



Tier 4 visa Extension

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What will this session cover?

- 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

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- We are still checking ALL financial Documents before you can make a new visa application

Visa Application Pack



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

Tutorial Groups & Timetable

- **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

COST

£475

TIME

8-9

weeks

Visa application fee –
Postal priority application

COST

£952

TIME

3-4

weeks

Visa application fee – In person or 'Premium' application

COST

£1085

TIME

**1-3
weeks**

Which service should I use?

Postal

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

- 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.



Address:
10A Smithford Way
Coventry
CV1 1FX

Academic Qualification

- Your CAS will detail the qualification(s) that you will need to submit.
- You must have ready:
 - **2 qualifications** – your offer qualification and pre-sessional 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


Bachelor Degree Certificate
(Standard Higher Education Undergraduate Degree)

This is to certify that Miss [redacted] born in December [redacted] [Photo] studied **Pre-school education** at the **School of Educational Sciences of Capital Normal University** from September [redacted] to July [redacted] and that she has successfully completed the 4-year undergraduate programme. In accordance with the stipulations of the Academic Degree Regulations of the People's Republic of China, the student is hereby conferred the degree of Bachelor of Education.

Capital Normal University
Chairman of the Degree Evaluation Committee: [Signature]

1 July [redacted]

Certificate Serial No: [redacted]

DIPLOMA OF BACHELOR DEGREE
Issued by the Ministry of Education of the People's Republic of China

This is to certify that
Zhang [redacted]
Female, born in February, 199[redacted], studied in the School of Liberal Arts, Renmin University of China, from September 201[redacted] to June 201[redacted], majoring in Chinese Language and Literature, and completed the requirements of a four-year bachelor program with satisfactory results. In accordance with the Regulations on the Awarding of Academic Degrees of the People's Republic of China, the aforesaid student is hereby awarded the Bachelor of Arts degree.

Chen Yulu
Chairman of the University's Degrees Committee
Renmin University of China
Date of Issuance: *June 13, 201[redacted]*
Diploma No. *10002[redacted]*

Lingo Links Translation and Interpreting Company 15 Bishop Street, Coventry, CV1 1HU			
Client No. LL3319	Date issued: 29/08/2014	No. of pages: 1	Language combination: Chinese - English
Document type: Bachelor Certificate	Project Manager: Malga Sitach (MCHL, PG, Dip, Trans.)	Translator(s): S. Wroblewska (P60) JWP (H200) (MCHL, PG, Dip, Trans.)	Liaison Accreditation: Institute of Linguists (IOL) ID no. 000695
This is to certify that this is a true and accurate translation of the original document and that the qualified linguist has translated the document to the best of his ability.			
Coventry Refugee & Migrant Centre 15 Bishop Street Coventry CV1 1HU Tel 02476227254 <i>pp Stella Nowak</i>			
CHECKED 29 AUG 2014			



Seal: Renmin University of China Seal for file certificate

Translated by Guo [redacted] holder of Test for English Majors Qualification Level: TEM-8 Language: English Certificate No.: EVIII 091[redacted]
Approved Date: March 2009 Authorized by China Higher Education Teaching Steering Committee of Foreign Language Major
[redacted] Education Consulting [redacted] Occupation: Documentation Officer
Contact Tel: 0086 10 [redacted] ext. 8530 Mobile: 0086 (0) [redacted] South Street, Haidian District, Beijing, People's Republic of China Postcode: 100[redacted]
Date of Translation: 27/06/2014 I have confirmed that it is the accurate translation of original [redacted]

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: : lingolinks@covrefugee.org or

admin@lingo-links.com



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Make a day out in Coventry?

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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

Fees £20,000	+	Maintenance 9 x £1,015	=	Total funds £29,135
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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

Fees
£0 (paid in full)

+

Maintenance
9 x £1,015

-

Accommodation
paid
£1265

=

£7870

UK Bank Statement

Today: 22 Sept 2014 Must be within 31 days of you applying Must have your name

 There must be bank's name and logo Miss [REDACTED] Chen

Everyday Saver £26,488.35 Must be stamped

20- [REDACTED] 33 [REDACTED] 76 [REDACTED] Must have account number

20 - 23 - 55
BARCLAYS BANK
U2 22 SEP 2014 U2
WARWICK UNI
20 - 23 - 55

Summary

Overdraft & Emergency borrowing:

Everyday Saver:

Overdraft limit n/a	Emergency borrowing n/a	Available balance : £26,488.35 Last night's balance: £26,498.35
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4 transactions

This must cover 28 days

Date	Description	Money in	Money out	Current balance
22/09/2014	Funds Transfer [REDACTED]		-£10.00	£26,488.35
01/09/2014	Credit INT EARNED £5.43 LESS TAX £1.08 INTEREST PAID NET FOR PERIOD TO 31AUG	£4.35		£26,498.35
26/08/2014	Funds Transfer [REDACTED]		-£2,000.00	£26,494.00
20/08/2014	Credit [REDACTED] 183706*PAYMENT FO* TFR	£28,494.00		£28,494.00

The balance cannot dip below the required amount during the whole of 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)

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26th September, 2014

To Whom It May Concern

Name of account holder: [REDACTED] Li. Account Number: 34280 [REDACTED]

I can confirm that the above named person holds an account with Bank of China. The current balance in this account is CNY150,000.00.

I can confirm that a minimum balance has been maintained in the account for the last 28 consecutive days.

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

Yours faithfully

[REDACTED]

The General Manager of the Bank of China BEIJING [REDACTED]



Example of Certificate of Deposit



There must be name and logo of the bank

This must be within 31 days of you applying, i.e., you must apply before 2014/10/10

个人存款证明
PERSONAL CERTIFICATE OF DEPOSIT

号码 No.: 85[REDACTED]
开立日期 Date: 2014/09/10

兹证明 郑[REDACTED] 先生 / 女士
(有效身份证件名称: 居民身份证 证件号码: 35032[REDACTED])
自 2014 年 09 月 10 日到 2014 年 10 月 10 日 在我行存款如下:
We hereby certify that from 10/09/2014 (DD/MM/YYYY) to 10/10/2014 (DD/MM/YYYY)
Mr/Ms ZHENG [REDACTED] **There must be name of the account holder**
(type of valid identification Chinese citizen identification ID No. 35032[REDACTED])
has deposit accounts with the bank as follows:

存款账号 Deposit Accounts No.	存款种类 Type of Deposit	货币 / 金额 Currency & Amount	存入日 Deposit Date
00000758[REDACTED]00101	定期 Term account	CNY320,000.00	2014/05/21
There must be an account number		*****[REDACTED]*****	Date of deposit must be at least 28 days before the date this certificate is issued

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.

Remember to turn over and check there is no wording which indicates funds frozen



中国银行股份有限公司 存款证明 (盖章)
Bank of China Limited DEPOSIT CERTIFICATE (Branch Seal)
专用章 (147)

Opening a Bank Account

- You can find useful information here:

<http://www2.warwick.ac.uk/study/international/admissions/offerholders/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 education's 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

ATAS

- 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:

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

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 in-person)
- Add Printer credits (<https://printercredits.warwick.ac.uk>)
- Get photos
- For More information visit:
<http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/>

Communications

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

www.warwick.ac.uk/evision **AND**
pse.immigration@warwick.ac.uk

Immigration Adviser

The logo for Warwick University, featuring the word "WARWICK" in a large, purple, sans-serif font above the words "THE UNIVERSITY OF WARWICK" in a smaller, purple, sans-serif font. The logo is positioned in the top right corner of the slide, partially overlapping a decorative purple and black graphic element.

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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:
<http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/leavetoremain/>
- Money requirement:
<http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/money/>
- Visa application process:
<http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/overview/>
- Warwick check and send service:
<http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/batch/>



Questions..?