but held by applicant’ is only appropriate if you are considered a ‘low risk’ national.

• **Have any of your accommodation fees been paid to your sponsor?** Answer as appropriate. You should only select ‘Yes’ an amount has been paid to an UK Education Provider for accommodation, if you have made a payment to the University. Otherwise you should select ‘No’.

• **Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor?** ‘Financial sponsor’ means a body that is funding your studies (course fees or living expenses or both). This could be the UK government, your home government, the British Council or any international organisation, international company, university or an independent school. If any of the above is sponsoring you, select ‘Yes’ in the first box and then provide the necessary details below. If you are receiving funding from a source not listed above this does not count as an ‘official financial sponsor’ and you should select ‘No’. (Your parents do not count as a UKBA financial sponsor).

• **Do you have any remaining fees and maintenance due for payment:** - Select ‘Yes’ and fill in the boxes if you have any outstanding tuition fees or a financial sponsor is not paying all of your maintenance costs.

• For course fees give the full tuition fee minus any amount already paid.

• For maintenance, give the amount £11385 (if you qualify for reduced maintenance minus any amount you have paid the University for accommodation (up to a maximum of £1,265).

• For the total, add the figures for course fees and maintenance together. You will need to be able to show you have this amount of money in your bank account or that of a parent/ legal guardian, for a **minimum of 28 consecutive days**.

• **Select ‘No’** if there is nothing still due for payment because:
  - You have an official financial sponsor who will be paying all your course and accommodation fees, OR
  - You have paid all your course fees and University accommodation fees, yourself.

**AND**

- You have an official financial sponsor who is paying all your maintenance, OR
- You have paid an amount (of which you are allowed to count up to a maximum of £1,265) towards University accommodation and the rest of the amount you are required to show for living expenses is covered by an official financial sponsor.

**Money in own name:**
Select ‘Yes’ if you have the money you need to show in your own savings, or savings in an account you hold jointly.

Select ‘No’ if the funding is in a bank account in the name of a parent or legal guardian. You will then be asked what evidence you are supplying to prove sufficient funds and relationship. Please read the visa checklist carefully for more details on the documentation required. If any of these documents are not in English you will have to obtain an official translation which meets the requirements.

Evidence of Funds

- List what documents you are providing, remembering that they must be original – copies are not acceptable. This information is available on the visa checklist.
- If you are a low risk national, just write ‘Low Risk National’.

Points Claimed

- Confirmation for Acceptance of Studies – 30
- Maintenance – 10
- Total – 40

Additional Information

- This section is not mandatory, only complete if you have a relevant point to make.

Submit Application

- Check through the summary of your information. If incorrect, click on ‘return to application’. If correct click on ‘submit application’.
- You will then be returned to the Home Page, where you need to select ‘Sign Declaration’ and type in your name in the signature box. Then click on ‘Sign Declaration’ again.
- **Pay for the NHS Health Charge Immigration surcharge**: students and dependants who apply for a visa for more than 6 months will need to pay for the HIS charge. Applications submitted without the IHS being paid will be refused.

Please make sure you write the IHS reference number on the front of your Tier 4 application form

- Now select BRP (Visa) Collection Location. You will be asked to input an ACL code as in the diagram, please enter these details. ACL Code 2HE482
Your Alternative Collection Location code

You have been assigned ACL code: 2HE482

For delivery to:
Royal Holloway University of London
International Student Support Office
Egham Hill
Egham
Surrey
TW20 0EX

The code is scheduled to be live on VisaUK from 6th June 2015.

It must be entered into the Alternative Location field in the BRP Collection Page on VisaUK, as in the screenshot.
After entering the code and pressing Find the collection address should be displayed. A fictitious example appears below.

Biometric Residence Permit (BRP) Collection

If your visa period to enter the UK is over six months, you will be given a BRP as proof of your leave and conditions of stay. You can read more about the BRP here https://www.gov.uk/biometric-residence-permit.

If you enter the UK postcode you will be assigned to a Post Office. Whether your Sponsor Address Protocols or Residential Address Protocols you may enter another UK postcode in the Alternative Location Tab.

You may find details of the branch nearest to your location on your Post Office branch here http://www.postoffice.co.uk.

If your sponsor offers collection from their site, other than Post Office, they will have told you to give an ACL code. Please note that this is the Alternative Location Tab. If you are not present when your sponsor branch is the collection point, please note the opening hours of their collection point.

If you are applying to enter a Crown Dependent (companied by a family or the partner of a British citizen given a BRP) and will not need to visit a Post Office branch. If this applies to you, please enter "SWITCH" in the Alternative Location Tab.

Next steps
Please return Section C of the ACL form within the next week so that we can conduct checks on those you have nominated to receive, store and issue BRPs.

If you have any questions or require clarification, please contact:
HEICollection@homeoffice.gsi.gov.uk
• **Now select ‘Book Appointment’** and indicate where you want to go to provide your biometric details. Select the ‘Visa Appointment Type’ as appropriate to you (most students will select PBS Tier 4 Student). Dependents should also select this option.

• **‘Pay for Application’** – most students can make a payment online; however some visa application centres will take payment when you attend to give your biometric data. The availability of this service is shown on screen when you select where you wish to attend.

**Supporting Documents**

Submit your supporting documents, keeping a copy of everything you send for your own reference.

**And Finally**

If your application is successful, you will receive a temporary visa in your passport, valid for 30 days and a visa letter. This letter will specify when you can collect your BRP (Visa) at the Post Office or at Royal Holloway, University. If you are not sure where to collect your BRP card please email Student-Enquiries@rhul.ac.uk or Internationaladvice@rhul.ac.uk