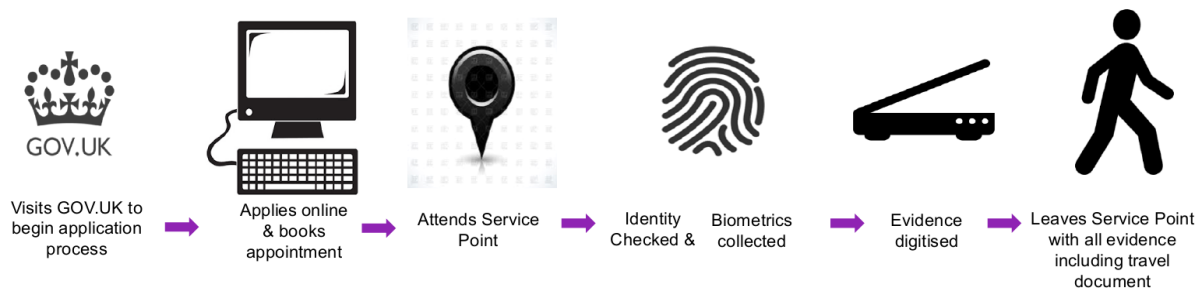


IMPORTANT UPDATE New Tier 4 Application Process - UK Visa and Citizenship Application Services (UKVCAS)

UK Visas and Immigration (UKVI) have introduced a new process, allowing students in the UK to submit all necessary evidence and personal information, in support of their Tier 4 visa application quickly and securely through a more streamlined digital process. You will be led through an online application process making it clear what you need to do step by step, what supporting documents you need and where you need to go to complete your application.

The Process



You will be required to make your Tier 4 visa application online. After payment has been made you will be directed to the UKVI commercial partner, Sopra Steria website to book an appointment and attend your local UKVCAS centre (Service Point). You will have the option of either uploading copies of your supporting documents on the Sopra Steria website from the comfort of your own home/office **before** you attend your scheduled appointment **or**, you can take your evidence on the day of your appointment to be scanned and uploaded. Please note there is an additional charge to upload your documents at your appointment.

When and where are appointments available?

You will be able to book an appointment at one of 6 core locations in major cities during office hours on a free to use basis or take advantage of enhanced user-pay service in 50 local libraries with process starting from £60. Appointments are available at evening, weekends and on short notice (on the day/next day) with pricing starting from £100.

All appointments must be pre-booked before you attend a Service Point. Standard free appointments and other appointment types/times; fee starts from £60 depending on location and time.

You can book an appointment:

- Up to 28 days in advance
- The same day
- The next day
- Outside of standard hours

Are there any other services available?

Sopra Steria can also provide the following additional services. Please note there is an additional charge of any additional services you wish to use:

- Document Checking - Service to check supporting documents are correctly uploaded. Service Price £35.
- Interpretation - Arrange for an Interpreter over the phone for customers who require language assistance. Service Price £60.

There are also value added services provided by Sopra Steria partner BLS.

- Document Translation - Professional Translator who translate documentation within 3-4 days. Service Price is £75 per page.
- Premium Lounge - This is a service for customers who desire a service with added comfort and privacy, high speed wifi, scanning and printing - Service Price £200.
- VIP Service - The VIP Service is a mobile service where trained team members visit customers in their home and complete the same process. You will need to call UKVCAS to obtain a quote.

How quickly will you obtain a UKVCAS Appointment?

You will be offered an appointment within 5 days of submitting your online Tier 4 visa application.

What happens during your UKVCAS Appointment?

At your appointment your ID will be checked and you will be able to submit your biometric information including photos, fingerprints and signature at one single appointment. If you have not already done so, you can upload any supporting documents that you require to submit in support of your Tier 4 visa application digitally at your appointment. You will then leave the UKVCAS centre with your original documents and your passport.

IMPORTANT TRAVEL INFORMATION

It is important to note that although you will retain your original documents and passport you will be unable to travel outside of the UK and the Common Travel Area while your visa application is in-progress, as doing so will automatically withdraw your visa application and this may affect your ability to continue your studies and / or re-enter the UK.

Your Nearest UKVCAS Centre (Service Point):

Birmingham - Ground Floor, T3, Trinity Park, Bickenhill Lane, Birmingham, B37 7ES

Coventry - Central Library, Smithford Way, Coventry CV1 1FY

What to do if you have any difficulties with the new process

If you have any difficulties with the new process then please log a query online by visiting www.studenthelp.bham.ac.uk