Completing the Tier 4 online application form
(Updated in Sep 2016)

This guidance is for those applying to extend their Tier 4 visa or switch to a Tier 4 visa from within the UK. Before you start the form, you should read our general guidance carefully. This can be found at www.city.ac.uk/visaadvice

Understanding the process

The application form is the first part of the application process. Before you submit it you must ensure you have all your documents ready, as these must be dated on or before the date you submit your form or they will not be acceptable as supporting evidence and your visa applications will be refused. The process is then as follows:

- Apply for and obtain your ATAS certificate, if you need one
- Submit the form online
- Pay the Immigration Health Surcharge (IHS) and application fee (this is done online)
- Submit your supporting documents by mail or in person
- Submit your biometrics (photograph and fingerprints), at the post office (you will be sent a letter telling you how to do this) or at your appointment if you have chosen the in-person option

Getting Started

The form, and further information about how to apply, can be found at https://visas-immigration.service.gov.uk/product/tier-4-student

Scroll to the bottom and click “Apply Now”

You’ll need to create a password that you remember! Follow the instructions carefully when choosing a password.
You’ll receive an email with a link to your form. It’s important to keep this email as you’ll need to use this link to access your form in future.

Answering the Questions

The questions are clearly laid out with one question per section. The form does not allow you to progress until you’ve answered each question, so if you don’t have all the information you need to hand, you’ll need to come back to it later. To do this, you can click “return to this application later” at the bottom of the screen. You’ll be given a link to return to the application, or you can print out a PDF version any time.
If you want to change an answer once you have completed part of the form, you can click “show answers” at the bottom of any page:

- **Your name**

Make sure you enter your name exactly as it is in your passport. If you have more than one given name, you should write them all on the form. Check that the details in your CAS match the details in your passport.
• **Applicant contact details**
You should write your current UK address here. If you have a police registration certificate it’s important that the current address on the certificate matches what is on the form. You then get the option to write a different address, if you prefer, where you will receive letters from the Home Office.

• **Nationality, date and country of birth**
Copy this exactly as it is written in your passport. If your passport does not include your “place of birth”, just write the country again. If you have dual nationality you must add your other nationality here.

• **Police registration**
If you were required to register with the police, you must tick “yes” to this box. Make sure your police registration certificate is up to date with your current address, visa and passport.

• **Your passport**
Again, copy these details exactly as they are written in your passport.

• **Your current immigration status**
The form asks if you currently have a visa or leave to remain. Tick “yes”. You are then asked to write the category in which you are in the UK, but there is no “drop-down” list. If you already hold a Tier 4 student visa, type “Tier 4 Student”.

• **Your biometric residence permit**
If your visa was issued to you on a card rather than in your passport, this is a “biometric residence permit”. You’ll need to enter the permit number, which can be found on the top of the card.

• **English Language**
Unless you have stated that you’re a national of an English-speaking country, the form will now ask you a series of questions to determine how your level of English has been assessed. Check your CAS to see what you must provide as evidence of English. You will need to provide evidence of your English language (e.g. your IELTS certificate or the degree certificate for a course taught in English) unless City has confirmed we have made the assessment. In this case, you should tick “yes” to the option “If you are studying at a higher education institution, have they assessed that you meet the English language requirement”
• **Study of English as a Foreign Language**

This question is asking if you’re applying for a visa purely to study for an English course. You should only tick “yes” if you’re enrolled on an ELC course to study English.

• **Public Funds**

As an international student, you should not have claimed “public funds”, and it is very unlikely that you have as international students are not eligible to receive these. Council tax exemption (where you don’t pay council tax as you are a student) is **not** counted as a “public fund”.

• **Criminal convictions**

You **must** give details of any criminal convictions, including cautions and fixed penalty notices. Failure to declare this is seen as deception, and could result in a ten-year ban from entering the UK.

• **Sponsor licence number and address**

These are on your CAS. Our sponsor address is **10 Northampton Square, London EC1V 0HB** and our licence number is **P7VG4XCY7**

• **Primary site of study**

Unless you are studying at CITY INTO, the sponsor address will be your primary site of study. Write the address on the form exactly as it appears on your CAS.

• **Did you apply through UCAS?**

If you are doing an undergraduate course you will have applied through UCAS. You should put your UCAS number (9 digits) in the box below. If you can’t find this number the form will allow you to enter “unknown”.

• **Academic Technology Approval Scheme**

Check your CAS to see if you need an ATAS certificate. If so, you must apply well in advance for this. You must enter your ATAS reference number in the box to proceed to the next section.

• **Current or past official financial sponsor**

If you currently receive or used to receive money from an official financial sponsor (a government, scholarship agency, university or international company) you must tick “yes” to this box. US loans do NOT count as official financial sponsorship.
Remember that, if you have been fully funded within the last 12 months, even if that funding has now stopped, you will need permission from your financial sponsor to stay in the UK (see paragraph 181 of the Tier 4 guidance).

**Money (Maintenance Funds)**

Please read the guidance carefully to ensure you have sufficient funds in the format required. This is the most common reason for refusal.

- **Course information**

All the information for this section should be copied from your CAS. Under “institution name” write “City, University of London”. Check your CAS for the NQF level. For an undergraduate degree, you’ll need to choose “NQF6/SCQF9/10”, for a Masters course “NQF7/SCQF11” and for a PhD “NQF8/SCQF12”.

- **Doctorate Extension Scheme**

This is a specific type of visa for students who are about to complete their PhD and are applying for a one-year visa to work. If you’re applying for this visa you must tick “yes” to this so that it calculates your maintenance correctly. If you are a PhD students applying to complete your course (i.e. you need more time for writing up or for your viva) tick “no” to this question.

- **Course fees**

Enter the fees paid as shown on your CAS. If you have paid more of your fees you must ensure this has been updated on your CAS. Please email International Student Advice Team with your full name, student ID number and the payment receipts to update your CAS.

- **Accommodation Payments**

You will need to tick “no” to this unless you are a City INTO student living in halls and have paid CITY INTO for your accommodation. You can however only subtract a maximum of £1,265 from the total amount of money you need to show UKVI. It does not include money you have paid to a private landlord or a private hall of residence (including halls where places are allocated by City.)

- **Confirmation of Acceptance of Studies**

The last thing you will be required to enter on the form your CAS number. Make sure you copy this correctly.
• **Adding another person**

If you have a spouse, partner or dependant child who have accompanied you to the UK, the next section will allow you to add them to the application:

You will need to pay an additional fee for each dependant. The questions on the dependant form are similar to those above.

• **Proving you have enough money to be in the UK**

Before you complete and submit the form read our guidance carefully. It’s very important you have enough money and that you show it in the manner required by UKVI. The form will guide you as to how much money you need – just select the category that applies to you:

![Proving you have enough money to be in the UK](https://visas.immigration.service.gov.uk/nxt/)

You must provide documents showing that you have the required funds to cover living costs for you and any dependants joining you while you are in the UK.

- **How much money do I need to show?**
  - I am a student applying alone
  - I am a student applying with dependants

Your living costs will depend on your number of dependants, the length of your course, where you are studying in the UK and whether you are on the doctorate extension scheme.

**Calculating your living costs**

<table>
<thead>
<tr>
<th>Person applying</th>
<th>Location of study</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In London</td>
<td>Out of London</td>
</tr>
<tr>
<td>Tier 4 (General) student</td>
<td>£1,265 per month, up to a maximum of 9 months</td>
<td>£1,015 per month, up to a maximum of 9 months</td>
</tr>
<tr>
<td>Tier 4 (General) student dependant (partner or child)</td>
<td>£845 per month, per dependant, up to a maximum of 9 months</td>
<td>£680 per month, per dependant, up to a maximum of 9 months</td>
</tr>
</tbody>
</table>
You’ll need to write the name of your bank on the form, and then state which document you’re providing. If you have said you’re receiving official sponsorship, the form still seems to ask for this, even though you do not require it. We are currently seeking clarification from UKVI on this. We would suggest you write “None – receiving official financial sponsorship” then choose “letter”, and hopefully UKVI will understand what you have done.

- Add another financial document

If you’re using more than one bank statement you can add that here.

Summary of documents

Once you have answered all the questions you will be given a summary of the documents UKVI are expecting to see. We are aware of a number of issues with this section, and these have been raised with UKVI:

- It does not include details of the academic documents you will need to submit. You must submit the original certificate or transcript for the qualification mentioned on your CAS, even though it is not in the list. If you’re not sure what to submit, check with an International Student Advisor.

- Low risk nationals should not need to supply financial or academic documents, and should therefore tick the “differentiation arrangements” box. You can find out more about being a low risk national on the UKCISA website. If you’re not a low risk national you must submit all the documents listed.

- If you have more than one passport which you used to travel to the UK then you must submit these also. The visa application form will only allow you to input one passport and the summary of documents will not specifically state you must provide your previous passport; but later on in the visa checklist it will state that you must provide previous passports.

Declaration

You’ll be asked to confirm that you are the applicant and that all the information on the form is correct. You will then be forwarded to the Immigration Health Surcharge page. Once you have continued from this page you will not be able to amend your answers. Remember to save a copy of your application form as a PDF for your records.

Immigration Health Surcharge

The Immigration Health Surcharge is an additional charge you must pay if you’re applying for a visa in the UK or overseas after April 5th 2015. It gives you access to the National Health Service. For those in the UK, it will affect anyone who needs to
extend their Tier 4 visa for a new course, do a resit or it has been confirmed they
need more time to complete their course. Anyone who currently has a Tier 4 visa for
study in the UK and is not planning to extend their Tier 4 visa will not have to pay this
charge. The charge is a yearly amount of £150 and is calculated until the end of your
Tier 4 visa, not the end of the course. The charge is £150, so if, for example, you’re
studying a one-year course you’ll actually be required to pay £225 (as your visa will
last for 16 months). An International Student Advisor can explain this to you in more
detail if required. You can work out how much you will have to pay using this link
here.

Make sure you tick that you will NOT be staying in the Isle of Man, Jersey or
Guernsey!

Course dates
You will be asked to re-enter your course dates.

Submitting the application
Once you have paid for the Immigration Health Surcharge, you will be re-directed
back to the visa application where you will be asked to pay the visa application fee.
Once you pay this fee, you will have officially submitted your application to the UKVI.
The next stage is to provide your documents to the UKVI to support your application.

Remember, we always advise to have all supporting documents in your possession
before you submit the application. For example, you should have already held the
correct money for 28 days and have your bank statements to prove this. Any dates
on a bank statement which are after the date you submit your application may not be
accepted.
You will be given 2 options to pay for your application

**Standard application:** This is the normal postal application and it costs £448. With this service, you will have to post all of your documents within 15 working days from the date of application. You will be expected to post everything “special or recorded” delivery via the Post Office. The advertised processing time is 8 weeks from the date of application but if all deadlines are met in good time, the average return time is around 6-8 weeks. Once you post your documents, you will receive an official letter from the UKVI acknowledging your documents have been received and to ask you to enrol your biometric information at a Post Office. There is a 15 working day deadline to complete this biometric enrolment so it is important to contact us if you do not receive this letter within 2 weeks of posting.

**Premium application:** This service allows you to book a face to face appointment at a Visa premium service centre. There are 7 centres around the UK with the closest to City being Croydon. This service costs £948 and you must book an appointment within 45 days from the day you pay for your application. You should bring all supporting documents to your appointment where you will also do your biometric enrolment. If the application is quite straight-forward, you should be given a decision on the same day. You will have to wait a few days for your BRP to be posted to you.

*The most important thing to note would be that you should all documents ready before you submit your application and the application should be submitted before your current visa expires.*

**After submitting your visa application**

Once you pay for your visa application, you will be prompted to print out a “Document Checklist”. You must print this out, check all relevant boxes and include it with your other supporting documents. It will contain instructions about what you must do in relation to what service you have chosen.