

Guide for Tier 4 (General) Visa applications made in the UK

This guide is meant for students applying for Tier 4 leave to remain (in the UK) on their own

For applications within the UK with dependants or for a lone dependant, please see separate guides.



Make sure that you meet the academic progression requirements before you apply to extend your Tier 4 visa in the UK. You may need to apply overseas.

Please read the information on our website

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

Please note

- The Immigration Service have created these guidance notes to assist with the Tier 4 (General) visa application process using screen-shots from the Home Office website and online form. This guidance is not endorsed by UK Visas and Immigration
 - THIS GUIDANCE SHOULD ONLY BE USED BY **UNIVERSITY OF WARWICK STUDENTS** FOR VISA APPLICATIONS MADE INSIDE THE UK
- This guide is best used with the information available on our website www.warwick.ac.uk/go/immigration and the most recent version of the Home Office Tier 4 Policy Guidance www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student. The information shown here is correct at the time of writing but immigration regulations are subject to change at short notice so always contact the Immigration Service if you are unsure of something relating to your visa application. This guide was last updated on **27 Nov 2018**.
- The Immigration Service cannot guarantee the successful outcome of any application as this decision is made by the Home Office

University of Warwick Immigration Service

- ▶ For more details about applying for your Tier 4 visa and the services available from the Immigration Service , please visit our website:
<http://www2.warwick.ac.uk/immigration>
- ▶ You should not apply for your Tier 4 visa in the UK if your CAS states that it is for overseas use only, as It is likely that your visa will be refused if you submit your application within the UK.



▶ Access the form via

<https://www.gov.uk/tier-4-general-visa/extend-your-visa>

▶ Click on

- [extend your existing Tier 4 \(General\) student visa](#)

Tier 4 (General) student visa

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Extend your visa

You may be able to stay longer to continue your course or study a new one.

You must:

- meet the [eligibility](#) requirements of this visa
- be in the UK
- have a sponsor

Who can sponsor you

You can only apply to extend your leave to study if your current sponsor is:

- a higher education institute (HEI)
- an overseas HEI
- an embedded college offering pathway courses
- an independent school

When to apply

You must apply:

- within 6 months of getting a [confirmation of acceptance for studies](#) (CAS)
- before your current visa expires - but no more than 3 months before the course start date on your CAS

You can stay in the UK until you get your decision.

Ways to apply

If you want to get a decision more quickly than the standard 8 weeks, you can apply:

- for priority service - there's a limited number of places each day
- to use a [premium service centre](#) - you'll need to go in person

Application type	Time for a decision	Cost per person
Standard	8 weeks	£475
Priority	10 days	£952
Premium	Same day	£1,085

You'll also need to provide biometric information and pay the healthcare surcharge.

Apply for the standard or premium service

You can [apply online](#):



Click here

- for the standard service
- to book an appointment at a premium service centre

Pay the appropriate fee at the same time.

Apply for the priority service

You must fill in a [request form](#) before you can use the priority service. Send it to the email address on the form.

Only the first 60 requests received each day after 8:30am (Monday to Friday) are accepted - you'll get an email saying if you've been successful.

Once you've been accepted for the priority service you should [apply online](#) for yourself and any dependants within 24 hours. Pay the fee at the same time.

Send your supporting documents by registered post or courier to the address given in the priority service acceptance email. Send your dependants' documents in the same envelope.

Your documents should reach UK Visas and Immigration no later than two days after you applied.

Provide your biometric information

For all applications you must also provide your biometric information (fingerprints and a photo). You can do this at:

- some [Post Office branches](#) (this costs £19.20)
- a premium service centre if you've paid to use one

You'll be told when you need to provide your biometric information for the standard or priority service. You'll have to do it within 2 working days if you're using the priority service.

You'll get a [biometric residence permit](#) if your application to extend your visa is successful.

Pay the healthcare surcharge

For all applications you must also [pay the healthcare surcharge](#) for each person. [Check how much you'll have to pay](#) before you apply for your extension.

What happens next

You'll be contacted if your application is complex and will take longer, for example because:

- your supporting documents need to be verified
- you need to attend an interview
- of your personal circumstances (for example if you have a criminal conviction)

BETA This is a new service - your [feedback](#) will help us to improve it.

Tier 4 (General) student

Apply to extend or switch to Tier 4 (General) student.

How to apply

To apply to extend or switch to a Tier 4 (General) student you need to:

- fill in the application form
- have your documents ready
- pay the application fee
- pay the health surcharge
- have your biometrics taken (fingerprints and a photo)

[Find more information](#) on the requirements for a Tier 4 (General) student, including the documents you will need to submit with your application.

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

Postgraduate studies

If you are taking a postgraduate course in certain subjects you might need an Academic Technology Approval Scheme (ATAS) certificate. [Find out if you need an ATAS certificate](#).

You can [apply online](#) if you need an ATAS certificate.

Fees

Standard service	Priority service	Premium Service
A decision within 8 weeks	A decision within 10 working days	Most people get a decision on the same day
475.00 GBP	952.00 GBP	1085.00 GBP

A [super premium service](#) is also available. The fee for this service is £10,500 for your visit, plus the premium service fee for your application type.

Healthcare surcharge

You will also have to [pay a healthcare](#) surcharge (called the 'immigration health surcharge' or IHS) in addition to your visa fee.

The exact amount you have to pay will depend on the length of your visa. [Check how much you will have to pay](#) before you apply.

Biometric information

As part of the application process, you are required to apply for a biometric residence permit. If you choose Standard or Priority service you will be required to pay an additional fee of £19.20 per applicant to have your biometrics collected.

You will only be considered for Tier 4 (General) leave to remain. You will not be considered for any other type of leave to remain. You must [use a different form](#) if you want to stay for another reason.

How we use your data

The Home Office will use the personal information you provide to decide whether to grant your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Border, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Apply now



► This page gives you some information about the process of applying for a Tier 4 (General) student visa from within the UK.

► More information about the three different application fees and their associated service levels is included later in this guide

► At the end of the application, there will be £19.20 added to the over all fees. The £19.20 is the fee for Biometrics enrolment

► Click on [Apply now](#)

BETA This is a new service - your [feedback](#) will help us to improve it.

1. **Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Your location

Are you currently in the UK?

Yes No

Save and continue

1. **Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Other Home Office applications

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.

Yes No

Save and continue

[Show and edit answers](#)

▶ You should only use this form if you are applying for your visa within the UK.

– Answer **Yes**

▶ This should be your only application with the UKVI hence

1. **Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

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Immigration adviser

Do you have an immigration adviser?

Immigration advisers can advise you on immigration law. For more information, click [here](#).

Yes No

Save and continue

▶ Even if you may have an appointment with the Immigration Service at the University to help you complete the application, we do not provide legal representation

– Answer **No**

Register your email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

Create a password

Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

Save and continue

- ▶ Use an email address you can access easily from a computer because a link will be sent that will allow you to get back into a partially completed application form
 - You will need to be able to access this email account on a university computer if you are submitting through an appointment with an International Student Adviser
 - Please do not use a QQ or Sina email address
- ▶ Create a password that you will remember. It must be 8 characters or longer and include a letter and a number or symbol. You will need this password to access your partially completed application form
- ▶ The page will tell you how secure your password is

Your password is weak

Your password is good



Contact email

Warning: We may use email to contact you about your application, for example, we may send your decision by email. We will also use email to contact you about your immigration status after your application has been decided. You must notify us immediately if any of the email addresses change. Find out how at www.gov.uk

Where you provide both a personal and legal representative email address, either or both may be used to contact you. We will not contact legal representatives or immigration advisers for overseas applications and will not contact unregulated immigration advisers in the UK.

██████████@hotmail.com

Who does this email address belong to

- You
- Your legal representative or immigration adviser
- Someone else

Save and continue

Cancel

Additional contact email

Do you have another email address?

- Yes No

Add your other email address

██████████@warwick.ac.uk

Preferred email address

Which email address would you prefer us to contact you on?

- ██████████@hotmail.com
- ██████████@warwick.ac.uk

► This should be your own email address

– Answer You

► Add another email address if you want (e.g. your warwick.ac.uk address or a personal email)

► Choose the email address that you check regularly and have easy access to.

Check your answers

Check the information below before you continue to the next section.

Personal information

Are you currently in the UK? Yes [Change](#)

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision? No [Change](#)

Immigration adviser

Do you have an immigration adviser? No [Change](#)

Personal information

Email address [redacted]@hotmail.com [Change](#)

Who does this email address belong to You [Change](#)


Do you have another email address? Yes [Change](#)

Additional email address [redacted]@warwick.ac.uk [Change](#)

[Add additional email](#) [Add](#)

Preferred contact email address [redacted]@hotmail.com [Change](#)

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Download and print](#)

 Tier 4 (General) student
The applicant
Part complete

[Answer questions about this person](#)

[▶ Would you like to add another person to this application?](#)

- ▶ The form gives you the opportunity to review the information you have entered from time to time. Click on [Edit answer](#) against each section if you need to make changes
- ▶ *Please note that if you are using Google Chrome as your browser, you cannot always use the browser's Back button. If you have made an error, use this screen to make any changes instead.*
- ▶ **PLEASE NOTE** this guide shows all possible questions that may appear on the form. Some will only appear if relevant to your circumstances
- ▶ This guide is designed for students who are applying without any dependants. Please see the guide for students and their dependants if it is more relevant.
- ▶ Click on [Answer questions about this person](#)



Your name

Enter your name, as shown in your current passport or travel document.

Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.

▶ [I cannot enter my name using a current passport or travel document](#)

Title

All given names

Family name

▶ [I do not have both a given name and a family name](#)

Save and continue

Any other names

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

Yes No

Save and continue

- ▶ Enter your name exactly as it appears on your passport
- ▶ Click **Save and continue** after completing a section to move on
- ▶ If you need to leave the form and complete it later, click on [Return to this application later](#) and you can email the link of your application so far to your registered email address. Or you can download a PDF of the partially completed form.
- ▶ Enter any other names that you are known by (e.g. unmarried/married name)



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Contacting you by email

We may use email to contact you about your application, for example, we may contact you for further information, or send a decision on your application by email. We may also use email to contact you about your immigration status after your application has been decided. You must notify us immediately if any of the contact email addresses you provide as part of this application change. Find out how at [GOV.UK](#)

Contact email

Who does this email address belong to?

You

Someone Else

I am not able to use email

[Save and continue](#)

[Return to this application later](#)

- ▶ Enter an email address which you will most likely use for a long time and on daily basis.

- This can also be the same email address you used to register this application account.

Next Page

A verification email has been sent

We have sent a verification email to the address you have identified that we can use to communicate with you about your application, or send your decision to. The link in this email must be clicked before you can proceed with your application.

@warwick.ac.uk

[Change email](#)

[Resend email](#)

The email should arrive within a few minutes. If it has not, check the junk mail folder.

[Return to this application later](#)

▶ [Show and edit answers](#)

Sign in to your UK visa application to verify your email

You can save the application form at any time and come back to it at another time. If you are inactive for 25 minutes you will be automatically logged out.

Enter your password

[Sign in](#)

- ▶ Enter the same password you used to sign up for this UKVI account. Sign in

- ▶ A link will be sent to the email address you put on the previous page.
- ▶ Login in to your email account and click on the verification link sent by the UKVI .
 - *If you have not received the link then please wait a few minutes and check your Spam/Junk folder as well.*



Next Page

Email address has been successfully verified

Thank you for verifying the email address [REDACTED]e@warwick.ac.uk.

Click 'continue' to complete your application.

Continue

Next Page

Additional email

► You can add another email address if you want.

Do you have another email address?

Yes

No

Save and continue



Applicant contact details

Telephone number
Your personal no.

Home address
This must be in the UK

Enter a UK postcode

[Search for address](#)

Address
Enter your current

Address in the UK

Town/City

I want to receive mail at a different address.

Enter a UK postcode
CV4 8UW

[Enter address manually](#)

Choose an address
UNIVERSITY OF WARWICK, UNIVE ▾

Address
C/O: Marianne Davies,International St
UNIVERSITY HOUSE, UNIVERSITY OF
KIRBY CORNER ROAD

Town/City
COVENTRY

- ▶ Enter your current UK address (where you are living when you submit your visa application)
- ▶ Make sure you have the correct postcode. If you don't know it, enter your address into the Royal Mail Postcode Finder to find the correct postcode
<http://www.royalmail.com/find-a-postcode>
- ▶ We recommend that you tick 'I want to receive mail at a different address' and use the International Student Office address for your correspondence
 - We can sign for special deliveries, store your documents in our safe (until you collect them) and scan your new visa when it arrives to help you fulfil your Immigration Responsibilities
 - Enter the address for Marianne Davies, the Head of Immigration as shown to the left

We recommend you use this address as you are a University of Warwick student.

Full address:

← C/O: Marianne Davies,International Stu. Off.
UNIVERSITY HOUSE, UNIVERSITY OF WARWICK
KIRBY CORNER ROAD

Your gender and relationship status

What is your gender, as shown in your passport or travel document?

- Male
- Female
- Unspecified

What is your relationship status?

Your nationality, country and date of birth

Country of nationality

If you have previous or additional nationalities, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

For example, DD MM YYYY

Day Month Year

Save and continue

- ▶ Enter this information as it appears in your passport or travel document

- ▶ If you have more than one nationality, add this information here
- ▶ Enter the nationality you want to be considered for this application first (e.g. if a student is American and Brazilian, they may want to use their American nationality to remove the need to register with the police)
- ▶ As on your passport
- ▶ Exactly as written on your passport (i.e. town/province where you were born)

Your passport ()

Do you have a valid passport?

Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

Yes No

Passport number

Issuing authority

On your passport this could also be referred to as 'country of issue' or 'place of issue'.

Issue date

For example, DD MM YYYY

Day Month Year

Expiry date

For example, DD MM YYYY

Day Month Year

Confirm you can provide this passport

I can provide this passport if required

Save and continue

You should send your current, original passport with your application

Enter the information exactly as it appears on your current passport

Tick on the “I can provide this passport if required” as you will have to provide it to the UKVI

Your identity card ([REDACTED])

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes No

Save and continue

If you have a national identity card provided by your home government then please provide details here. If you do not have the details, then select NO and continue

Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship?

You must provide all the nationalities that you currently hold or have ever held.

Yes No

Save and continue

If you have dual nationality you can enter another nationality here and then you will have to provide the passport details of the other nationality. If you do not have the passport then you can confirm this on the next page.

Details of other nationality

Country of other nationality

If you have additional nationalities, you will be able to add these later.

Date held from

Enter date in the format DD MM YYYY

If you are unsure of the exact date, please provide the month and year

Day Month Year

Date held to

Enter date in the format DD MM YYYY

If you are unsure of the exact date, please provide the month and year

Day Month Year

Confirm if you still hold this nationality

I still hold this nationality

Save and continue

If you tick no to having another nationality you will not be asked these question



Your current UK immigration status

Do you currently have a visa or leave to remain?

Yes No

What type of visa or leave to remain do you have?

Your current visa or leave to remain

What is the start date of your current visa or leave to remain?

For example, 20 3 1976

Day Month Year

What is the end date of your current visa or leave to remain?

Day Month Year

Next page

Revocation, cancellation or curtailment

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

Yes No

Answer yes if your current visa has not expired (n.b. if your leave **has** expired and you are applying within the UK, please contact the Immigration Service before submitting your application)

Click on the drop down and select your current visa type. The visa type will be mentioned on your current BRP, hence double check it there.

Enter the information as it appears on your current visa. If you have a BRP card then

- Date of Issue
- Valid Until

Your visa may have been curtailed if you took temporary withdrawal from your studies or completed your course early. It is important that you answer this (and all other questions) honestly



Your most recent leave

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

Yes No

Police registration Next Page

During your current or last grant of leave in the UK, were you required to register with the police?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police station when you were granted your last period of leave in the UK. The requirement to register with the police may also feature on your visa or your Biometric Residence Permit, if you are required to have one.

Yes No

Biometric residence permit (BRP) Next Page

Do you have a biometric residence permit?

This is a card with your name, nationality and picture. It describes your entitlement to be in the UK.

Yes, I have a biometric residence permit

Enter your permit number

No, I had a biometric residence permit for my most recent leave, but I do not have it now

No, I did not have a biometric residence permit for my most recent leave

• Answer this based on your current visa.

- If your nationality requires you to have a Police Registration Certificate (PRC) you will need to make sure that it is up to date (e.g. a new address or a change to your marital status) before you submit your new visa application. If you are not sure if you are required, then please check on <https://warwick.ac.uk/study/international/students/police> , if you were required to register and you have not, then please follow the instruction in the link above and register with the police as soon as possible, as without the certificate your visa will be refused and you may be subject to penalty + deportation.

• If you have a BRP card you will need to provide the number which can be found in the top right hand corner of the front of your card



Your National Insurance number

What is your current National Insurance number?

Example QQ 12 34 56 C

I do not have a National Insurance number, or I have a temporary one

A National Insurance number is required when you work in the UK (it is used in the tax system) – this is not the Immigration health surcharge

Leave this blank if you do not have one and tick the next box instead

Study as a Tier 4 (Child) student

Have you studied in the UK as a Tier 4 (Child) student?

Yes No

Answer yes if you had Tier 4 (Child) Student leave (this is usually a visa granted to students under the age of 18).

If you put yes to having studied in the UK as a Tier 4 (Child) student you will not be asked this question

English language assessment

If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

Yes No

If you are studying at degree level or above, you can answer Yes to this question as CAS will have a phrase such as: (please check CAS)

The University is a Higher Education Institution (HEI) and has made its own assessment of xxx's language ability. We can confirm that it is equivalent to CEFR Level B2 or higher in each of the four components of language learning

(answer NO if you are going to study a below degree level course, as your CAS would include your secured UKVI IELTS)



Short-term study

Are you attending a short-term study abroad programme in the UK as part of a university course in the USA?

Yes No

Save and continue

Degree from an English speaking country

Have you studied an academic course in a majority English speaking country that is equivalent to a UK degree or above?

Yes No

Which country did you study in?

What evidence will you provide from your university to prove you meet the English language requirement?

You can select more than one option.

Certificate of qualification proving English language requirement

Transcript of results proving English language requirement

Study of English as a foreign language

Are you applying to study a course on English as a foreign language?

Yes No

This set of questions will only appear if you answered No to the previous question (that the higher education institution has assessed your English language requirement.) You would only have to show how you meet the English language requirement if you are applying for a visa for a course that is below degree level (e.g. Pre-sessional course alone, International Foundation Programme, etc)

Answer **Yes** if you have completed a course in a majority English speaking country equivalent to a UK degree or above (even if this qualification is not used on your CAS)

The list of majority English speaking countries for the purpose of this form are:

Antigua and Barbuda

Australia

The Bahamas

Barbados

Belize

Dominica

Grenada

Guyana

Ireland

Jamaica

New Zealand

St Kitts and Nevis

St Lucia

St Vincent and the Grenadines

Trinidad and Tobago

United Kingdom

United States of America

Answer **No**, unless:

- you are applying for a visa and your CAS is for the Programme is the Pre-sessional course alone (i.e. your CAS does NOT cover the pre-sessional course AND your degree course)

English language test

Have you passed an approved English language test?

Check the list of [approved English language tests](#).

Yes No

Did the test assess your reading, writing, speaking and listening skills at the level required for your qualification?

The level required depends on the type of course you are studying and the type of institution where you are studying. [See the guidance](#) for specific information about the level required for your qualification.

Check your certificate or ask your language school if you do not know the level of your test.

Yes No

How did you get your result?

Certificate
 Online reference number

Awarding body

Reference number

If you took a UKVI IELTS test, you should answer ‘Yes’ to this question (additional questions will appear)

- (This question will only appear if you selected “studying below degree level in previous questions”)

If you are going to study a degree level course then you will select “HEI has made their own assessment” – check your previous answers.

Enter the details about the Approved English Language Test you have taken



Problems with immigration to the UK

Have you ever been:

- refused a visa for the UK
- deported from the UK
- removed from the UK
- required to leave the UK
- refused entry at the UK border

Yes No

[Next page](#)

Problems with immigration to countries other than the UK

Have you ever been:

- refused a visa for any country other than the UK
- deported from any country other than the UK
- removed from any country other than the UK
- required to leave any country other than the UK
- refused entry at the border of any country other than the UK

Give details of any time you were refused a visa or had to leave a country (other than the UK) for any reason.

Yes No

If you had faced any of the problems mentioned in this question then please select yes and provide as much as information as possible.

- Failure to declare will mean that you have used deception and will result in visa refusal and a ban from the UK

If you had faced any of the problems mentioned in this question then please select yes and provide as much as information as possible.

- Failure to declare will mean that you have used deception and will result in visa refusal and a ban from the UK



Public funds

Have you ever received any public funds (money) in the UK?

This includes benefits for people on low incomes, such as housing or child benefits.

Yes No

Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, e.g. disqualification for speeding or no insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions

You must answer this question honestly and all questions. If you answer 'yes' you will be required to provide more information on the next page.

Remember, this question asks about any criminal offences in the UK or any other country

– Please also mention driving offences

War crimes

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

War Crimes are grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict.

The types of acts that may constitute a war crime include:

- wilful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- the taking of hostages
- Crimes against humanity
- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons
- Genocide
- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at legislation.gov.uk. It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Yes No

You must answer these questions honestly

Terrorist activities

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Terrorist activities are any act committed, or the threat of action designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that:

- involves serious violence against a person
- may endanger another person's life
- creates a serious risk to the health or safety of the public
- involves serious damage to property
- is designed to seriously disrupt or interfere with an electronic system

Yes No

Terrorist organisations

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

An organisation is concerned with terrorism if it:

- commits or participates in acts of terrorism
- prepares for terrorism
- promotes or encourages terrorism (including the unlawful glorification of terrorism)
- or is otherwise concerned in terrorism

Yes No

Terrorist views

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

Yes No



Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

C5MQDFPD0

Sponsor's address

University of Warwick

Gibbet Hill Road

Town/City

Coventry

Postcode

CV4 7AL

Warwick's Sponsor Number is C5MQDFPD0

Enter the main university address as shown:

University of Warwick
Gibbet Hill Road
Coventry
CV4 7AL

Place of Study

Will you be studying at a school or higher education institution?

School

Higher education institution

Primary site of study

Is this the site where the majority of your study will take place?

University of warwick
Gibbet Hill Road
Coventry
CV4 7AL

Yes No

The address above will always be your primary site of study

UCAS details

Did you apply for your course through UCAS?

Yes No

What is your UCAS personal identification number?

You will need to enter your UCAS personal identification number if you applied for your course at the University of Warwick through UCAS (the UCAS number will be on the emails sent to you by UCAS)

- Answer 'No' if you applied for your course directly through Warwick and did not apply via UCAS

Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

Yes No

What is your Academic Technology Approval Scheme (ATAS) reference number?

This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

If your course is subject to ATAS clearance it will be stated on your CAS. New students joining courses where ATAS is required (or existing students transferring to a course that requires ATAS) must obtain clearance before their offer to study is made unconditional and should enter the number of their ATAS certificate in the form

Your ATAS certificate must still be valid. They are valid for six months from the date of issue. You will need to apply for new ATAS clearance if you change any details (e.g. your research subject) in order to be used for your visa application. Otherwise, make sure that you apply for a new ATAS certificate in plenty of time before you need to submit your visa application.

You will also need a new ATAS if you are extending your current TIER 4 to cover the academic extension/resits/re-submissions.

If you are continuing on the same course you should contact the graduate school to request an official summary of your research before making your ATAS application.

For more details, see:

<https://warwick.ac.uk/study/international/immigration/tier4/applying/atas>



Current or past official financial sponsor

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

Yes No

▼ What is an official financial sponsor?

Examples of an official financial sponsor include the UK Government or your home government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

Save and continue

Cancel

Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

Yes No

[What is an official financial sponsor?](#)

Examples of an official financial sponsor include the UK Government or your home Government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

If you are being wholly sponsored by an official financial sponsor how will you prove this?

My Tier 4 sponsor has confirmed this information on my CAS

Letter of official financial sponsorship

I am not being wholly sponsored

Make sure you check the definition of 'official financial sponsor'

Answer Yes if you have (or are) receiving money from an official financial sponsor or they paid course fees directly to the educational institution within the last 12 months - even if this was for a previous course. If the last payment was over 12 months before this visa application, you can answer No

Answer Yes if you are due to start receiving money or if course fees will be paid directly to the university

Course information

Name of sponsor institution (school/college/university)

University of Warwick

Course name

SA [REDACTED]

Qualification you will get

This is the level of the qualification you will receive at the end of your course.

If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

[Dropdown menu]

Are you going to be a student union sabbatical officer?

▶ What is a student union sabbatical officer?

Yes No

Save and continue

Select the qualification from the drop down list. Your CAS may show 'NQF' and then a number. This is the same as 'RQF'. Pick the RQF number which corresponds to the NQF number on your CAS.

Qualification you will get

- RQF1/SCQF4
- RQF2/SCQF5
- RQF3/SCQF6
- RQF4/SCQF7
- RQF5/SCQF8
- RQF6/SCQF9/10
- RQF7/SCQF11
- RQF8/SCQF12
- CEFR A1
- CEFR A2
- CEFR B1
- CEFR B2
- CEFR C1
- CEFR C2
- Postgraduate Doctor or Dentist
- Aviation qualification

Enter the information as it appears on your Confirmation of Acceptance for Studies (CAS)

Copy and paste the details where possible as the information must match your CAS

This qualification information is included in your CAS. It may be in a slightly different format – look for the NQF level on your CAS.

The RQF mentioned on the Visa application form is the same as NQF on your CAS. Hence the NQF6 on your CAS is the same as RQF6 of the visa application

NQF7 = RQF7

NQF8 = RQF8

Enter the start and end dates mentioned on your CAS

If applying for an extension to your current leave to complete a course, enter your original course start date here

Course dates

Course start date

Provide the start date of your main course of study, but do not include any other courses you may be taking before.

Enter date in the format DD MM YYYY

Day Month Year

Course end date

Day Month Year

The course dates will be stated on your CAS.

If you have a **CAS that covers both a pre-session English course and your main Masters** you should enter the start date of the **Masters programme** which will be stated in the 'evidence used to obtain' section of your CAS.

If you have been issued a **CAS just for a pre-session English course**, enter the start date of your **pre-session course**.

All other new and continuing students should enter the **course start date** as stated in the main section of the CAS.

Save and continue



Are you going to be a student union sabbatical officer?

[What is a student union sabbatical officer?](#)

A sabbatical officer is a full-time officer elected by the members of a students' union (or similar body such as students' association, students' representative council or guild of students), usually at a higher education establishment such as a university.

Yes No

Doctorate Extension Scheme

Are you applying for the Doctorate Extension Scheme?

The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur

Yes No

The Doctorate Extension Scheme is only available for PhD students when they have completed their studies (but before conferred). Only answer 'Yes' if you are applying for the scheme

If it is not showing on your CAS then you should get a receipt

Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation.

Yes No

Only answer 'yes' if you are staying in on campus or University managed housing AND have paid something towards your accommodation fees.

If you are in on campus or University managed housing and have NOT have paid towards your accommodation fees, answer 'no'.

If you are in private accommodation, answer 'no', regardless of whether you have made any housing payments or not.

The following questions will only appear if you select 'yes'.

How much has been paid?

£

Enter the amount you have paid to the University for accommodation - (either on campus or off campus University managed). You can enter a maximum of £1265 even if you have paid more, as this is the maximum amount that you can deduct from your maintenance requirement.

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS
 Receipts

Once your accommodation fee payment has cleared, your CAS will be updated to show how much you have paid; you should not make your visa application until you have received email confirmation from Student Finance that this has been done, then you should select this option.

Course fees

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£

Your CAS will confirm the fees for your course.

If you are a continuing student, the fees due will be stated in your CAS, unless you do not owe anything, in which case the amount will be shown as £0.

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

Yes No

If you have not paid any of your tuition fees, answer 'no' and there will not be any other questions.

How much has been paid?

£

If you have paid some or all of your tuition fees (including deposits) then you should answer 'yes' and state how much you have paid.

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS
 Receipts

Once your tuition fee payment has cleared, your CAS will be updated to show how much you have paid and you will receive an email notification; you will not be issued with a new CAS number.

Do not make your visa application until you have received email confirmation from Student Finance that this has been done, then you can select this option.



Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in an account in your name, or a joint account you share with another person?

Yes No

Please note that you cannot use business bank accounts or credit card accounts as evidence for your application

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

If using your parent(s) or legal guardian(s) account, you will need a letter from them to confirm that you have permission to use this money - you will need to provide written confirmation that you have permission from your parent(s). You can find a sample letter: https://warwick.ac.uk/study/international/immigration/tier4/applying/money/parental_letter_of_consent_sample.pdf

Even if you are fully sponsored this page will still appear – you should answer the first question ‘yes’ because the scholarship/sponsorship award is in your name. The other questions should then not appear.

If you are using bank statements in your **own name** then you should answer the first question ‘yes’. The other questions should then not appear.

If you are using bank statements in a **parents’ name** then you should answer the first question ‘no’. You will then be asked if you are using a parent or legal guardians money and if you have their permission; answer ‘yes’ to both. When using funds from a parent/legal guardian you will need to provide original evidence of your relationship as per one of the documents listed – indicate which you will including with your visa application.

Please refer to the UKVI policy guidance and the information on the University of Warwick Immigration Service website for information on how to calculate your maintenance and ensure that your documents meet formatting requirements. All documents submitted with your visa application need to be original.

Low Risk nationals: If you are a low risk national you can opt to apply under the differentiation agreement which means that you do not need to submit any academic qualification, financial evidence or English language certificate with your visa application. However, Home Office UKVI may request evidence of your finances so you should ensure that you have the required documents. <https://warwick.ac.uk/study/international/immigration/tier4/applying/warwick-ukba/>

Tier 4 pilot: If you will be joining a Postgraduate Masters programme of 13 months duration or shorter, starting September 2018 ONLY, you will be part of the UKVI Tier 4 pilot which the University of Warwick has recently joined. This means you will not be required to provide evidence of finances, academic qualifications or English language certificate with your visa application. However, you may still be asked for this information so you should ensure that you have sufficient funds and can provide documentary evidence which meets UKVI guidance if asked.

The following are NOT eligible for the Tier 4 pilot and **must** provide evidence of qualifications and funds which meets UKVI formatting requirements:

- Foundation, Undergraduate and PhD students
- Students joining courses before September 2018 (unless you have a combined CAS for a Master’s degree with a pre-sessional course)
- Students issued a CAS for a Pre-sessional English course only
- Students returning from breaks in study or to sit exams
- Students applying for an extension of Tier 4 leave for a course started before Sept 2018

Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes No

Save and continue

You cannot make a Tier 4 application until you have received your CAS.

The admissions department will provide your CAS if you are starting a new course.

If you are a continuing student, you will need to book an appointment with an International Student Advisor via <http://www2.warwick.ac.uk/study/international/immigration/current/connect/meet/appointmentbookingnew/>

You should copy and paste this number from the email containing your CAS details where possible to avoid errors

- You cannot use a CAS in more than 1 application





Check your answers

Check the information below before you continue to the next section.

Personal information

Title	<input type="text"/>	Change
All given names	<input type="text"/>	
Family name	<input type="text"/>	
Add another name		Add
Telephone number	<input type="text"/>	Change
Home address	<input type="text"/>	

I want to receive mail at a different address. Yes

Tell us the address where you want us to write to you

UNIVERSITY OF WARWICK
UNIVERSITY HOUSE
KIRBY CORNER ROAD
COVENTRY
CV4 8UW
(address verified)

[Change](#)

What is your gender, as shown in your passport or travel document?

What is your relationship status?

Nationality details

Country of nationality	<input type="text"/>	Change
Country of birth	<input type="text"/>	
Place of birth	<input type="text"/>	
Date of birth	<input type="text"/>	
Do you have a valid passport?	<input checked="" type="checkbox"/> Yes	Change
Passport number	<input type="text"/>	
Issuing authority	<input type="text"/>	
Issue date	<input type="text"/>	
Expiry date	<input type="text"/>	
Confirm you can provide this passport	<input checked="" type="checkbox"/> I can provide this passport if required	
Do you have a valid national identity card?	<input type="checkbox"/> No	Change
Do you currently hold, or have you ever held, any other nationality or citizenship?	<input type="checkbox"/> No	Change

- ▶ A summary of the information you have entered will appear
- ▶ Check all your answers carefully and make changes where necessary by clicking on the change links [Edit answer](#)
- ▶ When you are confident the answers are correct, click continue [Continue](#)
- ▶ *If you are a low-risk national (see webpage below for relevant nationalities) you will be asked if you want to submit your application under the differentiation agreement – if you are a national included in the agreement, you will not need to provide evidence of your money or qualifications with your application. **PLEASE NOTE YOU MUST HAVE THESE DOCUMENTS AVAILABLE AS THE HOME OFFICE COULD ASK FOR THEM AT ANY TIME WHEN CONSIDERING YOUR APPLICATION***
 - <http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/>
- ▶ After this stage, you can chose to add the details of someone applying to be your dependant. However, this guide is meant for students applying on their own
 - ▶ [Would you like to add another person to this application?](#)
- ▶ Click on [Continue](#)

All applicants

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the 'all applicants' button at the top left of each page.

Tier 4 (General) student

Mr Immigration Service

12 August 1995

Completed

Edit responses about this applicant

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select 'Continue'.

I would like to add a:

Add this applicant

Continue

- ▶ If you are happy with all the answers you have provided on the previous pages, then click on "continue"



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

- ▶ Provide the name of the Bank (the one you will use to show the maintenance + any unpaid tuition fees)
- ▶ Select the type of bank document you will use.

Add another financial document

Do you want to add another financial document?

The documents you send in need to prove that you have the full amount. If the documents you have already added do not show this, you should add more documents now.

- Yes No

Save and continue

- ▶ If you are using multiple bank statements, then add information about all the statements you will be using.

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 biometric residence permit for Mr I [REDACTED]
- The police registration certificate for Mr I [REDACTED]
- The passport issued by Brazil for Mr [REDACTED]

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 (Bank of England)
- The birth certificate for Mr [REDACTED]
[This](#) must be a full birth certificate that shows the names of both of your parents.
- A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you
- NARIC letter that confirms the qualification meets or exceeds the recognised standard of a Bachelor's or Masters degree or PhD in the UK
- If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.
- A letter from your current or past official financial sponsor confirming you have their permission to continue your studies in the UK

The documents listed here will depend on the answers you provided when completing the application form , hence not everyone will see the same checklist

This may not be the full list of documents requires, for full list please see http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/leave/etoremain/tier_4_ltr_checklist_-_final_v7.pdf

You **must** tick all these documents to state that you will provide them

Go through the checklist carefully

“Save and Continue”



Check your answers

Check the information below before you continue to the next section.

Maintenance

Financial institution (such as a bank or building society) Bank of England [Change](#)

Type of document Statements from a personal bank or building society account

[Do you want to add another financial document?](#) [Add](#)

Documents

Mandatory documents [Change](#)

- The police registration certificate for Mr Immigration Service
- The passport issued by Brazil for Mr Immigration Service
- The biometric residence permit for Mr Immigration Service

Other documents

- Statements from a personal bank or building society account (Bank of England)
- The birth certificate for Mr Immigration Service
- A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you
- NARIC letter that confirms the qualification meets or exceeds the recognised standard of a Bachelor's or Masters degree or PhD in the UK
- If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.
- A letter from your current or past official financial sponsor confirming you have their permission to continue your studies in the UK
- A letter from your current or past official financial sponsor confirming you have their permission to continue your studies in the UK
- Certificate of qualification proving English language requirement

Double check all the answers here. Again – the documents mentioned here will be different for each of you as this will be based on the answers you have provided on the previous pages.

Once you have happy with the information “Continue”

Continue



Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting documents
- the photograph is an accurate likeness

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, the application will be refused and the applicant may be banned from the UK and prosecuted.

I confirm that:

- I am the applicant
- I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

I accept the above

DO NOT CONTINUE COMPLETING THIS FORM IF YOU WANT TO SUBMIT YOUR APPLICATION THROUGH THE IMMIGRATION SERVICE'S CHECK & SEND SERVICE

Click on [Return to this application later](#) to save the form and return to it during your appointment with the Immigration Service

Read this statement carefully. You are declaring that the information you have provided in your application is correct.



Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.



Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.

[Check your answers](#)

Go to IHS website

The information you have entered on the form will be used to calculate the Immigration Health Surcharge that you need to pay before you can complete your visa application.

After you have gone to the IHS website, you will not be able to make any changes to the answers you have provided, even if they are incorrect.

If you think there may be an error, click on [Check your answers](#)

If you are happy with the information you have entered click on

Go to IHS website



Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests.](#)

Cost

The healthcare surcharge is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the healthcare surcharge is £150 per year.

Example

A person making a 5-year visa application would pay £200 x 5 = £1000.

Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

- your passport or travel document
- your payment card



You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

Continue

You will need a credit or debit card to pay the IHS.

Please be aware that your bank may need you to complete some security checks before payment can be taken.

If you are using an overseas bank account, check in advance if they will need notification of large transactions from the UK so that the payment will not be refused

If the card is for your parent's overseas bank account, please take into account the security check may go through to their email or phone and so you will need to be able to contact them at the time you submit your application.

Summary

Click on the links in red to enter missing information

Missing Details

Your details

[Add where you are planning to stay](#)
[Add your course start date](#)
[Add your course end date](#)

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

Your details

Applying from UK Yes

Staying in Isle of Man, Jersey or Guernsey? [Add where you are planning to stay](#)

Full name [Redacted]

Email [Redacted]

From China

Visa route Tier 4

Visa type Tier 4 (General)

Course start date [Add your course start date](#)

Course end date [Add your course end date](#)

Your Location

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

Are you applying from within the UK?

Yes No

Are you applying to stay in the Isle of Man, Jersey or Guernsey?

Yes No

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

← Answer 'No', because you are not applying to stay in the Isle of man, Jersey or Guernsey

Course start date

For example, 20 3 1976

Day Month Year

Please enter a valid course start date

Course end date

For example, 20 3 1976

Day Month Year

Please enter a valid course end date

← Enter the start date of CAS (not the original start date of course) and end dates shown on your CAS
Pre-sessional students with combined CAS, please make sure that you put the full course dates mentioned on your CAS (Pre-sessional course + the main degree course date)

Is your course at NQF 7?

Yes

No

The NQF and RQF are the same. The information about the level is provided on your CAS

Is your course a Master's degree?

Yes

No

Is your course at any of these locations: University of Oxford, University of Cambridge, University of Bath or Imperial College London?

Yes

No

Is your course for 13 months or less?

Yes

No

Passport number or travel document

> [I do not know how to enter my passport or travel document number](#)

Date of birth

For example, 20 3 1976

Day Month Year

12

08

1995

> [Help with date of birth](#)

Save and continue

Passport number or travel document

> [I do not know how to enter my passport or travel document number](#)

Date of birth

For example, 20 3 1976

Day Month Year

> [Help with date of birth](#)

The amount that you need to pay for the Immigration Health Surcharge (IHS) will be automatically calculated.

You will need to pay this before going any further in your application

Your details

Applying from UK	Yes	
Staying in Isle of Man, Jersey or Guernsey?	No	Change
Full name	[REDACTED]	
Email	[REDACTED]	
From	[REDACTED]	
Visa route	Tier 4	
Visa type	Tier 4 (General)	
Course start date	[REDACTED]	Change
Course end date	[REDACTED]	Change
NQF7 Course	No	Change
Masters Degree Course	No	Change
Course at specified locations	No	Change
Course less than 13 Months	No	Change
Passport or travel document number	[REDACTED]	
Date of birth	[REDACTED]	

You don't have any dependants

These details are correct

A summary of the information you have entered will appear

Check all your answers carefully and make changes where necessary by clicking on the change links [Change](#)

Confirm that the details are correct

You may want to print a copy of the details you entered for your records



Declaration

I confirm that, to the best of my knowledge and belief, my details are correct and complete.

If I give false information, I, or a person named on this application could be:

- stopped from entering the UK now or in the future
- required to leave or removed from the UK
- required to pay extra for healthcare in the UK

I agree to the [terms and conditions](#) and [how my information will be used](#).

I agree

Payment summary

Total	(GBP)

Pay now

Read this statement carefully. You are declaring that the information you have provided in your application is correct.

This screen shows how much you need to pay for the duration of your new immigration leave

You will then be forwarded to a payment page to enter your credit/debit card details.

Please note that you may need to enter some security information about your debit/credit account

After you have paid the IHS you will be transferred back to the visa application form website



▼ Order summary

Payment reference: IHS094927597PA03|2018-11-27T09:56:47

Description: Immigration Health Surcharge Payment

Amount (GBP): £825.00


Payment details

* Indicates a required field

Card number *

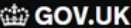
Cardholder's name *

Expiry date * Month Year

Security code *  3 digits on the back of the card or 4 digits on the front of card

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- ▶ You can use any bank card to pay the fee (cannot use cash card)

 Visas and Immigration

BETA This is a trial service

Continue your application

Your IHS reference number is IHS13-██████████ Your number will be shown on your checklist and application form.

 You must now pay for your application.

- ▶ Once you have paid the IHS, the system will generate an IHS reference number which will automatically be entered into your visa application form



Providing your evidence and biometrics

Learn about how our service is changing

To complete your application, you will need to make arrangements to provide your evidence and biometrics (fingerprints and facial photograph).

If you choose our new service, you will need to book an appointment with our commercial partner to provide your biometrics. You will be able to upload copies of your evidence on our commercial partner's website, or you can take your evidence to your appointment to be scanned and uploaded by our commercial partner (there may be a charge involved). With the new service, there are additional options that you can choose to buy to help improve the process.

You can [find out more information here](#).

If you choose our existing service, you will need to post your evidence, or you may be able to book an appointment at a premium service centre.

Check available locations

The new service is currently only available in certain locations. [View the full list of locations and opening times](#) and make sure you are able to attend an appointment if you want to use the new service.

Select which service you want:

New service

Confirm that you have viewed the full list of [locations and opening times](#) offering the new service and that you are able to attend an appointment

Existing service

You will not be able to switch to the other service after you have paid for your application.

Save and continue

Cancel

▶ Please select the new service as the existing service will discontinue end of November 2018

▶ Make sure that you check the location and opening times.

- There is a centre in Coventry however they will charge an extra £60 hence it may be best that you select the Birmingham centre as it is close to the Birmingham International Airport.

Choose a service

Select a service from the options below. You will not be able to change this after you have submitted your application.

- Standard service : pay 494.20 GBP**, most people get a decision within 8 weeks after attending their biometrics appointment
- Priority service : pay 971.20 GBP**, most people get a decision within 10 working days after submitting their online application
- Super Priority : pay 1104.20 GBP**, most people get a decision on the next working day after attending their biometrics appointment

The amount you pay for each service option includes the 19.20 GBP biometrics enrolment fee for each applicable person on this application.

UK Visas and Immigration will contact you if it will take longer to process your application.

Save and continue

- ▶ You must allow an additional 7-10 days to any decision times given below for your visa to be printed and dispatched
- ▶ **Standard Service - £494.20**
 - Submit application online (including paying IHS and application fee)
 - Go to application centre along with the documents on the checklist and also provide biometric information
 - Home Office service target for making a decision on your application is 8-10 weeks. Can be longer during busy periods.
- ▶ **Priority Service - £971.20**
 - Submit application online (including paying IHS and application fee)
 - Go to application centre along with the documents on the checklist and also provide biometric information
 - Home Office service target for making a decision on your application is 10 days (from the date of your appointment at the application centre). Can be longer during busy periods.
- ▶ **Super Priority Service – £1104.20**
 - Submit application online (including paying IHS and application fee)
 - Go to application centre along with the documents on the checklist and also provide biometric information
 - Home Office service target for making a decision on your application is next working day (from the date of your appointment at the application centre). Can be longer if the UKVI requires more information (if your application is not straight forward).

Your payment provider

You are paying

494.20 GBP - M██████████s application for Tier 4 (General) student

494.20 GBP in total

Choose your card provider

Visa

MasterCard

American Express

Maestro



Before you continue

You should only move to the next page if you have checked your answers and you are ready to submit your application. Once you select 'Continue to Worldpay' you will not be able to return and edit your application.

Continue to Worldpay to make a secure payment. You will be able to download a copy of your application form after payment has been taken.

Continue to WorldPay

- ▶ Remember you will need to pay this with a credit/debit card – *The fee will be different according to the service you choose.*
- ▶ If you are using a card from an overseas bank account, please be aware of security checks the bank may make before allowing the transaction to complete. Please note that the security checks are sometimes time limited
- ▶ Once you have completed this payment you application will be **submitted**.

You are paying for an application on a **Tier 4 (General) student** for **Miss Jirui Zhang**

Payment reference	2PAA007356332
Payment method	Visa
Description	Tier 4 (General) student
Amount	GBP 494.20

Card details

** Indicates a required field*

* Card number	<input type="text"/>
* <u>Security Code</u>	<input type="text"/>
* Expiry date	<input type="text" value="--"/> <input type="text" value="----"/>
* Cardholder's name	<input type="text"/>

Cardholder details

** Indicates a required field*

* Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
* Town/City	<input type="text"/>
Region	<input type="text"/>
* Postcode/ZIP code	<input type="text"/>
* Country	<input type="text" value="United Kingdom"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>

Refunds and Returns



▶ Enter the Card details, you want to use to pay for this application

▶ The address here should be your address which is reiterated with the bank/card company which has issued with card.

- If you are using an overseas card, then you will have to use the overseas address

Payment successful

Reference number
UKVI_2 [REDACTED]

Date of payment [REDACTED]

Name [REDACTED]

Visa **Tier 4 (General) student**

Fee paid [REDACTED]

Your confirmation has been sent to

[REDACTED]

[Print confirmation](#)

! You have a few more steps before your application will be complete.

[Save and continue to final tasks](#)

▶ [Save and continue to next page](#)



Further actions you must complete

There are some more actions below that you must complete. **Your application may not be successful** if you do not complete the mandatory actions.

Mandatory actions

Attend an appointment to provide your documents and biometrics by 23 January 2019

[Book appointment](#)

You must book and attend an appointment with our commercial partner to provide your documents and biometrics (fingerprints and facial photograph). You must attend an appointment by 23 January 2019, but we encourage you to attend one as quickly as possible and will send you a reminder after 15 working days if you have not booked your appointment.

If you are under the age of 16, you must be accompanied by the responsible adult named on your application. You must both bring an acceptable form of ID. [Find out more information here.](#)

Optional actions

Download your supporting documents checklist

You can [download a copy of your supporting documents checklist](#). This document will only be available to download until 30 January 2019.

Download a copy of your application form

You can [download a copy of your application form](#) for your records. You do not need to take this to your appointment. This document will only be available to download until 30 January 2019.

To keep your information safe and protect your privacy, you will not be able to view this page after 30 January 2019.

[Take a short survey to help us improve the service](#)

[Sign out](#)

▶ Before you book the appointment for the application centre:

- Download the print the Documents checklist , as you will need to take this with you at the application centre; along with the rest of the documents mentioned on the checklist.
- Download the TIER 4 form and keep it for your records (the online form/account will be deleted by the UKVI). You do not have to print this out and you do not need to take this at the appointment – This is purely for your records.

▶ Once you have done the above, then click on Book appointment

▶ Next Page

Book your appointment

You are about to be transferred to our commercial partner's website to book your appointment. You can return to your application until 30 January 2019 by logging in via the link sent in your submission confirmation email.

Your application may not be successful unless you complete all mandatory actions on the previous page. You must return to the previous page to complete any mandatory actions before continuing.

[Continue](#)

Get your access code

Click the button below to confirm your email address and setup an account with Sopra Steria.

Email address

[Redacted]

Email my access code

Next page

Email sent

A 6 digit access code has been sent to your email address. Check your email and click the confirm button below when received.

Confirm access code

Next page

Set up your account

Enter the access code and choose a password to set up your account.

Email address

J.Zhang.38@warwick.ac.uk

Access code

Enter the 6-digit access code that was emailed to you

Access Code

[Resend Access Code](#)


Password

Password must be at least 8 characters and contain at least 1 uppercase character, 1 lowercase character, and 1 number

Password

Retype password

Confirm Password

I'm not a robot  [Privacy Terms](#)

Set up account

- ▶ You will be asked to a password to create a UKVCAS account. You can use password which you used for the TIER 4 form.
- ▶ Logon to your email to access the code. Confirm the access code
- ▶ Next page, you will be able to setup your UKVCAS account

Next page

Log in to your account

Email address

Password

[Forgot your password?](#)

 I'm not a robot

Log in

Next page

Welcome to UK Visa and Citizenship Application Services

On this website you will be able to:

- select a location for your appointment
- choose a day and a time for your appointment
- buy additional services to assist with your application
- upload your supporting documents (recommended)

Arrange an appointment at a service point

Book an appointment to enrol your biometrics and have your supporting documents checked.

[Book an appointment >](#)

On-demand pop-up appointment

You need a pre-authorized account with a valid event code to use this service.

[On-demand pop-up >](#)



Arrange a VIP visit

With a VIP visit we will come to your home, office or other preferred location and enrol your biometrics and check your supporting documents.

[Book a VIP visit](#)

▶ Logon using the email address and password you chose on the previous screens

▶ After logging in, you will be on the main page of your UKVCAS account.

▶ Click on Book an appointment



Choose a service point location

You can choose to book an appointment at a number of different service point types:

- **core** service points offer free of charge appointments and out of hours appointments
- **enhanced** service points offer an inclusive package of extra services
- **premium lounges** that offers a personalised customer experience

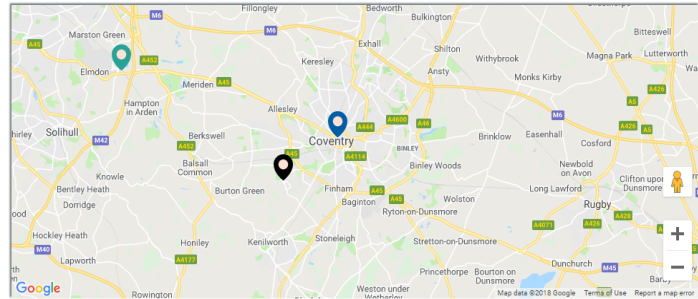
Enter your preferred postcode to find your nearest service point.

Postcode

For example, SW1A 1AA

Update results

[Please check our upcoming service points](#)



- ▶ If live locally (Coventry and surrounding cities) then put your own post code.
- ▶ The map will show 2 closest locations
 - Coventry Centre will charge an extra £60 as it is an enhanced Centre
 - Birmingham Centre – this is close to Birmingham international airport / Birmingham NEC and it is a core centre hence if you select this one – you do not have to pay the additional £60 fee.

Selecting the service point is completely your choice and this choice will have no affect / outcome of your visa application.

Please select a service point

Birmingham Core Service Point (10 miles away)

Location
Sopra Steria, Ground Floor, T3, Trinity
Park, Bickenhill Lane
Birmingham

Available services
Interpretation
Biometric Capture
Digitisation

Opening hours
Mon - Fri 8am to 6pm
Saturday
Sunday

[View on Google Maps](#)

Select this service point

Coventry Service Point (4 miles away)

Location
Central Library, Smithford Way
Coventry

Available services
Biometric Capture
Digitisation

Opening hours
Mon - Fri 8am to 6pm
Saturday
Sunday

[View on Google Maps](#)

Select this service point

Warwick Service Point (9 miles away)

Location
Warwick Library and Information
Centre, Shire Hall, Market Place
Warwick

Available services
Digitisation
Biometric Capture

Opening hours
Mon - Fri 8am to 6pm
Saturday
Sunday

[View on Google Maps](#)

Select this service point

Choose your appointment

Select a date for your appointment

View free of charge appointments only

[Previous](#) [Next](#)

Birmingham

Wed 28 Nov	Thu 29 Nov	Fri 30 Nov	No available appointments	No appointments available	Mon 03 Dec	Tue 04 Dec
------------	------------	------------	---------------------------	---------------------------	------------	------------

Select a time for your appointment

Once you reserve an appointment, you will have 30 minutes to complete your booking before you're logged out. You will then need to log back in to make a new reservation.

Friday 30 November

14:00 Free	15:00 Free	16:00 Free
---------------	---------------	---------------

This time is free of charge.

[Reserve appointment](#)

- ▶ The charge mentioned here is separate from the £60 charge to use the enhanced (Coventry) centre. This charge is for people who want an appointment quicker / out of office hours.
- ▶ If you want free of charge appointments, then check the option and it will show all free appointments.
- ▶ Select the date and it will show the timings you can choose
- ▶ Select the time and then continue by clicking reserve appointment



Extra Services

We offer extra services to help you prepare for your appointment and to make your visit easier.

£75.00 per group

Document translation

Our translation service can be used by customers whose original documents are not in English. All translations are completed by professional translators who will translate your documents within 3 to 4 days if you use our standard service or within 24 hours for our expedited service.

Add Document translation

Language

Number of pages you need translated



Immigration advice and document legalisation

Do you want the validity of your supporting documents confirmed? Legalisation is the official fraud-deterrent process that seeks to assure that a document is authentic and can be trusted.

Get a quote for document legalisation

Please note : A representative from BLS will contact you to discuss this service with you.

£35.00 per person

Document checking

If your appointment is at an enhanced service point or mobile enrolment we will upload the documents for you as part of the complementary service.

You can buy this service if you upload your documents through our website at least 2 days before your appointment date. Our team will check and confirm that you have correctly uploaded the documents for your appointment and that the scanned documents you provided are of an acceptable quality.

Please note: if you buy this service you do not need to use our document scanning service.

Number of people who need this service

 Add Document checking

- ▶ You can choose any additional services you would like at the service centre however you will be charged for them.
- ▶ If you do not want any of these services, then make sure none of the boxes are checked and then press place order to continue on to the next screen. You will get the message below.

Place order

Checkout

Review your appointment details and order summary below to check they are correct.

Appointment details

Address	Sc
Date	8
Time	00

Order summary

Subtotal	£0.00
VAT	£0.00
Total	£0.00

Add another service

Additional requests

Please type into the box below anything you want us to know before you arrive at your appointment, such as accessibility requirements, religious considerations or family needs.

I have read and agree to the [terms and conditions](#)

Place order

- ▶ This page will have all the details on your appointment
- ▶ The fee will be shown £0 if you have selected CORE centre and have not selected any additional services
- ▶ You will be sent an email with this information however we will advise if you can take a screen short or make a note of the appointment details (in-case the email is not sent to you)

- ▶ Continue by clicking “Place Order”
- ▶ Next screen will have the message below

Thank you for booking your appointment

Check your email for your appointment confirmation. You must bring this appointment confirmation with you when you visit the service point.

If you would like to save time at the service point click the button below to upload your supporting documents. We recommend that you also bring your supporting documents with you to the service point in case there are any issues with your uploads.

Upload your documents

- ▶ Click on upload your documents.



Upload your documents

To upload your supporting documents click on the upload documents link for each member of your group to access their document upload page.

Visa applicants

Name	Action	Status
[REDACTED]	Upload documents	

▶ Click on “upload documents” and go to next page

Documents for [REDACTED]

Below is a checklist for the documents you must provide. Please ensure that you:

- check the supporting document guidance on GOV.UK for your application route
- organise and upload your supporting documents in the correct categories below
- ensure you upload your files in PDF, JPG and PNG format only, no larger than 6MB per file

You must bring your original supporting documents with you to the service point.

Mandatory documents for [REDACTED]

Below is a list of mandatory document categories for your application route. Please ensure that you provide a document in each of these categories.

Document Type	Status
▶ Other	

▶ Proof of Identity / Travel History UPLOADED 2 FILES

The biometric residence permit for M [REDACTED]

Upload a file

No file chosen

Description (optional)

For example, year or other description

My uploaded files

1754172 BRP...2 back.jpeg
1754172 BRP... Front.jpeg

[Remove File](#)
[Remove File](#)

▶ Proof of Application UPLOADED 1 FILE

Continuation of the same page

▶ Proof of Application UPLOADED 1 FILE

The passport issued by China for Miss Jirui Zhang

Upload a file

No file chosen

Description (optional)

For example, year or other description

My uploaded files

PASSPORT.jpg

[Remove File](#)

Optional documents

Below is a list of optional document categories. Please ensure you read the supporting document guidance on GOV.UK for your application route before including documents in the below categories. For some applications routes, 'Optional' documents offer you the ability to provide evidence in a number of categories at your discretion to satisfy immigration rules.

Document Type	Status
▶ Residence in the UK	

▶ Finances

▶ Proof of Business

▶ Life Events

▶ Medical Information

▶ Sponsors / Employment

▶ Educational

▶ For educational – upload scans of your transcripts / degree certificate. This is the qualification you used to get admission and CAS for Warwick University.

▶ Click on the small arrows to expand the options

▶ For Other – you can upload documents such as police registration certificate (if applicable to your nationality)

▶ For proof of identity, you will need to upload the scans of your BRP (both front and back)

▶ Click on the small arrows to expand the options

▶ For proof of application, you will need to upload the scan of your passport photo page.

▶ For Finances – you will have to upload all the pages of the bank statements (low risk nationals and TIER 4 pilot student do not have to upload bank statements) neither do you have to take statements at the appointment

- ▶ Once you have uploaded all the documents, you can then sign out from both the UKVCAS and your UK visa application account.
- ▶ The next steps for you are to take the UKVI documents checklist and the documents mentioned there to the service centre (where you have booked your appointment)
- ▶ If you used the University address for correspondence then the University we receive you BRP. Once we receive it, we will contact you to collect it from our office. When you come to collect your new BRP, please make sure that you bring the old one with you as you need to return to the UK and we can do this on your behalf.
 - We will cut the old brp in half and post it back to the UKVI

