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 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 01 June 2016.

• 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/study/international/immigration

- You should not apply for your Tier 4 visa in the UK if your CAS specifies that it is for overseas use only. 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

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

<table>
<thead>
<tr>
<th>Application type</th>
<th>Time for a decision</th>
<th>Cost per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>8 weeks</td>
<td>£448</td>
</tr>
<tr>
<td>Priority</td>
<td>10 days</td>
<td>£823</td>
</tr>
<tr>
<td>Premium</td>
<td>Same day</td>
<td>£948</td>
</tr>
</tbody>
</table>

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

Apply for the standard or premium service
You can apply online:
- 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 (fingerprint 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 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 (e.g. if you have a criminal conviction)
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.

Click on

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**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.

**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](https://www.gov.uk). You can [apply online](https://www.gov.uk) if you need an ATAS certificate.

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**Fees**

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<thead>
<tr>
<th>Service Level</th>
<th>Standard service</th>
<th>Priority service</th>
<th>Premium Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>A decision within 8 weeks</td>
<td>£448.00</td>
<td>£823.00</td>
<td>£948.00</td>
</tr>
<tr>
<td>Most decisions within one working day</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A [super premium service](https://www.gov.uk) is also available. The fee for this service is £8,750 per visit, plus the premium service fee for your application type.

**Healthcare surcharge**

You’ll also have to [pay a healthcare surcharge](https://www.gov.uk) (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’ll 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.

[Apply now](https://www.gov.uk)
You should only use this form if you are applying for your visa within the UK.

- Answer Yes

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

- Answer No
Your email and password

Email address
You need an email address and password so you can save your application and go back to it later.

Create a password
Your password must:

- be at least 8 characters long
- contain at least one letter
- contain at least one number or symbol such as @ or %

Repeat your password

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 application form

- You will need to be able to access this email account on a university computer during your appointment with an International Student Adviser

Create a password that you will remember. It must be at least 8 characters long and contain at least one letter and one number or symbol (e.g. @ or %)

You will need this password to access your partially completed application form

The page will tell you how secure your password is
The form gives you the opportunity to review the information you have entered from time to time. Click on Change 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 Back button. If you have made an error, use the checking pages 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 by themselves. Please see the guide for students and their dependants if it is more relevant.

Would you like to add another person to this application?
Your name

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

Title

Given names

Family name

- Enter your name exactly as it appears on your passport

- Click \textit{Save and continue} after completing a section to move on

- If you need to leave the form and complete it later, click on \textit{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)
We recommend that you use the phone number for the Immigration Service in Global Engagement (02476575229). We may be able to answer queries from the Home Office about your application – if not, we will contact you directly.

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 Office for Global Engagement’s address for your correspondence:

- We can sign for special deliveries, store your documents in our safe and scan you 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.
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, date and country of birth

You must enter all the nationalities you hold, but only the first one you enter will be taken into consideration under the immigration rules.

Country of nationality

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)

Date of birth
For example, 2031976
Day Month Year

Country of birth

As on your passport

Place of birth
Tell us your place of birth as shown in your passport

Exactly as written on your passport (i.e. town/province where you were born)
You should send your current, original passport with your application.

Enter the information exactly as it appears on your current passport.
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?

Currently, the only choice for Tier 4 General visas is ‘Tier 4 (General) leave to remain’. Until the Home Office correct this, you should choose this, even if the student got their visa overseas.

Enter the information as it appears on your current visa

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

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)
Answer this based on your most recent leave.

If you answer yes (completed course of study)

If you answer yes, you will need to indicate whether you are able to provide an original degree certificate or official transcript/letter as proof that you have completed the course from your most recent UK leave.

IMPORTANT - If you are applying for leave for a new course but have not completed the course for which you were previously granted leave, you must read the information on our website about Academic Progression before applying for your Tier 4 leave in the UK.

If you answer no (completed course of study)

If you are applying to extend your leave to continue your course, answer No, you have not completed the course of study for which your most recent leave was granted.

If you answer no, a further question about whether you have started the course of study for which your more recent leave was granted will appear. Check your CAS, it will normally show your original start date and period of temporarily withdrawal where applicable.
Police registration

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 also features on your visa or your Biometric Residence Permit, if you are required to have one.

- Yes
- No

Your biometric residence permit (BRP)

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

You will need to make sure that you Police Registration Certificate is up to date before you submit your new visa application.

- If you have a BRP card, enter the number in the top right hand corner of the front of your card
Your National Insurance number

What is your current National Insurance number?
Exemple 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)
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 set of questions will only appear if you answered No to the previous question

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
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.

- This question will only appear if you answered No to the previous question
- If you are studying at degree level or above, you can answer Yes to this question as CAS will have a phrase such as:

  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.
Study of English as a foreign language

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

- Yes
- No

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
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

Your criminal or civil offences

Do you have any of the following, in the UK or in a different country?
Only select one offence at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction, at any time
- A driving offence, at any time, eg for speeding or no insurance
- I was arrested and charged, and I am currently on or awaiting trial
- A caution, warning, reprimand or fixed penalty notice
- A court judgment, eg for debt
- A fine for breaking UK immigration law (called a 'civil penalty')
- No, I have never had any of these

- Answer all these questions honestly
- Any omissions or false answers will be considered as deception which will result in an automatic refusal for visa applications for the UK for at least 12 months.

- You will be asked for more details if you indicate that any of the options apply to you
- Remember, this question asks about any criminal offences in the UK or any other country
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.

- Answer this question honestly
- Any omissions or false answers will be considered as deception which will result in an automatic refusal for visa applications for the UK for at least 12 months.
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)
- 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

- Answer these questions honestly
- Any omissions or false answers will be considered as deception which will result in an automatic refusal for visa applications for the UK for at least 12 months.
Warwick’s Sponsor Number is C5MQDFPD0

Enter the main university address as shown:
University of Warwick
Gibbet Hill Road
Coventry
CV4 7AL

Is the address above where you will be studying? If not, you will need to give your primary study location. Please note that if your primary site of study is in London, you will need to show higher maintenance funds per month.

You will need to enter your UCAS personal identification number if you applied for your course at the University of Warwick through UCAS (this is normally sent on emails sent to you by UCAS).
If your course is subject to ATAS clearance it will be stated on your CAS. New students joining courses where ATAS is required 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) 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.
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 organization. Examples of support may include a scholarship, internship, fellowship or training programme.

Future official financial sponsor

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

- Yes
- No

How can you prove you have an official financial sponsor?

- My sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship

- 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
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

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

Answer Yes if all the maintenance funds (plus course fees, if not already paid in full to the university) are in your personal bank account (or joint account where you are named on the account)

Answer No if all or some of the maintenance funds (plus course fees, if not already paid in full to the university) are in your parent(s) or legal guardian(s) bank account

If using your parent(s) or legal guardian(s) account, you will need

- 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)
- To provide a birth certificate, adoption certificate or court document naming your parent(s)/legal guardian(s)

Please note that you cannot use business bank accounts or credit card accounts as evidence for your application
Enter the information as it appears on your Confirmation of Acceptance for Studies (CAS)

Copy and paste the details were 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

Enter the start and end dates on your CAS

If applying for an extension to your current leave to complete a course, enter your original course start date here
The Doctorate Extension Scheme is only available for PhD students when they have completed their studies. Only answer Yes if you are applying for the scheme.

If you will be living in University of Warwick accommodation and have paid some or all of the fees, you can deduct up to £1,265 from the money you need to show for maintenance requirements.

Payments for student accommodation will normally show on your CAS shortly after payment, otherwise, make sure you get an official receipt to include with your application.
Your CAS shows your course fees for the academic year.

Enter the details of any payments you have made for those course fees.

Payments for course fees will normally show on your CAS shortly after payment, otherwise, make sure you get an official receipt to include with your application if necessary.

### Course fees

**How much are your total course fees?**

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor for this information.

Input: 18000

**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

**How much has been paid?**

Input: 10000

**How can you prove this amount has been paid?**

- My sponsor has confirmed this information on my CAS
- Receipts
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.

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

- When you are confident the answers are correct, click 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/](http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/)

- At this stage, you can choose to add the details of someone applying to be your dependant. However, this guide is meant for students applying on their own.

### Personal information

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<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>Miss</td>
</tr>
<tr>
<td>Given names</td>
<td>Sarah</td>
</tr>
<tr>
<td>Family name</td>
<td>Brown</td>
</tr>
<tr>
<td>Telephone number</td>
<td>02476575229</td>
</tr>
<tr>
<td>Home address</td>
<td>Coventry CV4 7ES</td>
</tr>
<tr>
<td>I want to receive mail at a different address?</td>
<td>Yes</td>
</tr>
<tr>
<td>Tell us the address where you want us to write to you</td>
<td>Marianne Davies - Global Engagement University House University of Warwick Coventry CV4 8UW</td>
</tr>
<tr>
<td>What is your gender, as shown in your passport or travel document?</td>
<td>Female</td>
</tr>
<tr>
<td>What is your relationship status?</td>
<td>Single</td>
</tr>
<tr>
<td>Country of nationality</td>
<td>China</td>
</tr>
<tr>
<td>Date of birth</td>
<td>1 January 1980</td>
</tr>
<tr>
<td>Place of birth</td>
<td>Shanghai</td>
</tr>
</tbody>
</table>

**Would you like to add another person to this application?**
Check the information carefully (click on the links to get more information) to make sure that the financial evidence you want to use for your Tier 4 visa application meet the requirements shown here.

You need to enter details for the financial documents to be submitted to show both your and your dependant(s)' funds.

State which financial institution (e.g. bank) holds the account you are using to evidence your maintenance funds (and course fees when not paid in full).

If using a certificate of deposit as evidence, choose ‘statements from a personal bank or building society’.

If you are providing a letter from your financial sponsor to show some or all of your maintenance funds, choose ‘Letter from a bank, building society or other recognised financial institution’ (enter the name of your sponsor in the ‘Financial Institution’ field).

If you are using accounts from more than one institution, you can enter more details on the following page.
The documents listed here will depend on the answers you provided when completing the application form.

Although some documents are not called ‘Mandatory’ if you do not provide them, your application may be refused or delayed.

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

How you provide them depends on the application type you choose.

### Providing your documents

If you choose Standard or Priority Service, you must send your documents within 15 days to the address on your supporting document checklist (provided when you have completed your application payment).

If you choose Priority Service, sending in your documents within 2 days will allow enough time for your application to be processed within 10 days.

If you choose Premium Service, you must bring your documents to your Premium Service Centre appointment.

If you choose Super Premium Service, a courier will pick up your documents. Your documents must be received at least 3 days before your visit.

If you do not provide all mandatory information your application may be rejected. Your application will not be considered and an administration fee for each person included in the application will be deducted from your refund.
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.

IMPORTANT NOTICE

If you want to use the Warwick Check and Send Service. Save the application here and do NOT go any further. When you submit your application with an International Student Adviser, they will check your answers but will not be able make any changes if you have continued past this page.

Click sign out – this will save your application and you can access it again via the link sent to your email.
**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.
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.
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.

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.
Click on the links in red to enter missing information

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

Enter the start and end dates shown on your CAS

If you are applying to continue on your course at Warwick or for DES, refer to the Immigration Service for the dates to enter
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
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.
- After you have paid the IHS you will be transferred back to the visa application form website.
Once you have paid the IHS, the system will generate an IHS reference number which will automatically be entered into your visa application form.
You must allow an additional 7-10 days to any decision times given below for your visa to be printed and dispatched.

**Standard Service - £448**
- Submit application online (including paying IHS and application fee)
- Send supporting documents to Home Office within 15 days
- Go to suitable Post Office to provide biometric information (e.g. photo and fingerprints) – fee £19.20
- Home Office service target for making a decision on your application is 8-10 weeks. Can be longer during busy periods.

**Priority Service - £823**
- Apply to Home Office from 8.30am – only the first 60 applications each day are accepted (the Home Office will send email confirmation). You must have your CAS number to apply.
- When you have confirmation, apply for your visa online within 24 hours
- Send supporting documents to the Home Office within 2 days
- Go to suitable Post Office to provide biometric information (fee £19.20). This should be done as quickly as possible or the decision time will increase
- Home Office service target for making a decision on your application is 10 days.

**Premium Service – £948**
- Submit application online (including paying IHS and application fee)
- Make an appointment at a Premium Service Centre within 45 days
- Biometric information will be taken at the Premium Service Centre
- Home Office aim to make a decision on the day of your appointment.
Your payment provider

You are paying

£448.00 - Miss [redacted]'s application for Tier 4 (General) student

£448.00 in total

Choose your card provider

- Visa
- MasterCard
- American Express
- Maestro

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Before you continue

You should only pay for a service now if:

- you are ready to submit your application
- you do not need to make any changes to your application

- Remember you will need to pay this with a credit/debit card
- 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.
Confirmation of the application submission and payment will be sent to the email you provided in your application. You can also print this confirmation from this page if you wish.

You need to click on the 'Save and continue to final tasks' button to proceed.

After submitting your application you must:

Standard and Priority visa Service:
- Send your supporting documents to the Home Office by Special Delivery within 15 days for Standard Service and 2 days for Priority Service applications.
- Go to a relevant Post Office to provide your biometric information when you receive the invitation letter from the Home Office.

Premium Service:
- Attend your appointment at a Home Office Premium Service centre within 45 days with your supporting documents (you will provide your biometric information during your appointment.)

Please remember - You must bring your new BRP card to the Global Reception when received as part of your immigration responsibilities.