Completing the Tier 4 online application form

(Updated in Nov 2018)

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), by booking an appointment at an application centre – you will be able to choose a location and appointment time at the end of the application form

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 will be asked some basic questions before being asked to set up a password. Ensure that when you are asked if you have a legal representative you select “NO”, even if you are applying with the help of an Adviser in the Student Centre. International Advisers at the University are not considered to be “legal representatives”. You should only tick “yes” if you are using a private immigration lawyer/adviser.
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. If you don’t receive the email check your “junk” and clutter folders as sometimes it is filtered there.

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 and edit 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. This is the address where you documents and BRP will be sent.

• **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**, otherwise your application might be delayed or refused.

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

- **Your Identity Card**
  The form asks if you have a national identity card. This means a card **issued by your home country**. You may not have one, in which case you can just select “no”. If however you do have one it’s important that you write the details here. You will not have to actually enclose the card with your application.

- **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, and need to select the correct option from the “drop-down” list. If you already hold a Tier 4 student visa, type “Tier 4 Student”.

- **Your most recent leave**
  The form asks if you have held leave as a Tier 4 Student, Student or Postgraduate Doctor or Dentist. For most people the answer will be yes, unless you are switching from another category such as Tier 2.

- **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.

- **Your National Insurance Number**
  If you have been working – even part time – in the UK then you should have a national insurance number. You will have needed to apply for this, so if you are not sure if you have one then you probably don’t! If you do have one you should write the details here.

- **Study as a Tier 4 Child Student**
  This is a separate visa category for those under 16 (and occasionally under 18). You may have held this if you have studied at school in the UK

- **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”

- **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”.

- **Immigration Problems and Travel History**

You **must** answer these questions honestly, otherwise you may be accused of deception. If you have had a refusal before you need to explain what happened.

Where the form asks if you have ever “been required to leave the UK” it is not simply asking if you have been here before and needed to leave again before your visa ended, it is asking if you were ordered to leave, for example because your visa had already expired or you had breached the UK’s immigration laws. So, most people can answer “no” to this.

- **Criminal convictions**

You **must** give details of any criminal convictions, including cautions and fixed penalty notices, even if they seem very minor. 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**

Your “primary site of study” will be different to the address above if you are studying at INTO, Gray’s Inn Road or Bunhill Row – the address will be 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”. The form asks what level you are studying at. You will find this on your CAS, but your CAS will refer to levels starting “NQF” – these are equivalent to the “RQF” options on the form. So, for an undergraduate degree, you’ll need to choose “RQF6/SCQF9/10”, for a Masters course “RQF7/SCQF11” and for a PhD “RQF8/SCQF12”.

Where the form asks for your course dates you should include your actual course dates – the start date of the course stated on the CAS may be later than your actual start date as this may be the date the CAS was issued to you. If this is the case you can find your actual start date in the “documents to support your application” part of the CAS – you should put in the full course dates to ensure you are granted the additional months to which you are entitled at the end of your visa.

- **Are you applying to be a student union sabbatical officer?**

This is a paid role in the Students’ Union where students are elected by the student body to represent them for a year. There are special visa arrangements for these students. If this does not apply for you select “no”.

6
• **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 Visa Compliance 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, as this only applies to money you have paid to your university directly. 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, as the money is going to the hall provider and not City.)

• **Maintenance funds**

This refers to the money you need to show UKVI you have to live on while you are in the UK. Where it asks if the funds are in your name you should only tick “yes” if your name is on the bank statement/letter you are using. If you are using a parent’s account you must tick “no”. You will then need to confirm you are including a letter from them and your birth certificate. Remember you cannot show an account in anyone else’s name besides your own, your parents or your legal guardian.

• **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:

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. If you do not tick the box **you will be expected to submit your documents even if you are a low risk national.** Submitting documents

From November UKVI is introducing a new process to allow documents to be scanned and submitted electronically.

- 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 £300 (from December 2018) and is calculated until the end of your Tier 4 visa, not the end of the course. The charge is £300, so if, for example, you’re studying a one-year course you’ll actually be required to pay more, 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!

![Image](https://example.com)

**Are you applying from within the UK?**

You need to state whether you are applying to stay in the Isle of Man, Jersey or Guernsey.

- Yes
- No

**Course dates**

You will be asked to re-enter your course dates. This time you should copy the course dates as they are written on the CAS, to ensure you are charged the right amount. If for some reason the form does not charge you the correct amount don’t worry – the caseworker will send you a link asking you to pay the additional amount.

**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 3 options to pay for your application

**Standard application:** This is the normal postal application and is also the cheapest option. 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.

**Priority option:** for a higher fee you can get a decision within ten working days, but you must provide your documents within two days. To use this service you will need to use the code PS0000.

**Premium application:** This service allows you to book a face to face appointment at a Visa premium service centre. There are several centres around the UK with the closest to City currently being Croydon. This is a more expensive option 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 straightforward, 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. You will need to **book an appointment** to go and give your biometrics (fingerprints and photo) **at one of the designated centres and submit any documents**.

**Submitting documents**

From November UKVI is introducing a new process to allow documents to be scanned and submitted electronically. Follow the instructions at the end of the application form to do this. Everyone will need to attend an appointment, and will be able to choose an appointment within 5 working days of making your application.
You are encouraged to go to an appointment as soon as possible and will receive a reminder after 15 working days if you have not attended an appointment. If your application includes family members, you will all need to attend an appointment at a UKVCAS centre at the same time.

In most cases, you will have your supporting evidence (including your passport) returned to you immediately once the appointment is finished. However you will not be able to use your passport for travel until you have received a decision on your application.

You will be told what you need to bring to your appointment when you submit your application, this will include:

- appointment confirmation
- passport or travel document
- supporting evidence (unless you choose to self-upload)

At your appointment you will:

- show your appointment confirmation (you will get this as an email containing a QR code) and ID documents to confirm your appointment
- enrol your biometric information (fingerprints, photograph) and digital signature
- submit your supporting evidence (unless you choose to self-upload this)
- show your passport or travel document and have your identity checked
- speak to a member of staff who will check that your biometric information has been successfully enrolled and your passport and supporting evidence has scanned correctly