

Document Checklist for Student Visa Application made inside the UK (Last updated: 20 Jan 2021)

Warwick Student I.D. number:

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

It is important you accurately prepare your documents. We strongly suggest before you read the help information published on the link below:

www.warwick.ac.uk/immigration/tier4/applying/leavetoremain/

If you are a [‘low risk national’](#), 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.

Once you have read the above information please tick off each item below to indicate you have completed the steps/gathered the documents required for your Student visa application. (if you are coming for an appointment with a visa advisor then you **MUST** bring the checklist and documents indicated below to your appointment:

Online application form– Please complete most of the application form and **stop at ‘Your CAS’ screen**. If you are unsure how to answer a particular question then leave it blank.

- More guidance on completing your online application can be found here (*including how to complete ‘Sponsor Licence Number and Address’ section*):
<http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/leavetoremain/>
- Click ‘Apply Now’ on the website below to start your online application form: <https://visas-immigration.service.gov.uk/product/student>

Original current passport

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

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

Police Registration Certificate

- (please make sure this is updated with correct marital status, address, passport and visa details) – if a visa condition 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.) – More details, [CLICK HERE](#)

ATAS certificate if required see information [CLICK HERE](#) (new students will find this information on their CAS)

Degree certificate OR transcript (confirming award of degree) as listed on CAS (new students or continuing students applying within 6 months of starting the course only)

- (If you will 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 will use your 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.)
- *If you are going to study a degree level course, you will not need to submit your qualification with your visa application.*

Confirmation of Academic Progression (if the latest qualification for which your visa is granted is different to the academic qualification that is stated on your CAS)

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

English Translation

- if any of your documents are not in English. This translation must include: 1) details of the translator/translation company's credentials; 2) a statement confirming that it is an accurate translation of the document; 3) the translator/translation company's contact details; 4) dated and include the signature of the translator or an authorised official of the translation company.

Financial Sponsor's consent to complete current studies

- if you are currently or were financially sponsored by a government or an international scholarship agency within the last 12 months; must confirm they have no objection to you continuing your studies in the UK.

Letter confirming Official Financial Sponsorship: It must contain:

- your name
- your sponsor's name and contact details
- confirms the length of sponsorships
- dated
- confirms the amount of money the sponsor is giving you (or a statement that they will cover ALL of your fees and living costs)
- printed on letter-headed paper and contains the stamp of the sponsor

If applying with dependants then all dependants must be named in the letter

Financial evidence

You do not need to submit financial evidence if;

- if you have been living in the UK for the last 12 consecutive months on a student/ work visa or as their dependant

Holidays and short absences from the UK do not break the 12 month period.

However, if you have not been based in the UK for a significant part of the 12 months, for example for at least 3 months, you will not meet the requirement.

Or

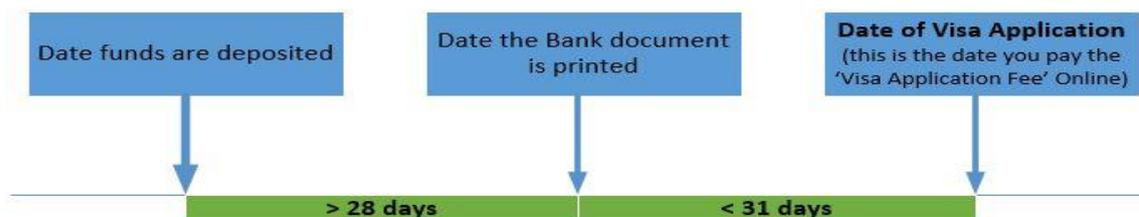
- [you are a low risk national](#)

In all other cases funds must have been held for 28 consecutive days if using personal account.

(see www.warwick.ac.uk/immigration/tier4/applying/money/ for detailed guidance)

If you are going to apply for a student visa along with dependant then it is now possible to use your dependant financial statements to meet the UKVI financial requirements

Please see the example and calculations to confirm how much money (minimum) you will need to hold in your bank 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 (£1023/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 + £9207 (1023x9) = £34957**

Calculate how much you need here:

Course fees £ _____ - fees paid £ _____ - Accommodation paid £ _____ + Maintenance £ _____ = Total £ _____

(**Note:** If you are continuing on a course, 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. If you require extension to complete a PhD course, you are likely to need to prepare an additional 4-6 months of maintenance to cover viva and correction. Please prepare funds accordingly, and your Adviser will confirm the detailed amount required when you meet. Your CAS will be sent to you after you have submitted your student visa application).

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, your name (or your parent's name if using parent's account), the date it was issued, and the money available (account balance).
 - **Electronic bank statement** – as long as it has the above information
 - **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 sponsor's name your sponsor's contact details confirms the length of sponsorship

confirms the amount of money the sponsor is giving you The Date

Written consent for your application from your financial sponsor if you've received sponsorship for your course fees and living costs in the last 12 months

If using a loan letter:

The Loan must meet the following requirements

your name

date it is issued (must be within the last 6 months)

confirms the loan is a student loan provided by either the relevant government or a government sponsored student loan company or an academic or educational loans scheme

confirms there are no conditions on release of the loan funds other than a successful application to study

amount of the loan

statement about the type of loan

confirms loan is for you

is on official stationery (has name and logo of the loan provider)

confirms the funds will be available to you, or paid directly to the sponsor, before you begin your course

Dependents (If your dependents are applying with you at the same time, you will also require documents for them:

- 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 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)

It is now possible to use your dependant financial statements to meet the UKVI financial requirements for the all the applicants applying for student visa.