

Tier 4 Visa

Applying in the UK

A Guide to Applying for a Tier 4 Student Visa

This Help Guide will assist you in applying online for a Tier 4 visa from the UK. The International Student Advisory Team (ISAT) offers a Visa Application Service, where they check applications before submission, check that all documents meet the requirements, help you to book your appointment for the online submission of your documents and your biometrics and continue to manage your application.

If you would like an International Adviser to check your application then, **STOP** after you have included your Confirmation of Acceptance for Studies (CAS) Number. You can book an appointment with an International Student Adviser by:

- ✦ Emailing isat@uea.ac.uk.
- ✦ Phoning 01603 592761
- ✦ Dropping into the reception at the Student Support Centre

- ✦ For more information, visit our webpages by searching [Tier 4 ISAT webpages](#)
- ✦ For all the requirements, visit the UK government website www.gov.uk/tier-4-general-visa and read the full Tier 4 Visa Guidance.

The cost of making an application

The visa application fee is £477.00 per person

The Immigration Health Surcharge (IHS) is £300.00 per year per person

The biometric fee (fingerprints) is £19.20 each

The appointment fee to UK Visa Application Centre is between £60-200.00 per person.

General Information

When to apply

- ✦ The earliest you can apply is 3 months before the start of your course or 3 months before the expiry date of your visa if you are extending your visa for your current course
- ✦ To be eligible to apply in the UK, you must have a valid Tier 4 visa (or another visa that allows you to switch to a Tier 4 from within the UK)
- ✦ To apply in the UK your visa must not expire more than 1 month before the start of your next course
- ✦ You must apply before the start of your new course, or
- ✦ Apply within 6 weeks of the start date of your new course, if you were last studying at UEA or INTO UEA

Requirements

- ✦ You must have a new CAS each time you apply for another Tier 4 visa
- ✦ You must meet all UKVI requirements and have all the required supporting documents
- ✦ All documents must be originals
- ✦ All documents must be in English, Welsh or translated into English (*see translation section*)

Applying

- ✦ To complete your application you must pay the application fee and the Immigration Healthcare Surcharge (IHS). The IHS fee is £300.00 per person, per year.
- ✦ The date of your application is the date you submit the form and pay the application fee online.
- ✦ 3 ways to submit your documents depending on how quickly you want your application to be processed:

Application type	Time for a decision	Cost per person, inclusive of Biometric Enrolment Charge
Standard	8 weeks	£494.20
Priority Service	10 days	£994.20
Super Priority	Up to 24 hours	£1,294.20

- ✦ Remember your log in details for accessing your application at a later date. Use below if needed.

Email address: _____ Password: _____

Documents required for your application

1. Passport(s)
2. Biometric Residence Permit – BRP (*if you have one*)
3. CAS statement
4. Proof of finances – Bank statements, Financial Sponsor Letter, etc.
5. Degree Certificate(s) and/or Transcript(s) *as stated on your CAS, under “Other Evidence”*
6. Police Registration Certificate (*if you are a national from a country required to register*)
7. ATAS certificate (*if required*)
8. Translations of any document that is not in English/dual language

Translation into English

Any documents you are required to provide that are not in English (or Welsh) must also have a fully certified translation by a professional translator, submitted with the original documents.

A translation must include the following details:

- ✦ The Translator’s name
- ✦ Details of the Translator’s credentials
- ✦ Confirmation that it is an accurate translation of the original document
- ✦ The Translator’s contact details
- ✦ The date and original signature of the Translator

Tier 4 Pilot Scheme

If you will be studying a Masters course, that is 13 months or less, you will automatically be applying for your visa within the scheme.

What does it mean, applying within the scheme?

- ✦ You will get six additional months added to your visa after your course end date.
- ✦ You can submit fewer evidential documents – you do not need to submit proof of finances or previous education qualifications with your application.
- ✦ Your CAS will state if you are eligible for the Tier 4 pilot scheme.

Whilst you do not need to submit certain documents with your application you should obtain them in the required format and keep them somewhere safe. **This is because additional documents can be requested by the UKVI, at any time whilst they are processing your visa application and you would need to email these to UKVI within 10 working days. ISAT can help you with this task.**

You must provide the documents for checking as part of the UEA Visa Application Service

See the UKVI Tier 4 Policy Guidance [Annex 5](#) for more information.

Differentiation Arrangements

Under differentiation arrangements, students from certain countries are not required to submit proof of finances or previous education qualifications.

You must provide the documents for checking as part of the UEA Visa Application Service.

Countries included in differentiation arrangements:

Australia, Bahrain, Barbados, Botswana, Brazil, Brunei, Cambodia, Canada, Chile, China, The Dominican Republic, Hong Kong, Indonesia, Japan, Kazakhstan, Kuwait, Macau SAR, Malaysia, Mauritius, Mexico, New Zealand, Oman, Peru, Qatar, Serbia, Singapore, South Korea, Taiwan*, Thailand, Tunisia, United Arab Emirates (UAE), United States of America, and British National (Overseas).

*Taiwanese – if you hold a passport issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan.

However, the UKVI can ask for these documents when they are processing your application, which you must scan and email in immediately. ISAT can help you with this task.

Money needed

All students must be able to show:

- ✦ Tuition fees for the first year of the course (unpaid course fees), and
- ✦ Living costs for a maximum of 9 months

Living Cost Requirement

The amount you need to show for living costs will depend on where you will be studying in the UK.

Studying outside London

Students studying outside London will need to show £1,015 per month for a maximum of 9 months (£1,015 x 9). This is a maximum living cost requirement of **£9,135**.

If your course is less than 9 months, you need to multiply £1,015 by the number of months of your course to have the required amount available.

If dependants are applying with you, you must show £680.00 per person (dependant), per month, the maximum is nine months £6120.00

Studying in London

If you are studying in London then you must show £1,235 per month (£1265.00 x 9 = £11,385.00)

If your course in London is less than 9 months, you need to multiply £1,235 by the number of months of your course to have the required amount available.

If dependants are applying with you in London then you must show £845.00 per person (dependant) per month, the maximum is 9 months (£845.00 x 9 = £7,605.00).

UKVI have strict financial requirements. Failure to have the required money (funds) or to meet the requirements will result in your visa application being refused.

Ways to prove your finances

- ✦ Your CAS (this will show your course fees and how much you have already paid)
- ✦ Bank statements or other official documents from your bank
- ✦ Official scholarship and sponsorship letters
- ✦ Approved government student loans

Bank statement requirements

- ✦ You must have the required funds in your bank account for 28 days consecutively.
- ✦ The bank statement cannot be more than 31 days old from the date of your application.
- ✦ It is important that the funds do not drop below the required amount at any time during the period of 28 consecutive days.

Your bank statement or letter must contain

- ✦ Your name
- ✦ Account number
- ✦ Date of the statement or letter
- ✦ The bank's name and logo
- ✦ Transactions and the amount of money available

Other bank statement requirements

- ✦ You can use more than one bank account as long as they are in the required format
- ✦ You must have access to the money at any time
- ✦ Your bank statement(s) must be original (if electronic copies - the pages must be date stamped by the bank).

If you are using money held by your parent(s) or legal guardian(s) you have to provide

- ✦ Their bank statement.
- ✦ A letter from them confirming your relationship to them (son/daughter) and stating that you may use the money shown on their bank statement for your education and living costs.
- ✦ Your original birth certificate, showing the names of both parent(s)/legal guardian(s), or your original certificate of adoption showing names of both parent(s) or legal guardian(s), or an original court document naming your legal guardian(s).

Applying Through the UEA Visa Application Service

We recommend that you apply through the University Visa Application Service (VAS) if you are applying in the UK. If you apply using this service then you must use the ISAT office address below as your correspondence address:

International Students Advisory Team

Student Support Centre

UEA

Norwich Research Park

Norwich NR4 7TJ

By using this service, you will have an appointment to:

- ✦ Look through your application form
- ✦ Confirm all the documents you must get scanned for your application
- ✦ Complete the declaration page
- ✦ Pay the Immigration Healthcare Surcharge (IHS) online
- ✦ Pay the visa application fee online
- ✦ Print the Document Checklist
- ✦ Save your application form to your UEA profile
- ✦ Pay for the UK Visa and Citizenship Application Service (UKVCAS)
- ✦ Give you information about how to submit your documents and your biometrics to a UK Visa and Citizenship Application Service.

After you apply

1. Attend your appointment with the UK Visa and Citizenship Application Service in the Library at the Forum, in Norwich, or if no appointments are available in Norwich, choose another appointment centre.
2. A decision will be made within 8 weeks from the date you give your biometrics, and your Tier 4 visa (Biometric Resident Permit -BRP) will be delivered.
3. If you used ISAT's address in your application, you will be emailed to collect your visa from there.
4. If applicable you will need to register with the police within 7 days of receiving your BRP
5. Keep your BRP card and passport (and police registration) in a safe place.

Additional Resources

- ✦ Student Support Service, Visa Support webpages
<https://portal.uea.ac.uk/student-support-service/international-students/visa-support>
- ✦ International Student Advisers at UEA ISAT@uea.ac.uk - 01603 592761
- ✦ UKCISA – UK Council for International Student Affairs www.ukcisa.org.uk
- ✦ GOV.UK – Tier 4 Visa website www.gov.uk/tier-4-general-visa/overview
- ✦ ATAS – Academic Technology Approval Scheme
www.gov.uk/guidance/academic-technology-approval-scheme
- ✦ OANDA – Approved Currency Converter website www.oanda.com/currency/converter/
- ✦ Police Registration Information www.norfolk.police.uk/services/foreign-nationals-registration

Disclaimer: this Help Guide is only to be used as a guide to assist you in completing your application. It is not in any way a substitute of the Official Guidance from the UK Visa and Immigration Service, part of the UK Home Office. UEA accepts no legal responsibility for the information contained in this guide.

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