GUIDE TO COMPLETING THE TIER 4 (GENERAL) ONLINE APPLICATION

Applying outside the UK

(Updated July 2020)

Before beginning your visa application, you must ensure that you read the Home Office’s Tier 4 Policy Guidance

Immigration & Compliance Team
International Office
University of Huddersfield
https://www.hud.ac.uk/international/immigration/

Important: The UKVI or the Home Office regularly make changes to the immigration rules. Whilst the information in this document is provided in good faith, and every effort is made to keep it up to date, The University of Huddersfield accepts no legal responsibility for its accuracy.
This screenshot guide explains the process of completing the Tier 4 (General) visa online application as a main applicant who is applying from outside the UK to undertake study in the UK.

If you are applying from INSIDE the UK, you cannot use this guide and application. Instead you must visit our Extending/renewing your visa web page.

See also the visa application flowchart and a documents checklist at the end of this document to ensure that you have all the required documents in order to make your Tier 4 visa application.

GETTING STARTED

To begin your application, setup an online account via the online link below:
https://visas-immigration.service.gov.uk/apply-visa-type/tier4

Select ‘Tier 4 (General) student visa’ and click Next.

Enter the country where you will be making your visa application. This should usually be your normal country of residence.
Apply for a UK visa - China

You must be able to attend an appointment at one of the visa application centres listed below.

- Beijing
- Changsha
- Chengdu
- Chongqing
- Fuzhou
- Guangzhou
- Hangzhou
- Jinan
- Kunming
- Nanjing
- Shanghai
- Shenyang
- Shenzhen
- Wuhan
- Xian

Confirm that you can attend an appointment at one of the listed application centres. e.g. China

If you cannot go to one of the listed centres, you will be asked to choose to attend a centre in another country.

Are you a diplomat, official, or exempt from immigration control?

Next

Tier 4 (General) student visa

Use this form to apply from outside the UK for a Tier 4 (General) student visa. You cannot add family members (‘dependants’) to this application. You must complete a separate form for your dependants.

Before you apply

Before you start your application, read the guidance on:

- eligibility
- how to apply and required documents
- fees

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

Click the ‘Apply now’ button.

Important:

- If your dependants are applying for their visas with you:
  a) you also need to complete a separate online application for them.
  b) You must also email us the full names and passport numbers of any dependants applying with you at immigration@hud.ac.uk
Your telephone number

Provide your telephone number
Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

Where do you use this telephone number?
You can select more than one option

☐ For use whilst in the UK
☐ For use whilst out of the UK

Select whether this is your home, mobile or work telephone number
You can select more than one option

☐ Home telephone number
☐ Business telephone number
☐ Mobile telephone number

Enter your contact number

Contacting you by telephone

Are you able to be contacted by telephone?

☐ I can be contacted by telephone call and text message (SMS)
☐ I can only be contacted by telephone call
☐ I can only be contacted by text message (SMS)
☐ I cannot be contacted by telephone call or text message (SMS)

Save and continue

Choose the option most suitable for you. Using a mobile number would mean you can be contacted via a phone call as well as SMS
Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

- Yes
- No

Save and continue

Enter your unique CAS number here.

Note: if your CAS has not yet been issued, you can select ‘No’ and complete and save the rest of the application.

IMPORTANT

a CAS can only be used once. This means if your application is refused, you will need a new CAS from the University.

Your name

What is your name, as shown in your current passport or travel document?

Given names

Family name

I am not sure how to enter my name

Save and continue

Enter in your given names and family names as shown in your passport.

Any other names

Are you now or have you ever been known by another name?

This includes your maiden name and other names you use or have used in the past.

- Yes
- No

Save and continue

If you have ever been known by another name you should select ‘Yes’. You will then be asked for more information.
Your gender and relationship status

What is your gender, as shown in your passport or travel document?
- Male
- Female
- Unspecified

What is your relationship status?

Answer questions about your gender and relationship status.

Note: If you select ‘Married or a civil partner’ you will be asked later in the application to provide detail of your dependants whether or not they are travelling with you.

Your address

Address

Town/City

Province/Region/State

Postal code (if applicable)

Country

Is this address also your correspondence address?
We may use this address to contact you about your application, including after it has been decided.
- Yes
- No

Enter your home address or the address where you are living at present.

If your correspondence address is different, enter address/
Living at your home address

How long have you lived at this address?

☐ 1 year
☐ 2 years

What is the ownership status of your home?

☐ I own it
☐ I rent it
☐ I live with my family
☐ Other

Answer questions about your home address.
If you are living with parents, choose ‘Other’ to enter detail.

Your passport

You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Place of issue
This will be a city or province.

Issue date
Enter date in the format DD MM YYYY

Day  Month  Year

Save and continue

Enter your passport details from your current valid passport that you will be using to travel to the UK.

Your identity card

Do you have a national identity card?

This is the identity card issued by your national government. Please select 'No' if your country does not issue national identity cards or you do not have your card.

☐ Yes  ☐ No

If you select ‘Yes’ you will be asked for further information which you can find on your national identity card.
Your nationality, date and country of birth

Country of nationality
Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth
Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth
For example, 31 3 2020
Day Month Year

Answer questions about your nationality, date of birth and country/place of birth.

Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship? You must provide all the nationalities that you currently hold or have ever held.

☐ Yes  ☐ No

If you have a dual nationality, you must declare this.

Your immigration status

What permission do you have to be in <your country name>?

☐ I have a temporary visa
☐ I am a permanent resident
☐ I do not have a visa and I am not a permanent resident

If you are applying in your home country, you will choose ‘I am a permanent resident’ – otherwise enter your immigration status in the country you are applying
Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

- English
- Other

Save and continue

Students would normally choose ‘English’.

Study as a Tier 4 (Child) student

Have you successfully completed a course of study in the UK as a Tier 4 (Child) student?

- Yes
- No

Save and continue

You must declare if you have previously completed a course in the UK on a Tier 4 Child visa

English language assessment

Are you coming to the UK to study at a higher education institution?
A Higher Educational Institution (HEI) is an educational body in receipt of public funding that awards academic qualifications and professional certificates.

- Yes
- No

Save and continue

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a ‘gifted’ student?

- Yes
- No

Important: Make sure your CAS mentions the University of Huddersfield Sponsor Licence Number: HEK2NXJ25
Your CAS should also confirm that the University has assessed your English language ability.
People financially dependent on you

Does anyone rely on you for financial support? Include both those travelling with you and those who are not. This could include:
- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes  No

Will these dependants be included in my application?

About your dependant

You should use your dependant’s passport, if they have one, to complete this section.

What is this person’s relationship to you?

Given names

Family name

Date of birth
Enter date in the format DD MM YYYY

Day  Month  Year

Does this person currently live with you?

Yes  No

Is this person travelling with you to the UK?

Yes  No

Other dependants

Do you have any other people who need you for financial support?

Yes  No

You must answer as Yes if you have a spouse/partner, children and/or an older relative e.g. parent(s) who are financially dependent on you.

Important:
If your dependants are applying for their visas with you:

a) you also need to complete a separate online application for them.

b) You must also email us your student number and full names and passport numbers of any dependants applying with you at immigration@hud.ac.uk

If you answered the previous question about Dependents as Yes, you must provide their detail.

You must provide the detail about each dependent separately.
Give details about your first parent

You will be asked to give details about your parents.

Note: Click ‘What if I do not have my parent’s details’ if you only have the details of one parent.

Family who live in the UK

If you select ‘Yes’ you will be asked for details of your family member and details of their visa type.
If you select ‘Yes’ you will be asked to provide your UK accommodation address.

If you select ‘No’ you will be asked where you plan to stay in the UK on the next page e.g. hotel or a friend’s place.

You must also email us the full names and passport numbers of any dependants applying with you at immigration@hud.ac.uk. Provide your student number in your email.
You must declare this accurately. If you answer as ‘Yes’ you will be asked to provide details of 3 most recent times when you were in the UK. You will be asked for the type of visa you held, the date you arrived and the duration of your stay.

How many times have you been to the UK in the past 10 years?
If you are unsure of the exact number, provide an estimation. You will be asked to provide details for up to 3 of your most recent times in the UK.

Your previous time in the UK

What was the reason for your visit?
- Tourism
- Business
- To study
- Transit
- Other reason

Date of visit
Enter date in the format MM YYYY
Month  Year

How long was your visit?

Save and continue
Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

If you have been to any of these countries, you must provide the information requested.

World travel history

You must also provide detail of your stays in other country in the last 10 years.

Your planned travel information

Enter the date you are intending to arrive in the UK. Your CAS should have your course start date so you can enter a date two weeks prior to your course start date.
For either the UK or any other country, have you ever been:
- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Circle Yes or No

Save and continue

You MUST provide details of any visa refusals for UK or another country. Giving false information or hiding previous refusals will result in a visa refusal!

If you answer as ‘Yes’ you will be asked for detail on the next page.

Details of an immigration problem

Give details of what happened
You will be able to add details of any further immigration problems after you click "Save and continue"

- An application for a visa was refused
- I was refused entry at the border
- I was refused permission to stay or remain
- I was refused asylum
- I was deported
- I was removed
- I was required to leave
- I was excluded or banned from entry

Country

When did this immigration problem happen?
Enter date in the format MM YYYY
Month Year

Give more details of what happened

Save and continue

Maximum of 500 characters
Breach of UK immigration law

Have you ever:
- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

Yes  No

Save and continue

If you select ‘Yes’ for any of these questions, you will be asked to provide further information.

Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country? Only select one answer at a time. If you need to give more than one answer, you can do so on another page.
- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions.

Save and continue

You must declare any convictions or penalties in the UK or in another country.

War crimes

You must read all of the information on this page before answering.

War crimes

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

Yes  No

I have read all of the information about war crimes, including the guidance

Save and continue

You must read and answer accordingly.
Terrorist activities, organisations and views

You must read all of the information on this page before answering.

- **Terrorist activities**
  
  Have you ever been involved in, supported or encouraged terrorist activities in any country?
  
  - Yes
  - No

- **Terrorist organisations**
  
  Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?
  
  - Yes
  - No

  Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?
  
  - Yes
  - No

- I have read all of the information about terrorist activities, organisations and views, including the guidance.

Save and continue

You must read and answer accordingly.

If you select ‘Yes’ for any of these questions, you will be asked to provide further information.

Extremist organisations and views

You must read all of the information on this page before answering.

- **Extremist organisations**
  
  Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?
  
  - Yes
  - No

- **Extremist views**
  
  Have you, by any means or medium, expressed any extremist views?
  
  - Yes
  - No

- I have read all of the information about extremist organisations and views, including the guidance.

Save and continue

You must read and answer accordingly.

If you select ‘Yes’ for any of these questions, you will be asked to provide further information.
Person of good character

Have you, as part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?

- Yes
- No

Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

- Yes
- No

Is there any other information about your character or behaviour which you would like to make us aware of?

- Yes
- No

You must read and answer accordingly.

If you select ‘Yes’ for any of these questions, you will be asked to provide further information.

Your employment history

Have you ever worked for any of the following types of organisation? Include information for any paid or unpaid work. Select all that apply.

- [ ] Armed Forces (career)
- [ ] Armed Forces (compulsory national or military service)
- [ ] Government (including Public or Civil Administration and non-military compulsory national service)
- [ ] Intelligence services
- [ ] Security organisations (including police and private security services)
- [ ] Media organisations
- [ ] Judiciary (including work as a judge or magistrate)
- [ ] I have not worked in any of the jobs listed above

If your previous work experience includes paid or unpaid work for any of the organisations listed then you must tick the relevant box and provide detail.
Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?
HEK2NXJ25

Sponsor's address
University of Huddersfield
Queensgate

Town/City
Huddersfield

Postcode
HD1 3DH

Save and continue

University of Huddersfield’s Tier 4 Sponsor Licence Number is HEK2NXJ25
This number should also be printed on your CAS.

Enter University’s address details as shown in the screenshot.

Place of Study

Will you be studying at a school or higher education institution?

School
Higher education institution

What is the difference between a school and a higher education institution?

Save and continue

University of Huddersfield is a Higher education institution.

Primary site of study

Is this the site where the majority of your study will take place?

University of Huddersfield
Queensgate
Huddersfield
HD1 3DH

Yes
No

Save and continue

Your primary site of study address is the University of Huddersfield address you entered earlier.
If you applied admission via **UCAS (The Universities and Colleges Admissions Service)** – usually used by undergraduate students – select ‘Yes’. You will be asked to provide your UCAS identification number.

The University would have advised you to get **ATAS clearance** before issuing your CAS. This information should also be on your offer letter. Your CAS should also confirm if you need ATAS Clearance. You must enter your ATAS reference number in the field provided. An ATAS certificate is valid for six months. Double check the expiry date on your ATAS certificate. **Important:** If your offer letter or CAS confirm that you need ATAS and you have not obtained it, you must get this before applying for your Tier 4 visa.
An official financial sponsor is where your government/embassy, the British Council, an International organisation, International company, University or a UK independent school is paying your tuition fees and/or living in the UK.

If you select 'Yes' you will be asked to provide further detail – see next screenshot

See our factsheet for sponsored students

- If the University of Huddersfield is sponsoring your study in the UK, this will be stated on your CAS.
- If you are receiving financial sponsorship e.g. your government you will need an official sponsor letter which meets the Tier 4 General Policy Guidance.
- If your sponsorship only covers part of your tuition fees and/or living costs, you will need to show the remaining amount in personal or parental bank statements.

Copy your course name/title and Qualification detail from your CAS.

Answer the ‘Are you going to be a student union sabbatical officer’ question as ‘No’
Enter course start and end dates from your CAS. If you have been issued a joint CAS for a pre-sessional course as well as a main degree course, the Home Office have advised that for technical reasons you should only enter the start date of the main degree course (i.e. Bachelor/Masters/PhD).

Select ‘No’ as this only applies to University owned accommodation.

Your CAS should show your course fee and how much of these have been received by the University.

Note: If you have paid more towards your course fees after receiving your CAS, you must contact the relevant admissions team in the International Office so they can update your CAS.
Student Loan

You must show that you have enough money to cover your course fees and living costs. Read the guidance to find out how much money you need to show and what documents you can use as evidence.

Are any of the maintenance funds required for this application in the form of a student loan?

☐ Yes  ☐ No

Save and continue

Answer if any of your maintenance funds are in the form of a student loan and any follow up questions if you answer “Yes.”

Maintenance funds

You must show that you have enough money to cover your course fees and living costs. Read the guidance document to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

☐ Yes  ☐ No

Note: You can only use financial evidence in your name or your parents'/legal guardian’s name only. You cannot use statement of any other relative i.e. brother/sister/uncle.

See our website for further detail.
Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the ‘Save and continue’ button.

Add further details:

Maximum of 1,000 characters

Save and continue

Provide any information relevant to your application that you may wish to explain further or you were not able to provide based upon the previous set of questions.

This section isn’t mandatory to complete so if you have no additional information then leave blank and click ‘Save and continue’.

Check your answers

Check the information below before you continue to the next section.

Personal information

<table>
<thead>
<tr>
<th>Given names</th>
<th>Sherlock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td>Holmes</td>
</tr>
</tbody>
</table>

Also known by another name? Add

Sponsor

Check all your answers here and use the ‘Change’ and/or ‘Add’ buttons to amend or update any missing information.

Note: if any of your documents aren’t ready, you must stop and save at this point and continue when you are ready to submit your application.
Enter the name of the bank or financial institution whose bank statement, letter or certificate of deposit you are using. You must attach the original document in your visa paperwork. If you are using statements from two different banks you should add these separately.

Nationals of some countries may receive this question as they do not need to provide evidence of their qualifications and evidence of money (maintenance funds) when they are applying for a Tier 4 visa. These countries are sometimes called ‘low risk applicants’. Further and more up to date information is available on the UKCISA website.

The Home Office can still request this evidence while your application is being considered. We recommend you prepare evidence of your finances and qualifications. Your visa application will be refused if you do not provide them, in the time stated, if requested by the Home Office.
Check your answers
Check the information below before you continue to the next section.

Maintenance
Financial institution (such as a bank or building society)  Name of bank
Type of document  Statements from a personal bank or building society account
Do you wish to add another financial document?  Add

Documents
Mandatory documents
- The passport or travel document for your name from your country

Other documents
- Statements from a personal bank or building society account  Name of bank
- The birth certificate for your name
- A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you
- If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.

Continue

Check and/or amend your answers one final time.

Documents
Mandatory documents
These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:
- The passport or travel document for Your name from Your country

Other documents
If you do not provide these documents, your application may be delayed or refused.
- Statements from a personal bank or building society account  (bank name)
- The birth certificate for Your name (if using a parental statement)
  This must be a full birth certificate that shows the names of both of your parents.
- The Your country passport, identity card or official letter for Your name to prove the level of English language required
- A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you (if using a parental statement)
- If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.

Your checklist will have a list of other documents you might want to send in. You can print off the checklist and appointment details when you have finished your application.

Note: This is an example list as each student will receive their own checklist depending on how they have answered the questions in the application.
You will need to tick that you agree to provide all original documents listed here.
Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

I confirm that I understand and accept these conditions

Save and continue

Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the privacy policy.

I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.

I understand that any passports/travel documents submitted in support of my application, which remain uncollected after 3 months from the date they were ready for collection, will be returned to an office of the authority that issued the document. If this happens, the Visa Application Centre will be able to advise where the document has been sent.

I have discussed with any other applicants that I am acting on behalf of, and confirmed that the contents of the application are correct and complete.

I agree to the terms and conditions.

I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.

I confirm that:

- I am the applicant aged 18 or over
- I am the applicant aged under 18
- I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- I am submitting the form on behalf of the applicant

I accept the above
Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application. If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.

Check your answers

Go to IHS website
Save and continue

• Next you will be directed to the Immigration Health Surcharge (IHS) website for an online payment.
• You should only pay for the IHS and application fee when you are ready to apply and have prepared all of your supporting documents.
• You can only apply within three months of your course start date.
• The date of application is the date you pay the application fee.

See also the IHS refund information.

Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, e.g. prescriptions, dental treatment and eye tests.

Cost

The healthcare surcharge is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you’re applying for a student visa the healthcare surcharge is £150 per year.

Example

A person making a 5-year visa application would pay £200 x 5 = £1000.

Use this service to:

• pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
• get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

• your passport or travel document
• your payment card

You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

Continue

Immigration Health Surcharge (IHS)

International students and their dependants are required to pay a healthcare surcharge. Paying this fee will allow you to access National Health Service (NHS) services within the UK. The fee is £300 per year per person and £150 for up to 6 months. The fee is calculated on the length of time of your visa. When you are granted a visa, the Home Office or UKVI will add some time onto the end of your period of study, dependant on the length of your programme. This additional time will be included in the fee calculation.

You can find more information about the IHS by clicking on the following links:

IHS Overview
IHS Calculator

You must ensure that you make the IHS payment as part of your Tier 4 visa application. If you do not pay the IHS, your Tier 4 visa application will be refused.
If you see this error message, amend the relevant fields to confirm that you are not applying from within the UK and answer the following questions confirming your course start/end dates and additional questions and continue to online payment.

After paying the Immigration Health Surcharge you will see the following questions:

Please note the University’s ACL service is currently suspended and you must collect your BRP card from the Post Office.

Choose ‘Collect from a UK Post Office’ option.

Enter the postcode: HD1 2BQ
Your BRP collection location should then show:
Huddersfield Post Office – 65-67 New Street, Huddersfield, HD1 2BQ

This will be where you will collect your BRP card from upon arrival in Huddersfield.

Please note the Home Office may ask you to stay inside your UK accommodation for first 14 days – for up to date information on quarantine, see their website: https://www.gov.uk/uk-border-control
Important:

- When your Tier 4 visa is granted, you will be issued with a vignette (a sticker inside your passport) which is valid for 90 days. It is very important that you travel to the UK within this 90-day period or you will be required to re-apply.

- When you receive your passport and 90-day visa, you will also receive a BRP letter that contains important information about what to do when you arrive in the UK including the post office address to collect your BRP. You must retain this letter and bring it with you when you come to the UK.

See our website for detail on BRP collection: BRP – Biometric Residence Permits

You should then continue with your application. Read through the instructions carefully as you complete the application.

Booking your appointment and paying for your application

You can now go through to the online application payment service available for most countries. If the online payment option is not available for your country, you will pay your application fee on the date you attend your appointment at the Visa Application Centre (VAC).

Check visa processing times for your country via this link: https://www.gov.uk/visa-processing-times

See example below:

1. Select the location you are making your application from
   Lahore, Pakistan

2. Select the visa category you would like to see processing times for
   Points Based System Visas

3. Select the visa type you would like to see processing times for
   PBS Tier 4
Booking your appointment at the Visa Application Centre

You should now be directed to through to the booking system to make your appointment at your nearest Visa Application Centre. On the day of your appointment, you will need to take along a print-out of your application and all of your supporting documents. These must be originals, **not photocopies**. You will have your “biometrics” taken (i.e. a digital photo and your fingerprints).

See our website for further detail on financial requirements of a Tier 4 application

Credibility Interviews

In order to be given a Tier 4 student visa to enter the UK most students applying from overseas will be asked to attend a credibility interview. The purpose of an interview is to check the genuineness of a student.

See our website for further detail about credibility interviews.

Visa refused – what to do next?

See our website for the next steps in case your visa application is refused.

Arrange travel to University of Huddersfield

See our website for useful information about planning your travel to the University of Huddersfield.
## Tier 4 Visa Application Checklist

### Are you ready to make a Tier 4 visa application?

Tick the boxes when you have the following:

<table>
<thead>
<tr>
<th>A current passport or other valid travel documentation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Your name must be spelt the same way on all your documentation. e.g. passport, bank statements, CAS, qualifications.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate of Acceptance for Studies (CAS) reference number (or statement)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• A CAS can only be used once. This means if your visa application is refused, you must apply for a new CAS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORIGINAL qualification certificates/transcripts listed on the CAS statement (including certified translation, if not in English).</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The translation must include:</td>
<td></td>
</tr>
<tr>
<td>• details of the translator/translation company’s credentials; and</td>
<td></td>
</tr>
<tr>
<td>• confirmation that it is an accurate translation of the document; and the translator/translation company’s contact details.</td>
<td></td>
</tr>
<tr>
<td>• date and signature of the translator or an authorised official of the translation company.</td>
<td></td>
</tr>
</tbody>
</table>

| ATAS Certificate printout – if required (see your CAS statement if you are not sure)                                    |   |

| Your tuberculosis (TB) test results if you’re from a country where you have to take the test (see www.gov.uk/tb-test-visa for details) |   |

| Bank statement or sponsor letter                                                                                       |   |
|--------------------------------------------------------------------------------------------------------------------------|   |
| See our factsheet for self-funded students                                                                             |   |
| See our factsheet for sponsored students                                                                               |   |

| If you are using your parent/legal guardian’s money or bank statement                                                 |   |
|--------------------------------------------------------------------------------------------------------------------------|   |
| 1. Your ORIGINAL birth certificate                                                                                   |   |
| 2. Letter of consent (see page 5 of the ‘factsheet for self-funded students’ above)                                 |   |

| If you are under 18 - Proof of parental or other legal guardian consent                                              |   |
Flowchart showing the Tier 4 visa application process

CAS received from University of Huddersfield → Prepare supporting documents → Apply visa online - pay application fee and Immigration Health Surcharge → Submit biometric information → Credibility interview required?

- Yes → Attend interview → Visa granted?
  - Yes → Collect passport - make sure details on your visa (90-day vignette) are correct → Travel to the UK within the 90-day period on your visa (vignette) → Complete your online enrolment → Collect your BRP card from the Post Office (may be subject to 14 day quarantine)
  - No → Email scanned refusal notice to the International Office → Immigration team will consider issuing a second CAS

- No → Visa granted?
  - Yes → Attend interview → Visa granted?
  - No → Email scanned refusal notice to the International Office → Immigration team will consider issuing a second CAS

Important: The UKVI or the Home Office regularly make changes to the immigration rules. Whilst the information in this document is provided in good faith, and every effort is made to keep it up to date, The University of Huddersfield accepts no legal responsibility for its accuracy.