



Foundation for International Education

TIER 4 (GENERAL) VISA GUIDE



WHICH TYPE OF VISA DO I NEED?

I **WILL** be undertaking an internship, service internship or service learning placement as part of my FIE program



I **DO NOT** hold a valid passport from a country within [the EU, EEA or Switzerland](#)



Tier 4 (General) visa
Please continue reading this guide

I **WILL NOT** be undertaking an internship, service internship or service learning placement as part of my FIE program



Short Term Study visa
This guide is not for you. Please see separate guide on the [FIE website](#)

CONTENTS

<u>APPLICATION PROCESS: A VISUAL GUIDE</u>	3
<u>SECTION 1: INTRODUCTION & FREQUENTLY ASKED QUESTIONS</u>	4-10
<u>SECTION 2: WHAT DO I NEED BEFORE I APPLY?</u>	11-16
<u>SECTION 3: COMPLETING THE TIER 4 APPLICATION PROCESS</u>	17-32
<u>SECTION 4: ARRIVING IN THE UNITED KINGDOM</u>	33

USEFUL CONTACTS

- **Lauren O'Brien, Immigration and Compliance Officer**
Foundation House
114 Cromwell Road
London, SW7 4ES
Tel: +44 (0) 207 591 7767
Email: lobrien@fie.org.uk
- **UK Visas & Immigration**
[Contact Information](#)
Please note: There is a charge to contact the UKVI by phone or email:
 - **£5.48 per e-mail**. This includes the initial e-mail enquiry plus any follow-up e-mails to and from the contact centre relating to the same enquiry.
 - **£1.37 per minute for calls** to the helpline in addition to the standard network charge.
This pricing information is correct as of April 2018
- **UK Visas & Immigration**
[How to apply for a UK visa in the USA](#)
- **NAFSA**
[UK Visa FAQs](#)
- **UK Council for International Student Affairs (UKCISA)**
[Advice for international students coming to the UK](#)

IMPORTANT UPDATE:

In March 2018, the [Access UK](#) application system was introduced to replace the **old** [Visa4UK](#) system.

Should I use Access UK or Visa4UK?

Visa4UK is still running for now, but you should use the new [Access UK](#) service as it has been opened to Tier 4 applicants.

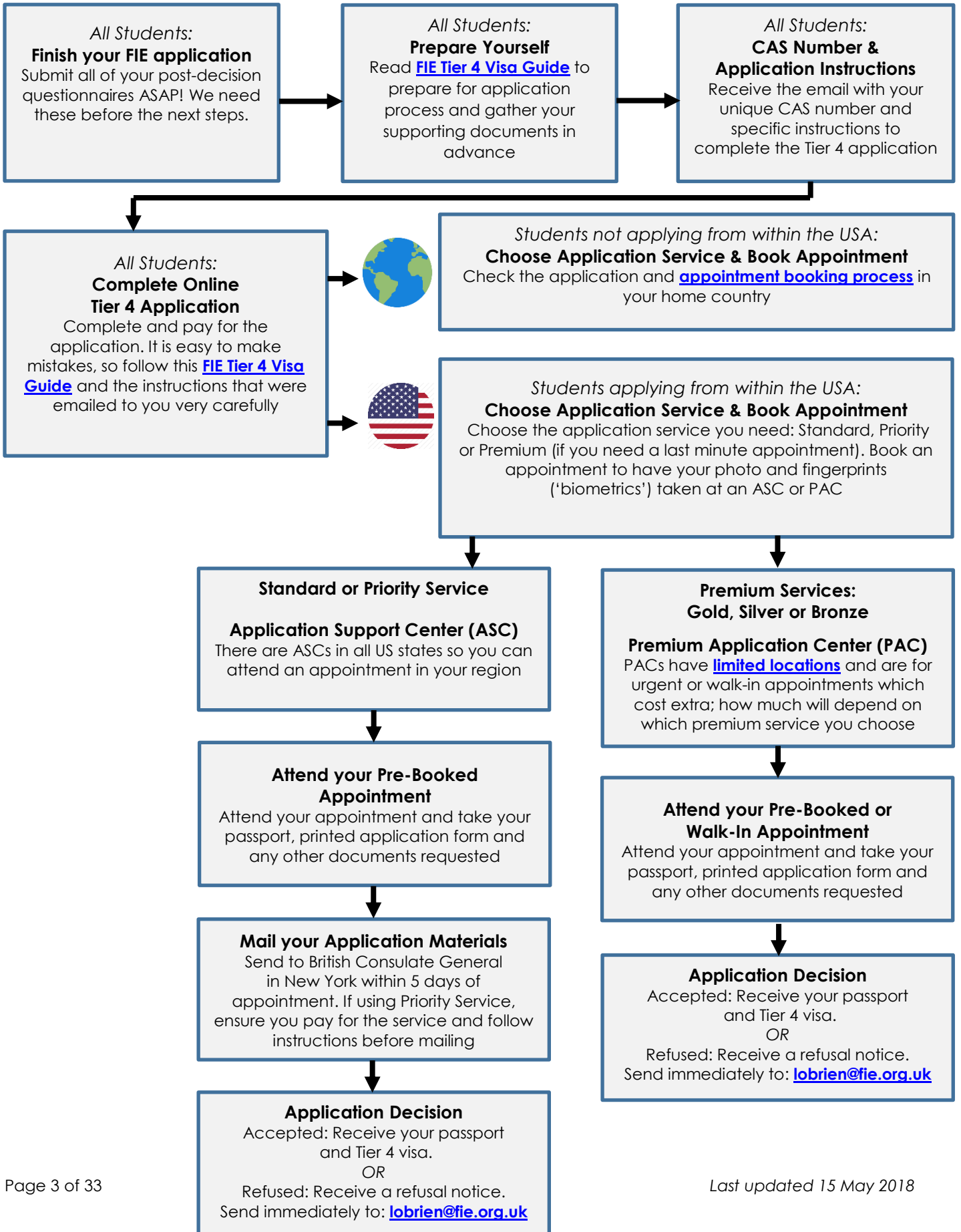
Will the Visa4UK be shut down?

In the short term the Visa4UK website will continue to be available until all types of visa are open on Access UK.

What happens if I have a problem with my application form or Access UK isn't working?

You should contact UK Visas and Immigration (UKVI) if there is a problem with the new system. Their contact details can be found in [Useful Contacts](#).

APPLICATION PROCESS: A VISUAL GUIDE



SECTION 1: INTRODUCTION & FREQUENTLY ASKED QUESTIONS

1.	What is a Tier 4 (General) visa?	4
2.	What if I hold a European Union (EU) / European Economic Area (EEA) / Swiss passport?	4
3.	Am I eligible for a Tier 4 visa?	4
4.	What is a CAS?	5
5.	When should I apply?	5
6.	How much will the Tier 4 (General) visa cost?	5-6
7.	Should I renew my passport before I apply?	6
8.	I have travel plans before I arrive in the UK. Will this be a problem?	6
9.	Where can I apply?	7
10.	Do I need to attend a Biometric Appointment?	7
11.	What are 'differentiation arrangements'?	7
12.	Who is eligible for 'differentiation arrangements'?	8
13.	What supporting documents do I need?	8
14.	I'm under 18. Do I need to provide additional supporting documents?	8
15.	Do I have to mail anything? If so, when should I do this?	8
16.	Do I need to take an English test?	8
17.	Do I need to pay the Immigration Health Surcharge (IHS)?	8
18.	Will I need to collect a Biometric Residence Permit (BRP)?	9
19.	I have a conviction. Do I need to declare this in my application?	9
20.	How long will my Tier 4 visa last?	9
21.	How early can I travel to the UK?	10
22.	Can I travel to the UK via Ireland?	10
23.	What do I need to do at the border when I arrive in the UK?	10
24.	Can I stay in the UK after my Tier 4 visa expires?	10

1. What is a Tier 4 (General) visa?

If you are a citizen of a country that is not in the EU, EEA or Switzerland, a Tier 4 (General) visa gives you permission to enter the UK for the purposes of studying and undertaking a work placement. If your application is successful, your visa will be in the form of a vignette bearing your photograph and will be stuck to one of the pages of your passport. The Home Office's [Tier 4 Policy Guidance](#) includes full details of all the requirements for making an application, and the responsibilities you will have as a Tier 4 visa holder.

2. What if I hold a European Union (EU) / European Economic Area (EEA) / Swiss passport?

[EU / EEA](#) / Swiss passport holders are not subject to UK immigration control and so do not need permission to work or study in the UK. Therefore, you do not need a visa for the FIE program **but** please bear in mind the following:

- You must travel to and enter the UK on this passport; AND
- Your passport must be valid for the entire duration of your studies.

3. Am I eligible for a Tier 4 visa?

In order to be eligible for the Tier 4 visa, you must:

- ✓ have a **unique CAS (Confirmation of Acceptance for Study) number** assigned to you from FIE.
- ✓ have **enough money** to support yourself while you are in London. This is known as "maintenance".
- ✓ be able to **speak, read, write and understand English** to a required level.
- ✓ **have acceptable supporting documents** that meet the criteria set out of the Tier 4 Policy Guidance.

Please see [Section 2: What do I need before I apply](#) for more information on each of these requirements.

4. What is a CAS?

Before you are able to make a Tier 4 application, you need to have a Tier 4 visa sponsor (which will be FIE). In order to sponsor your Tier 4 visa, FIE submits an electronic form to the UKVI with details of your passport, program and fees. In return, we receive a unique 'Confirmation of Acceptance to Study' (CAS) number for you.


When you have completed the steps [listed here](#), we will send you your CAS number in an email. You **must use the instructions in the CAS Statement email** to complete your Tier 4 visa application, otherwise you risk making a mistake that could lead to a refusal.


5. When should I apply?

You should begin your application **as soon as possible after you receive your CAS number**. The visa application process can often take several weeks to complete, especially over the Christmas and summer periods. Bear in mind that you cannot submit your Tier 4 visa application more than 3 months before the start of your program.

6. How much will the Tier 4 (General) visa cost?

This will depend on several factors. Please see the following tables:

	Students applying from within the USA
Application fee	\$515.00 USD (£348.00 GBP) <i>This pricing information is correct as of April 2018.</i>
Shipping	If you are using the standard or priority service, you will need to mail your documents to the British Consulate in New York after your biometric appointment. The UKVI only accepts a specific type of prepaid electronic shipping label , available to purchase on the VFS Global website : Round trip shipping labels: \$ 70.00 USD Return shipping label only: \$ 41.00 USD <i>This pricing information is correct as of April 2018.</i>
Expedited processing	This application fee (above) covers the standard application processing time . 'Priority' and 'Premium' services are available at an additional cost. Please see this page for more details.
Additional costs	Please see 'All students' below

	Students not applying from within the USA
Application fee	To find out how much the fee is in other currencies, please see the UKVI visa fee list
Shipping	Shipping costs vary by country. Please check the application process in your home country
Expedited processing	This application fee covers the standard processing times , but expedited services are also offered in most countries. Please check the application process in your home country for details of the services offered there,
Additional costs	Please see 'All students' below



All Students	
Maintenance	All students must be able to prove that they have at least £1,265 GBP for each month of their time in London. This is for living costs or “maintenance” as the UKVI calls it. You are required to have these funds EVEN if your housing has already been paid for. Please see this page for more details on accepted types of financial documents. Always use OANDA when checking currency exchange rates.
Travel to/ from your appointment	Factor in your travel costs when booking your biometric appointment.
Photograph	You may be required to submit a UK-sized passport photograph with your application materials. This is in addition to the photo that will be taken of you at your appointment. Please see this page for more details.
Immigration Health Surcharge	If your program is longer than 6 months, you will be required to pay the Immigration Health Surcharge (IHS). Please see this page for more details.
English Language Test	If you are not: <ul style="list-style-type: none"> • a citizen of a 'majority English-speaking country'; or • currently enrolled on a bachelor degree program at a US university you may be required to take the IELTS Academic Test for UKVI before you can apply for the Tier 4 visa. Please see this page for more details.
Official Translations	If any of your required supporting documents are not in English, you may be required to have them officially translated by a certified translator. Please see this page for more details.
TB Test	If your program is longer than 6 months, and you are resident in one of these listed countries , you may be required to undergo a tuberculosis (TB) test before coming to the UK. For more information, please see the UKVI's guidance for applicants required to take TB tests.

7. Should I renew my passport before I apply?

Your passport **must be valid for AT LEAST the duration** of your FIE program.

If your passport expires within 6 months of the end of your FIE program, it is strongly recommended that you renew it before completing the Passport Questionnaire in your FIE application. You may not be permitted to travel if your passport is due to expire shortly.

Please note: Please let us know immediately if you have renewed or are going to renew your passport after your CAS has been issued. Your passport number is an important detail on your CAS and we will need to amend it if you have a new passport. Your visa application may be refused if your CAS has a different passport number than the one you submit with your application.

8. I have travel plans before I arrive in the UK. Will this be a problem?

You will be required to submit your original passport with your application, so **travel plans during the application process** are strongly discouraged.


Be aware that you may need to pay to expedite your application if you need to have your passport sooner than the [standard application processing time](#). Also see [FAQ: Where can I apply?](#)


9. Where can I apply?

- You **must** make your application from **your home country or the country where you are living**. In this context, "living" means somewhere where you are residing lawfully for a reason other than a short-term visit.
- You **cannot** make your application from within a **country you are visiting**. If you are currently travelling, you must first return home to make your Tier 4 application, before travelling to the UK.
- You **cannot** apply for a Tier 4 visa from **within the UK**. This is because you are applying for Tier 4 "entry clearance" meaning that you are asking for permission to "enter" the UK as a Tier 4 student. This also means that you cannot enter the UK as a tourist or "visitor", as you will not have the necessary permission to begin your course.

10. Do I need to attend a Biometric Appointment?

Yes. All students must attend an in-person biometric appointment. At the biometric appointment, your fingerprints and photograph will be taken. This is known as your "biometric information". You cannot complete the application process without first attending your biometric appointment.

	Students applying from within the USA
Biometric Appointments	<p>This will take place at:</p> <ul style="list-style-type: none">• an Application Support Centre (ASC) - the application form should give you an option to choose the nearest ASC in your region; <p>OR</p> <ul style="list-style-type: none">• a Premium Application Centre (PAC) if you choose to pay for a Premium service (Gold/Silver/Bronze). PACs are currently located in New York City, Washington DC, Los Angeles, Miami, Chicago, Houston, San Francisco, Boston, Atlanta and Seattle. <p>Be aware that you may also need to undertake a short 'credibility interview' during your appointment. Please see this page for the Credibility Interview section</p>

	Students not applying from within the USA
Biometric Appointments	<p>Please check the application process in your home country for a list of locations of Visa Application Centres (VACs).</p> <p>Be aware that you may also need to undertake a short 'credibility interview' during your appointment. Please see this page for the Credibility Interview section</p>

11. What are 'differentiation arrangements'?

The Home Office considers some countries 'low risk'; these countries have 'differentiation arrangements'. This means that citizens of those countries can submit fewer supporting documents with their application, i.e. evidence of qualifications (academic transcript) and finances (bank statement).

However, ALL STUDENTS must still have these original documents available to them before they apply so that they are ready to submit at short notice. If they want some additional information, the UKVI reserves the right to request any or all of these documents at short notice, and they will refuse your application if you do not provide them by the date stated in their request (usually less than a week). If you are eligible, you will be asked 'Do you want to submit your application under the differentiation arrangement?' when filling in the application form. You should answer **Yes**. This means you are confirming that you have funds and you can provide an accepted type of financial document if requested at short notice.

12. Who is eligible for 'differentiation arrangements'?

You are eligible for 'differentiation arrangements' if you hold one of the following passports and you make your application from within that country:

- Argentina
- Australia
- Barbados
- Botswana
- British National (Overseas)
- Brunei
- Canada
- Chile
- Hong Kong
- Japan
- Malaysia
- New Zealand
- Oman
- Qatar
- Singapore
- South Korea
- Taiwan*
- Trinidad and Tobago
- United Arab Emirates
- **USA**

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

Where an applicant is a dual national and only one of their nationalities is listed above, they will be able to apply using the 'differentiation arrangements' provided they are applying from within the country of nationality listed above.

13. What supporting documents do I need?

Please see [Section 2: What do I need before I apply](#) for details of which supporting documents you will need to submit with your application.

14. I'm under 18. Do I need to provide additional supporting documents?

If you are under 18 when you make your Tier 4 application (even if you will be 18 by the time you arrive in the UK), you will need to provide a letter of consent from your parent(s) or legal guardian(s) as part of your application. Please see [Supporting Documents](#).

15. Do I have to mail anything? If so, when should I do this?

Yes, unless you plan to pay for a Premium service that will ship your application materials for you. Please see [FAQ: How much will the Tier 4 \(General\) visa cost?](#) and [this page](#) for shipping information.

You should aim to mail your application materials **no later than 5 days after of your biometric appointment**.

16. Do I need to take an English test?

Please see 'English Language Ability' on [this page](#) to find out if this will be a requirement for you.

17. Do I need to pay the Immigration Health Surcharge (IHS)?



All Students	
If your study abroad program is less than 6 months long:	No. As your course lasts less than 6 months, you do not need to pay the IHS as part of your visa application.
If your study abroad program is more than 6 months long:	Yes. You will be required to pay the IHS as part of your visa application. Students are currently required to pay £150 per year of their program. More information on this IHS can be found here . <i>Note: the IHS fee is expected to rise in 2018</i>

18. Will I need to collect a Biometric Residence Permit (BRP)?



All Students	
If your study abroad program is less than 6 months long:	<p>No. As your course lasts less than 6 months, you will not be given a BRP. A BRP is a visa in the form of a separate card (like a driving licence) as opposed to a paper visa that is stuck in your passport. Anyone applying for a UK visa for longer than 6 months is required to collect their BRP from a designated Post Office shortly after arriving in the UK.</p> <p>Even though BRP collection does not apply to you, the Tier 4 online application form still has a compulsory section for choosing a BRP Collection Location. You will need to provide a default answer in order to be able to continue with your application. Please see this page for more details on this.</p>
If your study abroad program is more than 6 months long:	<p>Yes. You will initially receive a paper visa (vignette) in your passport that only lasts 30 days. This is a “temporary entry” visa. You will travel to the UK within the validity dates of your temporary entry visa and once you are here, you will collect your Tier 4 visa from a nearby designated Post Office. The visa will be in the form of a Biometric Residence Permit (BRP), which looks like a driving licence.</p>

19. I have a conviction. Do I need to declare this in my application?

Yes. Applicants should always declare any type of criminal conviction (including traffic-related offences). The Entry Clearance Officer processing your application may request additional information from you, so be prepared to provide documentation related to the conviction at short notice.

Depending on the circumstances, this may have an impact on the decision but it is important that you complete the form truthfully.

20. How long will my Tier 4 visa last?



All Students		
If your study abroad program is less than 6 months long:	Period of entry clearance usually granted before the program start date. Your program start date will be listed on your CAS Statement.	7 days
	Period of entry clearance usually granted after the program end date. Your program end date will be listed on your CAS Statement. (Note: the program end date is the last day of academic commitments, not the program move-out/departure date).	7 days
If your study abroad program is more than 6 months, but less than 12 months long:	Period of entry clearance usually granted before the program start date. Your program start date will be listed on your CAS Statement.	1 month
	Period of entry clearance usually granted after the program end date. Your program end date will be listed on your CAS Statement. (Note: the program end date is the last day of academic commitments, not the program move-out/departure date).	2 months

21. How early can I travel to the UK?

You will only be able to arrive in the UK to start your program **on or after the 'valid from' date** on your visa (please see the table above). You may be refused entry by UK Border Force if you attempt to arrive before your visa is valid.

If you intend to travel to the UK before the 'valid from' date on your visa, you will be required to:

- **Travel back out of the UK** and the 'Common Travel Area' (Ireland, Isle of Man, Guernsey and Jersey) before your program begins so that you can re-enter within the validity dates of your Tier 4 visa.
- **Bring proof of your travel out of the UK** (e.g. a printed flight confirmation email) when you initially enter the UK. You will be entering as a 'Standard Visitor' (tourist) so you will need to show the Border Force Officer at passport control that you plan to validate your Tier 4 visa by entering the UK again at a later date.

22. Can I travel to the UK via Ireland?

It is strongly recommended that you **do not** travel to Ireland before arriving in the UK as this can cause complications. The UK and Ireland are in a "Common Travel Area" and so have no passport control between them. This means you would not encounter a UK Border Force Officer and your Tier 4 visa would not be stamped on entry. In this case, you would be required to retain proof of your travel (i.e. boarding pass) from Ireland to the UK to account for the missing entry stamp. You must have a record that you entered the UK within the dates permitted in your Tier 4 visa.



23. What do I need to do at the border when I arrive in the UK?

Please see [Section 4: Arriving in the UK](#) for:

- instructions on what you must have with you at passport control
- information on what you may be asked by the Border Force Officer
- what kind of entry stamp you should receive in order to validate your Tier 4 visa

24. Can I stay in the UK after my Tier 4 visa expires?

You **must leave the UK no later than the 'valid until' date** listed on your Tier 4 visa.

There is no grace period for overstaying your visa, and you cannot 'switch' to being a tourist without leaving the country. This does not necessarily mean you have to go straight home; you can of course travel through Europe (or anywhere else) on your way home.

If you intend to stay in the UK after the 'valid until' date on your visa, bear in mind that you will be required to:

- **Travel out of the UK** and the 'Common Travel Area' (Ireland, Isle of Man, Guernsey and Jersey) in the period after your program finishes and before your visa expires, so that you do not overstay your immigration permission. This trip can be brief, as long as you leave on or before the 'valid until' date, and only return to the UK after your Tier 4 visa has expired.
- **Carry proof of your onward travel home** (e.g. a printed flight confirmation email) through passport control when you re-enter the UK. You must explain to the Border Force Officer that you went travelling after your study abroad program finished and that you now wish to enter the UK as a 'Standard Visitor' (tourist) in order to catch your onward flight home. Note that the Border Force reserves the right to refuse entry if you cannot provide proof of why you are re-entering after your visa has expired.

It is absolutely essential that you protect your immigration status and that you do not breach your visa regulations in any way, including overstaying. **Overstaying your visa can have serious consequences on future visa applications you make to any country.**

SECTION 2: WHAT DO I NEED BEFORE I APPLY?

1	Confirmation of Acceptance for Studies (CAS) Number	11
2	Maintenance	11
	a Tuition Fees	11-12
	b Living Costs	12
	c Accommodation Fees	12
	d Currency Conversions	12
3	English Language Ability	12
	a Exemption Categories	12-13
	b Evidence of English Language Ability	13
4	Supporting Documents	14
	a Acceptable types of documents for financial evidence	14-15
	b Academic Transcripts	15
	c Translations	16
	d Photograph	16
	e Letter of Consent for Under-18s	16

1. CONFIRMATION OF ACCEPTANCE FOR STUDIES (CAS) NUMBER

To generate a CAS for you, FIE submits information about you and your program to UK Visas & Immigration (UKVI). We then receive your CAS number and send this to you in an email called the 'CAS Statement'. This email also contains instructions that you must follow carefully when completing the Tier 4 Student section of your online visa application.

To be issued with a CAS, you must first do the following:

- ✓ Submit your program application via FIE's online admin system and be accepted
- ✓ Complete the Passport Questionnaire in your application. Before you do this, please see [FAQ: Should I renew my passport before I apply?](#)
- ✓ Complete the Transcript Questionnaire in your application. You must upload a scan of an official academic transcript
- ✓ Complete the English Language Requirement Questionnaire in your application, if this applies to you. Please see [this page](#) for more details on whether you are exempt from taking an English test.

2. MAINTENANCE

The UKVI requires that **ALL STUDENTS** possess sufficient funds ("maintenance") to cover the duration of their studies. The minimum amount of maintenance you are required to have will depend on your FIE program fees and the length of your program.

a. Tuition Fees ('Course fees')

The application form will ask you how much your tuition fees are and if you have already paid them.

WARNING: You must refer to your CAS Statement Email when filling in this section as the details you enter must match your CAS.

- If you have paid your program fees directly to your home institution, we will have confirmed this information in your CAS, and you will not need to show additional evidence that you have paid your tuition.
- If you have paid your program fees directly to FIE in full, we will have confirmed this information in your CAS, and you will not need to show additional evidence that you have paid your tuition.

- If you are paying your program fees directly to FIE and you had not yet paid at the time of receiving the CAS, you may be required to include proof of payment as a supporting document with your application.

b. Living Costs

On top of tuition fees, the UKVI requires all students to have **£1,265 for every month** that they will be in the UK. For example:

$$\begin{array}{rcl} 4 \text{ months} & \times \text{ £1,265} & = \text{ £5,060} \\ 3 \text{ months} & \times \text{ £1,265} & = \text{ £3,795} \end{array}$$

Please note: If your program includes a part of a month, the UKVI will round the time up to the next month when calculating maintenance funds. For example, if your program is eight weeks and four days, you are required to have maintenance for three months.

c. Accommodation Fees

The application form will ask you how much your accommodation (housing) fees are and if you have already paid them.

WARNING: You must refer to your CAS Statement Email when filling in this section as the details you enter must match your CAS.

If you are living in FIE housing during your program, you are allowed to deduct up to one month (maximum of £1,265) from the total amount you are required to have.

For example, a student is participating in a semester program AND staying in FIE accommodation:

$$4 \text{ months} \times \text{ £1,265} = \text{ £5,060} - \text{ £1,265 (for staying in FIE housing)} = \text{ £3,795}$$

d. Currency Conversions

Please note: The UKVI uses the official exchange rate on the [OANDA website](#). Always use this when calculating your funds in an overseas currency.

3. ENGLISH LANGUAGE ABILITY

The UKVI requires that Tier 4 applicants possess a certain level of English. The required level for your program is the equivalent of level B2 on the Common European Framework (CEFR).

a. Exemption categories

The **only** applicants who are exempt from the English language requirement are:

Nationals of a majority English-speaking country:

- | | | |
|---------------------|--------------------|-------------------------------|
| • Antigua & Barbuda | • Dominica | • St Lucia |
| • Australia | • Grenada | • St Vincent & the Grenadines |
| • The Bahamas | • Guyana | • Trinidad & Tobago |
| • Barbados | • Jamaica | • USA |
| • Belize | • New Zealand | |
| • Canada | • St Kitts & Nevis | |

OR

Those who have completed the equivalent of a UK bachelor's degree which was taught in one of the majority English speaking countries

OR

Those who are applying for a Tier 4 (General) visa in order to participate in a study abroad program in the UK as part of their bachelor's or master's degree at a Higher Education Institution in the USA.

→ **I DO fall into one of these three categories, so I am exempt from the English language requirement**

You can skip to the next section – [Supporting Documents](#)

→ **I DO NOT fall into one of these three categories, what should I do?**

You must provide evidence of your English language ability. See below.

b. Evidence of English language ability

The only UKVI-accepted evidence is the **IELTS Academic Test for UKVI**. This is a Secure English Language Test (SELT) for immigration applications from overseas applicants. An updated list of IELTS test locations can be found on the below links:

- **IELTS Test Locations:**
<https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>
- **Booking a UKVI IELTS test:**
<http://takeielts.britishcouncil.org/ielts-ukvi/book-ielts-ukvi>

What scores do I need?

You must achieve a score of at least 5.5 in each of the four skill areas; reading, writing, listening and speaking.

When should I take the IELTS test?

You should arrange to take a test as soon as possible, as it can be difficult to secure a place on one of the tests during busy periods. If you find that you cannot secure a place with one test location, you should try another.

What if I have already taken an English test?

You must have taken the **IELTS Academic Test for UKVI** specifically, and this must have been passed within the two years of the date you submit your visa application.

The UKVI will only accept this type of SELT. They will not accept any other test, including programs such as the International Baccalaureate Diploma or English courses taken in high school.

My university/college already assessed my English language ability. Do I still need to take a test?

Yes. The UKVI will not accept any assessments or waivers made by an overseas institution.

Can I get my CAS before passing the IELTS test?

Under UKVI rules, FIE cannot issue you a CAS until we receive a copy of your IELTS test results and confirmed you meet the English Language requirement of the Tier 4 visa.

I have passed my IELTS test, how do I send you my results?

You can do this by logging into your application on FIE's Study Abroad system and accessing the English Language Requirement Questionnaire. Upload a scan (ideally PDF) of the original Test Report Form showing the UKVI test reference number.

When completing your Tier 4 application, you do not need to send your IELTS Test Report Form as supporting evidence as long as you quote your unique UKVI IELTS reference number on your application. You will find this number on your IELTS Test Report Form.

4. SUPPORTING DOCUMENTS

a. Acceptable types of documents for financial evidence

All Tier 4 applicants must have the required maintenance funds for their studies. Whether or not you need to include financial supporting documents when you submit your application materials depends on whether you are eligible for differentiation arrangements.



All Students	
Students eligible for differentiation arrangements	<p>Even though you do not need to submit evidence that you have the required amount of maintenance funds with your application in the first instance, you still need to have financial evidence that meets the requirements listed in the accepted financial document types.</p> <p>This is because the UKVI may request that you provide financial evidence while your application is being processed; your application will be refused if you cannot.</p> <p>When filling in the online visa application, you will be asked 'Do you want to submit your application under the differentiation arrangement?'. You should answer Yes.</p> <p>This means you are confirming that you have funds and you can provide an accepted type of financial document if requested at short notice.</p>
Students NOT eligible for differentiation arrangements	<p>You must submit supporting evidence with your application otherwise it will be rejected. You can submit evidence in one or more of four accepted financial document types:</p>

i. Funds from an account in your name

You can submit a statement or letter from your bank confirming that you hold the required funds in a bank account in your own name. The statement(s) or letter must show:

- That you have had the **required funds in your account for at least 28 days prior** to making your visa application.
- The account balance has not dropped below the required amount during the 28-day period.
- The date of the bank statement or letter. This must be **dated within 1 month** of the date you submit your visa application.
- Your name, account number and the financial institution's name and logo.
- The funds must be **cash funds**, held in a regular current/checking account or a savings account. Salary, stocks, shares portfolios, property value or other non-cash assets are not acceptable.

Please note: You can contact lobrien@fie.org.uk if you wish to request a **bank letter template**.

ii. Funds from an account in a parent/guardian's name

You can submit a statement or letter from your parent/legal guardian's bank confirming all of the criteria in (A) above. In addition, you must also submit the following:

- Your original (or a notarised copy) long form birth certificate, adoption certificate or court document confirming legal guardian status; AND
- A signed and dated letter from the parent(s)/guardian(s), confirming your relationship to them, the funds available, and that they give their consent for you to use these funds to study in the UK.

iii. Official Financial Sponsorship

An 'official financial sponsor' is **ONLY** one of the following: A university, your home government, an international organisation or company, the UK government, the British Council or an independent school in the UK **who is covering your course and accommodation costs with a scholarship or grant**.

No one else will count as a UKVI official financial sponsor, including a federal loan, your parents, or any other private sponsor.

If you have an official financial sponsor who is covering your maintenance costs, you will need to submit a letter of confirmation from your sponsor stating the following:

- Your name
- The name and contact details of the sponsor
- The date of the letter
- The length of the sponsorship
- The amount of money your sponsor is giving to you, or a statement that they will cover all of your fees and/or living costs.

iv. Student Loans

You can also use student loans from a financial institution or organisation in your home country. The financial institution must be regulated by the official regulatory body in the country where they are based.

You will need to submit a letter from the financial institution stating the following:

- Your name
- The financial institution's name and logo
- The date of the letter
- The amount of money available as a loan
- That the money is provided by your national government, a government sponsored Student Loan Company or part of an academic/educational loans scheme.

Please note: The UKVI has created a list of financial institutions which they consider do not verify financial information to their satisfaction. Students will receive no points for maintenance funds if they submit documents showing that their funds are held in one of these financial institutions. You can find list of these institutions [here](#).

b. Academic Transcripts

The official academic transcript must be the original (not a copy) and must clearly show:

- your name; and
- the name of the academic institution; and
- the title of your course or qualification; and
- course dates



All Students	
Students eligible for differentiation arrangements	<p>Even though you do not need to submit an official academic transcript ('qualification evidence') with your application in the first instance, you still need to have one that meets the requirements listed above.</p> <p>This is because the UKVI may request that you provide qualification evidence while your application is being processed; your application will be refused if you cannot.</p>
Students NOT eligible for differentiation arrangements	<p>If you do not qualify for differentiation arrangements, you must submit evidence that you meet the academic requirements of your program, by providing an official academic transcript that meets the requirements listed above.</p>

c. Translations

ALL supporting documents that are not in English must be officially translated by a certified translator. You must submit original documents as well as the original certified translation with your application. Translations must include the following:

- That it is an accurate translation of the original document
- The date of the translation
- The translator's full name and signature
- The translator's contact details

d. Photograph



Students applying from within the USA

Photograph

The photograph taken at your biometric appointment will be used for your visa, so you do not have to submit an additional photograph.



Students not applying from within the USA

Photograph

Applicants must submit a photograph with the visa application. This is in addition to the photo taken at your biometric appointment. Your photo must:

- measure 45mm x 35mm (standard size in the **UK/EU**)
- not be a cut down version of a larger picture

Full list of criteria for photographs can be found [here](#)

I am having trouble finding a location that will take a photo that is 35mm x 45mm. Would it be possible for me to trim one of these photos myself and send it with the application?

Do not trim photographs as they may be rejected. Take the time to find a photo service that can issue 45mm x 35mm photos.

e. Letter of Consent for Under-18s

If you are under 18 when you make your Tier 4 application (even if you will be 18 by the time you arrive in the UK), you will need to provide a letter of consent from your parent(s) or legal guardian(s) as part of your application:

Letter of consent from your parent(s) or legal guardian(s)

A letter of consent that confirms:

- the relationship between you and your parent(s)/legal guardian(s)
- consent from your parent(s)/legal guardian(s) to the application
- consent from your parent(s)/legal guardian(s) to the living arrangements in the United Kingdom and the address where you will be staying
- whether one or both of your parent(s)/legal guardian(s) have responsibility for you

Both parents/legal guardians must sign the letter, except where only one parent/legal guardian has sole responsibility for you.

SECTION 3: COMPLETING THE TIER 4 APPLICATION PROCESS

Step 1: Receive CAS Statement Email from FIE	17
Step 2: Complete Online Application Form	18 - 27
Step 3: Attend Biometric Appointment	28
Step 4: Mail Application Materials	29 - 31
Step 5: Receive & Check Tier 4 Visa	32

IMPORTANT UPDATE:

In March 2018, the [Access UK](#) application system was introduced to replace the old [Visa4UK](#) system.

Should I use Access UK or Visa4UK?

Visa4UK is still running for now, but you should use the new Access UK service as it has been opened to Tier 4 applicants.

Will the Visa4UK be shut down?

In the short term the Visa4UK website will continue to be available until all types of visa are open on Access UK.

What happens if I have a problem with my application form or Access UK isn't working?

You should contact UK Visas and Immigration (UKVI) if there is a problem with the new system. Their contact details can be found in [Useful Contacts](#).

STEP 1: RECEIVE CAS STATEMENT EMAIL FROM FIE

FIE will send your CAS Statement email which will contain your CAS number and guidance on how to complete the Tier 4 section on your online visa application. This email will be emailed directly to the address you provided in your Profile on FIE's My Study Abroad system.

Once you receive the email, you should check that all the information listed for you is correct.

What should I do if I find an error on the CAS Statement?

Please send FIE an email describing the error. We will then update your information on the UKVI's system.

What if any of my information changes (for e.g. I renew my passport)?

Please let us know immediately if you have renewed or are going to renew your passport after your CAS has been issued. Your passport number is an important detail on your CAS and we will need to amend it if you have a new passport. Your visa application may be refused if your CAS has a different passport number than the one you submit with your application.

Please note: It is your responsibility to let FIE know of any errors on your CAS statement or any changes to your information.

STEP 2: COMPLETE ONLINE APPLICATION FORM

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

CONFIRM YOUR VISA TYPE:

Select: **Tier 4 (General) student visa**

Please note: Be careful not to select another Tier 4 sub-category.

SELECT YOUR LOCATION:

Enter the country in which you are making your application, (e.g. USA)

Please note: This **must** be your home country or a country where you are currently legally residing (e.g. if you are not a US citizen, you can apply from within the USA if you hold a valid US student visa).



Confirm your visa type

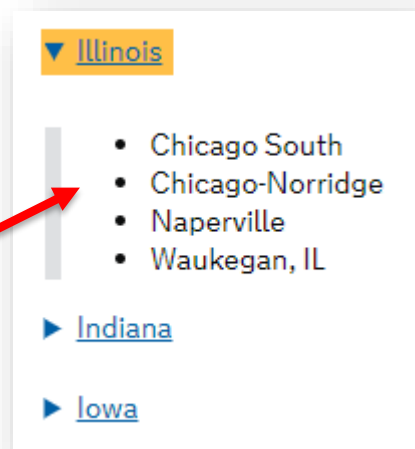
Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

- Short-term student visa
- Tier 4 (General) student visa
- Tier 4 (Child) student visa
- Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)

APPLY FOR A UK VISA – [COUNTRY]

You must be able to attend an in-person appointment at a visa application centre in the country where you are applying:

<p>Students applying from within the USA</p> 	<p>In the US, there are two types of visa application centres to choose from:</p> <ul style="list-style-type: none"> • Application Support Centres (referred to as US Dept. of Homeland Security Application Support Centres) can be visited at no extra charge. You can check your nearest standard application centre are listed by state, then drop down menu • Premium Application Centres are located in Atlanta, Boston, Chicago, Washington DC, Houston, Los Angeles, Miami, New York City, San Francisco and Seattle. Premium Application Centres offer special services like expedited processing and walk-ins, but additional charges apply. <p>You must confirm that you can attend an appointment at one of the listed visa application centres in order to continue.</p>
<p>Students not applying from within the USA</p> 	<p>A list of visa application centres in the country in which are applying will be shown on this page. If there are no visa application centres in your country, you will be shown your closest options.</p> <p>You must confirm that you can attend an appointment at one of the listed visa application centres in order to continue.</p>



CLICK APPLY NOW

You will be able to save your application and come back to it at another time if you need to.

REGISTER YOUR EMAIL

- Enter a valid email address (that you regularly check)
- Your password must be 8 characters or longer and include a letter and a number or symbol.
- 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.
- **Make a note of your email and password!**
WARNING: Make sure you make a note of the email address and password you have used to create your account. Keep them safe. You may have trouble resetting the account and submitting your application on time if you lose these details.

SAVE YOUR APPLICATION REGULARLY

Please save your answers regularly as you fill in the form so changes are not lost. There are two buttons at the bottom of each page:

- **Save and Continue**
- **Return to this application later**

WARNING: Your application will automatically log itself out after 25 minutes and changes will be lost.

If you cannot complete all of the questions on a page, click **Return to this application later**. You will be given a unique link back to your application, e.g.:

Application saved

Use the link below to return to your application.

<https://visas-immigration.service.gov.uk/resume/d7aba3d3-e5d0-4edc-9624-e082e0a569c6>

[Email this link](#) [Return to your application](#)

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

[Download your part-completed application \(PDF\)](#)

[Sign out](#)

FILL IN THE FORM

Most questions are straightforward, but most do have brief explanations in blue if you have trouble.

So that you know what information you will need to have to hand when filling in the application, most questions are listed here:

Your name

- Enter your name **EXACTLY** as shown on your passport.
- If your name has a suffix (for example Jr.), include this with your given name

Your Confirmation of Acceptance for Studies

- Select **Yes**
- Enter your unique 14-digit CAS number **EXACTLY** as listed in your CAS Statement email

Living at your home address

- How long have you lived at this address?
- What is the ownership status of your home? (Drop-down menu options)

Your gender and relationship status

- What is your gender, as shown in your passport or travel document?
- What is your relationship status? (Drop-down menu options)

Your nationality, date and country of birth

- You must enter all the nationalities you hold
- Date of birth. Enter date in the UK format (DD MM YYYY)
- Country and place of birth

Your passport

- You must use your passport or travel document to complete this section.
- If you are a US passport holder, the 'Place of Issue' on your passport is also known as the 'Authority'. You can enter 'US Dept of State'

Place of issue

This will be a city or province.

US Dept of State

Do you have another passport or travel document?

- If you hold dual nationality and have another valid passport, enter its details here
- If you have an expired passport that contains UK or US visas, enter its details here

National identity card

- This is the identity card issued by your national government. Please select 'No' if your country does not issue national identity cards or you do not have your card.

Your immigration status

This question appears for applicants NOT applying from within their country of nationality, (e.g. non-US citizens who hold a US student visa, etc.)

- What permission do you have to be in (e.g.) United States of America?
 - I have a temporary visa (*correct choice for those with a valid student visa*)
 - I am a permanent resident (*correct choice for those with a Green Card*)
 - I do not have a visa and I am not a permanent resident

Your planned travel information

- You must give your planned dates of travel to the UK.
 - Date you plan to arrive in the UK
Note: This should **NOT be more than one week** before the start of your program
 - How long do you intend to stay in the UK?
Note: This should **NOT be longer than the duration** of your study abroad program, (e.g. 4 months if enrolling on a semester program, etc.) Please see the FAQ: [How long will my Tier 4 visa last](#) for more information on this.

Spoken language preference

- Select **English**

If you are a citizen of a **non-majority English speaking country**, you will be asked the following questions related to the English language requirement:

Study as a Tier 4 (Child) student

- Unless you have previously studied in the UK on a Tier 4 (Child) student visa, select **No**

English language assessment

- Are you coming to the UK to study at a higher education institution?
 - Select **No**

Short-term Study

- Are you attending a short-term study abroad program in the UK as part of a university course in the USA?
 - Select **Yes**
 - **Note for students not at a university in the USA:** If you do not meet one of the [exemption categories](#) listed in the English Language Ability section of this guidance, you must answer No to this question. You will be taken through a series of questions about how you meet the English language eligibility requirements. You will be asked to confirm your IELTS for UKVI certificate or online reference number.

People financially dependent on you

- If you do not have any children or relatives who are dependent on you financially, select **No**.

Give details about two of your parents

- The form will request details about parents or stepparents:
 - Name, Date of birth, Country of nationality, Have they always had the same nationality?
- If you do not have your parents' details, you can confirm this
- If you only have the details of one parent, you can confirm this

Family who 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
 - your spouse or civil partner's family
 - your partner, if you have lived with them for 2 out of the last 3 years
- If yes, you must confirm:
 - Their names, relationship to you, nationality

Staying with family

- If you entered details of immediate family in the UK, the form will ask you if you are staying with them. If no, you can leave the tick box next to their name(s) blank and continue with the form

Travelling as part of an organized group

- If you will be travelling together with some or all of your cohort on an organized flight, you can confirm this, e.g. **XXX University Study Abroad Group**

Travelling with another person

- If you are not travelling as a large group, will you be travelling to the UK with someone who is not your partner, spouse, or dependant?
- Select **Yes** if you will be travelling with a parent or friend

Accommodation in the UK

- Have you already made arrangements for where you are going to stay in the UK?
 - Select **Yes** if you are staying in FIE housing
 - Select **No** if you are not staying in FIE housing and have not yet booked accommodation

Accommodation in the UK

- Where are you planning to stay in the UK?
- If you are staying in FIE housing, enter: **Foundation for International Education Student Housing**
Metrogate House
3-7 Queen's Gate Terrace
London
SW7 5PE
United Kingdom
 - Start date: **[ENTER EXACTLY AS LISTED IN YOUR CAS STATEMENT EMAIL]**
 - End date: **[ENTER EXACTLY AS LISTED IN YOUR CAS STATEMENT EMAIL]**
- If you have plans to stay elsewhere in the UK before you move into or move out of FIE housing, you can add another place on the next page.
- If you are staying with friends, other relatives, or in another person's home, give their full name.

UK travel history

- How many times have you been to the UK in the last 10 years?
- Give details for your two most recent visits to the UK (including dates, purpose of visit)

UK visa applications

- Have you been issued with a UK visa in the past 10 years? If yes, provide details

International travel history

- **Note:** If you are a citizen of one of the countries listed here (e.g. USA), you would not be deemed a visitor there. Only answer 'Yes' to this question if you have visited other countries on the list.
- How many times have you visited the following places in the past 10 years?
 - Australia
 - Canada
 - New Zealand
 - **USA**
 - **Schengen area**
- Give details for your two most recent visits to these countries (including dates, purpose of visit)

Travel history

- Have you visited any other countries in the past 10 years? Do not include visits to the UK, USA, Canada, Australia, New Zealand or the **Schengen area**

Problems with immigration to the UK

- Have you ever been:
 - refused a visa for the UK, deported from the UK, removed from the UK, required to leave the UK, refused entry at the UK border
- Give details of what happened. Include a reference number or other background information if you have it.

Problems with immigration to countries other than the UK

- Same as above

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

Your previous employers

- Include information for any paid or unpaid work for the types of organisations listed. You can select more than one option.

Sponsor licence number and address

- What is your sponsor licence number? **WRXMF40W2**
- Sponsor's address: **Foundation for International Education**
114 Cromwell Road
Town/City: **London**
Postcode: **SW7 4ES**

Place of Study

- Will you be studying at a school or higher education institution?
 - Select: **Higher education institution**

Primary site of study

- Is this the site where the majority of your study will take place?
Foundation for International Education, 114 Cromwell Road, London, SW7 4ES
 - Select: **Yes**

UCAS details

- Did you apply for your course through UCAS?
 - Select: **No**

Academic Technology Approval Scheme (ATAS)

- Do you need to obtain permission from the ATAS?
 - Select: **No**

Future official financial sponsor

- Will you be receiving money from an official financial sponsor for your continuing studies?
 - Select **No** if you, your family or any other private sponsor is covering your maintenance costs; OR
 - Only answer "Yes" if you have a **full** scholarship or grant (that covers your program fees and living costs) from one of the following: your university, your home government, an international organisation or company, the UK government, the British Council or an independent school in the UK. No one else will count as a UKVI official financial sponsor, including a federal loan company, your parents, or any other private sponsor.

Maintenance funds

- Are all of the maintenance funds required for this application in a bank account with your name on it?
 - Select **Yes** if your maintenance funds are in a bank account in your own name; OR
 - Select **No** if all or the majority of your maintenance funds are in a bank account in your parent or legal guardian's name
 - Are you relying on money held in an account under your parent(s) or legal guardian(s) name?
 - Do you have permission from your parent(s) or legal guardian(s) to use this money?
 - How can you prove they are your parent(s) or legal guardian(s)?
 - Birth certificate
 - Adoption certificate
 - Court document

Course information

ENTER THE FOLLOWING ANSWERS EXACTLY AS LISTED IN YOUR CAS STATEMENT EMAIL:

- Name of sponsor institution
- Course name
- Qualification you will get
- Course start date
- Course end date
- Are you going to be a student union sabbatical officer?
 - Select **No**

Accommodation payments

ENTER THE FOLLOWING ANSWERS EXACTLY AS LISTED IN YOUR CAS STATEMENT EMAIL:

- Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?
 - How much has been paid?
 - How can you prove this amount has been paid?
- What are your course fees for your first year?
- Have you or your parent(s) or legal guardian(s) already paid any of your course fees?
 - How much has been paid?
 - How can you prove this amount has been paid?

Additional information about your application

You do not have to enter anything in this section. However, you can use this section to input any additional information you wish to be considered as part of your application. Maximum of 1,000 characters

Check your answers

- Check the information you have listed before you continue to the next section. Depending on the section, you can add / change / remove.
- **Note:** You can only edit this information before you book your appointment and make your payment. Once an appointment is booked, no further changes can be made.

Students eligible for differentiation arrangements	Differentiation Arrangement If you are a citizen of a country that is subject to differentiation arrangements , you will be asked the following question: <ul style="list-style-type: none">• Do you want to submit your application under the differentiation arrangement?<ul style="list-style-type: none">○ Select Yes
Students NOT eligible for differentiation arrangements	Documents showing the required maintenance funds If you are not a citizen of a country that is subject to differentiation arrangements , you will be asked the following question: <ul style="list-style-type: none">• You must provide documents showing that you have the required maintenance funds to cover living costs for you and any of your dependants while you are in the UK.• Financial institution (such as a bank or building society)• Type of document (Required)<ul style="list-style-type: none">○ Statements from a personal bank or building society account○ Building society passbook○ Letter from a bank, building society or other recognised financial institution

Documents

- **Mandatory documents**
A checklist of documents that you must provide as part of your application will appear (e.g. passport). If you do not submit these documents, your application may be automatically rejected.
- **Other documents**
A checklist of additional documents that you should provide as part of your application will appear. If you do not submit these documents, your application may be delayed or refused.
- **Note:** When you have finished your application, **you must print off the checklist and appointment details.** You will need to bring this to your appointment.

SIGN DECLARATION

You must confirm that the information you have given is correct and that you accept the [privacy policy](#) and [terms and conditions](#).

IMMIGRATION HEALTH SURCHARGE (IHS)

<p>If your study abroad program is less than 6 months long:</p>	<p>You will be directed to the IHS payment page and will be required to complete a questionnaire in order to get an IHS reference number. At the end of this process, you will be redirected back to your application and the IHS reference number will be added to your application but you will not be charged. You can then proceed to the next step and pay for your visa application.</p>
<p>If your study abroad program is more than 6 months long:</p>	<p>You will be required to pay the IHS as part of your visa application. Students are currently required to pay £150 per year of their program. More information on this IHS can be found here.</p> <p>You will be directed to the IHS payment page and will be required to complete a questionnaire in order to get an IHS reference number. At the end of this process, you will be redirected back to your application and the IHS reference number will be added to your application. You can then proceed to the next step and pay for your visa application.</p>

IHS Questionnaire:

Select **No** for the following questions:

- Are you applying from within the UK?
- Are you applying to stay in the Isle of Man, Jersey or Guernsey?
- Is your course at NQF 7?
- Is your course a Master's degree?
- Is your course at any of these locations: University of Oxford, University of Cambridge, University of Bath or Imperial College London?



Select **Yes** for the following question:

- Is your course for 13 months or less?

COLLECTING YOUR BIOMETRIC RESIDENCE PERMIT (BRP)

<p>If your study abroad program is less than 6 months long:</p>	<p>BRPs are only issued to visa holders who will be in the UK longer than 6 months, so you will NOT be required to collect a BRP; (your visa will be in the form of a paper vignette stuck in your passport as opposed to a plastic BRP card).</p> <p>Despite this, the application form will still ask about BRP collection so you will need to take the following steps:</p> <ul style="list-style-type: none"> ○ Select Collect from a UK Post Office ○ Enter the postcode for FIE (Foundation House): SW7 4ES ○ Click Find a Post Office near you ○ You will be shown the nearest default location. Just click Save and Continue
<p>If your study abroad program is more than 6 months long:</p>	<p>You will initially receive a paper visa (vignette) in your passport that only lasts 30 days. This is a "temporary entry" visa.</p> <p>You will travel to the UK within the validity dates of your temporary entry visa and once you are here, you will collect your Tier 4 BRP from a nearby designated Post Office within 10 days. In this section, you should:</p> <ul style="list-style-type: none"> ○ Select Collect from a UK Post Office ○ Enter the postcode for FIE (Foundation House): SW7 4ES ○ Click Find a Post Office near you ○ Make a note of the Post Office location as you will need to visit there shortly after arrival in the UK. ○ Click Save and Continue

CHOOSE AN APPLICATION SERVICE

<p>Students applying from within the USA</p> 	<p>In order to use one of the following services, you must book an appointment at an Application Support Centre near you.</p> <p>Standard service</p> <ul style="list-style-type: none">• Pay \$515.00 USD in total, most people get a decision within 15 working days <p>Priority service</p> <ul style="list-style-type: none">• Pay \$829.00 USD in total, most people get a decision within 5 working days• Once you have mailed your application, it will be put to the front of the line for priority consideration <p><i>Note: This pricing information is correct as of April 2018.</i></p> <hr/> <p>In order to use one of the following services, you must book an appointment at one of the 10 Premium Application Centres.</p> <p>Bronze:</p> <ul style="list-style-type: none">• Pay \$515.00 USD now• Pay additional fee of \$235.00 USD at appointment• This is a premium service, and additional costs will apply. Most people get a decision within 15 working days <p>Silver:</p> <ul style="list-style-type: none">• Pay \$515.00 USD now• Pay additional fee of \$650.00 USD at appointment• This is a premium service, and additional costs will apply. Most people get a decision within 3-5 working days <p>Gold:</p> <ul style="list-style-type: none">• Pay \$515.00 USD now• Pay additional fee of \$1,400.00 USD at appointment• This is a premium service, and additional costs will apply. Most people get a decision within 1 working day <p>For details of the difference between these services, please see VFS Global website.</p> <p><i>Note: This pricing information is correct as of April 2018.</i></p>
<p>Students not applying from within the USA</p> 	<p>Application services vary around the world and your options will be dependent upon the country from which you are applying. You will be given a list of your options on this page.</p> <p>Please check the application process in your home country for information arranging appointments.</p>

CHOOSE A VISA APPLICATION CENTRE

Depending on the service you have chosen, the appointment locations available to you will be shown.

CHOOSE AN APPOINTMENT

Once you have selected an appointment location, available appointment slots will be shown.

PAY FOR APPLICATION

Available payment methods vary by country and your options will be listed on this page. You can double check how much your visa fee will be in your local currency by using this online checker:

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

Note: Some countries cannot accept online payments for visa applications, and this is clearly shown on the payment page. If this is the case, you will make the payment for your visa application at your Visa Application Centre appointment – some of these accept card payment and others are cash only.

Note: Before you pay, remember to double-check your chosen appointment details and application service.

PRINT APPLICATION

A copy of your application form will be sent directly to the team processing your application. However, it is highly recommended that you print a copy for your own records. You can download a copy of the completed application form to keep for your records by returning to your application on Access UK. This copy is available for 70 days after you have completed and paid for your application.

CONFIRMATION EMAIL

You should receive an email with the following details:

- Your appointment details
- Your unique application reference number (GWF number)
- Barcode that will be scanned at your appointment to confirm your attendance
- Supporting document checklist

Note: You must print out this information and bring it to your appointment.

STEP 3: ATTEND YOUR BIOMETRIC APPOINTMENT

Please make sure you arrive on time and in the correct location for your biometric appointment. At this appointment, your "biometrics" (fingerprints and photograph) will be taken. These are security measures for the UK that all visa applicants must fulfil.

You will need to bring the following to your biometric appointment:

- **your passport**
- **a printout of your confirmation email and/or letter that confirms your GWF number and appointment details with barcode**
- **online application printout**

Do not forget your passport, the online application printout and the appointment confirmation page. Without them, your biometrics cannot be taken and your application will be cancelled. This will mean that you will have to start the application process again, including paying the fee.

At the appointment, please ensure that the appointment confirmation page with the barcode is stamped as you will need to send this with your application for processing.

Please note: After your biometric appointment, you will only have **5 DAYS** to mail your application materials to the UKVI.

Credibility Interviews

Depending on your circumstances, you may also be asked to undertake a short credibility interview. The purpose of these interviews is to confirm that the applicant is a genuine student with legitimate reasons for coming to the UK. If you are asked to undertake an interview, it will take place when you go to have your biometrics taken. The interview will normally be conducted by secure telecommunications system (similar to Skype), conducted in English, with a member of staff at the Home Office in the UK. It should last less than 10 minutes and should be quite informal.

You may be asked questions like:

- Why do you want to study in the UK?
- Why did you choose to study with FIE?
- How did your studies fit into your future career plans?
- Where will you be living during your studies?
- What is the level of your course?
- Are you planning to work while you are in the UK?
- How are you financing your studies while you are in the UK?

The Home Office will want to be satisfied that you are genuine student who can communicate in English to the required level, and that you have the necessary funds to pay for your studies and living costs. If there are technical problems with the video link and you cannot hear properly, please make sure you point this out to the interviewer. Afterwards, an interview report will then be sent to the Entry Clearance Officer processing your visa application.

You may be called for a longer face to face or telephone interview if the Entry Clearance Officer needs more information. If you are requested to attend an interview, notification will be sent to the email address you provided on your online application form.

What happens if I cannot attend the interview?





Attendance at the interview is mandatory. If you do not attend without a satisfactory explanation your visa application will be automatically refused. You may be able to reschedule your appointment in advance, but not if you have missed it.

STEP 4: MAIL YOUR APPLICATION MATERIALS

a. Document Checklist

You should have received a document checklist in your confirmation email. Make sure that you obtain all of the supporting documents requested of you.

This may include:

Document	Information	Who Does This Apply To?
Passport	You must submit your original passport (not a copy).	All students
Biometric Appointment Confirmation Page	This is the page with a barcode that was stamped at your biometric appointment.	All students
Letter of Support for Tier 4 (General) Student visa application	You will receive this letter from FIE. It will contain your CAS number and information about your study abroad course.	All students
1 X Colour Photograph	You do not need to submit a photo as your biometric photograph will be used.	 Students applying from within the USA
	Your photo must meet the requirements listed on this page .	 Students not applying from within the USA
Financial Evidence	Evidence that you hold the minimum funds required for maintenance , in an acceptable form (e.g. bank statement).	Students who DO NOT qualify for the differentiation arrangements .
Parental Letter of Consent	Letter of consent from your parent(s) or legal guardian(s)	Students who are: <ul style="list-style-type: none"> aged under 18 at the time of application; AND DO NOT qualify for the differentiation arrangements.
Academic Transcript	An official academic transcript from your home institution.	Students who DO NOT qualify for the differentiation arrangements .
Return shipping / Submission	Prepaid electronic shipping label and appropriate packaging from an accepted provider.	 Students applying from within the USA, using the Standard or Priority service
	Follow the submission instructions given by your particular Visa Application Centre (VAC).	 Students not applying from within the USA

b. Shipping Information



Students not applying from within the USA:

The following section only applies to applications made within the USA. You must follow the shipping/submission instructions given by your [particular Visa Application Centre](#) (VAC).

RETURN SHIPPING LABEL

The UKVI only accepts a **specific type of prepaid electronic shipping label**, available to purchase on the [VFS Global website](#):

- Round trip shipping labels: \$ 70.00 USD
- Return shipping label only: \$ 41.00 USD

This pricing information is correct as of April 2018

WARNING: FedEx and US Postal Service shipping labels are NOT accepted. If you are using the Standard or Priority application processing service, you must buy your shipping label ("courier service") from [VFS Global](#) as they are officially partnered with the UKVI.

Please include your return shipping label and envelope with the application package, and keep a copy of the waybill for your records.

Country of Residence * United States Of America ▼

Visa Category * -Select Value- ▼

Decision Making Center *

- Other fees
- Other fees (Channel Islands and Isle of Man)
- Other student visas
- Other Visa
- Other Visas
- Other work categories – Channel Islands and Isle of Man
- Points Based System (Isle of Man) Tier 1
- Points Based System (Isle of Man) Tier 2
- Points Based System (isle of Man) Tier 4
- Points Based System (Isle of Man) Tier 5
- Points Based System Tier 1 (UK mainland)
- Points Based System Tier 2 (UK mainland)
- Points Based System Tier 4 (UK mainland)**
- Points Based System Tier 5 (UK Mainland)

When selecting the type of Visa for the shipping label, do I select "PBS Tier 4 (UK Mainland)" or "Other Student Visas"?

Select "Points Based System Tier 4 (UK Mainland)"

I need to purchase a new courier label. The VFS global website will not allow me to repurchase a roundtrip courier label.

UPS can duplicate the label you have purchased from the VFS Global website.

I accidentally used a method of return shipping which is not accepted by the Consulate. My application has already been sent. What should I do?

- Go to the [VFS Global website](#) and purchase a return shipping label
- Save the shipping label/waybill as a PDF or other image.
- Email it to info.vfsnewyork@vfsglobal.com immediately. Make sure the subject of the email includes your application reference number, e.g. "Shipping Waybill – GWF*****"
- Include your full name, date of birth and GWF number in the body of the email.

WHERE TO SEND

For all applications made within the United States, send your application materials to:

**Non-settlement applications,
UKVI, British Consulate General
845 Third Avenue, New York, 10022**

WHEN TO SUBMIT

Everything must be submitted **within 5 days of completing your biometric appointment**. You should send all your documentation as soon as you have completed your biometric appointment and collected all required supporting documents.

HOW TO SUBMIT

If applying from within the USA, your application processing service options are listed in the [Choose an Application Service](#) section of this guide.

STEP 5: RECEIVE AND CHECK YOUR TIER 4 VISA

It is very important that you check your visa to make sure that all the information is correct.

Below, you will find an example of what your visa should look like when it is pasted into your passport. Make sure that the sections highlighted in the example are correct. If you believe any of the information on your visa is incorrect, please email us **immediately** with a clear scan of your visa.



- **Check the dates of validity*:**
They should cover the duration of your course. It is particularly important that you check the 'valid until' date. Remember, the start and end dates of your visa depend on the [length of your program](#) and whether you will need a [BRP after you arrive in the UK](#).

- **Check the type:**
Tier 4 (General) Student

- **Entry stamp:**
Your visa should be stamped by a Border Force Officer when you enter the UK.

WARNING: DO NOT enter the UK before your 'Valid from' date.

- **Check your details:**
Make sure your name, date of birth and passport number are correct

- **Check the Sponsor Licence:**
WRXMF40W2

My visa application has been returned because I did not submit all the required documents. What should I do?

You will have received a letter from the Home Office explaining why your application was returned. The letter will also state if you can re-submit your application with the missing document(s). You should do this immediately and return your application to the Consulate by registered mail.

If you are not sure why your application has been returned, you should scan the letter you received and email it to lobrien@fie.org.uk or admin@fie.org.uk. We can then advise you further.

My visa application has been refused. What should I do?

You will have received a letter from the Home Office explaining why your application was refused. You should scan the letter you received and email it to lobrien@fie.org.uk or admin@fie.org.uk. Please also include scans of all supporting documents you submitted. We can then advise you further.

SECTION 4: ARRIVING IN THE UNITED KINGDOM

What documents will I need other than my passport?

- You will receive a Tier 4 Letter of Support from FIE prior to your departure confirming that you will be a student in the UK and giving details of your program. This letter can be presented to a Border Force Officer if they ask for information about your studies.
- Keep recent bank statements and the address of your accommodation (if you are not staying in FIE housing) in your hand luggage, as Border Force Officers may ask to see this information.

What should I do at passport control?

- Make sure you get in line to see a Border Force Officer – do NOT attempt to use a fast lane 'eGate'
- **Make sure that you have your Tier 4 visa endorsed with an entry stamp by the Border Force Officer.** It would be helpful if you have your passport already open on the visa page when you present it to them.
- Expect Border Force officers to ask simple questions about your stay in the UK when you arrive at passport control.
- Have your passport ready. Remove it from any cover.
- Complete the landing card given to you during your flight before you arrive at border control.

Anything else?

- Do not bring in any meat or dairy products from outside the European Union (EU). There are restrictions on traditional medicines, food products such as fish, eggs and honey, and some fruit, vegetables and plants (including bulbs, seeds, cut flowers and tree bark).
- Never give false or misleading information (including forged or counterfeit documents).
- You must declare cash of 10,000 Euros or more (or the equivalent in another currency) if you are travelling from a country outside the EU.
- There are also restrictions on the amount of tobacco, alcohol and gifts you can bring to the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.
- Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a licence or permit.