How to make an online application

International Students Team (IST)
What is this Workshop about?

- Visa application process
- Visa application fees
- How to make a Student Route Visa Online Application
Cost of Application

- **Standard - £348**
  You will usually get a decision within 3 weeks of attending your appointment at the Visa Application Centre

- **Priority -**
  A decision will be made up to 5 working days of attending your appointment at the Visa Application Centre. There will be an additional cost for this service.

- **Super Premium -**
  Decision will be made up to 24 hours of you submitting your biometric information. There will be an additional cost for this service.

- **Immigration Health Sur Charge IHS**
Online Visa Application Process From outside the UK

- Log on to https://www.gov.uk/ and click on Visas and immigration as shown below:
Click on ‘Study in the UK’ as shown below:

www.gov.uk/browse/visas-immigration
Click on ‘Student Visa’ as shown below.
Student visa

Contents
— Overview
— Your course
— Money you need
— Knowledge of English
— Documents you'll need to apply
— Apply
— Your partner and children
— Extend your visa
— Switch to this visa
Scroll down to ‘Apply outside the UK’ and click on ‘Start Now’

— Apply
— Your partner and children
— Extend your visa
— Switch to this visa

Apply

You must apply online for a Student visa.

Check which [documents you'll need to apply](#).

Apply outside the UK

As part of your application, you'll need to prove your identity. How you do this depends on where you're from and what type of passport you have.

You'll either:

- give your fingerprints and a photograph (biometric information) at a [visa application centre](#)
- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign into your UK Visas and Immigration (UKVI) account

You'll be told what you need to do when you apply.

Once you've started your application, you can save your form and complete it later.

Start now ➤

Part of

[Study in the UK on a Student visa](#)

Show all steps ➤

1. Check if this visa is right for you
   Show ➤

2. Prepare the evidence you need
   Show ➤

3. Apply from outside the UK
   Hide ➤

   - Apply from outside the UK – £348
     You'll need to prove your identity as part of your application.
     You'll usually get a decision within 3 weeks.
     [Find out if you can pay more to get a faster decision](#)
Apply outside the UK

- You must apply online for a Student Route visa.
- You’ll need to have your fingerprints and photograph taken at a visa application centre (to get a biometric residence permit) as part of your application.
- You’ll have to collect your biometric residence permit within 10 days of arrival in the UK. Unless you are required to self-isolate.
Select ‘No’. You will be living in the UK itself, not a Crown Dependency.
Select the option that applies to you. If you do have a chipped EEA Passport then you will need to follow a different process.

Do you have a current EU, EEA or Swiss passport?

The EEA includes the EU countries and Iceland, Liechtenstein and Norway

- Yes
- No

Continue
Select your preferred language.

You can read the questions in a different language, but your answers must be in English.

All words used in any translation are there to help. The English version of the questions will be used to assess your application.

Please select your language:

- English - please select your language
- 简体中文 - 请选择您的语言
- हिन्दी - कृपया अपनी भाषा चुनें
- Русский - пожалуйста, выберите ваш язык
- Türkçe - lütfen dilinizi seçin
- ไทย -โปรดเลือกภาษาของคุณ
- العربية - الرجاء تحديد اللغة
- اردو - آپ کی زبان کا انتخاب کریں
- বাংলা - দয়া করে আপনার ভাষা নির্বাচন করুন
- Français - s'il vous plaît choisir votre langue
Application Form

- Scroll down to Student then click

- Tier 1 (Entrepreneur)
- Skilled Worker visa
- British Nationals (Overseas) visa
- Tier 2 (Sportsperson) visa
- Tier 2 (Minister of Religion) visa
- Intra-Company Transfer and Graduate Trainee
- Frontier Worker
- Short-term student visa
- Student
Begin typing your country in the text box and select from the drop down menu the press

GOV.UK Visas and Immigration

Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

Enter the country in which you are making your application and wish to provide your biometrics

▶ Can I enter any country?

Next
You will need to check the availability of service at the Visa Application Centre in your country of application.

If the service is not available you will be able to change the country where you will be providing your biometric data.

Confirm whether you are able to travel to the location in your selected country.

Then click ‘Next’
Student visa

Use this form to apply from outside the UK for a Student visa.

You cannot add family members (‘dependants’) to this application. You must complete a separate form for your dependants.

Before you apply

Before you start your application, read the guidance on:

- eligibility
- how to apply and required documents
- fees

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

How we use your data

The Home Office will use the personal information you provide to decide whether to grant your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the Privacy Notice for the Border, Immigration and Citizenship system. This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Apply now
Scroll down and add your email address and a password. Press ‘Save and Continue’

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

Save and continue
Option to add a second email account. Then press ‘save and continue’

We may use email to contact you about your application, for example, we may contact you for further information, or send a decision on your application by email. We may also use email to contact you about your immigration status after your application has been decided.

You must notify us immediately if the contact email addresses you provide as part of this application change.

UOB@bham.ac.uk

If your email is wrong, click here to change it.

Who does this email address belong to?

- [ ] You
- [ ] Someone else

Then you will be given an option to add a second email account. Then press ‘save and continue’

Do you have another email address?

- [ ] Yes
- [ ] No

Save and continue

Return to this application later

Show and edit answers
Enter your contact details

You must notify us immediately if the contact telephone number(s) you provide as part of this application change.

Provide your telephone number
Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

- Enter your telephone number.
- Select where you will use this phone number
- Select the type of phone number you have given

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

Select whether this is your home, mobile or work telephone number
You can select more than one option

- Home telephone number
- Business telephone number
- Mobile telephone number

Do you have any other telephone numbers?
- Yes
- No

Save and continue
Contact details continued...

☐ Select how best you can be contacted

Are you able to be contacted by telephone?

☐ I can be contacted by telephone call and text message (SMS)

☐ I can only be contacted by telephone call

☐ I can only be contacted by text message (SMS)

☐ I cannot be contacted by telephone call or text message (SMS)

Save and continue
Scholarship

Do you have a Marshall, Chevening or commonwealth scholarship?

Check the [postgraduate scholarship guidance](#), if you do not know.

- [ ] Yes
- [ ] No

[Save and continue]
Confirmation of Acceptance of Study

☐ Enter your CAS number

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

Yes  ☐ No

Confirmation of Acceptance for Studies reference number

Save and continue
Personal details

- You will then be asked to enter your personal details.
- Your name and any other name
- Gender and relationship status
- Nationality, Country and date of birth
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.

Given name(s)

Family name

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

Save and continue
Additional Name

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers
Gender and Relationship Status

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

- Male
- Female
- Unspecified

What is your relationship status?

- I am unsure of my current relationship status

Save and continue
Your Address

Address

Town/City

Province/Region/State

Postal code (if applicable)

Country

Is this address also your correspondence address?
We may use this address to contact you about your application, including after it has been decided.

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers
About this property

How long have you lived at this address?
Select a unit of time and enter a value

What is the ownership status of your home?

- [ ] I own it
- [ ] I rent it
- [ ] Other

Save and continue

Return to this application later

- Show and edit answers
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
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

Return to this application later

Show and edit answers
Your Nationality, Country and Date of Birth

Country of nationality
Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, 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, 31 3 2020
Day  Month  Year

Save and continue
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.

Circle:  
- Yes  
- No

Save and continue

Return to this application later

Show and edit answers
Previous evidence of English language ability

Have you provided evidence of your English language ability in a previous application?
You must have provided evidence that you either:

- scored level B1, B2, C1 or C2 on an approved English language test which assessed your reading, writing, speaking and listening skills
- have a degree which was taught in English
- have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification

[ ] Yes  [ ] No

Save and continue
Spoken Language Preference

We may have to talk to you about your application. Which language would you prefer to use?

- English
- Other

Save and continue

Return to this application later

Show and edit answers
English qualification from a UK school

Do you have an English language or literature qualification from a UK school?

This must be from a school you attended when you were under 18. You will need to provide your exam certificate.

You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.

☐ Yes  ☐ No

Save and continue
Are you coming to the UK to study at a higher education institution?

A Higher Educational Institution (HEI) is an educational body in receipt of public funding that awards academic qualifications and professional certificates.

- Yes
- No

Save and continue

Return to this application later

Show and edit answers
Are you coming to the UK to study at a higher education institution?
A Higher Educational Institution (HEI) is an educational body in receipt of public funding that awards academic qualifications and professional certificates.

- Yes  
- No

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a ‘gifted’ student?

- Yes  
- No

Save and continue

Return to this application later

➤ Show and edit answers
People Financially dependent on you

Does anyone rely on you for financial support? Include both those travelling with you and those who are not.
This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

☐ Yes  ☐ No

► Will these dependants be included in my application?

Save and continue
Give details about your parents

Give details about 2 of your parents.

What if I do not have my parents' details?

What is this person's relationship to you?

- Mother
- Father

Given names

Family name

Date of birth
Enter date in the format DD MM YYYY

Day  Month  Year

Country of nationality

Have they always had the same nationality?

- Yes  - No

If they do not have both a given and family name, enter their name(s) in the Given names field.

Save and continue
Family that live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

〇 Yes 〇 No

Save and continue
Who will you be travelling with?

Will you be travelling to the UK as part of an organised group? This includes travel companies or sports, work, or study groups.

☐ Yes  ☐ No

Save and continue

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

☐ Yes  ☐ No

Save and continue
Where you will stay in the UK

Do you know where you will be staying in the UK?

- Yes
- No

Where do you plan to stay in the UK?

Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends.

Maximum of 500 characters

Save and continue
UK Travel History

Have you been to the UK in the past 10 years?

☐ Yes  ☐ No

Save and continue

Have you been issued with a UK visa in the past 10 years?

☐ Yes  ☐ No

Save and continue
Travel to other countries

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

Which countries are part of the European Economic Area (EEA)?

- Zero
- Once
- 2 to 5 times
- 6 or more times

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

Which countries are part of the European Economic Area (EEA)?

- Yes
- No
Your planned travel information

Date you plan to arrive in the UK
Enter date in the format DD MM YYYY
Day  Month  Year

Why is this information important?

Save and continue
Immigration History

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

☐ Yes  ☐ No
Convictions and 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. You must tell us about any absolute or conditional discharges you have received for an offence.

You must read all of the information on this page before answering.

- 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?

- Yes
- No

☐ I have read all of the information about war crimes, including the guidance

Save and continue
Terrorist Activity, organisation and views

You must read all of the information on this page before answering.

- **Terrorist activities**

  Have you ever been involved in, supported or encouraged terrorist activities in any country?

  - [ ] Yes  
  - [ ] No

- **Terrorist organisations**

  Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

  - [ ] Yes  
  - [ ] No

  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

- **Extremist organisations**

  Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?

  - [ ] Yes  
  - [ ] No

- **Extremist views**

  Have you, by any means or medium, expressed any extremist views?

  - [ ] Yes  
  - [ ] No

  - [ ] I have read all of the information about extremist organisations and views, including the guidance

  Save and continue
Person of good character

Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?

☐ Yes  ☐ No

Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

☐ Yes  ☐ No

Is there any other information about your character or behaviour which you would like to make us aware of?

☐ Yes  ☐ No

Save and continue
Employment History

Have you ever worked for any of the following types of organisation? Include information for any paid or unpaid work. Select all that apply.

- [ ] Armed Forces (career)
- [ ] Armed Forces (compulsory national or military service)
- [ ] Government (including Public or Civil Administration and non-military compulsory national service)
- [ ] Intelligence services
- [ ] Security organisations (including police and private security services)
- [ ] Media organisations
- [ ] Judiciary (including work as a judge or magistrate)
- [ ] I have not worked in any of the jobs listed above

Save and continue
Sponsors 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?

Sponsor's address

Town/City

Postcode

What type of sponsor will you be studying with?

The Register of Student sponsors sets out what type of sponsor each institution on the register is. A Higher Education Provider with a track record of compliance will have the status "General Student Sponsor – Track Record".

- [ ] Independent School
- [ ] Higher Education Provider
- [x] Higher Education Provider with a track record of compliance
- [ ] Overseas Higher Education Provider
- [ ] Publicly Funded College
- [ ] Private Provider

What is the difference between a school and a higher education institution?

Save and continue
Did you apply for your course through UCAS?

- Yes
- No

▶ What is UCAS?

Save and continue
Academic Technology Approval Scheme

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

Save and continue
Financial Sponsor

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

- [ ] Yes  - [ ] No

- What is an official financial sponsor?

Save and continue
Course Information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get
This is the level of the qualification you will receive at the end of your course. If you are unsure about the level of your qualification, find out what qualification levels mean here or ask your sponsor institution.

Are you going to be a student union sabbatical officer?
- [ ] Yes
- [ ] No

Course start date
Provide the start date of your main course of study, but do not include any other courses you may be taking before.
Enter date in the format DD MM YYYY

Course end date

Save and continue
Accommodation

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. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance here.

☐ Yes  ☐ No

Save and continue
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

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

Are any of the maintenance funds required for this application in the form of a student loan?

☐ Yes  ☐ No

Save and continue
Maintenance

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  ☐ No

Save and continue
Add Additional Information

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

Save and continue
Check your application

- Review all sections of your application
- Pay particular attention to your personal details, passport number and your CAS number

Check your answers
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 Michelle Thompson from China

**Other documents**
If you do not provide these documents, your application may be delayed or refused.

- If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.

After you submit your application, you must provide your documents to our commercial partner. You can provide your documents by:

- uploading copies of your documents yourself through our commercial partner’s website, free of charge
- taking your documents (originals or copies) to your appointment where our commercial partner will scan them for you, for a fee

If you choose to pay for the assisted scanning service, all documents (originals or copies) need to be A4 size or you may be charged to make them suitable for scanning.

If we require passports, you must take the originals to your appointment. If you have self-uploaded copies on our commercial partner’s website you must still take your original passports, but will not be charged for scanning.

**Tuberculosis test results**

You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your X-ray. Include this certificate with your UK visa application. Check if you need to get tested.

Save and continue
Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

☐ I confirm that I understand and accept these conditions

Save and continue
Declaration

I agree to the [terms and conditions](#).

I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.

I confirm that:

- [ ] I am the applicant aged 18 or over
- [ ] I am the applicant aged under 18
- [ ] I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- [ ] I am submitting the form on behalf of the applicant

I accept the above
Paying for your application and IHS

☐ You will be required to pay your IHS charges after you have submitted your application.

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
What happens next?

- Once your application is successfully submitted you will need to arrange an appointment date at your local VAC
- Attend your appointment and give your biometric data
- Await a decision
How to contact us

- Via the Student Help page of the University website:
  - istpressional@contacts.bham.ac.uk

Thank you for your attention.