This guidance is designed to help if you are making a Tier 4 application from outside the UK. If you are applying from the UK you will need to complete a different form – please see our guidance at https://www.city.ac.uk/international/visa-immigration-advice/tier4.

Before you start:

✓ You must have a CAS to apply
✓ Check that all the information on your CAS is correct and matches the information on your passport and any documents you will be submitting (e.g. your passport number is correct and the details on previous certificates/transcripts match the information listed on the CAS as the document used to obtain your offer) and that it lists any fees you have paid.
✓ The date of application is the date you submit and pay for the online application, so you must have all your documents (e.g. bank statements) available on this date. If any documents are dated after this your application will be refused
✓ You must answer all the questions honestly and accurately. Failure to disclose information (for example about previous visa refusals or criminal convictions) could lead the UK Visa and Immigration Agency (‘UKVI’) to think that you are being deliberately deceptive, and this can lead to you being banned from applying to come to the UK for 10 years. If you have any queries or concerns about answering any of the questions, read the guidance below carefully. If this document does not answer your questions you can email us on visaadvice@city.ac.uk

Completing the form

Go to this webpage: https://visas-immigration.service.gov.uk/apply-visa-type/tier4. You should now see the following screen:

Unless you are in receipt for a Chevening, Marshall or Commonwealth scholarship you should choose Tier 4 (General) student visa.
Choose the country where you will be making your application. Remember that you must apply in your country of nationality or the country where you are resident. If this is not the same as your country of nationality then you must ensure that you have the right to be there lawfully e.g. you have a work, study or other visa that is NOT just a Visitor visa for that country.) On the next screen, it will explain the options for an appointment at a visa application centre to submit your biometric information. This is a compulsory part of the application process. This screen should list the nearest application centres to your location. Please note that there is not a visa application centre in every country, so you may need to arrange to travel to the country listed on this screen to submit your biometrics. You will need to confirm if you can attend an appointment at one of the listed centres. If you select ‘I cannot go to an appointment at one of these visa application centres the form will ask you which country you are able to attend an appointment in. However, you are responsible for checking whether you are entitled to submit an application in that country.
You will need to enter an email address and password. Choose a password that you will remember easily and then click 'Save and continue'. You will then receive a unique link by email which will enable you to log into your application form at any time. You cannot access the form in any other way, so keep this email somewhere safe! If you lose it you will lose the link to your application.

You can save answers as you go along and come back to the form later. To change an answer, scroll to the bottom of the form and click on “show and edit answers”:

![Image]

Answering the questions

We have gone through each of the questions on the form identifying some of the usual possible areas of confusion/concerns that may arise when you are considering your answers. Please read the guidance below carefully.

The first few questions simply ask for your personal details. Do ensure that you enter all your names exactly as stated in the passport, including all your given names. Your name and passport number on the CAS should match your passport. If there is a mistake on the CAS please email visacompliance@city.ac.uk to get this corrected.

Confirmation of acceptance of studies (CAS)

If you do not have a CAS you MUST NOT make a Tier 4 visa application. The CAS number is the 14-digit reference number on your CAS which looks like this: E4G1AB2C34D5E6 and will have been emailed to you.

Passport details

You will need to enter the details of your current AND any previous passports. Your current passport will be linked to your visa so ensure that it is valid for the date you intend to travel to the UK. If you are a dual national, you must choose which nationality you want your visa to be linked to.

Unfortunately the form requires you to put in all details of your previous passports and will not allow you to leave this section empty. If you no longer have your previous passports you can write “unknown” where it asks for the passport number, but will need to enter an approximate issue and
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expiry date. If you choose this option you should explain in the “additional information” section at the end of the form that you no longer have the passport and so were unable to include accurate dates here.

National Identity Card

If your country issues national identity cards, you must enter the number here after selecting ‘Yes’. If your country doesn’t issue national identity cards, select ‘No’ and then ‘Save and Continue’.

Your planned travel information

The earliest that you can come to the UK is 30 days before the start date of your course as stated on your CAS. UKVI will issue your visa to start 7 days before the planned date of travel that you write on the form, provided that this is no more than 30 days before the course start date. If you have not yet booked your travel then you should estimate the date that you plan to travel to the UK. It does not matter if you then travel on a slightly different date, provided that the date falls within the validity of the 30 day visa that you will be issued with in order to allow you to travel into the UK. (The visa issued to you will last for a 30-day period and you must travel to the UK within this period.)

The form asks how long you plan to stay in the UK. Remember that your visa will be issued for the length of the course plus four months (where your course is more than 12 months in length) or plus two months (if your course lasts for between 6-12 months) so you should not state that you intend to stay longer than this. If you subsequently choose to stay in the UK for further study or work after you arrive then this is not a problem, but at this point you should not intend to stay beyond the visa end date that you will be granted.

Spoken language preference

We would advise you to choose English – UKVI will expect you to be fluent in English in order to study in the UK.

Study as a Tier 4 (Child) student

This is a special visa category for students under 18 who are attending school (as opposed to university) in the UK, so unless you have previously had a Tier 4 (Child) visa to attend school in the UK you will choose “No” to this.

English language assessment

Choose “Yes” for the first question. For the second question, check your CAS. It is likely it will state that City has made its own assessment, in which case choose “Yes”: 
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**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

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

**Spouse/partner details**

**About your spouse/partner**

⚠️ You should use your spouse or partner's passport to complete this section.

Given names

Family name

Date of birth
For example, 23/12/1976

Day
Month
Year

Nationality

Do they currently live with you?

- Yes
- No

Will they be travelling with you to the UK?

- Yes
- No

Even if they will not be travelling with you, you should enter your spouse/partner’s details here if you have one. The form also asks if people are financially dependant on you – usually the answer will be “No”, but if you have children or, for example, parents who rely on you for money then you should choose “Yes”.
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Family

Regardless of your age, you will be asked to provide the details of both of your parents. If you don’t have your parents’ details (e.g. because you do not know your parents), please click on the heading ‘What if I do not have my parents’ details?’ You will then be able to tick a box to confirm that. If you do not have their details with you when completing the form, you will need to ask your parents for the details before continuing with the form. If you only have one parent, you should enter the details of that parent only.

You will be asked to provide details of any family living in the UK. Read the question carefully – remember that if you do NOT provide any information asked for then this could be interpreted as deception, so it is important that you answer accurately.

Who are you travelling with?

Where the form asks if you are travelling as part of an organised group, the answer will usually be “No”, as you have applied to study at City independently, and this question refers to study groups (for example, where there is an organised exchange and you are part of a whole class coming to the UK.)

Where it asks if you are travelling with another person, ensure that you put the details of any dependants (spouse/partner/children) who will be coming with you, so UKVI knows this when deciding both applications.

Accommodation details

The first question asks if you will be staying with family in the UK. It is fine to stay with family, but remember that you will still need to provide evidence that you have the full £11,385 for living costs, EVEN if you will be living in the accommodation for free.

If you have not yet confirmed your accommodation in the UK you can select “No” when asked if you have already made these arrangements. The form will then ask you to state where you plan to stay – you can write here that you have applied for university accommodation, or are intending to look for private accommodation after you arrive, whichever applies to you. You will need to show that you have a minimum of £11,385 for living costs regardless of where you will be staying and how much your rent will be.

UK Travel history

You’ll need to declare previous travel to the UK here. If you have been to the UK within the last 10 years but do not know how many times, we recommend that you check your previous passports for UK entry stamps. If you came to the UK more than 10 years ago, you do not need to declare that. If you have been to the UK within the last 10 years, you will need to provide further details of the purpose and dates of every visit.

Medical treatment

UKVI has confirmed that you must now declare any medical treatment you have previously had in the UK, even if you were entitled to use the National Health Service at the time. If you no longer
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have this information, you should try to find out where you received the treatment and contact them directly for more information.

**UK Leave to remain**

This question is asking if you have applied to extend your immigration permission while you were previously in the UK. “Leave to remain” refers to a visa application made in the UK. It doesn’t apply to applications made from overseas (outside the UK).

If you answer ‘Yes’, you will see a drop down and you will need to provide the relevant information, including whether the visa application was refused.

**National Insurance Number**

This is a number that is issued to those working in the UK, even temporarily. If you have not lived in the UK before you will not have one of these. If you have lived in the UK before you may have had one, if you applied for one. If you have never applied for a National Insurance number you can just select “No”.

**International travel history**

As with travel to the UK, make sure that you answer this accurately and carefully. With the Schengen question, be aware that not all European countries are part of the Schengen area (you can check this at https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Travel-in-Europe#layer-5145)

If you have been to any of these countries, you will be required to provide more information about the country, purpose of the visit, date of travel and duration on the next page.

**Problems with immigration to the UK**

You must answer these questions honestly. You must declare any previous immigration problems such as visa refusals - not doing this would be viewed as deception, and that will result in a visa refusal and possibly even a ban from entering the UK for up to 10 years. When the form refers to whether you have been “required to leave the UK” this is referring to occasions where you might have been ordered to leave the UK, for example because a visa extension application was refused. UKVI will want to know if you paid for your travel to your home country or whether the UK immigration authorities paid and ordered you to leave the UK.

**Problems with immigration to countries other than the UK**

You must answer this question honestly. You must declare if you have had any immigration problems when applying to go to any other country in the world. This may not affect your visa application for the UK, unless you did not respect the law e.g. working illegally may mean that the UKVI will think you are likely to work illegally whilst in the UK. However, you must be honest with your answers as the UKVI may choose to check this.

**Criminal convictions**

Again, you should read these questions very carefully and ensure that you declare any convictions. This can involve fairly minor breaches of the criminal law including traffic offences, but a failure to declare them would most likely result in a refusal of your visa on the grounds of practicing deception. Please contact us at visaadvice@city.ac.uk if you have any questions about this.
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Your previous employers

This is a new question that UKVI did not ask in the past. If you have ever worked in the industries listed, you will need to select the relevant option. Once you click in one of the boxes, a free text box will appear for you to provide further information about that work. We recommend that you provide brief details of the job title, type of work that you were doing and the dates that you worked in that organisation.

Sponsor licence number and address

The Tier 4 sponsor licence number of City, University of London is on your CAS and you should use our main address (also on your CAS): 10 Northampton Square

Place of study

Select “Higher Education Institution”

Primary site of study

The form asks if the majority of your course will take place on the main site. Check your CAS – if most of your teaching will be at Bunhill Row or Gray’s Inn then this will be on your CAS and you should enter the site address on the form.

UCAS details

Where it asks if you applied through UCAS, this will only apply to you if you will be studying an undergraduate course. UCAS is the application platform that prospective students need to use to apply for undergraduate studies in the UK. If you’re undertaking a postgraduate programme you will have usually applied to the university directly, so you can tick “No”.

ATAS – check your CAS to see if you need an ATAS clearance. If you do then you must obtain this before you apply for your visa. You will need to apply for ATAS at: https://www.gov.uk/guidance/academic-technology-approval-scheme ATAS is ONLY needed by students on some MSc/PhD science-based courses, including undergraduate Masters programmes in Engineering. For a full list of courses which require ATAS please see: https://www.city.ac.uk/international/visa-immigration-advice/tier4

Future official financial sponsorship

It is a little bit confusing that the form uses the term “sponsor” for both your Tier 4 academic sponsor (City) as well as for any financial sponsor. You are financially sponsored if you are receiving money towards your studies from a government, university or international company or scholarship agency. If this applies to you then you should answer “Yes” and provide the details. Otherwise, if you are paying from your own money or getting money from your parents or getting an educational loan, then you should choose “No”. Any other financial help and/or other loan of money is not considered to be “official financial sponsorship”! Where it asks about your fees, you should copy exactly what is on your CAS. If you have paid some or all of your fees this must be stated on the CAS so that UKVI can see this. If it is not on your CAS you will need to email visacompliance@city.ac.uk and request that this is updated.
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Maintenance Funds

Remember that money relied on can only be in your name or your parent(s)' name(s). If they are not in your name tick “No” in answer to the first question. UKVI will then ask you to confirm that the funds are in your parent(s) name(s) AND that you have evidence that you can use the funds (a letter of permission from your parents) and that you are providing a birth certificate:

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?
- Yes  
- No

Do you have permission from your parent(s) or legal guardian(s) to use this money?
- Yes  
- No

How can you prove they are your parent(s) or legal guardian(s)?
- Birth certificate
- Adoption certificate
- Court document

Course information

The form will finally ask you about the course that you will be studying! Copy the information exactly as set out on your CAS.

The level of study will be stated on your CAS. It may be shown as QCF or NQF instead of RQF, however it is the same. As a guide:
- RQF6/SCQF9/10 is Bachelors degree level
- RQF7/SCQF11 is Masters degree level
- RQF8/SCQF12 is PhD level

The form then asks if you will be a sabbatical officer. This is a student who has been elected to spend a year working for the Students’ Union at the university, so choose “no” to this (unless you are one of the very few students who do this!)

Accommodation payments

You must tick “No” to this. Even if you have paid for your accommodation already or you will be staying in accommodation that has been arranged through the university, this only applies to students who have paid money for accommodation directly to their university. As City does not own its accommodation you MUST choose “No”.
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Course fees

Copy this from your CAS. UKVI will base their assessment on what is on your CAS. If you have paid more fees and your CAS does not show this then you must email visacompliance@city.ac.uk and they can then update the CAS for you.

Additional information about your application

You are not required to write anything in this box. However, if there is anything that you feel you were unable to explain clearly earlier in the form then you can sue this part of the form to do so. For example, if you do not require a TB certificate because you have recently resided in the UK you should mention this here, so UKVI does not assume that you need one.

Differentiation arrangements

Low Risk nationals: You should only answer ‘Yes’ if you are a low risk national applying from your home country. You can then opt to apply under the differentiation agreement which means that you do not need to submit any financial evidence with your visa application. For example, if you are a US national and you are applying for the visa from the US using your US passport, your application will be low risk. If you are a US national and will apply for the visa from France because you live there, your application will not be low risk. (The countries on this list are due to change in July 2018 – see www.ukcisa.org.uk for more details.) If you qualify as a “low risk national” (i.e. you are from one of the countries in Appendix H and are applying from one of those countries) and therefore you will not be providing academic or financial documents with your application, you must tick the box to tell UKVI this! Otherwise, they will expect to see these documents.

Documents

Everyone must supply certain documents, such as a passport, ATAS (if your course requires this) or TB test (if you are from a country where this is required.)

If you are not a low risk national, UKVI will now ask you to confirm which financial documents you are providing with your application. You will be able to click “add another” if you are providing statements from more than one bank account. It’s important that you do this so that UKVI looks at all your financial documents when assessing your application.
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Documents showing the required maintenance funds

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

For information on how much money you need to show, refer to the guidance document here.

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

If your money is held in a different country, you can check whether your bank is on the list of acceptable and unacceptable financial institutions here.

Financial institution (such as a bank or building society)

- Type of document
  - Statements from a personal bank or building society account
  - Building society passbook
  - Letter from a bank, building society or other recognised financial institution

Save and continue

Finally, you will be asked to confirm that you are providing all the required documents with your application:

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 Sui issued from China

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 (Barclays)
- Receipts confirming payment of the accommodation fees
- 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.

Tuberculosis test results
You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your array. Include this certificate with your UK visa application. Check if you need to get tested.
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Do check if you need a TB test. If you need a TB test and do not provide one your application will be refused.

Collecting your Biometric Residence Permit (‘BRP’)

Please tick the box "collect from a UK Post Office".

Before you submit the form:

- **READ over** all your answers carefully
- **CHECK** that you have all the required documents and that the documents meet the Tier 4 rules – remember that your date of application is the date that you submit and pay for your visa application online, so if any documents are dated after this then your application should be refused
- **PAY** the immigration health surcharge (‘IHS’) – you will be automatically directed to a separate screen to do this before you submit the full form. (NB: where the IHS form asks if you will be studying in the Isle of Man, Jersey or Guernsey, make sure that you choose “no”!)
- **CONTACT US** if you have any questions or concerns – visaadvice@city.ac.uk

We look forward to welcoming you to City very soon!