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## Tier 4 Application Document Checklist – for an application made outside of the UK

(Last updated: 27/07/2018)

Warwick Student I.D. number:

Dependents applying:  Yes/  No. If Yes, number of dependents:  1/  2/  3/  more than 3

When preparing your application, we strongly suggest that you read the help information here:

<http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/entryclearance/>

If you are a 'low risk national', or, if your CAS is assigned under the 'Tier 4 Pilot Scheme', you will not be required to submit financial evidence, academic qualification, English language certificate or evidence that you have successfully completed your previous UK course (or highly likely to). However, you should still prepare them using the information on this checklist as the UKVI may spot check your documents.

**Online application form** (<https://www.gov.uk/apply-uk-visa>)

More guidance on how to complete your online application form can be found here:

<http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/entryclearance>

**Original current passport**

**Original previous passport(s)**

**Degree certificate OR transcript** as listed on CAS (new students only; you may

need more than one qualification and so check your CAS carefully)

(If you use a degree certificate as evidence, it must contain 1) your name; 2) the title of the award; 3) the date of the award; and 4) the name of the awarding institution. If you use academic transcript as evidence, it must contain 1) your name; 2) name of the academic institution; 3) the course title; and 4) the confirmation of the award.)

**English translation of degree certificate OR transcripts** (if not in English)

It must be provided along with the document in its original language with your visa application. It must meet the following requirement: 1) the translation can be independently verified by the Home Office; 2) the translation must contain confirmation from the translator/translation company that it is an accurate translation of the original document; 3) it must contain the date of the translation, the translator/an authorised official of the translation company's full name and signature, and the translator/translation company's contact details.

**ATAS certificate** ([www.warwick.ac.uk/immigration/tier4/applying/atas/](http://www.warwick.ac.uk/immigration/tier4/applying/atas/))- if required (The CAS will confirm if ATAS required)

**TB certificate** – if required (certain nationalities only: <https://www.gov.uk/tb-test-visa/overview>)

**Certificate of 'IELTS for UKVI'** - (if studying a sub-degree level course and listed in CAS)

**Parent's consent letter and Birth Certificate** (if you are <18 years old)

The consent letter must confirm 1) their relationship with you (i.e., they are your legal parents or legal guardians); 2) they agree to your living arrangements in the UK, and the arrangements made for your travel to and reception in the UK; and 3) they consent to you travelling independently to, and living independently in, the UK (if you will be living independently in the UK). Must be signed by both parents and legal guardians, unless you have only one parent or legal guardian, or only one who has legal custody or whole responsibility, in which case confirm this in the letter.

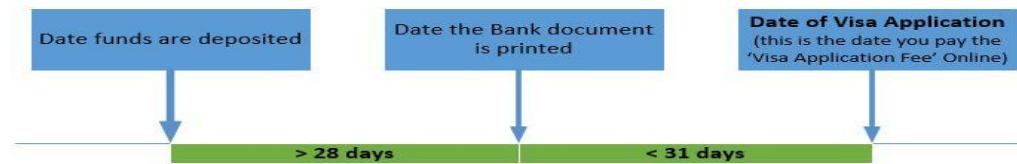
**Original BRP card** (Biometric Residence Permit- if previously studied in the UK and have one)

**Official financial sponsor's consent to complete studies** (if previously studied in the UK and have fully financially sponsored by a government or an International Scholarship Agency over the last 12 months; must confirm they have no objection to you continuing your studies in the UK) & **English translation** (if not in English)

**Police Registration Certificate** - if previously studied in the UK and has 'pol registration' as a visa condition (as stated on the visa letter, visa, travel vignette or BRP card) for these nationalities:

(Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.)

**Financial evidence** (see [www.warwick.ac.uk/immigration/tier4/applying/money/](http://www.warwick.ac.uk/immigration/tier4/applying/money/) for detailed guidance) – funds must have been held for 28 consecutive days if using personal account.



### Formula to calculate funds required:

Course fees due in your CAS – any fees already paid to the University in your CAS – any accommodation fees already paid to the university (up to £1265) in your CAS + living cost (£1015/month x months/remaining length of your course, for up to 9 months)

**For example, if you are starting a 12-month Master's degree, course fees £26500, already paid £500 in deposit and £250 accommodation deposit. The total amount required will be: £26500 – 500 – 250 + £9135 (1015x9) = £34885**

### Calculate how much you need here:

Course fees £ \_\_\_\_\_ - fees paid £ \_\_\_\_\_ - Accommodation paid £ \_\_\_\_\_ + Maintenance £ \_\_\_\_\_ = Total £ \_\_\_\_\_  
(Note: If you are continuing on a course, and if you apply after the first Term of the current academic year, you should use course fees due and paid for the next academic year when preparing for funds. Refer to your CAS for details).

### If using your own or your parent's bank documents:

Amount required: \_\_\_\_\_ Date the bank document is issued: \_\_\_\_\_

**Own bank account:** Date funds went in: \_\_\_\_\_ Date funds mature (+28 days): \_\_\_\_\_

**Parent's bank account:** Date funds went in: \_\_\_\_\_ Date funds mature (+28 days): \_\_\_\_\_

You must also have:  Parents' consent letter /  birth certificate

You may also need:  English translation of bank document/  English translation of Birth Cert

English translation of parent's consent letter

Note: - **All bank documents** must contain the bank's name and logo, your name (or your parent's name if using parent's account), the account number, and the money available.

- **Electronic bank statement** must also bear the official stamp of the bank on every page.

- **Bank letter** must also contain the date of issue.

- **'Certificate of Deposit'** the money should have already been in the account for 28 days before submitting the online visa application

### If using foreign currency: use OANDA.com to check if meets the requirement on the 'date of application':

lowest balance on the 'date of application'

### If using a letter from official financial sponsor:

Amount given:  full or  partial: £ \_\_\_\_\_

Official Financial Sponsorship Letter (tick if it meets the following requirement). Must contain:

your name  your sponsors contact details  confirms the length of sponsorship

confirms the amount of money the sponsor is giving you  contains the official stamp of the sponsor

### If using a loan letter:

The Loan must be provided by your national, state or regional government, by a government sponsored student loan company or is part of an academic or educational loans scheme. It must be a loan issued to you (not your parents or legal guardians) and no conditions placed on the release of the loan funds to you (except a successful Tier 4 visa application).

Loan letter (tick if the loan letter meets the following requirement). It must contain:

your name  date it is issued (must be within the last 6 months)  name and logo of the provider

amount of money available  statement about the type of loan

### Dependents (If your dependents are applying with you at the same time):

Original passport & previous passport (if it has current visa endorsed in it)

Original Biometric Residence Permit (BRP) card (if they have one)

Police Registration Certificate (if applicable)

Evidence of relationship (if applicable); evidence that relationship is subsisting (if unmarried); evidence not living independent life (if a child is aged 16 or above)

Financial evidence (**£680 per month for the length of new visa per person**, up to 9 months or visa length) (in the name of the Tier 4 student, or a joint account with partner, or in the name of partner for own maintenance only; if using official financial sponsorship, all dependants must be named in the letter)