

Making a Tier 4 application from outside the UK

(Guidance Notes)

Immigration & Compliance Team

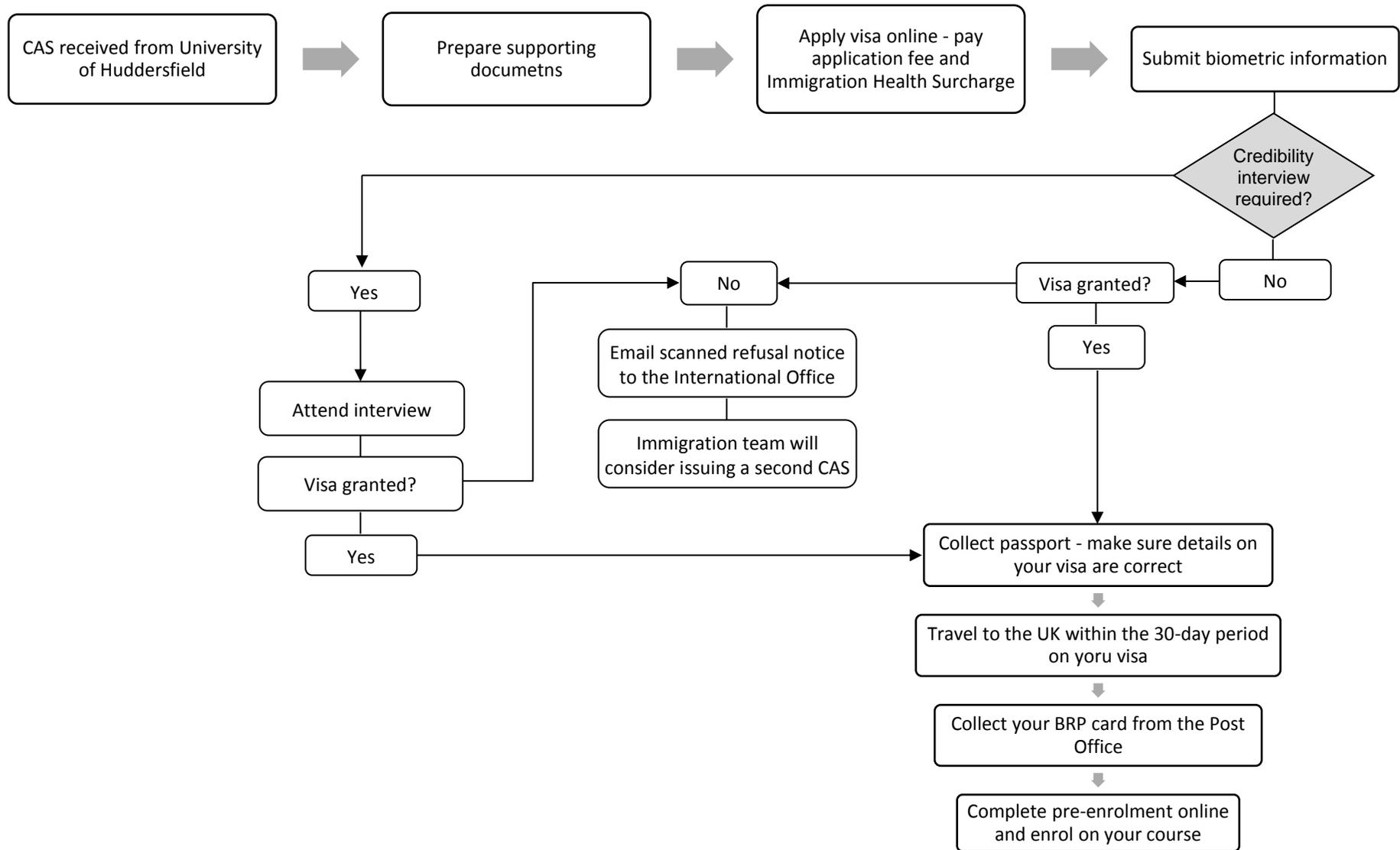
International Office

University of Huddersfield

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Flowchart showing the Tier 4 visa application process



CAS issued:

1) CAS received from University of Huddersfield

The CAS statement provides you with the necessary information you will need in order to make your Tier 4 visa application, including your CAS Number.

2) Prepare supporting documents

See the Visa Application Checklist (attached to the CAS statement email) to ensure that you have all the required documents in order to make your Tier 4 visa application.

Your finances

In order to make a successful Tier 4 (General) Student visa application you will need to show that you have enough money to pay for any outstanding tuition fees plus your living costs (maintenance) in the UK for the each month of your programme, up to a maximum of 9 months. If you pay your fees in full before you apply for your visa, you will only need to show you have the maintenance amount.

Please see details of living costs below:

4 weeks Pre-sessional course:	£1015 (1 month @ £1015 per month)
6 weeks Pre-sessional course:	£2030 (2 months @ £1015 per month)
8 weeks Pre-sessional course:	£2030 (2 months @ £1015 per month)
12 weeks (1 Term) Pre-sessional course:	£3045 (3 months @ £1015 per month)
24 weeks (2 Terms) Pre-sessional course:	£7105 (7 months @ £1015 per month)
Top-up, Bachelor, Masters, PhD courses:	£9135 (9 months @ £1015 per month)

Bank statement

If you are self-financed, you will need an ORIGINAL bank statement covering a 28 consecutive day period, ending no more than 31 days before the date of application. Make sure to check that your bank or financial institution meets the Home Office's requirements. The Home Office maintains a list of financial institutions in some countries which do not satisfactorily verify financial statements. The full list for each country can be found [HERE](#). Your bank statement must show the following:

- Your name
- The account number
- The date of the statement
- The bank's logo
- The amount of money available

Printed out bank statements must include all of the above information and be stamped by the bank on every page OR have a letter, on letter headed paper, to confirm that they are genuine.

Parental bank statement

You can also use your parent/guardian's bank statement. If you are relying on their finances, you will also need to submit:

- Your original birth certificate or certificate of adoption or court document naming your legal guardian.
- A letter of support from your parent/guardian confirming their relationship to you and giving their permission for you to use their money (example below)

Date

To whom it may concern:

I can confirm that I am the [insert father/mother] of [insert student's name] whose date of birth is [insert student's date of birth].

I give my consent to [insert student's name] to use my money to cover course tuition fee as well as all living costs in the UK, throughout the period of [his/her] study at the University of Huddersfield, United Kingdom.

Should you need any further information please do not hesitate to contact me.

Yours sincerely,

[Signature of parent]

[Name of parent]

[Address and contact detail of parent]

Note: You cannot use bank statements of a sibling (brother/sister) or any other relative or funding source that is not an official sponsor.

If your money is not in UK Pounds Sterling (GBP), you should be aware of currency fluctuations during the 28 day period. We recommend that you have enough in your account to cover any possible dips in

the conversion rate. The Home Office use so www.oanda.com/currency/converter/ you should check that your funds convert to the minimum amount in GBP.

If you are not sure you have the correct amount of money, or whether it has been held in your account for the required time, please scan a copy of the statement you intend to use to immigration@hud.ac.uk and we will check for you. Remember to include your University of Huddersfield student number in your email.

Sponsor Letter

If you are sponsored by your government, embassy, employer or an international company, you need to get this from your sponsor, on official letter-headed paper with their official stamp. It must show:

- Your name
- The name and contact details of your official sponsor
- The date of the letter
- The length of your sponsorship
- The amount of money the sponsor is giving you OR a statement that your official sponsors will cover all of your fees and living costs in the UK.

Your certificates

You will need to submit the **original** certificates that are listed on your CAS. If these are not in English, you will need to submit an official certified translation of these certificates together with the original certificates. You will also need to bring these certificates with you when you enrol at the University of Huddersfield.

3) Apply for your visa - pay the Immigration Health Surcharge (IHS)

Preparing to make a visa application

You should check the Home Office website for information about how to make a Tier 4 visa application from your country. Please see the attached link:

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

You will need to apply online (or download the form if you are applying from North Korea). Please read the guidance notes before you make your application:

Making a Tier 4 application from outside the UK

Please see the attached 'How to make a Tier 4 application from outside of the UK' guide that will help you to complete the online form.

Immigration Health Surcharge (IHS)

International students and their dependants are required to pay a healthcare surcharge. Paying this fee will allow you to access National Health Service (NHS) services within the UK.

The fee is £150 per year per person and £75 for up to 6 months. The fee is calculated on the length of time of your visa. When you are granted a visa, the UKVI will add some time onto the end of your period of study, dependant on the length of your programme. This additional time will be included in the fee calculation. You can find more information about the IHS by clicking on the following links:

IHS Overview: <https://www.gov.uk/healthcare-immigration-application/overview>

IHS Calculator: <https://www.immigration-health-surcharge.service.gov.uk/checker/type>

You must ensure that you make the IHS payment **as part of** your Tier 4 visa application. If you do not pay the IHS, your Tier 4 visa application will be **refused**.

4) TB (Tuberculosis) clearance certificates

Residence of [these countries](#) need to obtain a [TB clearance certificate](#) confirming that they are free from tuberculosis before they can apply for your Tier 4 Student visa. Make sure to check if you need to provide the TB certificate with your visa application.

5) **Submit application**

When you have completed your online visa application, you will need to select an appointment time to complete the application process. You will be taken to this section automatically as you complete the online form. When you attend that appointment you will need to submit your original documents, including:

- Your passport
- Your original certificates (including any certified English translations)
- Two passport size photographs
- Your/your parents' bank statement (and birth certificate and letter of support - if you are using your parents' money)
- A sponsor letter (if applicable)
- ATAS certificate (if required)

If you're a national of one of [these countries](#), you don't always have to provide your qualifications or evidence of your maintenance funds.

At the appointment, you will also be required to attend a credibility interview and have your biometrics taken.

6) **Attend credibility interview**

Credibility Interviews

In order to be given a Tier 4 student visa to enter the UK students applying from overseas will be asked to attend a credibility interview.

The interviews will be conducted by staff based in the UK (via video link) and will be in English. It is likely that they will ask you about the following:

- Your education history
- Why you want to study in the UK
- Whether you considered studying at another institution and why you have chosen the University of Huddersfield
- What course you intend to study and why you want to study that course
- The course content including details of the modules
- What your future career plans are and how the course will help you achieve these

- How you propose to fund your studies and your stay in the UK

Your English Language will also be assessed as part of this process. If there are problems with the video link, or you cannot hear the questions properly, it is very important that you say so and explain the difficulties that you have to the interviewer. To prepare for the interview you need to make sure you are familiar with the detail of the course you are applying for and with information about the University of Huddersfield. This information can be found on the following links on our website:

www.hud.ac.uk

<https://www.hud.ac.uk/about/academicschools/>

The details from these interviews will then be passed to the Entry Clearance Officer (ECO) with all your application details and they will make a decision on your visa. In most cases no further information will be required. However, sometimes you may be invited back for a second interview with an ECO. They may ask the same type of questions again but may want to know more details about how you will finance your study in the UK. You need to be prepared to answer these questions in as much detail as possible.

7) Application considered by Entry Clearance Officer (ECO)

The ECO will look at your application and make a decision to grant or refuse you a visa. They will read a transcript of your credibility interview and may decide to interview you in greater detail. If that happens, the ECO will contact you and invite you to the British Embassy or High Commission to ask you some more questions before making a decision about your visa.

8) Visa granted

What happens when my Tier 4 visa is granted?

You will be granted a visa (a sticker inside your passport) which is valid for 30 days. It is very important that you come to the UK within this 30-day period. When you get your visa, you will also get a letter that contains important information about what to do when you arrive in the UK. You **must** bring this letter with you to the UK.

You will be required to collect a new visa when you arrive in Huddersfield. This new visa will be waiting for you and must be collected from a Post Office in Huddersfield within 10 days of your arrival in the UK.



This visa is called a Biometric Residence Permit (BRP) and, as shown in the above photo, it is a bit like a credit card or driving licence and will contain your photograph and biometric information. This visa will be valid for the duration of your studies at the University of Huddersfield.

9) **Collect passport from Visa Application Centre (VAC)**

When your Tier 4 visa has been granted, the ECO will send you an email asking you to go to the VAC to collect your documents and visa. You will then be ready to make travel plans to come to the UK.

10) **Arrange travel to University of Huddersfield**

See link below as it has useful information about planning your study at the University of Huddersfield:

<https://www.hud.ac.uk/international/leaving-for-the-uk/>

11) **Visa refused**

What should I do if my visa application is refused?

If your visa is refused, you should contact the China Office and International Office immediately with the following information:

- Your name and student number
- A scan of your refusal notice (all pages)

12) **Admissions Team will consider issuing a second CAS**

Please note a **CAS cannot be used twice** and should you decide to submit a fresh Tier 4 (General) student visa application, you must request a new CAS from the University. We need to see the reason for the refusal before we can issue another CAS. If the visa was refused because you did not submitted the correct documents, or you had not held the required money in your account for the required time, we will consider issuing you with a new CAS to make a further application.

The decision on a further CAS will be made by the Immigration Team through an assessment process, after you have sent your refusal notice. During the assessment process you may be advised to send further evidence i.e. scans of fresh bank statements or related documentation. This is so that we can ensure that your second visa application will be successful. We will also consider whether you will have enough time to apply for a new visa and still arrive to start your course in time.

Sometimes, we will recommend that you submit an Administrative Review, which is like an appeal against the refusal. This might be because the reason for the refusal needs to be reconsidered and simply submitting a new application will result in a further refusal. It is unlikely that we will issue a new CAS if we think a further application will be refused, but we will advise you what to do. It is important that you keep in touch with the International Office if your visa is refused, so we can help you as much as we can.

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Visa Application Checklist

Are you ready to make a Tier 4 application?

Tick the boxes when you have the following:

A current passport or other valid travel documentation	<input type="checkbox"/>
Certificate of Acceptance for Studies(CAS) reference number (or statement)	<input type="checkbox"/>
ORIGINAL qualification certificates/transcripts listed on CAS statement (including certified translation, if not English)	<input type="checkbox"/>
ATAS Certificate printout-if required (see your CAS statement if you are not sure)	<input type="checkbox"/>
2 passport-sized colour photographs-with your name written on reverse	<input type="checkbox"/>
Your tuberculosis(TB) test results if you're from a country where you have to take the test	<input type="checkbox"/>
Bank statement or sponsor letter	<input type="checkbox"/>
If you are using your parent/legal guardian's money or bank statement <ul style="list-style-type: none">•Your ORIGINAL birth certificate•Letter of consent	<input type="checkbox"/>
If you are under 18 - Proof of parental or other legal guardian consent	<input type="checkbox"/>