

Guide for student dependant visa applications made inside the UK

This application guidance is for the **family members of Student visa holders at University of Warwick students** applying for a Student dependant visa (formerly known as Tier 4) from **inside the UK**.

This guide has been produced by the University of Warwick Immigration Service. It is not endorsed in any way by Home Office UK Visas & Immigration. Immigration Rules can change frequently and at short notice so you are always advised to refer to the most recent official guidance (see link below). The University of Warwick takes no responsibility for visa applications submitted as a result of using this guidance.

Guidance last updated in October 2020.

<https://www.gov.uk/government/publications/points-based-system-student-route>

Coronavirus (COVID-19): UKVCAS and SSCs

The majority of UKVCAS appointment locations have now resumed. Check [latest guidance](#) on when you can book an appointment. UKVCAS customers whose biometrics can be reused will receive instructions via email and will be not be required to book an appointment.

Service and Support Centres are currently offering a reduced number of appointments because of coronavirus (COVID-19) and it may take longer than usual to get an appointment. UKVI will contact you by email to notify you when and how to book an appointment. Please check [gov.uk](https://www.gov.uk) for more information. SSC customers whose biometrics can be reused will receive instructions via email and will be not be required to book an appointment.

This guide is written for family members applying for Student Dependant leave separately from the main applicant (the Student).

*If you are a Student with family members and you are **all applying for leave at the same time**, please refer to our Student application guidance document in order to complete the Student section of the application form first, then refer to this guidance when you reach the page shown here on the right, where you can add details for each Dependant family member.*

Additional applicant

To add another applicant, select their relationship to you.

I would like to add a:



Your partner or child cannot apply in the UK if they have one of the following visas:

- a visit visa
- a short-term student visa
- a Parent of a Child Student visa
- a seasonal worker visa
- a domestic worker in a private household visa

Applying as a Student Dependant (spouse/partner) AFTER the Student has been granted leave

Please also refer to the official UKVI guidance at www.gov.uk/government/publications/points-based-system-student-route

Go to <https://www.gov.uk/student-visa/family-members>

Scroll to section headed **Apply inside the UK to extend or switch**

Click 'apply as a partner'

How to apply

Your partner and child must apply online. They must either:

- [apply as a partner](#)
- [apply as a child](#)

On the next web page, scroll down to the  button

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
 - Answer **No**

Register an 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.

Emails sent to this address may contain personal sensitive information. We will send a verification email to this email address. This email address must be verified by clicking the link in the verification email before the application can be submitted

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
Please do not use a QQ or Sina email address
 - **This is the email the UKVI will use to contact you if they need further information. Please make sure that you regularly check this email and also check the junk/spam folder of this email**
- ▶ 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



A verification email has been sent

We have sent a verification email to:

██████████@warwick.ac.uk

This email address must be verified by clicking the link in the email before the application can be submitted.

[Change email address](#)

[Resend verification email](#)

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

You will need to verify the email address you have used before you can continue.

The email will also include a link to your application form so keep it safe.

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Registration email address

Who does this email belong to?

[Redacted email address]

- The applicant
- An immigration adviser based in the UK
- Someone else

Save and continue

Cancel

- ▶ This should be your own email address
 - Answer: **THE APPLICANT**

Next Page

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

[← Back](#)

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 have an appointment with the Immigration Service at the University to help you complete the application, we do not provide legal representation
 - Answer **No**

Person you are applying to remain in the UK with

What is the name of the person with whom you want to remain in the UK?

This will be used to link your application with theirs

Title

Given name(s)

Family name

[▶ I am not sure how to enter their name](#)

Save and continue

Mr Example Student's nationality and date of birth

What is Mr Example Student's country of nationality?

What is Mr Example Student's date of birth?

Enter date in the format DD MM YYYY

Day Month Year

Save and continue

On these pages enter the personal details of the Tier 4 or Student visa holder that you are applying to become a Dependant of.

The information should be entered as it appears on the passport they used in their visa application.

Mr Example Student's current UK immigration status

Which visa or permission to stay has Mr Example Student applied for or been granted?

Choose the service that Mr Example Student most recently applied for, even if their application is still being processed. If the main applicant has been granted indefinite leave to remain or British Citizenship, you should choose the PBS Tier under which they were granted leave before.



Select the visa type which your partner currently holds: this will be either **Tier 4 (General) leave to remain** or **Student** depending on when their visa was granted.

The student would have BRP if they applied from inside the UK or they collected a BRP on arrival after applying from overseas.

Do you have one of these Home Office reference numbers for Mr Example Student?

Yes, I have their biometric residence permit (BRP) number

BRP number

This is the number in the top right of the BRP. Read guidance about [what a BRP is](#) and [see examples](#) of what they look like and where to find the BRP number.



Enter the reference number from the top right hand corner of the front of the BRP (the side with their picture)

If the student was issued their visa as a vignette inside their passport (NOT the temporary travel visa used to enter the UK before collecting the BRP), then enter the red number in the top right hand corner of the visa sticker in their passport.

This number is on the top right of the entry clearance page in their passport

Yes, I have their entry clearance number

No, I do not have a Home Office reference number for them

Most students should have a BRP – contact the Immigration Service if the student has a visa vignette in their passport instead.



Sponsor licence number

What is Example Student's sponsor licence number?

You can find this information on Example Student's CoS or CAS statement. If you provide this number, it will help us to link your applications together

Save and continue

The sponsor number is shown on the student's BRP, circled red in the example image below; this shows Warwick's sponsor licence number (C5MQDFPD0).

If the Student you are applying to become a Dependant of does not study at Warwick, then their sponsor licence number will be different.



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
Email address	j.s.bibb@warwick.ac.uk	Change
Who does this email belong to?	The applicant	Change

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 browser's Back button. If you have made an error, use this screen to make any changes instead.

Your name

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

Title

Given name(s)

Family name

[▶ I am not sure how to enter my name](#)

Save and continue

On these pages enter the personal details of the person applying for the Dependant visa.

Enter the information exactly as it appears on the passport

Any other names

Are you now or have you ever been known by another name?

This includes your maiden name and other names you use or have used in the past.

Yes

No

Save and continue

If you are married and changed your family name, you should enter your previous family name(s) here.

Example Dependant's contact email

Can we use this email address to contact you?

[redacted]@warwick.ac.uk

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a [biometric residence permit \(BRP\)](#) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes. [Find out how to change your details here.](#)

Yes No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Example Dependant's telephone number

Provide your telephone number

Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. [Find out how to change your details here.](#)

I cannot be contacted by telephone

Where do you use this telephone number?

You can select more than one option

For use whilst in the UK

For use whilst out of the UK

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Next Page Example Dependant's postal address

Provide your postal address
We may use this address to send sensitive personal information and important documents such as your [biometric residence permit](#). If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

You must notify us immediately if your postal address changes. [Find out how to update your details here](#)

Enter a UK postcode

[Enter address manually](#)

Address (line 1 of 3)

Town/City

Is this where you live?
 Yes No

Provide your living address
Enter a UK postcode

[Enter address manually](#)

When did you start living at this address?
Enter the date format in MM/YYYY
Month Year

In the UK postcode field type your post code and then click search

Click on ENTER ADDRESS MANUALLY and then type the following

Do NOT use the Immigration Service address as your postal address as we are unable to take delivery of BRP cards for the foreseeable future, due to coronavirus restrictions.

If you live in on campus housing, you should ensure that you use the post code for the Student Post Room, which is **CV4 7ES**. Visit the 'Post' section of myWarwick for advice on how to enter the rest of your address correctly.

- ▶ It is possible that the "find the UK address" will not work, hence enter the address manually
- ▶ 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>



Your gender and relationship status

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

- Male
- Female
- Unspecified

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

What is your relationship status?

Select your relationship status from the list of drop down options.

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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

- ▶ 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)

Save and continue

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 provide details of your current 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.

- You will need to provide your passport at the visa application centre hence make sure you have the physical passport with you.

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Your current immigration status

Do you currently have a valid visa or leave to remain as a dependant of a points-based system (PBS) migrant?

Yes No

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

Answer 'Yes' as you should hold a visa UK visa in order to make this application from inside the UK.

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Your current visa or leave to remain

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

Enter date in the format DD MM YYYY

Day Month Year

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

Day Month Year

Your visa should not have expired before you make this application.

Main applicant relationship

What is your relationship to this partner?

- Married
- Civil Partnership
- Unmarried

Save and continue

[Return to this application later](#)

‘Main applicant’ refers to the person holding the Student Visa (or Tier 4 Student visa) that you are applying to become a Dependant of.

If the dependant applicant and the Student partner are married or in a civil partnership acceptable forms of evidence include:

- a valid document providing record of the marriage or civil partnership such as a marriage or civil partnership certificate
 - a valid overseas registration document for a same-sex relationship which is entitled to be treated as a civil partnership under the Civil Partnership Act of 2004

If the Student and the person applying as a dependant partner are not married or in a civil partnership, they can demonstrate a genuine and subsisting relationship by providing evidence they have lived together for 2 years. This can include if the Student and the person applying as a dependant partner are not married or in a civil partnership, they can demonstrate a genuine and subsisting relationship by providing evidence they have lived together for 2 years. This can include;

- bank statements, council tax, or utility bills
- residential mortgage statements or tenancy agreements
- official correspondence or documents that link the Student and their partner and show they are living at the same address



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Current relationship status

Are you still in a relationship with Mr Example Student?

Yes No

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

You must still be in a relationship with the Student Visa holder in order to apply to become their Dependant.

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Dependant's length of stay

Does this dependant intend to stay in the UK beyond any period of leave the main applicant is granted?

Yes No

Save and continue

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Biometric residence permit (BRP)

Do you have a biometric residence permit?

Read guidance about [what a BRP is](#) and [see examples](#) of what they look like and where to find the BRP number.

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

Save and continue

If your current UK visa is not a BRP, please contact the Immigration Service for further advice what information to enter here.

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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

You will only have a National Insurance number if you have applied for one because you work while in the UK.

Save and continue

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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

You must answer this question fully and honestly. If you answer 'yes' to any, the next page(s) will ask you to provide more details.

Yes

No

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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

You must answer this question fully and honestly. If you answer 'yes' to any, the next page(s) will ask you to provide more details.

Save and continue

Next Page

Working as a doctor or dentist in training

Are you currently working as or do you intend to work as a doctor or dentist in training?

- No
- Yes, as a doctor in training
- Yes, as a dentist in training

Student Dependant visa holders are not permitted to work as Doctors or Dentists in training.

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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

Save and continue

Next Page

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

Next page

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](https://www.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

Next page

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

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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

Next page

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



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Your relationship to your partner

Were you related to Mr Example Student before you became partners?

You must confirm if your relationship is only as partners, or if you had family links to Mr Example Student before you became partners, for example as part of the same family.

Yes No

[Save and continue](#)

Take time to [review your answers](#) before moving on to the next section of the application form.

If you need to make any changes, click [Change](#) for the answer(s) that needs editing.



If everything is ok, click [Continue](#)

[Next page](#)

Check your answers

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

Personal information

Title	Mrs	Change
Given name(s)	Example	
Family name	Dependant	
Also known by another name?		Add
Can we use this email address to contact you?	Yes	Change
		
Provide your telephone number	0800123456	Change
Where do you use this telephone number?	For use whilst in the UK	
Provide your postal address		Change
Is this where you live?	Yes	

[Next page](#)

Additional applicant

To add another applicant, select their relationship to you.

I would like to add a:

dependant child

Add this applicant

Continue

If you have a child who is applying to switch to become Dependant upon the Student Visa (or Tier 4 Student) visa holder at the same time as you, the partner of the student, then you can add the child's application at this point.

If more than one dependant child is applying at the same time then repeat the following steps for each, adding a new 'dependant child' each time the option comes up to do so.

Please note, there are specific requirements for Dependant Child applicants aged 16 or over, which will be covered in more detail later in this guide.

If there are no dependant children applying with you then leave the selection blank and click Continue. You can then skip through the rest of this guidance until you reach the '**Documents showing the required maintenance funds**' page'

This guide will now continue showing how to complete the sections for a child applying to become a dependant

PBS, Start-up, Innovator or Global Talent dependant child

The applicant

Not started

Answer questions about this applicant

Your name

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

Title

Given name(s)

Family name

[▶ I am not sure how to enter my name](#)

Save and continue

On these pages enter the personal details of the child applying for the Dependant visa.

Enter the information exactly as it appears on the passport

Any other names

Are you now or have you ever been known by another name?

This includes your maiden name and other names you use or have used in the past.

Yes

No

Save and continue

Example Child Dependant's immigration adviser

Do you have an immigration adviser based in the UK?

Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click [here](#).

Yes

No

Save and continue

Answer 'No' even if you have consulted Warwick's Immigration Service for advice.

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Contact email address for Example Child Dependant

Can we use this email address to contact you?

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a [biometric residence permit \(BRP\)](#) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes. [Find out how to change your details here.](#)

Yes No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Next Page

Telephone number for Example Child Dependant

Provide your telephone number

Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. [Find out how to change your details here.](#)

I cannot be contacted by telephone

Where do you use this telephone number?

You can select more than one option

For use whilst in the UK

For use whilst out of the UK

[Save and continue](#)

[Return to this application later](#)

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Postal address for Example Child Dependant

Mr Example Student has provided the postal address below. Can we use this address for you too?

32 HERRICK ROAD
COVENTRY
cv2 5jl

We may use this address to send sensitive personal information and important documents such as your [biometric residence permit](#). We may also use this address to contact you about your application, including after it has been decided.

You must notify us immediately if your correspondence address changes. [Find out how to update your details here](#).

Yes No

Is this where you live?

Yes No

When did you start living at this address?

Enter date in the format MM YYYY

Month Year

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Your gender and relationship status

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

- Male
 Female
 Unspecified

Enter this information as it appears in the passport or travel document.

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

- ▶ 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)



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Your passport

Do you have your passport, or a copy of the information on the photo page?

Yes No

[Save and continue](#)

[Return to this application later](#)

Dependant child applicants must have their own passports.

[Next Page](#)

Your passport

! You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Issuing authority

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

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Enter date in the format DD MM YYYY

Day Month Year

[Save and continue](#)



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Your current immigration status

Do you currently have a valid visa or leave to remain as a dependant of a points-based system (PBS) migrant?

Yes No

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

Answer 'Yes' if the Child Dependant does already hold a UK visa.

If they are a baby born in the UK and you are applying for their first visa, answer 'No'

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Your current visa or leave to remain

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

Enter date in the format DD MM YYYY

Day Month Year

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

Day Month Year

If the child has never had a UK visa then the question will be worded slightly differently, and you will need

Child's independent life

Has this child formed an independent family unit or are they living an independent life?

For example, this child is living with their partner, has children of their own, is in full-time employment, or is financially independent

Yes No

A dependant child aged 16 or over must not be living an independent life and must still be financially dependent on the Student or their dependant partner.

The following evidence can be used to demonstrate that the dependant child is living with the student or their dependant partner and relies on them for financial support:

- bank statement (which may show funds that their parent is providing to support them)
- credit card bills
- driving license
- NHS registration document
- an official letter from their current school, college or university that confirms their address

If a dependant child pays rent or board, they must evidence the amount that they pay each month.

If a dependant child is not living with the student due to attending school, college or university, additional documentation must be provided. Evidence of this can include:

- official confirmation of their studies from their school, college or university
- evidence that they are being financially supported by their parents up to the point they are applying (for example, evidence covering a 3 month period prior to the application)

Child dependants over 18 on the date of application are only eligible to extend existing Dependant leave, not to switch into the Dependant category for the first time, and must not be married/in a civil partnership or living an independent life.



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Presence of child's parents

Are both of the child's parents lawfully in the UK?

Yes No

Save and continue

Both parents of the Dependant Child applicants are usually required to be in the UK.

If your circumstances mean that this is not the case and you answer 'no', you will see the additional following questions:

Does the main applicant have sole responsibility for this child's upbringing?

Yes No

Is the main applicant this child's sole surviving parent?

Yes No

Next Page

Your living arrangements

Do you live at the same address as Mr Example Student?

Yes No

Dependant children are usually expected to live at the same address as the Student. If your circumstances mean that this is not the case and you answer 'no', you will see the additional following questions:

To apply as the dependant of a PBS migrant, you need to prove that you are not living an independent life and are not living with your partner or spouse.

Why do you not live at the same address as Mr Example Student?

- I am studying away from home (at school or university)
- I live away from home for a different reason

Do you pay money towards rent, bills or food?

Yes No

If a dependant child pays rent or board, they must evidence the amount that they pay each month.

Next Page

Dependant's length of stay

Does this dependant intend to stay in the UK beyond any period of leave the main applicant is granted?

Yes No

Do you have a biometric residence permit?

Read guidance about [what a BRP is](#) and [see examples](#) of what they look like and where to find the BRP number.

Yes, I have a biometric residence permit

Enter your permit number

If the Dependant Child applicant already has a UK BRP, answer 'yes' and provide the number.

Next Page

Biometric residence permit (BRP)

Do you have a biometric residence permit?

Read guidance about [what a BRP is](#) and [see examples](#) of what they look like and where to find the BRP number.

- Yes, I have a biometric residence permit
- 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

If the Dependant Child was born in the UK then they will not have a BRP and this question should be answered 'no'.

Next Page

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

Save and continue

Children can only apply for a National Insurance Number once they are aged 15 years, 9 months; they are only issued to children aged 16 or over.

Next Page

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

You must answer these questions fully and honestly. If you answer 'yes' to any, the next page(s) will ask you to provide more details.

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

Next Page

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

Save and continue

If UKVI are not able to re-use existing biometric data (photograph and fingerprints) either because this applicant has not provided this information as part of a UK-based immigration application, or because they are not eligible for another reason, the Dependant Child applicant will need to attend an in-person appointment to provide their biometrics and will need to be accompanied by an adult.

Next Page

Responsible adult for biometrics

You must have an adult of at least 18 years old with you when you give your biometrics. The adult must be able to prove who they are.

▼ [What do they need to bring?](#)

They must bring either their:

- passport
- UK driver's licence
- biometric residence permit
- national identity card

These are the only accepted forms of identification.

Who will the adult be?

- Mrs Example Dependant
- Mr Example Student
- A person not on this application

Whichever option is selected, the next page will ask for confirmation of their relationship to the Dependant Child applicant.

[Next Page](#)

Check your answers

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

Personal information

Title Mr [Change](#)

Given name(s) Example

Family name Child Dependant

[Also known by another name?](#) [Add](#)

Immigration adviser

Do you have an immigration adviser based in the UK? No [Change](#)

Personal information

Example Dependant has provided the email Yes [Change](#)

Check all the answers carefully before clicking [Continue](#)

If you need to make any changes, click [Change](#) to go back to that section of the application.

After this page you will have the option to add another Dependant Child applicant if needed.

Just follow the previous steps until all the applicants have been added.

If there are no further Dependant Child applicants to add, then click [Continue](#)

If you would like a member of the Immigration Service to review your Dependant application(s) before submitting, **please do not click Continue as we will be unable to make any changes to the information on the form after this point.**

Instead, save the application so far and then exit; an adviser will go through the answers on the form with you during your appointment.



[Next Page](#)

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

Dependant applicants – spouse and each child – need to show £680 a month for their maintenance, for each month of leave granted to the Student Visa holder, up to a maximum of 9 months.

If the applicant is applying for permission to stay and has been living in the UK with permission for 12 months or longer on the date of application, they will meet the financial requirement and do not need to show funds.

Evidence of funds for the Dependant Spouse applicant may be in their name or that of the Student visa holder.

Evidence of funds for Dependant Child applicants may be in their name or that of the Student visa holder or other parent.

Where evidence of maintenance is required, funds must have been held for 28 days prior to the date of the visa application and the closing date of the bank statement should not be more than 30 days old.



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 passport or travel document for Mrs Example Dependant from India
- The passport or travel document for Mr Example Child Dependant from India
- The birth certificate for Mr Example Child Dependant, unless provided in a previous successful application as a PBS dependant
- The biometric residence permit for Mrs Example Dependant
- The biometric residence permit for Mr Example Child Dependant
- Proof of Mrs Example Dependant's relationship status as the married or civil partner of Mr Example Student, unless provided in a previous successful application as a PBS dependant

Failure to provide any document listed as mandatory may result in the application being unsuccessful.

Acceptable evidence of a parental relationship for a dependant child can include:

- a full birth certificate
- a court order such as a special guardianship order
- a government issued household registration certificate

Any documents not written in English must be accompanied by a verified translation. The translation must include all of the following information:

- confirmation that it is an accurate translation of the document
- the date of translation
- the full name and signature of the translator or an official from the translation company
- the translator or translation company's contact details

If the Student and the dependant partner are married or in a civil partnership acceptable forms of evidence include:

- a valid document providing record of the marriage or civil partnership such as a marriage or civil partnership certificate
- a valid overseas registration document for a same-sex relationship which is entitled to be treated as a civil partnership under the Civil Partnership Act of 2004



Documents

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 (Name of bank)

Proof of Mr Example Child Dependant relationship status as a dependant child of Mr Example Student

This must be your full birth certificate showing both parents' names.

Document showing you and your partner are living together (for example, a utility bill, council tax bill or bank statement)

If the Student and the person applying as a dependant partner are not married or in a civil partnership, they can demonstrate a genuine and subsisting relationship by providing evidence they have lived together for 2 years. This can include

- bank statements, council tax, or utility bills
- residential mortgage statements or tenancy agreements
- official correspondence or documents that link the Student and their partner and show they are living at the same address

Bank statements should show that the required funds have been held for 28 days and should:

- be on official stationary or an electronic record
- be printed or electronic (not hand written)
- include the account holder(s) names
- include the account number
- include the date of the statement
- include information about the bank, such as contact details or a branch code
- show transactions and amount held over time

Certificates of deposits can be used to evidence funds if the document is issued by a bank which confirms that an individual has deposited or invested a sum of money, held it for the required 28 day period, and that the applicant can access the funds at any time.

Where the currency is not GBP a conversion from oanda.com will be used to convert funds on the date of application.

It is possible to use more than one bank account to evidence funds; please contact the Immigration Service if you intend to do this.



[Next Page](#)

Providing your documents

You must provide your documents after you submit your application, these can be originals or copies. **Any passports provided must be originals.**

You will be able to upload copies of your documents on our commercial partner's website, or you can take your documents to your biometrics appointment to be scanned and uploaded by our commercial partner for a fee. You'll be told how to book an appointment and upload your documents after you submit your application.

You do not need to send any physical documents to the Home Office or UK Visas & Immigration unless you are advised to do so.

Your application may be rejected if you do not provide all mandatory documents.

If your application is rejected due to documents not being provided, it will not be considered and an administration fee for each person included in the application will be deducted from your refund.

Save and continue

Instructions on how to upload your supporting documents to the UKVI's partner website, Sopra Steria, can be found in the Student Visa application guidance.

[Next Page](#)

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 evidence

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

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

I confirm that:



I am an applicant and I am authorised to act on behalf of the other applicants and have discussed and confirmed the contents of this application with them



I am a representative of the applicants 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

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

Save and continue



 GOV.UK

Visas and Immigration

Please wait while you are redirected

Do not refresh or close the page.

If there is an error, none of your information will be lost and your application will not be affected. You will be able to return your application by using the unique link emailed to you.



Summary

Missing Details

Your details

[Add where you are planning to stay](#)

The person you're joining or remaining with in the UK

[Add their visa expiry date](#)

[Add their visa route](#)

[Add their visa type](#)

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](#)

Your Location

Are you applying from within the UK?

Yes

No

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

Yes

No

[Save and continue](#)

Make sure that you answer these questions correctly as the responses will be help calculate the amount of money you need to pay for the Immigration Health Surcharge. If you make a mistake and underpay, the UKVI caseworker will email you with a link for you to pay the balance and a deadline by which this should be done. This will slow the time taken to consider the application(s).

If you accidentally overpay on the IHS you should receive an automatic refund around six weeks after the application is decided. If the visa application is not approved, the full IHS payment will be refunded to the card used for the initial payment.

You're joining or remaining with this person in the UK

Visa expiry date	Add their visa expiry date
Full name	Example Student
From	
Visa route	Add their visa route
Visa type	Add their visa type
Passport or travel document number	Not given
Date of birth	01 January 1980

The person you're joining or remaining with

Enter their visa expiry date
For example, 20 3 1976

Day Month Year

Save and continue

Visa route

Student

Visa type

Student



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 each Dependant must pay toward the Immigration Health Surcharge. The calculation is based on the grant of leave (length of visa) held by the Student.

Dependant Children are eligible to pay the same amount towards HIS as Dependant Spouse applicants.



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

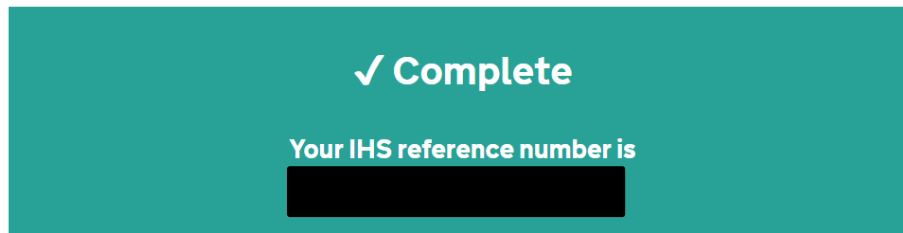
Cancel payment

Make Payment

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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 will receive an e-receipt.

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 will receive an e-receipt.



✉ We have sent you a confirmation email.

What you need to do next

Finish your visa application. We'll make sure your IHS reference number is included.

If you're applying in person at a premium service centre, you'll need your IHS reference number when you attend your appointment.

Find out more

[Contact UKVI](#)

[Immigration health surcharge](#)

[Return to my visa application](#)

Click on “Return to Visa application” – The next page will ask you to pay for your visa application



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 994.20 GBP**, most people get a decision within 5 working days after attending their biometrics appointment
- Super priority service : pay 1294.20 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

Please note, application fees and processing times were correct at the time this guidance was produced (Oct 2020).

Some services may still be affected by coronavirus restrictions therefore not all application routes may be available at the time you make your application. The University has no control over this.

- ▶ You must allow an additional 7-10 days to any decision times given below for your BRP to be created 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 - £994.20**
 - 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 5 working days (from the date of your appointment at the application centre). Can be longer during busy periods.
- ▶ **Super Priority Service – £1294.20**
 - 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).

PLEASE REFER TO THE STUDENT APPLICATION GUIDANCE FOR HOW TO UPLOAD SUPPORTING DOCUMENTS.

