

## **Tier 4 (General) Checklist – Leave to Remain**

- ☐ **Complete the online application form for your Tier 4 (General) visa;** this can be found by searching for “Tier 4” on [www.gov.uk](http://www.gov.uk) – *please do not progress beyond the “Declaration” page if you want your application form checked as you will not be able to go back after this point*
- ☐ **CAS** – this will be sent to you electronically to the email address you have provided to the College
- ☐ **Current valid passport and all passports used to travel to the UK** (or other documents if applicable, i.e. travel documents/emergency travel documents)
- ☐ **Your Biometric Residence Permit (BRP)**
- ☐ **Your Police Registration Certificate** (if applicable)
- ☐ **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, 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

*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 (General) visa.*

- ☐ **A valid Academic Technology Approval Scheme (ATAS) clearance certificate** which you need to obtain by applying online to [www.fco.gov.uk/atas](http://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
- ☐ 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
- ☐ *If you have dependants, you will require further documentation for them also; please note that the living costs required for dependants is £845 per month of leave granted, up-to a maximum of 9 months (£7,605)*

- £** You will also need to pay the **visa fee** – this is paid by credit or debit card when you are submitting the application online; this fee will be **£475** (postal), **£952** (Priority 10 day service), or **£1,085** (Premium service same day)
- £** You will also need to pay the **Immigration Health Surcharge** – charged at £ 300 for each year + £150 for the wrap-up period at the end of your visa
- £** You will also need to pay for your biometrics to be taken – charged at £19.20 at your appointment

- \*** As of November 2018, the Home Office no longer requires original copies of all documentation submitted as part of a Tier 4 (General) visa application. You **must** submit your original passport, BRP, and police registration certificate as part of the application but all other documents may be copies.

### **LOW RISK NATIONALS**

If you are a national of certain countries, 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.

### **For further information:**

<https://www.gov.uk/tier-4-general-visa/extend-your-visa>

<http://www.ukcisa.org.uk/International-Students/Immigration-/Making-a-Tier-4-General-application-in-the-UK/>

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