



# Tier 4 Visa Application: Applying from Overseas

# Contents

- ❖ Application costs
- ❖ Application Process
- ❖ Supporting Documents
- ❖ Credibility Interviews
- ❖ BRP Card
- ❖ Dependants
- ❖ Visa Refusals
- ❖ Arriving in the UK

1

# Application costs

# Application cost

- ❖ A standard Tier 4 visa application costs £348 (in local currency)
- ❖ Each applicant has to pay e.g. each dependant pays the same fee and makes a separate application
- ❖ This is the standard application cost. There may be other priority or premium services available depending on the country you are applying in.
- ❖ Please check with your local visa centre:  
<https://www.gov.uk/find-a-visa-application-centre>

# Immigration Healthcare Surcharge

- ❖ **Compulsory charge** which entitles applicants to free hospital treatment in the UK. Cannot submit online Tier 4 application without paying this.
- ❖ Only affects students who will be issued with visa for 6 months or more.
- ❖ Charge is £150 per year and £75 for part of year (less than 6 months)
- ❖ Calculated on length of visa, not length of course
  - Length of course + 1 month before start of course + 4 months after end of course
- ❖ Cost is:
  - £225 for a 12 month Masters course
  - £525 for a 3 year Undergraduate

2

## Application process

# When & where to apply for Tier 4 visa

## When to apply

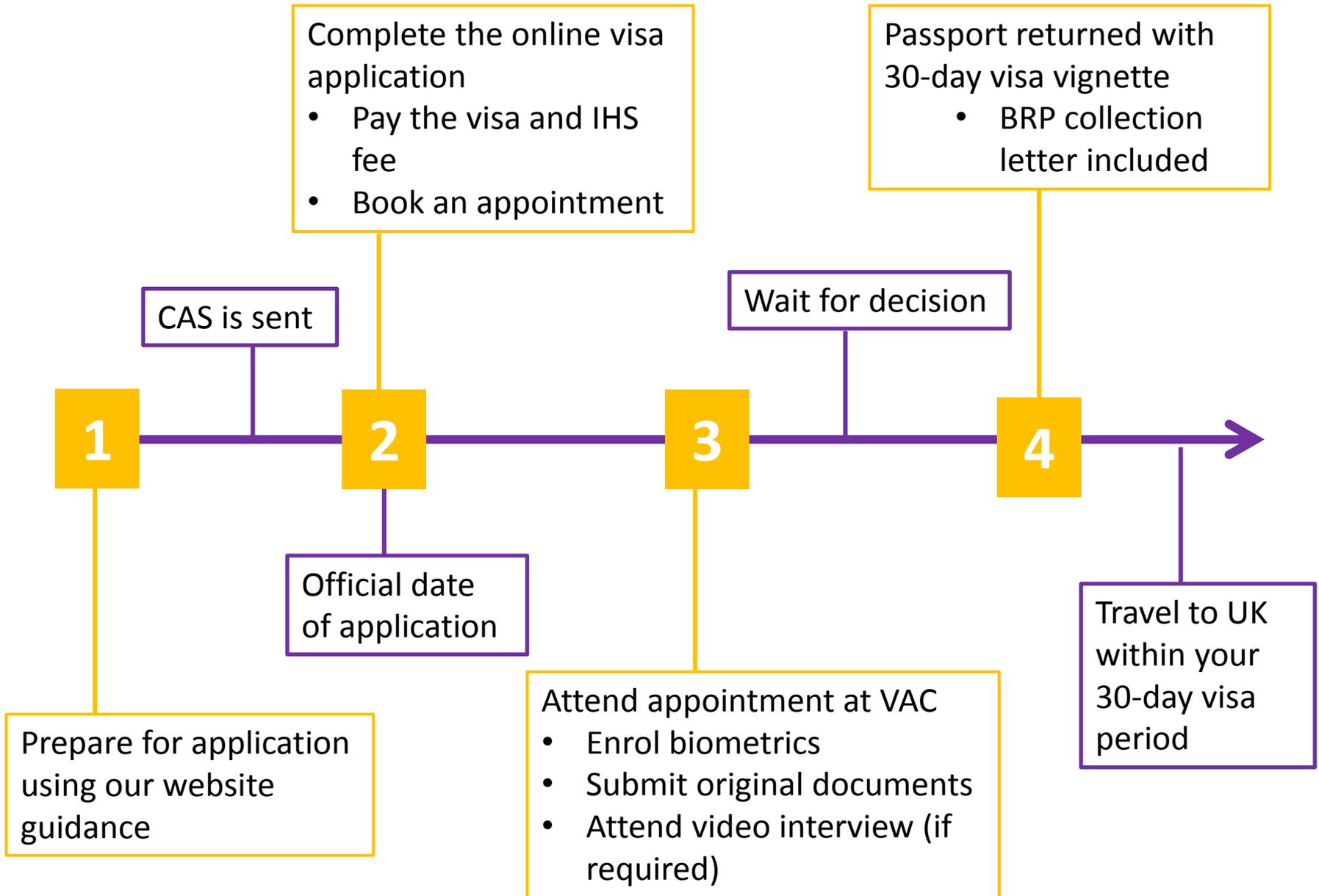
- ❖ You can only apply for your Tier 4 visa online once you have received your CAS statement from the University.
- ❖ You should only apply online once you have all the required documents and have checked these meet requirements.

## Where to apply

- ❖ You can apply for a Tier 4 visa in the country you are ordinarily resident in.
- ❖ This may be your home country or the country you are residing in e.g. for work or studies.
- ❖ You cannot apply in a country if you are only visiting e.g. if you have a visitor or tourist visa.

# How to apply for Tier 4 visa

1. Wait for CAS statement.
  - Read the information on our website including our guide to the Tier 4 form and our financial guide: <http://www.studentsupport.manchester.ac.uk/immigration-and-visas/visas-and-applications/tier-4/>
  
1. Complete the online Tier 4 application through the Access UK website: <https://visas-immigration.service.gov.uk/apply-visa-type/tier4>
  - Pay the application fee and Immigration Health Surcharge online
  - Book appointment at Visa Application Centre
  
2. Attend appointment at a Visa Application Centre
  - Submit original documents. These may be scanned or posted.
  - Enrol biometrics
  - Attend interview if asked to.
  
3. Await decision



3

# Documents

# Documents required

- ❖ CAS number (from your School)
- ❖ Valid passport
- ❖ One recent passport photograph that meets the UKVI requirements
- ❖ Original qualification documents that are listed in the CAS eg. degree certificate or transcripts that confirm you have been awarded the degree
  - Official translation of your qualification document (if not in English)
- ❖ Financial Evidence : Original sponsor letter or original bank statements
  - Official translation if your bank statements are not in English
  - Original birth certificate (using your parent's bank statements)
  - Letter of consent from your parent (using parent's statements)
- ❖ ATAS certificate (if required)
- ❖ TB certificate (if required)
- ❖ Letter of consent from your parents & evidence of relationship (if you are under 18 years old)

# Confirmation of Acceptance of Studies (CAS)

- ❖ You must have a CAS from the University before a Tier 4 visa application can be made.
- ❖ Earliest date you can apply for visa is **3 months before the start date** of the course: so if the course starts in September your CAS will be issued in June
- ❖ CAS issued by Admissions Staff in Academic School once you have accepted your **unconditional offer** online
- ❖ If you are studying a postgraduate taught course (masters) you will need to pay a deposit before the CAS is issued
- ❖ Draft CAS will be emailed to you so you should check that all of the information is correct and email back to confirm this or highlight any errors
- ❖ The CAS is an electronic document. It does not need to be printed and included with the application.

Documents that are required

# Financial Requirements - How much money do I need to show?

You need to show that you have the right amount of money available to you.

You need to show:

**Tuition fees + Maintenance (£1015 per month)**

**=**

**Total amount you need to show**

You need to show this using either:

- **Sponsor letter** (if you are officially sponsored)
- **Bank statements** (if you are self-financed)

# Financial Evidence - Using own money

You need to show that you have:

the funds for the first year's tuition fees

+

£9135 for living expenses (£1015 per month for 9 months maximum)

- ❖ The funds must be in your bank account or your parent's bank account for **28 days before the date you apply for the visa online** – not the date of the appointment.
- ❖ Your CAS will be updated to show any tuition fee payments. You can deduct this amount from the total funds you need in your bank account.
- ❖ If the balance drops below the required amount your visa application will be refused

# Financial Evidence - Using own money

- ❖ The bank statements you submit must be original or be printed out but stamped by the bank on each page.
- ❖ The statement must be **less than a month old** at the time you complete the visa application online.
- ❖ The bank statements must contain the following information:-
  - the name and logo of the bank;
  - the applicant's name and account number;
  - the date they were printed
  - they must show all transactions covering at least a 28 day period

# Financial Evidence - Using parent's money

If you use a parents' or legal guardians' bank statements in your application you must also submit the following documents:

1. An original letter of consent, written in English from your parents or legal guardians. See a template letter here:  
<http://documents.manchester.ac.uk/display.aspx?DocID=28713>
2. A legal document confirming the relationship between you and your parent(s) and legal guardian(s). These can **only** be the following:
  - Original birth certificate which names the parents who are providing their bank statements (or household register if you are from China)
  - Original certification of adoption which names the parents who are providing their bank statements
  - A court document which names the legal guardians who are providing their bank statements and your name.

# Unacceptable financial institutions

- ❖ There are restrictions on the financial institutions of the following countries: Cameroon, Ghana, India, Pakistan, Iran, the Philippines, Bangladesh and Sri Lanka.
- ❖ If you come from one of these countries you need to check that the bank statements from your bank will be accepted as part of your Tier 4 application
- ❖ You can check the list of financial institutions which are acceptable on the UKVI website:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions>

# Financial Evidence – Official Financial Sponsor

You can only be sponsored by one of the following:

- ❖ the British government or home government
- ❖ the British Council or any international organisation
- ❖ any university
- ❖ an international company - This has to be a company that has an office in more than one country and they have a website with clear contact details for all the overseas offices.

You should then provide an **original** sponsor letter with your visa application.

# Financial Evidence – Official Financial Sponsor

The letter should be on official letterhead paper and have the official stamp of the financial sponsor. It should also include:

- Student's name
- The name and contact details of the financial sponsor
- The date the letter is issued.
- The duration of the sponsorship
- The amount of money you will receive per month, or if you are fully sponsored then confirm that your financial sponsor will “cover all of your tuition fees and living costs”.
- If the scholarship also covers your family members the sponsor letter should include their names as well as yours

# Financial Evidence – Official Financial Sponsor

Being fully financially sponsored means that you receive full fees and maintenance (£1015 per month) from your official sponsor.

## **If you are fully sponsored by The University of Manchester:**

- Your CAS will confirm your sponsorship details.
- You will not need to provide any financial documents.

## **If you are fully sponsored by a government or international scholarship agency:**

- Your sponsor letter needs to include additional consent for you to remain in and re-enter the UK for an unlimited time.

# Financial Evidence – Not allowed

The following evidence **will not be accepted** and may result in a visa refusal:

- ❖ Bank statements from any relatives who are not your parents or legal guardians
- ❖ Bank statements from friends
- ❖ Bank statements in a company's name
- ❖ Any bank accounts other than cash funds – this includes any salary accounts, shares, bonds and pension funds
- ❖ Bank statements from a financial institution which is on UKVI's list of unacceptable financial institutions.
- ❖ Deposit certificates which do not show 28 days from date of deposit to date of the certificate
- ❖ Sponsor letters by a family member
- ❖ Sponsor letters by any organisation, company or business that is not an official financial sponsor as detailed above – this includes a church or local company

# Qualification Documents

- ❖ Need to submit the qualification documents that are listed on the CAS
- ❖ This could be A Levels, Foundation programme or a degree
- ❖ Must submit the **original qualification document** as evidence that you have been awarded this qualification e.g. original degree certificate or original transcripts
- ❖ If the qualification document is not in English it needs to be translated by an official translator and the applicant must include **the translation** and the original document in your Tier 4 application

# Low Risk Nationals

- ❖ Students from some countries are classed as 'low risk' by UKVI
- ❖ Check on the UKVI website whether you are from a low risk country: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements>
- ❖ This means you do not have to submit financial documents or qualifications documents as part of your Tier 4 application, as long as you submit your application in that low risk country
- ❖ However, you still have to electronically sign a declaration to confirm that you have the required level of funds to meet the Tier 4 maintenance requirements
- ❖ If they have dual nationality you can only be classed as low risk if you apply from the low risk country using the passport of that nationality

# Tier 4 Pilot: Taught Masters Courses

- ❖ Students who will be studying a masters course which is 13 months or less are part of the Tier 4 Pilot Scheme
- ❖ Your CAS will confirm if you are part of the Tier 4 Pilot Scheme (in the Offer Documents section)
- ❖ You do not need to submit financial or academic documents with your visa application.
- ❖ You should still ensure you have these documents and that they are correct. UKVI can contact you to request these documents.

# Documents that may be required

# Tuberculosis Test Certificate

- ❖ Affects students coming to the UK for more than 6 months
- ❖ Depends on what country you have been living in for last 6 months prior to applying for their Tier 4 visa
- ❖ Involves having a chest x-ray from a UKVI approved test centre
- ❖ Check list of countries on UKVI website to see if you need to have a test: <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>
- ❖ You must include the TB certificate in your Tier 4 application and carry the certificate in your hand luggage when travelling to the UK

# Academic Technology Approval Scheme (ATAS)

Additional security checks on students who study certain Science and Engineering courses at postgraduate level.

- ❖ Your offer letter will tell you if you need to apply for ATAS
- ❖ Your School will provide information about your course which you need to include in your application with eg. list of taught modules or research summary
- ❖ You must submit the ATAS certificate as part of Tier 4 application
- ❖ Apply for ATAS certificate online through the ATAS website
  
- ❖ Applications are free of charge but take at least 20 working days to process you need to **apply early!**

# Consent from Parents

Only if you are **under 18 years old** at the time you will apply for your new visa in September.

- ❖ You must include your original birth certificate and a letter of consent from **both** of your parents that confirms that they support your application. The letter should also state:
  - their relationship to you
  - that they consent to your application and to your living arrangements in the UK
  - that they are happy for you to travel to the UK independently

# Translations

- ❖ Only applicable if any of your documents are not in English – e.g. qualification, financial evidence.
- ❖ Include an original English translation alongside the original document.
- ❖ The translation must include:
  - Full name and signature of translator
  - Translator or translation company's contact details
  - Sentence confirming that it is an accurate translation of the original

4

## Credibility Interviews

# Credibility interviews

- ❖ As part of Tier 4 application UKVI could invite you to attend a credibility interview
- ❖ A credibility interview consists of a series of questions designed to ensure that only genuine students are coming to the UK with the specific purpose of studying.
- ❖ A transcript of the interview will be sent to the officer who processes your visa application

# Credibility interviews

- ❖ The short interview will take place in the Visa Application Centre as part of your visa application appointment
- ❖ You will speak with UKVI staff in Sheffield (UK) via an online video link (e.g. Skype)
- ❖ The interview will be in English
- ❖ The interview can take about 30 minutes
- ❖ Failure to attend may mean your application is refused

# Credibility interviews

You may be asked questions in the following areas:-

- Immigration and travel history
- Details about new course and intended studies
- Reasons for choosing the UK, Manchester University and your course
- Finances
- Future career plans

5

BRP Card

# BRP Card Collection

- ❖ If applying for a visa for more than 6 months you will be issued with a single entry visa that is valid for 30 days (vignette in your passport)
- ❖ You will also be issued with a letter that confirms the conditions of your visa
  - You must carry this letter with you when entering the UK
- ❖ You will use the vignette to travel to the UK during the 30 day period
- ❖ Once you are in the UK you need to collect your BRP card containing your Tier 4 visa from a local Post Office or from the University directly

# BRP Card Collection

- ❖ When you apply for their visa you should enter the University of Manchester code in the 'alternative location' field
- ❖ The code is 2HE372
- ❖ Once you are in the UK you must collect your BRP card from the University directly during registration
- ❖ If you do not use this code then you will be directed to a local Post Office to collect your BRP card
- ❖ There will be more information about this on the email that goes with the your CAS statements. [Read your CAS email carefully](#)

# BRP Card Collection

A BRP card is a biometric residence permit which contains a chip with your biometric information along with your other personal details and your visa conditions (name, nationality, date of birth, sponsor licence number, visa expiry date)

A BRP card looks like this:



6

Dependants

# Bringing Dependants

A dependant is either:

- husband, wife or civil partner
- unmarried or same-sex partner, with whom you have been in a relationship similar to marriage for at least 2 years.
- child who will be under 18 years old on the date you will arrive in the UK

You can apply to bring a dependant to the UK if you are:

- on a postgraduate course that lasts 1 year or more
- a government-sponsored student on a course that lasts 6 months or longer

# Bringing Dependants

If you meet these requirements, your dependants can apply at the same time as you or separately for a “Tier 4 Dependant visa”.

Each dependant makes their own application and the process is the same.

- They must include all required supporting documents, including financial evidence (e.g. bank statements) and evidence of relationship (e.g. marriage or birth certificate)
- Financial requirement is to show £6,120 for 28 days, or be included on an official financial sponsor letter.

Guidance and supporting documents are found here:

<http://www.studentsupport.manchester.ac.uk/immigration-and-visas/visas-and-applications/tier-4/dependants/>

7

## Refusals

# Visa Refusals

- ❖ Most common reason for refusal is submission of incorrect financial documents.
- ❖ If your Tier 4 application is refused you must scan and email all the pages of your refusal notice to [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)
- ❖ Most students re-apply with the correct documents and are successful
- ❖ If an application is refused on financial grounds we will need to see **new financial documents before a new CAS number can be issued**
- ❖ You can apply for an administrative review to have your application looked at again but this can take a long time so re-applying is usually the best option

8

Arriving in the UK

# International Check-In

- ❖ You must attend International Check-In before your course starts
- ❖ We will scan your passport and visa
- ❖ International Check-in will be in the Student Services Centre:  
<http://documents.manchester.ac.uk/display.aspx?DocID=6507>
- ❖ Please read the Arrival Guide which will be emailed to you closer to your course start date for dates when it is open

# Collect your BRP Card

- ❖ You need to collect your BRP card upon arrival in the UK
- ❖ The BRP Collection letter you receive with your 30-day visa will state the time and place to collect it
- ❖ If you collect it from the University you must wait for us to email you first to confirm your BRP card is ready
- ❖ BRP collection will be in the Student Services Centre, along with International Check-In
- ❖ If collecting your BRP card from a post office you must have done this before attending International Check-In

# Police Registration

- ❖ If you are coming to the UK for more than 6 months you may have to register with the police
- ❖ Check on the UKVI website if you need to register with the police:  
<https://www.gov.uk/register-with-the-police>
- ❖ If so you need to make an appointment to register with the police after you have completed steps 1 – 9 of registration and have collected your BRP card
- ❖ Book an appointment with the police through the MyManchester online system or contacting Student Services Centre if you have dependants ([ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk))
- ❖ You must **update your certificate** every time you obtain a new passport, new visa or you change your address

# How to Contact Us

- ❖ Email: [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)
- ❖ Phone: 0161 275 5000 (option 1)
- ❖ Website (Please read this before emailing us)  
<http://www.studentsupport.manchester.ac.uk/immigration-and-visas/>
- ❖ CAS Queries should be directed to your School