Guidance Note for Completing the Online Tier 4 Application Form  
(Updated in Sep 2016)

This guide is for students who are applying for their Tier 4 (General) Student visa outside the UK using the online application form available on the Visa4UK website.

Online application means that you complete the application form and pay for your application online. Your application date will be the day you submit your application and pay your application fee online.

You should note that you cannot apply more than 90 days before the start of the course. If you do your application will be refused. Please also ensure that you have received your CAS Statement from the University before you submit your application.

1. Creating an account

To be able to submit an online application, you will need to create an account with the UK Visa & Immigration service. Follow these steps to create your account:

- Click on [Register an Account] to create an account on the Visa4UK website.
- Once you have registered your details online, they will send you an email to verify your email address.
- Please check your inbox (including junk email) and click on (or copy & paste) the link in the email sent to you from Visa4UK to unlock your account.

2. Selecting the correct form

- Log into your account
- Click on [Apply For Myself] to start your visa application
- Read the information and click on [Continue]
- Fill in your contact details, provide your [Date of Intended Travel] and [Passport Number] in the [Applicant Details] section (please note that you cannot travel to the UK earlier than one month before your course start date as stated on your CAS)
- In the [Select Visa Type] section, please select [Study for Reason for Visit]; select [PBS Tier 4 Student] for [Visa Type]; and select [Tier 4 (General) Student] for [Visa Sub Type]. Please note that if you are sponsored by your government or you receive a scholarship from City University London, you still need to select the Tier 4 (General) Student application form. You should only select Tier 4 Sponsored Students if you are in receipt of a British government
scholarship (for example Chevening scholars). If you are not sure, contact the International Student Advice Team for advice.

- If you have received a CAS statement from the University, then click on Create Application.

3. Customising your Application

The online form selects and hides questions based on the answers you provide on the customisation screen. Any question with a * next to it is required information and you will not be able to complete the form without answering these questions.

If you do not use the system for 30 minutes you will be automatically logged out and your information will not be saved. If you have to leave your computer at any time, save your answers and log out for security reasons.

4. Completing the Form

There are 6 sections of the form which you are required to complete. You can save your form at any time and come back later to complete it. We recommend that you begin completing the application form as soon as possible.

Click on Go to Application on the right hand side of the page, and fill in all required sections*.

1. **Passport and Travel Information**: please fill in all required sections. If you do not have an address in the UK, please put City University’s address and contact number (in red below). If you’re applying in a country other than your country of nationality you will need evidence that you have the right to live there. You cannot apply for a visa from a country in which you are only a Visitor. The form asks you to state the permission you have to be in that country.

2. **Personal Details and Travel History**: please fill in all required sections. You should enter details of any travel undertaken in the last ten years. The form will only allow you to enter up to ten items, so if you have undertaken more visits you can use the “Additional Information” section to list all of the remaining travel.

   - **Have you ever voluntarily elected to depart the UK?** – This question is only relevant to people who have had a visa refusal in the UK or have stayed in the UK beyond the end date of their visa and who then left at their own expense (before being ‘removed’ by the immigration authorities). Most applicants should answer No to this question.

   - **Do you have a UK National Insurance Number?** – This is a unique number allocated to you that is used to identify you to HM Revenue & Customs and the Department of Work and Pensions. It ensures the Government correctly records any contributions you are entitled to. Most applicants should answer No to this question. If you are not sure, please contact the International Student Advice Team for advice.

3. **Family Details**: please fill in all required sections.

4. **Medical Treatment**: this only applies to those who have had in-patient treatment in a hospital while you were in the UK on a short term visa. If you are not sure, please contact the International Student Advice Team for advice.

5. **Tier 4 Student**: the information you need to complete this section will be on your CAS Statement provided by the University. The name and address of your Tier 4 sponsor is exactly as given on your CAS statement (so for students at Cass Business School or the City Law School, you still give the main City University London name and address).
Sponsor

- The name of your sponsor – City, University of London
- Tier 4 sponsor’s licence number – P7VG4XCY7
- Full address of the sponsor – 10 Northampton Square, London, EC1V 0HB
- Primary contact no. – 02070407040

Studies

- What is the level of the course and qualification? – this is listed on your CAS statement. For example, QCF / NQF 6
- Confirm which of the following options apply – please select Studying
- Have you been assessed by your sponsor in other means? – please answer No
- Please indicate how you meet the minimum English language requirement relevant to your student – If you are studying at degree level, please select Your sponsor is a Higher Education Institution (HEI), and has made its own assessment of your English language ability.
- Are you required to obtain permission from the Academic Technology Approval Scheme (ATAS)? – If your CAS states ‘Y’, you should apply for and obtain an ATAS certificate before making your Tier 4 visa application.

Maintenance and Fees: Maintenance is the main area where students make mistakes and receive refusals. It is very important that you read the “Meeting Financial Requirements” guidance provided by the International Student Advice Team to ensure that you meet the requirements.

- How much are the fees for your course of study? – you can find the information about your course fees on your CAS Statement.
- Have any of your course fees been paid? – if you have paid a deposit tick Yes, select Paid to a UK Education Provider and enter the amount that you have paid. Check that the amount you have paid is stated on your CAS – if not, you will need to contact visacompliance@city.ac.uk for your CAS to be updated.
- Have any of your accommodation fees been paid to your sponsor? – Please select No for this question. Unfortunately any accommodation fees paid cannot be deducted from your required maintenance even if you are a resident in City University Halls. This is because the Halls are provided to University students by third-party organisations and you do not pay fees directly to the University and this cannot be included on your application form.
- Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor? – Official Financial Sponsors are defined as the UK Government, your home government, the British Council or any international company, university or independent school. If you are in receipt of a scholarship from City University London you should answer Yes to this question. Please make sure details of your
scholarship from City University are given in your CAS. If not, please contact the International Student Advice Team as it is essential that any funding provided by the University is documented in your CAS statement. If you are getting a student loan, even if it is from your government, this is still considered “personal funds” and not official financial sponsorship.

- **Do you have any remaining fees and maintenance still due for payment?** – Most students (unless you are on a full scholarship which covers your living costs in the UK) will have to demonstrate the full maintenance amount so you should answer Yes here and include the maintenance amount required – this is normally £11385 (you are required to demonstrate that you have a minimum of £1,265 per month of your course to cover your living costs for up to 9 months in the UK). Please also detail any course fees outstanding as confirmed on your CAS statement.

- **Do you have money in your own name?** – If you are using your own bank statements, you should select Yes. If you are using an educational loan from a bank you should select Yes. If you are using your parent’s bank statements for your application, you should select No, and put my birth certificate, parent’s bank statement and sponsor letter as evidence in the box below.

### Points Claimed

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

6. **Additional Information:** you do not need to fill in this section if you do not have any other information to provide. Click on Confirm Application to complete your form.

Please check all your details carefully before submitting your application. Please note that you will not be able to make any changes to your form once your application is submitted. When you are ready, click on Submit Application. And then click on Sign your declaration to complete your application form.

5. **BRP Collection Location**

Tier 4 students who have applied for their visa from outside the UK are required to pick up a Biometric Residence Permit (BRP) within 10 days of their arrival in the UK. Most City University students will have the option to have their BRP delivered directly to the University.

Your BRP will not automatically be delivered to the University and in order to benefit from this you will need to enter City University’s code in the Alternative Location on the Biometric Residence Permit Collection screen when making your visa application. If you do not choose this option, your
BRP will be delivered to a Post Office. If you are able to take advantage of this, the University’s code will have been provided to you when you received your CAS.

We anticipate that queuing times at Post Offices will be long and there is no guarantee that the BRP will be delivered to a Post Office that is in convenient location for you. Students will not be permitted to enrol before they have their BRP so we therefore urge you to enter the City University code in the Alternative Location screen to ensure that you are able to collect your card in time to register on your programme.

Click on **Alternative Location** and enter the **Code given on your CAS**. If **Your assigned collection location** is **City, University of London**, then click on **Confirm**.

6. **Book an appointment**

You must book an appointment to submit your biometric data (finger prints and facial image) as part of your visa application. Please select an available location, day and time. Please note that if you do not pay your visa application fee online within 3 hours, your appointment will be cancelled and you will need to re-book. The appointment booking is handled by a third-party organisation – Teleperformance, VFS Global or Worldbridge depending on where you are applying.

7. **Pay for your application**

You can now pay your application fee online with a Master/Visa card or PayPal. The fee shown on the website is for processing and consideration of your application and the entry clearance decision-making service, not for the guaranteed delivery of a visa, therefore you will not be entitled to a refund should your application for entry to the UK be refused or granted for a shorter time period than the period you applied for. Your fee can be refunded only if you withdraw the application in writing within 3 months and 7 days of the original date of application and before you provide your biometric data.

8. **Print your application**

You can save and/or print your application as a PDF. You can also print your appointment details by clicking on the **View Appointment** button.

9. **Pay for Immigration Health Surcharge (IHS)**

You will need to pay a healthcare surcharge as part of your visa application. The surcharge is £150 per year and £75 for 6 months or less of your maximum leave/visa that can be granted by the UK Visas and Immigration.

For example, if you are going to be taking a 3-year undergraduate degree, you will be getting 3 years plus 4 months for your visa, and thus you will be required to pay £150 x 3 years + £75 = £525 in advance. If you are going to be taking a 1 year (12 months or more) postgraduate degree, you will be getting 1 year plus 4 months for your visa, and thus you will be required to pay £150 + £75 = £225 in advance.

You can find more guidance in our Immigration Health Surcharge FAQs (PDF) on [www.city.ac.uk/studentvisa](http://www.city.ac.uk/studentvisa)