



# Tier 4 (General) Student Visa Application Guide

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# Introduction

**This guide is for students who will make a visa application from outside the UK.**

**If you are already in the UK, and you wish to extend your Tier 4 visa, please contact us for further information at [international@uxbridgecollege.ac.uk](mailto:international@uxbridgecollege.ac.uk) (Uxbridge College) or [international@hcuc.harrow.ac.uk](mailto:international@hcuc.harrow.ac.uk) (Harrow College)**

## Congratulations on your acceptance to HCUC!

Now that you have received your Confirmation of Acceptance for Studies (CAS) you will need to start planning to make your visa application. The International Office at HCUC will be there to help you throughout the process.

If you are well prepared, with our help you should find the application process straightforward and relatively quick. This guide will give you all the information you need to make a successful Tier 4 (General) student visa application. In this guide, you will find out about:

- Tier 4 (General) student visas, and whether you need to apply for one
- How, when and where to make your Tier 4 (General) visa application
- What documents you will need for your Tier 4 (General) visa application

It is important that you read the information carefully and follow the guidance exactly. You will be able to find everything you need about your visa application in this booklet, but if there is anything that you don't understand, please email us at [international@uxbridgecollege.ac.uk](mailto:international@uxbridgecollege.ac.uk) or [international@hcuc.harrow.ac.uk](mailto:international@hcuc.harrow.ac.uk) or call +44 (0)1895 853469 /+44 (0)7379 972955 and we will be happy to help.

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# What is a visa?

A visa is a certificate (also referred to as 'Entry Clearance') which gives you permission to enter the UK. The application for a visa is either assessed by the British diplomatic post in your country of origin or ordinary residence, or is handled by a UK diplomatic post in a regional headquarters. The initial entry clearance visa is issued in the form of a sticker and is placed in the original passport. This will give you a 30-day travel window to enter the UK. Once in the UK, you will have 10 days in which to collect a Biometric Residence Permit (BRP). This BRP serves as evidence of your immigration status and purpose of being in the UK.

## Non-EU/EEA/Swiss national. What type of visa should I apply for?

### My course is longer than six months.

If you are coming to study a course that will last longer than six months, you must apply for a Tier 4 (General) student visa. This guide will give you all the information you will need to make your Tier 4 (General) student visa application.

### My course is six months or less.

Most students who want to study a course that is six months or less will apply for a Short-Term Study visa. You can find full information about applying as a Short-Term Study visa by contacting the International Office at [international@uxbridgecollege.ac.uk](mailto:international@uxbridgecollege.ac.uk) or [international@hcuc.harrow.ac.uk](mailto:international@hcuc.harrow.ac.uk) or by following the link here:

<https://www.gov.uk/study-visit-visa>

## Tier 4 (general) visa

<https://www.gov.uk/tier-4-general-visa>

A Tier 4 (General) visa is the study visa for the UK. It is a points-based visa and to successfully apply for it, you need to score 40 out of 40 points.

Points	For	Evidence required
30	<b>Confirmation of Acceptance for Studies (CAS)</b>	A Confirmation of Acceptance for Studies (CAS) number issued under our Corporation name HCUC. This will be sent to you when you have accepted your unconditional offer and paid your fees and/or deposits.
	<b>Entry qualification</b>	<p>This is the academic qualification that the College used to assess your suitability for the course. The qualification will be stated as evidence in your CAS.</p> <p><b>You must include your ORIGINAL certificate or transcripts detailed in the CAS with your visa application.</b></p> <p>If you qualify for differentiation arrangements (see page 9) you do not need to send the document, but you must have the original document available in case you are asked for it.</p>
	<b>English Language</b>	<p>You must prove your knowledge of the English language when you apply. This usually means passing a secure English language test (SELT). This must be from an approved provider. A list of these can be found on the following page of the Home Office website:</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests">https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests</a></p> <p>Your CAS will state how the College assessed that your English language ability is to the required standard. You must submit the ORIGINAL certificates, if this is stated on your CAS, as well as your UKVI certificate number.</p> <p>Some students will not need to submit evidence of their English language ability. If you do not need to submit evidence, your CAS will state that you:</p> <ul style="list-style-type: none"> <li>ii. Are from a majority English speaking country; or</li> <li>ii. Currently hold a Tier 4 (Child) Visa; or</li> <li>iii. Have completed a degree from a majority English speaking country.</li> </ul>
	<b>Progression</b>	If you have studied in the UK previously, your CAS must confirm how the new course represents academic progression from the previous one. For example, an undergraduate degree to a postgraduate degree.
10	<b>Maintenance (Financial) Requirement</b>	You will need to prove that you are able to pay your tuition fees for the academic year and hold a set amount for your living costs. If you qualify for differentiation arrangements (see page 9) you do not need to send financial evidence, but you must have the original documents available in case you are requested for it. A lot of student visa refusals result from applicants submitting their financial evidence in the wrong format. Please read our full guidance about financial evidence on pages 11-12.

## Other requirements

### Translations

If any of your documents are not in English, the originals **MUST** be accompanied by a full translation that can be independently verified by the UK Visa Issuing Authority. This original translation must include:

- Confirmation from the translator that it is an accurate translation of the original document
- The date of the translation
- The translator's/an authorised official of the translation company's full name and signature
- The translator's/translation company's contact details

### Medical Examination

You'll need to have a tuberculosis (TB) test if you're coming to the UK for more than 6 months and are resident in any of the listed countries found on the following page of the Home Office website:

<https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>

You'll be given a chest x-ray to test for TB. If the result of the x-ray isn't clear you may also be asked to give a sputum sample (phlegm coughed up from your lungs).

If your test shows that you don't have TB, you'll 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.

You will not need a TB test if you lived for at least 6 months in a country where TB screening is not required by the UK, and you've been away from that country for no more than 6 months.

### Interview

If you are not from one of the countries listed on page 9 as having 'different' documentary requirements, it is likely that you will be invited to attend one or possibly two interviews as part of your visa application.

The interviews will be carried out via Skype or phone call at a Visa Application Centre or elsewhere. The Home Office may call you without warning, but they may also email you about the interview, so it is very important that you check your emails frequently, including your junk mail. If you miss your interview, your visa application is likely to be refused.

At the interview an Entry Clearance Officer (ECO –person who assesses your visa application) will determine whether they believe you to be a 'genuine student'. The ECO may ask you about your English language ability, your immigration history to the UK and other countries,

your education history and intentions and your financial circumstances.

If you are invited to an interview, it is a good idea to prepare in advance. **It is your responsibility to prove you are a genuine student.** The information below will help you prepare.

#### • English language ability

You must be able to hold a conversation in English to the standard expected of your course level, without the help of an interpreter. **Do not accept an offer of an interpreter during an interview.**

#### • Immigration history

The ECO will check your immigration history to the UK and other countries, if applicable. They will check if you have had any previous visa refusals or if you have breached your visa conditions in the past – for example, if you stayed in the UK after your visa had expired. If you have had any previous visa refusals, or if you have breached your visa conditions before, you must be able to explain why.

If you are invited to an interview and you have had previous visa refusals, or if you have previously breached your visa conditions, please contact us for further advice **BEFORE** your interview:

#### • Education history, study and post study plans

<b>Education history</b>	<p>The ECO may ask you about your previous courses and how they relate to the course you will study. If your previous studies do not relate to your course at HCUC, you should be able to explain why you have decided to change to your new field of study.</p> <p>If you have had a long break in studying since your last course, you should be able to explain why you have decided to return to studies.</p>
<b>Knowledge of new course</b>	<p>You will know a lot about your new course from researching before you made your decision to apply, but it is a good idea to read about the course again and be able to talk about it. You will be expected to know the course units contained in your course and why you have applied for the course.</p> <p>You should be familiar with similar courses which are being offered in your home country, and be able to explain why the course at HCUC is more suitable for you.</p>

<b>Post-study plans</b>	You should be able to talk about your future career, and how your course at HCUC will help you to achieve your goals.
<b>Finances</b>	Come prepared with information about your sponsor, proof of your sponsor's ability and willingness to support, the income source of the sponsor, and their relation to you. What do your parent's do? It is also important to know about how much things will cost. How much will your travel costs be per week? How much will your food and accommodation costs be per week?

### Interview Questions

Prepare answers to the following questions. These questions may be put to you at interview. They are meant as a general guide and the interview will ask other questions not listed:

- Why do you want to study in the UK and not USA/Australia, etc?
- When did you last study and what have you been doing since then?
- Why did you choose HCUC?
- Did you consider other Colleges? (Serious students consider other Colleges!)
- How did you find out about Uxbridge/Harrow College?
- Where is Uxbridge College/Harrow College?
- How long will your journey to College take?
- What will be your travel costs per week?
- What course will you study?
- Why did you choose this course?
- Do you know what level your course is?
- What is the course structure?
- How will you be assessed during your course?
- What will you do after you have completed the course?
- Will you need help in finding accommodation?
- Who is financing your studies and what do they do?
- How can they afford to pay your fees and finances?
- Do you know how many hours you are allowed to work?

# Making a Tier 4 application

## When should I make my Tier 4 (General) visa application?

You should make your visa application as early as possible. However, you cannot apply any more than three months before the start date of your course, as stated on your Confirmation of Acceptance for Studies (CAS). If you submit your application before then it will be refused.

The date of your application will be taken to be the date that the fee associated with the application is paid. This means the date shown on your payment receipt.

## Where should I make my Tier 4 (General) visa application?

You must make your Tier 4 (General) application in your home country or country where you are officially resident. This is normally at a UK Visa Application Centre. You can find the closest visa centre to you at the following website:

<https://www.gov.uk/find-a-visa-application-centre>

You will not usually be permitted to make a Tier 4 (General) application outside of your home country, or country where you are officially resident. If you want to submit a Tier 4 (General) application outside of your home country, we advise you to contact the British Diplomatic Post where you want to submit your application to ensure that it will be accepted.

## What documents should I submit with my application?

You will find a full list and explanation of the documents you must submit with your application on page 14 of this document.

UKVI will not accept photocopies, scans, faxes, emails, etc. If you do not have the correct documents, you must not apply for your visa until you get them, or your visa may be refused.

If you notice any incorrect information or errors on your CAS statement, please contact us with full details to have the errors corrected prior to submitting your visa application.

### Note

You must submit all of the documents that are relevant to you. The documents you submit with your application must be in their original format.

## Where can I find the application?

You must apply online for a Tier 4 (General) student visa through the following website:

<https://visas-immigration.service.gov.uk/apply-visa-type/tier4>

When you apply online you need to:

- Fill in the application form in English
- Pay the visa and NHS fee online (in most cases)
- Print out your form
- Book an appointment at a visa application centre

You can save your application form and finish it later.

When you are completing the application make sure that you have all the details of your Confirmation of Acceptance for Studies (CAS) available. Your CAS will have all the answers you need about your course, previous qualifications and financial details.

Before you start to fill in your application form, you should read the Tier 4 Policy Guidance carefully.

You must ensure that you fully complete each question, which is relevant to you. If you need help with any section of the application form please contact us the International email address or +44 (0)8195 854369 / +44 (0)7379 972955.

## Further information

- Find out how to make an application in your country:

<https://www.gov.uk/check-uk-visa>

- Read the Tier 4 Policy Guidance on <https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

## What happens next?

### Submitting your application

Once you have completed the online application and gathered all of your documents, you will need to submit your application to the Visa Application Centre. To find out how to submit a Tier 4 (General) application in your country, visit the UK Home Office website:

<https://www.gov.uk/tier-4-general-visa/apply>

You may be able to get your visa faster or other services depending on what country you are in - check with your visa application centre.

All applicants will have to either post or hand in their original documents, including their passport, to the Visa Application Centre.

### Biometrics appointment

All Tier 4 (General) applicants will have to provide biometric information. This means that you will go to the Visa Application Centre or other location in your country, where they will take your photograph, fingerprints and signature. These details are kept on record by the UK Home Office.

### NHS Surcharge

Students studying on a course for longer than 6 months will need to pay a health surcharge of **£300 a year**. The charge will be payable upfront at the time of the immigration application. The surcharge is not a visa fee. The payment will give you access to the NHS once you arrive in the UK. The health surcharge is mandatory for affected students. If it is not paid when the immigration application is made, your application will be delayed.

### Interview

You may be asked to attend an interview with an Entry Clearance Officer (ECO), who will decide your visa application. You can find out further information and guidance about these interviews on page 7.

### Non-visa nationals

Some nationalities can enter the UK without a visa and be stamped in for up to six months as a visitor. If you are coming to study a course of more than six months duration, you **must not** enter the UK as a visitor. The College will not be able to enrol you, the visa cannot be changed from within the UK and you will have to return home, arrange the correct visa and return to the UK.

## Applicants subject to “different” documentary requirements

Some applicants will be subject to different documentary requirements if you are a national of one of the following countries and applying for entry clearance in his country of nationality or leave to remain in the UK:

Argentina	Indonesia	South Korea
Australia	Japan	Thailand
Bahrain	Kuwait	Trinidad & Tobago
Barbados	Malaysia	United Arab Emirates
Botswana	The Maldives	United States of America
Brunei	Mexico	British National Overseas*
Cambodia	New Zealand	Hong Kong*
Canada	Qatar	Macau SAR
Chile	Serbia	Taiwan**
China	Singapore	
The Dominican Republic		

\*Where the applicant is the rightful holder of a passport that has been issued by the relevant competent authority, and where he is applying for leave to remain in the UK, or for entry clearance in the territory related to the passport he holds.

\*\* Those who hold a passport issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan)

Tier 4 applicants of the above nationalities do not need to send official original points-scoring evidence (entry qualifications and bank statements) in with their visa application to come to the UK, if applying in their home country. However, please be aware that you may still need to provide the required evidence in the required format, if the UK visa office asks for it.

### You will still have to send your original passport, photographs and other relevant documents.

When you make your application, you need to:

- complete the online application
- pay the visa and NHS surcharge fees,
- give biometrics,
- send/take your application, photographs and original passport to the UK Visa Office that deals with application in your country.

## 30 Points - 'CAS' number

The Confirmation of Acceptance for Studies (CAS) number is a 14 digit alpha-numeric reference number essential to your Tier 4 visa application. The College provides mandatory information about your studies to UK Visas and Immigration and in return, receives a unique CAS reference number for your visa application. Without it, you will not be able to make a successful application for the visa.

### When will I get my CAS?

When you have accepted an unconditional offer and you have paid your course deposit the International Office will arrange your CAS number in sufficient time for you to make a visa application. Once the CAS has been created, the International Office will email you with the details about you and your course that we have noted on the system. If there are any mistakes in the information, or your situation changes, including new passport number, payments for fees and accommodation, it is your responsibility to notify us of these, so that your CAS updated before you apply.

The CAS remains valid for six months and can only be used within three months of the start date of your course. A CAS number can only be used once - if your visa application is refused, you will need a new CAS to reapply.

**You cannot use your CAS after the latest start date of your course.**

### Students holding a CAS from more than one institution

If you have applied to more than one University or college, you may have been given a CAS number for each unconditional offer. Only use the CAS number relevant to the institution that you wish to attend when you apply for the visa. You can only be sponsored by one University or college at one time in the UK and we cannot enrol students who are sponsored by other institutions.

When you apply for the visa, you need only write down the correct CAS number in the required section of the application form. No additional documents are required as evidence of the CAS.

**We recommend that you print off your CAS email and enclose it with your application.**

The Entry Clearance Officer (ECO) who assesses your application will use the CAS number you write in your application form to access your file on the system. The file will contain all of the details about your studies and information detailing what original documents they will expect to see.

### What is Tier 4 sponsorship?

When you apply for your Tier 4 (General) student visa, your name is added to the College's sponsor licence number. If you are a Tier 4 student, you cannot study at HCUC unless you have a Tier 4 (General) visa with the College's sponsor licence number on it.

As your Tier 4 sponsor, the College has a legal duty to ensure that we - and as far as possible, you - comply with UK Visas and Immigration requirements. As a Tier 4 (General) Student in the UK, it is essential that you comply with the conditions of your Tier 4 (General) student visa. The College is required to withdraw sponsorship where the requirements are not being met.



# 10 Points - Maintenance (financial) requirement

## Important

**Most Tier 4 visa refusals are due to applicants submitting their financial documents in the wrong format. Read this section and follow the advice exactly.**

As well as the 30 points for the CAS and associated documents, you must score 10 points for maintenance (funds). You must be able to prove that you have access to enough money to pay the tuition fees for the coming academic year and living costs as follows:

Length of programme	Maintenance (funds) needed
9 months or more	Outstanding tuition fees owed to the College for the year as stated your on CAS + 11,385GBP
Less than 9 months	Outstanding tuition fees owed to the College for the year as stated your on CAS + 1,265GBP per month/part-month of studies up to 11,385GBP

The amount you need to show can be demonstrated in UK Sterling (GBP) or any recognised world currency. If you are using a currency other than GBP, you must convert amounts into GBP and write the equivalent amount on your application. The UK Home Office use OANDA:

<http://www.oanda.com/currency/converter/>

## Tuition fees

Your CAS contains information about your tuition fees for the first year of the course or in the case that your course lasts 12 months or less, the total tuition fee. You must be able to prove that you have enough money to pay the tuition fees as stated in your CAS, in addition to your living costs, in order to score the points for the Tier 4 visa.

If you have already made a payment to the College for fees, the amount that you have paid will be deducted from the total amount you must show for maintenance. Any tuition fees left over will need to be demonstrated in other evidence.

For example, if your course fees are 6500GBP and you pay 3250GBP in advance, you will need to

### 1. Your bank statements

provide evidence for the remaining 3250 GBP in addition to your living costs. You must ensure that your CAS shows any payments you have made for fees.

## Living costs

In addition to your course fees, you must demonstrate that you have access to living costs. These are 11,385 GBP for students coming to study a course of nine months duration or more; or 1,265 GBP per month or part-month of studies if the course is less than nine months.

## How does prepayment of fees affect my visa application?

Pre-payment of fees does not make a successful visa outcome more likely. Your visa application will be decided on the evidence you send to show that you have the funds available as required - whether these are paid fees/ accommodation, bank statements, student loans or an official financial scholarship. Pre-payment of fees therefore only reduces the amount you have to show in other evidence.

## How do I ensure payments are included on my CAS?

Advise us of payments (or any other required changes to your CAS) by contacting us with a message giving your CAS number and information about how much was paid and when the payment was made. If you received an e-receipt following your payment, please include it with the email.

## Showing my funds

You can demonstrate access to the funds in one of four ways. The Tier 4 Policy Guidance gives a full explanation of the documents required to score the points and what these must confirm.:

<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

If you use your own money, or your parents'/legal guardian's money, you must provide a bank statement or letter from your bank, which confirms that you have held the appropriate amount for one month (at least 28 days). The statement or letter from the bank must show:

- That you have had AT LEAST the required amount of money (tuition fees + living costs) in your bank account for every day of a 28 day period. The balance must not fall below the required amount during the 28-day period, otherwise your application will be refused;
- The date of the statement or letter. This date must be no more than 31 days before the date of your application;
- Your name/your parents'/legal guardian's name(s);
- The account number;
- The financial institution's name and logo.

Evidence must be cash funds, either a regular current/checking account or a savings account.

If submitting a copy of an electronic statement, you must provide a supporting letter from your bank, on company headed paper, confirming the authenticity of the statements provided. Alternatively, you can submit an electronic bank statement bearing the official stamp of the bank. This stamp must appear on every page of the statement (and on both sides if the statement is printed double-sided).

Salary, stocks, shares portfolios, property value or other non-cash assets are not considered as evidence. Alternatively, a purpose-written letter on the letter headed paper of your bank confirming the amount of money that has been a minimum balance in your account over the 28 days is accepted.

There are restrictions on the acceptability of some banks' statements. Please refer to the Home Office website for detailed lists of which banks you can use to provide evidence of your funds in these countries:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions>

## 2. Parental/Legal guardian(s) bank statements

If you are using your parents'/legal guardian's bank accounts, you must also send:

- Your original birth certificate or an adoption certificate or official court document confirming legal guardian status.

- A brief, signed letter from your parents/legal guardian, which confirms your relationship to them, and their consent that the funds can be used for your UK education.

- Translations of all documents that are not in English or Welsh (for further information please see page 6).

Only biological parents or legal guardians (through a court of law or adoption procedures in your country) are eligible to be considered for 'parental' sponsorship. You **cannot** use financial evidence that belongs to other family relatives and if you solely rely on this as evidence of your maintenance your Tier 4 visa application will be refused.

Evidence of funds that are not in your own name must be in the name or names of people with parental responsibility over you. You must provide evidence that the person holding the funds is your parent or legal guardian. An affidavit is not acceptable evidence.

## 3. Official financial sponsorship

If you receive sponsorship from an official financial sponsor – such as the UK government, your national government, an international scholarship organisation, an international University or international company – you must provide an original letter which details:

- The name and contact details of your official financial sponsor;
- The date of the letter (this must be less than six months old on the date of your application);
- The length of your sponsorship; and
- The amount of money the sponsor is giving to you, or a statement that your official financial sponsor will cover all of your fees and living costs.

## 4. Student loans

If you receive student loans from a student loan organisation or bank, you need to provide a letter that confirms the details of the loan.

The letter must be issued from a financial institution, or in the case of overseas accounts, by the home regulator (the official regulatory body for the country) for the purpose of student loans. The letter must be dated no more than 6 months before the date of your application.

The letter(s) must be the original and clearly show that the loan is provided by your national government, their state or regional government, a government sponsored student loan company or is part of an academic educational loans scheme.

# Biometric Residence Permit Collection

Upon visa application, you will need to supply the dates of a 30 day travel window as part of your application. This is because non-EEA Students who have been granted leave to enter the UK for more than six months will receive a 30 day vignette in their passport to travel to the UK. Your full dates of leave **will not** be included in the vignette/sticker.

However, included as part of the documentation will be a decision letter informing of your full period of leave to enter and when and where to collect a **Biometric Residence Permit (BRP)**. It is therefore important to carefully consider your expected travel date when making your application, as you will only have a 30 day travel window. If you fail to travel within the 30-day period you will need to apply for a new short term visa to enter the UK.

The BRP is evidence of your immigration status in the UK. Whilst the permit does not need to be carried at all times, it will need to be produced if you need to demonstrate your entitlement to work or access public services.



## Collection

You have **ten days** to collect your BRP when you first arrive in the UK. We strongly encourage you to collect your BRP as soon as possible, and before enrolment at College if you are aged 18 years old or over.

BRPs can be available to collect from HCUC, Uxbridge College, Uxbridge campus itself or alternatively are available from a designated Post Office branch in the UK. These details will be provided on your visa decision letter. It is therefore important for you to identify the most convenient collection location when you are making your entry clearance application. **The assigned ACL code for HCUC is 2FE372.** If you decide that you do not want to collect your card from Uxbridge College, we recommend the following Post Office branches:

WHSmith  
148 High Street  
**Uxbridge**, Middlesex  
UB8 1JY

WHSmith  
Unit 14 St. Anns Shopping Centre  
St. Anns Road  
**Harrow**, Middlesex  
HA1 1AS

When you attend the College or Post Office branch to collect your biometric residence permit you **must** bring with you the passport or travel document which contains your 30-day visa. You should also bring your decision letter with you. Any errors identified on a BRP must be corrected quickly so please contact the International Office if this does happen.

If you fail to collect your BRP it will be returned to the Home Office. You may be subject to sanctions such as a financial penalty or cancellation of leave.

## Under 18's

If you are under 18 and not accompanied by a parent or legal guardian in the UK you will not be able to collect the BRO alone. A member of the International Office will arrange a convenient time to collect the BRP with you. Student's under 18 years **MUST** specify in their visa application that either Uxbridge College or the Post Office addresses listed above is their favoured collection point.

# Documents checklist

Document	Information	Who is this relevant to?
Payment	Your visa application will cost the equivalent of approx. £350 in your local currency (as of Oct 2018)	All applicants
1 X Passport	You must submit your original, current and valid passport.	All applicants
1 X Photograph	This must match the UK Home Office guidance. The photo must have a light cream or light grey background.	All applicants
CAS Letter	You must include your CAS number on your application form as, if you do not, your visa will be refused. An emailed copy of the CAS letter can also be included.	All applicants
Entry Qualifications	You must submit your original certificates or transcripts of your academic entry qualifications. These will be listed on your CAS statement.	All applicants must have these documents available. 'Differential arrangement' applicants (see page 9 for further information) need not submit them with their visa application unless they are requested. All other applicants must submit original documents.
English Language Assessment	Your CAS will state how HCUC assessed that your English language ability was to the standard required by UKVI. You must submit original certificates and UKVI Certificate Number.	Applicant's whose CAS states that an English language qualification (or other evidence) was used to assess their English language ability. Some students' CAS will state that no evidence is required (for example, nationals of English speaking countries). See page 5 for further information.
Financial Evidence	You must show evidence that you have enough money for both your course fees for your first year and living expenses (maintenance). Please see pages 11-12 for full information.	All applicants must have these documents available. 'Differential arrangement' applicants (see page 9 for further information) need not submit them with their visa application unless they are requested. All other applicants must submit original documents.
Birth Certificate	Your birth certificate must state your mother and father and must be in English. If not, you will need to obtain a valid translation.	Applicants who are using their parent/guardian's financial funds as proof of maintenance. A letter of consent from the parent's must also be submitted alongside the birth certificate (see page 12).
Translations	If any documents are not in English or Welsh, the original must be accompanied by a full translation that can be independently verified by the UK Home Office. See page 6 for full information	All applicants
NHS Surcharge	Most students must pay a health surcharge of £300 a year upon visa application. This will give you access to the NHS once you are in the UK.	All applicants doing courses to be granted leave for longer than 6 months.

# Top ten tips

## 1. Timing is Key

Remember that you cannot apply for your visa more than three months in advance of the start date of your course. Similarly, you must ensure not to leave it too late to apply, or you could miss the start of your course. Also remember that there will be a limit on how soon you can travel to the UK (see tip 10).

## 2. Make sure to include original documents with your visa application

You must submit only original documents, including your passport, with your visa application. Please check the documents checklist on page 14 for full information.

## 3. If you are an EEA/Swiss citizen, do not apply for a Tier 4 Visa

EEA/Swiss citizens do not need to get immigration permission to study in the UK. You should use your EEA/Swiss passport to travel to the UK.

## 4. Apply for your visa in your home country

Many students wish to travel to mainland Europe or the UK before starting their course. However, if you travel to Europe before you get your Tier 4 visa, you will have to return to your home country, or country of normal residence to make your Tier 4 application before returning to enrol on your course. There are no exceptions.

## 5. Do not apply for your visa unless you meet the points requirement

This guide gives detailed information about the requirements for a Tier 4 visa, which you should follow carefully. If you do not have the correct points your visa will be refused. You will lose the application fee and have a visa refusal on your record. You also risk delaying your arrival to the UK, and in some cases this could mean that you will not arrive in time to start your course.

## 6. Keep copies of every document that you send with your application

You should take a copy of every document that you send with your application, including the application form. This will be useful if there is any problem with your application, or in case any of your documents are lost. Carry these copies to the UK with you.

## 7. If your visa is refused, contact us immediately.

We will be able to advise you about where you went wrong, or help to correct it if it was a mistake on the part of UK Visas and Immigration. You should send scanned copies of all of your documents, including the refusal notice.

## 8. Do not use the same CAS twice

A CAS can only be used for one visa application. If your visa application is refused and you want to make a new application, you must get a new CAS. Email us at [international@uxbridgecollege.ac.uk](mailto:international@uxbridgecollege.ac.uk) with a scanned copy of your refusal letter for further information.

## 9. Do not travel to the UK via the Republic of Ireland

If you do, you will not meet with UK immigration officials. This will mean that you will not be granted 'leave to enter' and your permission to study in the UK could be in doubt. You may not be able to enrol at the College.

## 10. Do not travel to the UK before you get your visa

You must check the 'valid from' date on your visa, and ensure that you do not travel to the UK before that date. If you do, and you are a non-visa national, you will have permission to be in the UK as a visitor – NOT as a student – and this will mean that you cannot study and you will not be allowed to enrol at the College. If you are a visa national and you travel to the UK before the 'valid from' date on your visa, you will be refused entry to the UK, and you will have to return home.

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# Contact us

## International Office

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## Contact details

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