

Tier 4 visa Extension

Rachel Mason/Jags Lakha

International Student Adviser

Immigration Service, International Student Office

pse.immigration@warwick.ac.uk



What will this session cover? WARWICK

- Communications
- Pilot Scheme
- Visa Application Pack
- When and how to apply
- Application costs
- Supporting Documents
- Common problems
- What next
- Contact your visa tutor

Communications



- pse.immigration@warwick.ac.uk
- Facebook PSE group

Pilot Scheme and Non-Visa Nationals

• We are still checking ALL financial Documenst before you can make a new visa application

Visa Application Pack



- Mandatory Documents Checklist
- Guidance for 'Financial Documents'
- Photo guidance
- Guidance for 'Degree Certificate' and 'Translation'



- Group A 18 July 2018 13:30 15:30
- Group B 25 July 2018 13:30 15:30
 - Room: IN_A0.02 Zeeman Building, Maths & Stats
 - Please bring:
 - Passport
 - Laptop/Tablets

You will be emailed to confirm which group you will be assigned.

When and how to apply



When?

- Once you have **met the conditions of your offer** (take your certificates to Senate House Student Reception to be copied, or directly to WMG office if studying with WMG).
- Once your CAS has been issued
- Once you have **completed your pre-sessional course** and have received your certificate of completion.
- Once you have all of the relevant documents required to apply for your Tier 4 visa.

How?

- Attend **ALL** the Visa tutorial sessions in your timetable
- Gather all of the required documents
- Decide whether you want to use the postal service or premium (in person) service
- Meet with an immigration adviser to submit

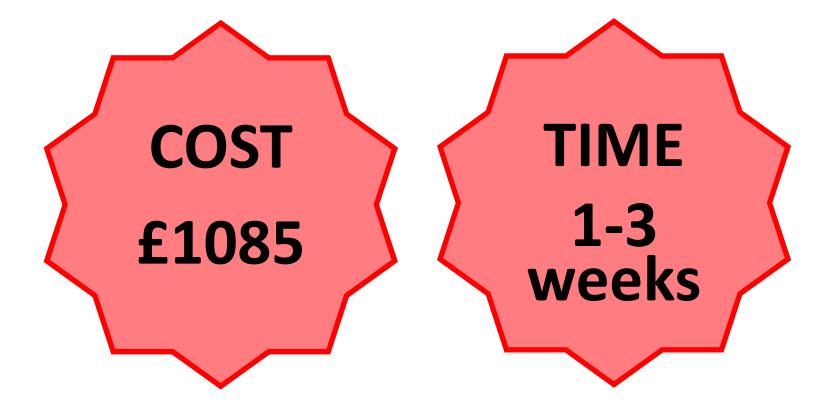
Our 'Check and Send' scheme offered by the Immigration Service is free of charge !!!

Visa application fee – Postal or 'Standard' application





Visa application fee – WARWICK In person or 'Premium' application



Which service should I use?

<u>Postal</u>

POSITIVES

- Cheapest
- We will manage the correspondence for you
- You will be able to enrol

NEGATIVES

- You will be without your passport and documents until a decision has been made
- You will not be able to make any other visa application (such as Schengen) until you have your passport and visa back

Priority

POSITIVES

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- Usually receive a decision within 10 days
- You will not be parted from your passport for a long period of time •

NEGATIVES

- The University of Warwick are not able to assist with this type of visa submission due to tight timescales
- Expensive

Premium POSITIVES

- You will usually receive a decision on the same day that you attend your appointment
- You will not be parted from your passport

NEGATIVES

- It is expensive
- You will need to travel to a Public enquiry office to attend an appointment
- You may not be able to get an appointment for a number weeks after submitting your application online.

Immigration Health Surcharge

- Calculated according to the length of leave.
 - £225 for a 1 year course
 - £375 for a 2 year course
 - £525 for a 3 year course
 - £675 for a 4 year course
- A Master's student will normally need to pay £225 (12 months + 6 months wrap-up period)
- Payment is done online as part of the Tier 4 visa application form
- When submitting, ensure you have sufficient funds for both IHS and visa application fee.
- You will need to have a bank card (debit/credit) to be able to pay for the IHS and visa application fee

Supporting documents

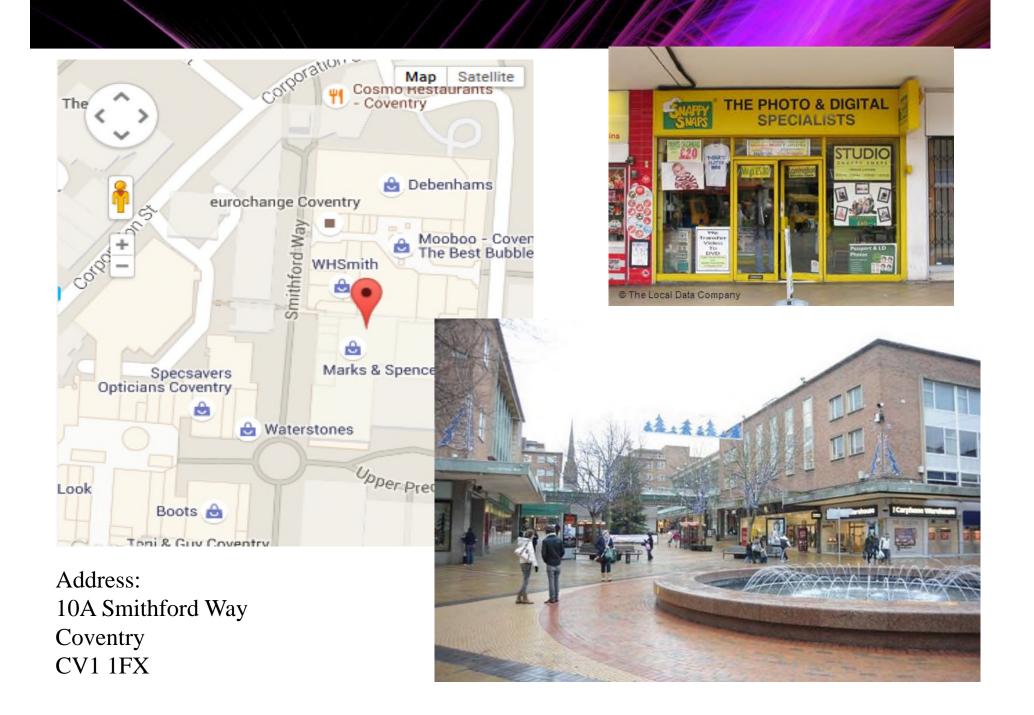


- Photos
- Academic qualification (Offer qualification and Pre-sessional qualification)
- Translations (if required)
- Financial documents
- ATAS (if applicable)
- * Other documents may be required and your visa tutor will let you know

Photos



- Recent passport photos (within 1 month of your expected application date)
- Must be taken against a light grey or cream background. CANNOT BE WHITE
- Overseas photos **will not** usually meet the requirement because most have white or blue background
- Write name and date of birth on back of each in CAPITALS and black ink
- Photo booths usually produce the right type of photos if you select ' passport'. There are machines in the Students Union or at Cannon Park Shopping Centre.
- Alternatively, you may wish to go into Coventry city Centre to 'Snappy Snaps' or another camera shop where a person will take a photos of you that meets the Tier 4 requirements.



Academic Qualification WARWIC

- Your CAS will detail the qualification(s) that you will need to submit.
- You must have ready:
 - 2 qualifications your offer qualification and presessional qualification
 - You may submit the original certificate or original transcript.
- They must be written in English or be fully translated.
- If you are a going to study a Postgraduate Taught programme you will not need to submit these

English translation



Any documents not in English must be have English translation

- If you are in the UK, where a document is not in English or Welsh, the original must be accompanied by a fully certified translation by a professional translator/translation company. This translation must include:
 - details of the translator/translation company's credentials; and
 - confirmation that it is an accurate translation of the original document; and
 - the translator/translation company's contact details.
 - It must also be dated and include the original signature of the translator or an authorised official of the translation company.

Example of acceptable translations

[Photo]





Bachelor Degree Certificate (Standard Higher Education Undergraduate Degree)

cational Sciences of Capital Norm	al Univer-
sity from September to July	and
that she has successfully completed	the 4-year
undergraduate programme. In accor	dance with
the stipulations of the Academic De	gree
Regulations of the People's Republi	c of China,
the student is hereby conferred the	legree of
Bachelor of Education.	
0	
Capital Normal Universit	
Chairman of the Degree Evaluation Committee	ee: [Signature]
	1 July
Certificate Serial No:	

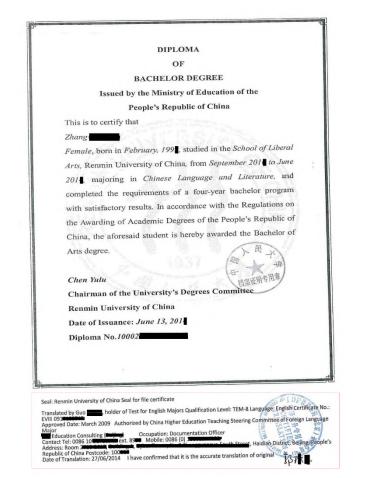
This is to certify that Miss born in December

education at the School of Edu-

studied Pre-school

Client No. LL3319	Date issued: 29/08/2014	No. of pages: 1	Language combine- tion: Chinese + English	
Document type: Bochelor Certificate	Project Manager: Philiph Holasch (MCIL, PG.Dip.Tran.)	Translater(s): 5. Nirectaska (PhD) 2MP Holasch (MCIL, PG.Dip.Trans.)	Linguist Accreditation: Institute of Linguists (InL) ID no. 424915	
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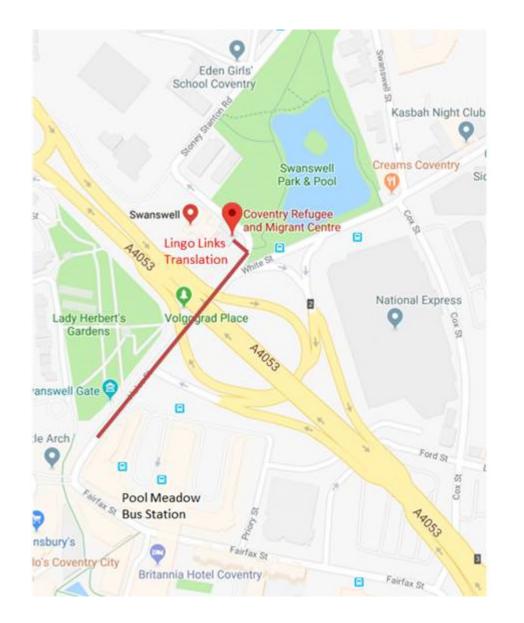


Translation company



- Lingo Links
- As a general guideline:
 - £42 (approximately) for degree certificate;

Norton House Bird Street Coventry CV1 1FX Tel: 02476 527 112 Website: www.lingo-links.com Email: : <u>lingolinks@covrefugee.org</u> or <u>admin@lingo-links.com</u>





Make a day out in Coventry?

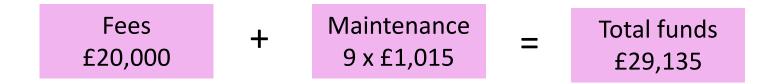




How much money you will need Calculating your financial requirement

- Tuition fees for first year of study
 - stated on your CAS
- Maintenance for maximum of 9 months
 - studying outside London = £1,015 a month

Example: A student on a 12 month course with tuition fees of £20,000 a year would need to evidence £29,135





Holding the funds How long the money needs to be in place



- The money needs to be held for **28 consecutive days**
- Balance should not go below the required total at any point The closing balance cannot be any older than 31 days old on the date that you make your online visa application
- Must be in Pounds Sterling. Use the website OANDA to convert the currency
- Beware fluctuations in exchange rates which could cause balance to dip below required amount
- Funds need to remain in place while your visa application is under consideration

Money paid to the University How to evidence fees already paid



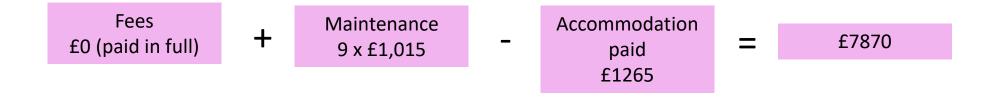
- Fee payments made to University can be added to your CAS record before visa application submitted
- No need to provide receipts as evidence
- Payments shown on CAS can be deducted from financial requirement
- Wait for email confirmation from Student Finance
- Accommodation payments made to the University of Warwick can also be added to CAS
- Can deduct maximum of £1,265 for **University housing.**

Money paid to the University Example

- Student has paid all of their fees and,
- Student has paid £3000 towards their **University managed** accommodation.

How much money will they need to evidence in their bank statements?

- There will be no fees to evidence
- The student may deduct £1265 from their £9135 maintenance requirement, therefore the student will need to evidence £7870 in their bank statements





UK Bank Statement



谢 BAR		ere must bank's me and logo	s Miss Ch	en
			Must be stamped	
	y Saver £26,4		BARCLAYS BANK	
20-23-76	Must have account	nt number	WARWICK UNI	U2
Summary			20 - 23 -	55
Overdraft & Emerg	gency borrowing:	Everyday Sav	ver:	
Overdraft limit n/a	Emergency borrowing n/a		ince : £26,488.35 alance: £26,498.35	
4 transactions				

This	
must	
cover	

	Date	Description	Money in	Money out	Current bala	ance
This	22/09/2014	Funds Transfer		-£10.00	£26,488.35	The
must cover 28 days	01/09/2014	Credit INT EARNED £5.43 LESS TAX £1.08 INTEREST PAID NET FOR PERIOD TO 31AUG	£4.35		£26,498.35	balance cannot dip below the required amount
	26/08/2014	Funds Transfer		-£2,000.00	£26,494.00	during the whole of
	20/08/2014	Credit 183706*PAYMENT FO* TFR	£28,494.00	1.194	£28,494.00	the 28 days

* Please note, not all transactions may be shown as there is a limit to the number we store online

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Bank Letter (UK and overseas)

THE UNIVERSITY OF W



o cibo	
26 Septer	nber ,2014
To Whom	It May Concern
Name of a	account holder: Li, Account Number: 34286
	irm that the above named person holds an account with Bank of China. The lance in this account is CNY150, 000.00.
I can conf	irm than a minimum balance has been maintained in the account for the last
28 consec	utive days.
Should yo	u require any further information please do not hesitate to contact me.
Yours fait	hfully
v Ye	
	heral Manager of the Bank of China BEIJING
	A R W MADE
	· · · · · 北京科教的版文/「一》
	2016.09.26
	山林大明新

Example of Certificate of Deposit

THE UNIVERSITY OF WARWICK

波证明 郑	个人存款 PERSONAL CERTIFICAT	证明 E OF DEPOSIT 号码No.: 85 开立日期Date: 2014	ust be within 31 you applying, u must apply 2014/10/10 /09/10
(有效身份证件名称:]		E件号码: 350321	/
自	10/09/2014 (DD/MM/YYY There must be nam itizen identification		IM/YYYY) //)
We hereby certify that from	10/09/2014 (DD/MM/YYY There must be nam itizen identification	Y) to 10/10/2014 (DD/N e of the account holde	and the second sec
We hereby certify that from	10/09/2014 (DD/MM/YYY There must be nam itizen identification lows: 存款种类	Y) 10 10/10/2014 (DDI) e of the account holde ID No. 35032 货币 / 金額	r)
We hereby certify that from Mr/MsZHENG (type of valid identificationChinese of has deposit accounts with the bunk as fol 存款账号 Deposit Accounts No.	10/09/2014 (DD/MM/YYY There must be nam itizen identification lows: 存款种类 Type of Deposit	Y) to 10/10/2014 (DD/A e of the account holde ID No. 35032 货币 / 金額 Currency & Amount	r) 存入日 Deposit Date
We hereby certify that from	10/09/2014 (DD/MM/YYY There must be nam itizen identification lows: 存款种类 Type of Deposit	Y) to 10/10/2014 (DD/M e of the account holde ID No. 35032 货币/金额 Currency & Amount CNY320,000.00	存入日 Deposit Date 2014/05/21
We hereby certify that from Mar/MsZHENG (type of valid identificationChinese of has deposit accounts with the bunk as for 存款账号 Deposit Accounts No. 0000075800101 There must be an	10/09/2014 (DD/MM/YYY There must be nam itizen identification lows: 存款种类 Type of Deposit	Y) to 10/10/2014 (DD/M e of the account holde ID No. 35032 货币/金额 Currency & Amount CNY320,000.00	r) 存入日 Deposit Date
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We hereby certify that from Mar/MsZHENG (type of valid identificationChinese of has deposit accounts with the bunk as for 存款账号 Deposit Accounts No. 0000075800101 There must be an	10/09/2014 (DD/MM/YYY There must be nam itizen identification lows: 存款种类 Type of Deposit	Y) to 10/10/2014 (DD/M e of the account holde ID No. 35032 货币/金额 Currency & Amount CNY320,000.00	存入日 Deposit Date 2014/05/21 Date of deposit must be at least

备注:有关本个人存款证明相关说明详见背面条款,请您仔细阅读。

Remarks: For notes of the Personal Certificate of Deposit, please refer to the terms and conditions on the back. Please read carefully,



Opening a Bank Account

• You can find useful information here:

http://www2.warwick.ac.uk/study/international/admissions/offerhold ers/preparing/bank

• The Barclays bank on campus is closed over the summer period. If you wish to open a Barclays account you will need to go to their Coventry City Centre branch. They will accept students on a short visa for a 'basic account' which will include a debit card (for online payment) and access to online banking. More information can be found here:

http://www.barclays.co.uk/basic-current-account

• You can also open a bank account with any other high street bank, for example, HSBC, TSB, Natwest, nationwide etc..

Using a parents funds Additional evidence you will need



If using money held by your parent(s)/legal guardian you will need the following documents in addition to your financial evidence:

- Original birth certificate, OR
- Your certificate of adoption naming both parents, OR
- Original Court document naming your legal guardian(s)
- Letter of parental consent
- Translations for any documents not written in English

Using parent's account?



You also need:

- Birth Certificate
- Signed
 Parent's
 consent
 letter (see sample)

Date

To Whom It May Concern

I can confirm that I am the *[insert relationship to student]* of *[insert student name]* whose date of birth is *[insert date of birth]*.

I give my consent to [insert student's name] to use my money to support their studies at the University of Warwick in the UK.

Should you need any further information please do not hesitate to contact me.

Yours faithfully

Name of parent/guardian

Address and contact details of parent/guardian

Loans and Sponsored students If you have a bank loan or receive funding



- Loans must be provided by national government, state or regional government OR
- Part of academic or educations loans scheme
- Fully sponsored students need to provide an original scholarship letter
- Partially sponsored students should provide the original scholarship letter and evidence of the outstanding fees/maintenance balance
- Sponsored students should use the Tier 4 (General)
 (Sponsored) Student visa application form





- Some courses require an ATAS certificate (Academic Technology Approval Scheme)
- You will need ATAS clearance to meet the conditions of your offer (if ATAS is required)
- Your offer letter and your CAS will tell you whether you need ATAS

More information can be found here:

<u>https://www.gov.uk/guidance/academic-</u> <u>technology-approval-scheme</u>

Police registration



- If you have previously been studying in the UK and have a Police Registration Certificate...
- You will need to update it with your new address AND
- You must submit it with your visa application.

Common Problems



- Funds not held for 28 days prior to date of application (for example, funds dipped below because made payment to private landlord for accommodation for 1-year)
- Failure to provide a required supporting document
- Failure to provide a required supporting document in the correct format
- Photos don't meet Policy Guidance

What do I have to do now?

- Begin preparing all of the required documents ready to submit your visa application in SEPTEMBER
- Check your current documents to see if they meet the Tier 4 requirements
- Begin requesting any translations/documents you may need
- Think about how you will meet the Tier 4 financial requirements (consider **opening a UK bank account)**
- Decide how you will make your application (postal or inperson)
- Add Printer credits (<u>https://printercredits.warwick.ac.uk</u>
- Get photos
- For More information visit: <u>http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/</u>

Communications



- Communication via Facebook and email
- Keep your contact details up to date: if you have new <u>email address</u> or if you have a new <u>mobile phone number</u>, update us at:

<u>www.warwick.ac.uk/evision</u> AND pse.immigration@warwick.ac.uk

Immigration Adviser



Different immigration advisers will be helping you through the process. Please see our named immigration advisers below: Jags Lakha, Rachel Mason, Yousuf Antria, Echo Zhou,

If you have any queries, please see our email address below. Please include your Warwick ID number and full name.

• Email: pse.immigration@warwick.ac.uk

Enrol onto the main Course



- You will be able to **enrol and start** your main course as soon as:
 - you have an unconditional offer, and

 you have made your visa application online

Once the above is done, you can start your course **before** you receive your new visa (note the risk of unsuccessful visa applications)

Useful Links



- Applying for a visa inside UK: <u>http://www2.warwick.ac.uk/study/international/immig</u> <u>ration/tier4/applying/leavetoremain/</u>
- Money requirement: <u>http://www2.warwick.ac.uk/study/international/immig</u> <u>ration/tier4/applying/money/</u>
- Visa application process: <u>http://www2.warwick.ac.uk/study/international/immig</u> <u>ration/tier4/applying/overview/</u>
- Warwick check and send service: <u>http://www2.warwick.ac.uk/study/international/immig</u> <u>ration/tier4/applying/batch/</u>



Questions..?

