Complete the online application form for your Tier 4 (General) visa; there are currently 2 different forms you can use to complete your Tier 4 application, however we would recommend Access UK as the better and more user-friendly service.

CAS – this will be sent to you electronically to the email address you have provided to the College’s Admissions team.

Current valid passport and all passports used to travel to the UK (or other documents if applicable, i.e. travel documents/emergency travel documents).

2 x recent passport sized photos against a LIGHT background with your name written on the back in capital letters.

TB test certificate (if applicable) - 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, visit the Home Office’s website on Tuberculosis.

Evidence of your academic qualifications as listed on your CAS in the “evidence used to obtain offer” section (if applicable)

Financial evidence – you must be able to demonstrate that you have held living costs (£1,265 per month of study up-to a maximum of 9 months (£11,385)) plus tuition fees for 1 year in an account for 28 days consecutively prior to the date of application; this will need to be demonstrated in different ways.

If you are self-funded: you will need to demonstrate the total funds with bank statements addressed to you for past 1 month (certain 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 must also have:

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

If you are sponsored by a parent or legal guardian: you will need to demonstrate the funds as above, but by using a bank statement from your parent(s)/legal guardian(s) (please note only parents or legal guardians can act as familial sponsors).

You must also provide:

- A sponsor letter written by the account holder confirming that they give permission for the funds to be used for your visa application & study period
- Documentation proving the relationship between the account holder (s) and you (usually birth certificate)

If you are sponsored by a third party: you will need to demonstrate the funds by providing a letter from your sponsor stating how much they will pay for your fees and living expenses.

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.
Tier 4 (General) Checklist – Entry Clearance

and how long the sponsorship will last. Please note there are rules around what type of organisation can act as a sponsor so if you have any questions please contact us

☐ A valid Academic Technology Approval Scheme (ATAS) clearance certificate which you need to obtain by applying online to www.fco.gov.uk/atas (if applicable); if you need this it will be stated on your CAS. We recommend for you to apply for an ATAS at least 8 weeks before you plan to make a visa application or extension; if you submit your visa application without a valid ATAS certificate where it is required, your visa application will be refused

☐ Your Biometric Residence Permit (BRP) (if you already hold one)

☐ Your Police Registration Certificate (if you already hold one)

☐ If you are using a bank account with an overseas currency (not GBP), make sure you check the exchange rate is equivalent to the required amount in GBP; you must use the Home Office’s recommended exchange rate website OANDA for this

☐ You will be required to give your biometrics (fingerprints and photograph) as part of the application process; this will be done at your local Visa Application Centre

☐ You must also obtain official translations of any documents not in English that are submitted as part of your Tier 4 visa application; these must include the date, the translator’s full name, contact details, and signature, the translator’s qualification/credentials, and confirmation that it is an accurate translation of the original

☐ You will also need to pay the visa fee – this is paid by credit or debit card when you are submitting the application online; the fee at present is £348 in local currency

☐ You will also need to pay the Immigration Health Surcharge – charged at £150 for each year + £75 for the wrap-up period at the end of your visa

LOW RISK NATIONALS

If you are a national of a country listed below, and are making your application in the UK, you will be eligible for something called the “differentiation agreement”. This means you are not required to submit certain documents as part of your application. However, you must confirm in your application, that you still meet the requirements and hold the evidence in the required format, as the Home Office can ask to see them at any time whilst your application is being decided.

The current low-risk countries are:

Argentina, Australia, Bahrain, Barbados, Botswana, Brunei, Cambodia, Canada, Chile, China, Dominican Republic, Indonesia, Japan, Kuwait, Macau SAR, Malaysia, Maldives, Mexico, New Zealand, Qatar, Serbia, Singapore, South Korea, Thailand, Trinidad and Tobago, United Arab Emirates, United States of America

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.