Housekeeping

✔ DO: switch off your mobile phones

✔ DO: give the presenter your full attention

☒ DO NOT look through any documents you have brought with you while the presenter is talking

☒ Do NOT talk
Overview

- Application process
- Application fees
- How to make a Tier 4 Online Application
Application Process

- You need to complete and pay for the Tier 4 application and the Immigration Health Surcharge (IHS) online and post your supporting documents to the UKVI or attend a Premium Service appointment depending on the service chosen.
Application fees (per person)

- **Standard Application - £475**
  Online application, send your documents by post
  Decision within 8 weeks

- **Priority service - £952**
  Must be requested! Once you’ve been accepted, complete the online application within 24 hours and send your documents within 2 days.
  Decision within 10 working days

- **Premium Service - £1,085**
  Book an appointment at centre
  Decision usually on the same day, BRP (Biometric Resident Permit) will be sent to your home address.
Online visa application process

- Log onto [https://www.gov.uk/](https://www.gov.uk/) and click on Visas and immigration as shown below:
- Click on ‘Student visas’ on the right hand side

- Then onto ‘Tier 4 (General) student visa’
Click on ‘6. Extend your visa’

Tier 4 (General) student visa

1. Overview
2. Eligibility
3. Knowledge of English
4. Documents you must provide
5. Apply
6. Extend your visa
7. Switch to this visa
8. Family members

Scroll down and click onto ‘apply online’ (or apply for priority service)

Apply for the standard or premium service

You can apply online:

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

Pay the appropriate fee at the same time.

Apply for the priority service

You must fill in a request form before you can use the priority service. Send it to the email address on the form.
You will get information about

- How to apply
- Postgraduate studies
- Fees
- Healthcare surcharge
- Biometric information

Please read carefully and click on the green ‘**apply now**’ button as this will take you to the online application form:

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

- You **do not** need to create an account. All you need to do is enter an **email-address** and **password**.

- You will receive an email with a link to your online application → allows you to save the form and come back to complete it at a later date (if required)

Fill in your details:

- **Your location**
  - Are you currently in the UK?
    - [ ] Yes
    - [ ] No

There is a breadcrumb trail at the top of each screen for easy navigation
Fill in your details:

- After entering your details, click on **Save and continue**
  - Immigration adviser = a lawyer, **not** the university!!!

  Do you have an immigration adviser?

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

  - [ ] Yes
  - [ ] No

- Register your email address to access the application in the future

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

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

  Email address

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

  Repeat your password

  Please do not use **QQ Mail** as emails from the Home Office probably won’t reach you!
• Fill in your details

Who does this email address belong to

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

Save and continue

• Do you have another email address?

Additional contact email

Do you have another email address?

- [ ] Yes  - [ ] No

Save and continue
Answer the following questions and you will get an overview. Please check your answers.
Click on ‘Answer questions about this applicant’
Enter your name (as shown in your passport)

Your name

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

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

» I cannot enter my name using a current passport or travel document

Title

All given names

Family name

» I do not have both a given name and a family name

Save and continue

Return to this application later
...the next questions

- Any other names (e.g. maiden name before marriage)
- Applicant contact details = phone number and UK address
- Gender and relationship status
- Nationality, country and date of birth
- Passport details

You must provide all previous passports that have been used to travel to the UK, even those which have expired.
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

Reason for not providing your passport

You are unable to provide your passport with your application because

- You have lost it, or it was stolen
- You have never had a passport (for example, because you were born in the UK)
- You have previously applied for leave and your passport has not been returned
- You have sent the Home Office your passport as part of someone else's application
- Other
...the next questions

- **Identity card**

  **Your identity card**

  Do you have a valid national identity card?
  
  This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.
  
  [ ] Yes  [ ] No

  [Save and continue]

- **Other nationalities**

  **Your other nationalities**

  Do you currently hold, or have you ever held, any other nationality or citizenship?
  
  You must provide all the nationalities that you currently hold or have ever held.
  
  [ ] Yes  [ ] No

  [Save and continue]
...the next questions

- Current UK immigration status

Do you currently have a visa or leave to remain?

- Yes  -  No

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

- Tier 4 (General) leave to remain
- I have a different visa or leave to remain

Your application is unlikely to be successful if you do not currently hold a visa or permission to stay.

Enter start and end date of your current visa or leave to remain

You must submit your application before your current leave expires!
...the next questions

- Revocation, cancellation or curtailment
  
  Has your visa or leave to remain ever been revoked, cancelled or curtailed?
  This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

  ☐ Yes  ☐ No

- Your most recent leave

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

  ☐ Yes  ☐ No
...the next questions

- Police registration

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

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

- Yes  -  No

- Biometric residence permit (BRP)

Do you have a biometric residence permit?

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

- Yes, I have a biometric residence permit

Enter your permit number

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

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

The BRP number is found on the front of the card, in the top right hand corner
...the next questions

- National Insurance number
  
  What is your current National Insurance number?
  
  Example QQ 12 34 56 C

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

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

- English language assessment

  If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?
  
  You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

  [ ] Yes  [ ] No
Problems with immigration to the UK and other countries (e.g. refused visa)

Have you ever been:

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

☐ Yes ☐ No

You must answer **honestly**!

Failure to disclose any such information may result in your visa application being refused if the Home Office have reason to believe you have used deception.
...the next questions

- Public funds (e.g. Child Benefit, Income-Based Jobseeker’s Allowance, Income-Related Employment and Support Allowance, Income Support)

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
...the next questions

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, for example disqualification for speeding or no motor 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.
...the next questions

- War crimes
- Terrorist activities
- Terrorist organisations
- Terrorist views

You must answer all these questions **honestly**!

If you answer “yes” to any of them, you will be asked for further information.

Failure to disclose any such information may result in your visa application being refused if the Home Office have reason to believe you have used deception.
Sponsor licence number and address

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

What is your sponsor licence number?

T7N18X2X1

Sponsor's address

University of Birmingham

Edgbaston

Town/City

Birmingham

Postcode

B15 2TT

Save and continue
...the next questions

- **Place of study**

  Will you be studying at a school or higher education institution?
  
  - [ ] School
  - [x] Higher education institution

- **Primary site of study**

  Is this the site where the majority of your study will take place?
  
  University of Birmingham
  Edgbaston
  Birmingham
  B15 2TT
  
  - [x] Yes
  - [ ] No
...the next questions

- UCAS details
  Did you apply for your course through UCAS?
  - Yes
  - No
  ▼ What is UCAS?
  The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the ucas.com website.

- Academic Technology Approval Scheme (ATAS)
  Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can find out if you need an ATAS certificate here.
  Do you need to obtain permission from the ATAS?
  - Yes
  - No
...the next questions

- Current or past official financial sponsor

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

  ☐ Yes   ☐ No

  ▼ What is an official financial sponsor?

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

- Future official financial sponsor

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

  ☐ Yes   ☐ No
...the next questions

- Maintenance funds

You must show that you have enough money to cover your course fees and living costs. Read the guidance document to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

- [ ] Yes
- [x] No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

- [x] Yes
- [ ] No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

- [ ] Yes
- [ ] No

How can you prove they are your parent(s) or legal guardian(s)?

- [ ] Birth certificate
- [ ] Adoption certificate
- [ ] Court document
...the next questions

- Course information → found on your CAS once you successfully completed your pre-sessional course
  - Copy and paste the course title from your CAS
  - The start and end dates of your course study are stated on your CAS -> will determine the length of your visa
  - RQF (might still be seen as NQF) level is shown on your CAS

- Doctorate Extension Scheme (DES)

Are you applying for the Doctorate Extension Scheme?

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

- Accommodation payments
  Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?
  This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation.
  
  □ Yes  □ No

- Course fees
  What are your course fees for your first year?
  If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.
  
  £

  Have you or your parent(s) or legal guardian(s) already paid any of your course fees?
  Please select No if your course does not have a fee.
  
  □ Yes  □ No
Confirmation of Acceptance for Studies (CAS)

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

- Yes
- No

Confirmation of Acceptance for Studies reference number

A CAS can only be used **once** – do not attempt to re-use an old CAS number!

All Tier 4 applications require a valid Confirmation of Acceptance of Studies (CAS) number. If you do not provide one, your application is likely to be refused.
# Check your answers

## Personal information

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>All given names</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add another name</td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>Telephone number</td>
<td>- - - - - -</td>
<td>Change</td>
</tr>
<tr>
<td>Home address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I want to receive mail at a different address.  No

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

What is your relationship status?  Single

## Nationality details

<table>
<thead>
<tr>
<th>Country of nationality</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of birth</td>
<td></td>
</tr>
<tr>
<td>Place of birth</td>
<td>.......</td>
</tr>
<tr>
<td>Date of birth</td>
<td>1 February 2000</td>
</tr>
<tr>
<td>Do you have a valid passport?</td>
<td>Yes</td>
</tr>
<tr>
<td>Passport number</td>
<td></td>
</tr>
<tr>
<td>Issuing authority</td>
<td></td>
</tr>
<tr>
<td>Issue date</td>
<td>1 February 2011</td>
</tr>
<tr>
<td>Expiry date</td>
<td>2 January 2020</td>
</tr>
</tbody>
</table>
Key Feature: At any time during your application you can click on the link *return to this application later* and *email the link* to your email address.

**Example:**

1. Course end date
   
   Day  Month  Year
   
   Are you going to be a student union sabbatical officer?

   ◀️ *What is a student union sabbatical officer?*

   ○ Yes   ○ No

   **Save and continue**

   **Return to this application later**

   ◀️ *Show and edit answers*

2. Application saved

   Use the link below to return to your application.

   ![https://visas-immigration.service.gov.uk/resume/86d6ead7-cdb9-455c-9d91-ee7044204c2c](https://visas-immigration.service.gov.uk/resume/86d6ead7-cdb9-455c-9d91-ee7044204c2c)

   **Email this link**

   to xxx@yyy.com

   You must return to your application within 10 weeks, or it will be deleted to protect your privacy.

   ![Download your part-completed application (PDF)](Download your part-completed application (PDF))
There will be information about the mandatory documents you must submit as part of your application. This list may vary, depending on the answers you have provided.

**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 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

Check all your answers **before** you go to pay the IHS!
Once you have paid both your application and IHS fee, you will be able to download and print your completed application.

Follow the **instructions** on where to send your documents and your printed application form.
Key features to help you fill in the online form:

- Please enter your **full name** as shown on your passport.
- The **BRP number** is found on the front of the card, in the top right hand corner.
- The term **'Public Funds'** includes: Attendance Allowance, Carers Allowance, Child Benefit, Child Tax Credit, Disability Living Allowance, Housing or Homelessness Assistance, Housing Benefit, Income Based Job Seekers Allowance, Income Support, Severe Disablement Allowance, Social Fund Payment, State Pension Credit, Working Tax Credit and Income Related Employment Support Allowance.
Key features continued:

- Your **sponsor licence** number will be listed on your CAS email.

- Please use your **NEW CAS number** provided by admissions; using your old CAS number may lead to your visa application being refused!

- The **NQF level** of your course is shown on your CAS. On the form it will show as RQF level. Please use the same RQF level as your course level.

- The online application form is also used to apply for leave under the **Doctorate Extension Scheme (DES)**. You must answer this question as 'No' because you are not applying for DES.

- Copy and paste the **course title** from your CAS email.
Key features continued:

- **The start and end dates of your course study** are stated in your CAS. Please make sure that you read your CAS statement carefully and enter these dates correctly as it will determine the length of your visa!

- If you are applying while you still have a valid visa, you should select 'Yes'. If you hold another visa type, please specify.

- If you have already paid some **money** to your Tier 4 sponsor for **accommodation** before making this application, this amount (a maximum of £1,265) will be deducted from the total amount of money you will need for maintenance.

  Only money paid to the Tier 4 sponsor for accommodation will be taken into account → University accommodation only, **NOT** private accommodation!
Key features continued:

- Enter your ATAS number *if* your new course requires an ATAS certificate.

- Your Sponsor address is as follows:

  University of Birmingham  
  Edgbaston,  
  Birmingham,  
  West Midlands  
  B15 2TT

- Please note that ISAS *are not* your legal representatives.

- When you click on **Check your answers** -> shows you a summary of all your questions and answers provided so far. Any question can be edited at any point until being redirected to the IHS portal at the end of the online application. Please check all your answers before going to the IHS website.
Key features continued:

- The questions depend on the answers to the previous question. If a question is not applicable, it is not asked and will not be shown in the PDF application form.

- Once you have completed information for you/your dependants, the next stage of the online application process is to provide information to demonstrate that you/your dependants meet the maintenance requirement.

- Next you will come to the mandatory documents screen. This gives you a list of documents that you must provide as part of your application.

- The list of documents will vary, based on the answers you have provided.
Additional Information:

- Follow the **instructions** on where to send your documents along with your printed application form.

- Download your biometric letter and complete your biometrics at the post office when you go to post your documents.

- It is advisable to send your documents by registered post. Please remember to post all the documents that ISAS have approved for your visa extension.
Your documents must be posted to the address provided within **15 days** of completing the application form for standard applications and **2 days** for priority applications.

Please remember to post all the documents that ISAS have approved for your visa extension.

Visit the International Welcome Hub in Chancellors courts with a hard copy of your application form to complete the RTS and obtain a new ID card.
Thank you for your attention!