

## How to complete a Tier 4 (General) online application (APPLYING OUTSIDE THE UK)

This guide explains the process of completing Tier 4 (General) visa application as a main applicant who is applying from outside the UK to undertake study in the UK as a Tier 4 student. For further detail please refer to Home Office's [Tier 4 Policy Guidance](#)

- Go to <http://www.visa4uk.fco.gov.uk/> and “Register an Account”
- You should receive an activation email within 24hrs (check your SPAM folder)
- After registration is complete, click “Log in” and enter your username and password
- Click ‘Apply for Myself’ from the top menu
- Enter your detail – see screenshots below

Welcome to Visa4UK

**Applicants in China**

There is a new service you can use if you are:

- + Applying for a general, child or business visitor visa
- + in mainland China

[Apply for a visitor visa in China](#) using the new service, or use the buttons below.

The official UK website for online visa applications, for applicants not in the United Kingdom.

Register an Account

Log in

 UK Visas & Immigration

[Manage My Account](#) [Change Password](#) [Log off](#)

[Contact Us](#) | [Terms & Conditions](#) | [FAQs](#)

[Apply For Myself](#)

[Apply For Someone Else](#)

[View My Applications](#)

BI, TA: This is the new UK visa application website. We are testing it. It is designed to make the application process simpler and clearer.

### You are applying for Yourself

\* Mandatory information

#### Applicant Details

Given Name(s)/Forename(s)	<input type="text"/>	* Given name is required.
Family Name/Surname	<input type="text"/>	* Please enter the Family name
Email	<input type="text"/>	*
Primary Contact Number	<input type="text"/>	* Primary Contact Number is Required.
Secondary Contact Number	<input type="text"/>	
Passport Number	<input type="text"/>	*
Date of Birth	<input type="text"/>	* Enter Date of Birth in DD MMM YYYY
Date of Intended Travel	You can travel upto 1 month before your course start date	
Location	<input type="text"/>	*
Country of Nationality	<input type="text"/>	*

Please note if your visa application is successful, you will receive a sticker (vignette) in your passport that is valid for 30 days. This validity period will be calculated based on your course start date (on your CAS), and will start either one month before the course start date or seven days before the intended date of travel; whichever is later.

You must travel to the UK within the 30-day validity period of the visa sticker in your passport, and then collect your Biometric Residence Permit (BRP) from the post office within 10 days of arrival in the UK. This BRP will show the full duration of your Tier 4 Student visa.

- Enter your nationality
- Choose the visa you want to apply for
- Choose the following from the drop down list:

**Reason for visit:** study

**Visa type:** PBS Tier 4 Student

**Visa Sub Type:** Choose:

- “Tier 4 (General) Student” – if you are a self-funded student. This means if you or your parents will be paying your tuition fee and living costs or;
- “Tier 4 (General) (Sponsored) Student” – if you are sponsored by your Government

### Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit:  \*

Visa Type:  \*

Visa Sub Type:  \*

-- Select a Visa Sub Type --

Tier 4 (Child)(Sponsored) Student

Tier 4 (General) Dependant Child

Tier 4 (General) Dependant Partner

Tier 4 (General) Student

**Tier 4 (General)(Sponsored) Student**

Tier 4 (UK Government Scholarship) Student

Tier 4 (Child) Student

**Visa Confirmation Question**

Once you have selected a Visa Sub Type, you will be asked a series of questions to ensure you are applying for the correct visa.

- Click “create application”
- Select “Go To Application”

<p><b>Applicant:</b> Joe Bloggs</p> <p><b>Reference:</b> <a href="#">GWF034243555</a></p> <p><b>Travel Date:</b> 08 Jan 2015</p> <p><b>Application Started:</b> 08 Dec 2014</p>	<p><b>Status:</b> <span style="color: red;">Incomplete</span></p> <p><b>Next Step:</b> <b>Go To Application</b></p> <p><b>Study:</b> Tier 4 (General)(Sponsored) Student</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #333; color: white; text-align: center;"> <input type="button" value="Go To Application"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #eee; text-align: center;"> <input type="button" value="Sign Declaration"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #eee; text-align: center;"> <input type="button" value="Book Appointment"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #eee; text-align: center;"> <input type="button" value="Pay for Application"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #eee; text-align: center;"> <input type="button" value="Print Application"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #f00; color: white; text-align: center;"> <input type="button" value="Delete Application"/> </div>
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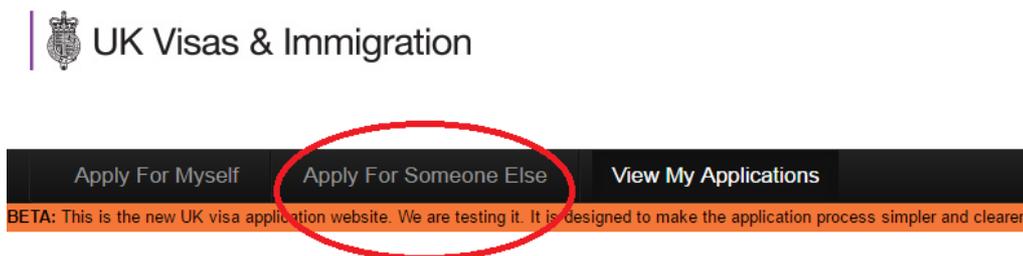
# Applying for Dependants

Some Tier 4 students are allowed to invite their spouse/partner and children to join them in the UK as dependants. Usually you can bring your dependants to the UK if you are studying a postgraduate course of 12 months or longer duration, or you are government-sponsored and your course is longer than six months.

You will list your family members who are coming with you to the UK in your application; however you must also make separate applications for each of your dependants.

Noted: see our separate guidance document for Tier 4 Dependants applying outside the UK.

1. Log in and Click “Apply for someone else” – see screenshot below:



2. Complete “Applicant Details” with the dependant’s personal/passport information
3. “Select Visa Type”: select answers as shown below:

- a) For partner/husband/wife:

**Select Visa Type**

Please select the correct visa category. When you select the visa category you want, we wi

Reason for Visit	Study	▼	*
Visa Type	PBS Tier 4 Student	▼	*
Visa Sub Type	Tier 4 (General) Dependant Partner	▼	*

- b) For your child

**Select Visa Type**

Please select the correct visa category. When you select the visa category you want, we wi

Reason for Visit	Study	▼	*
Visa Type	PBS Tier 4 Student	▼	*
Visa Sub Type	Tier 4 (General) Dependant Child	▼	*

**Passport and Travel Information** >

The first section of the online application form requires you to provide your current passport information and personal details as shown in your passport.

Passport / Travel Document	
<b>Family Name / Surname</b> (If you only have one name, please enter it here and in the Given Name box)	Family/Last Name as stated in the passport or travel document. If you only have one name, please enter it here and then re-enter it in the Given Name box
<input type="text" value="Smith"/> *	
<b>Given Name(s) / Forename(s)</b> (If you only have one name, please enter it here and in the Family Name box)	Given Names as stated in the passport or travel document. If you only have a Family Name re-enter the Family Name in this field
<input type="text" value="John"/> *	
<b>Have you ever used, or been known by, any other names? This includes a married name, maiden name, name at birth, professional name</b>	Have you ever used, or been known by, any other names?
<input type="radio"/> Yes * <input type="radio"/> No	
<b>Date of Birth</b>	Date of Birth as stated in the passport or travel document
<input type="text" value="01 Apr 1970"/> *	
<b>Place of Birth</b>	Place of Birth as stated the passport or travel document
<input type="text"/> *	
<b>Gender</b>	Gender as stated in the passport or travel document
<input type="text" value="Male"/> *	
<b>Nationality</b>	Nationality as stated in the passport or travel document
<input type="text" value="-- Select --"/> *	

If you currently hold another nationality or have previously held another nationality you must say YES and provide the relevant details requested.

<b>Do you currently hold, or have you ever held, any other nationality or nationalities?</b> <input checked="" type="radio"/> Yes * <input type="radio"/> No	Do you have any other passports or travel documents which show you have held a different nationality or nationalities?		
<b>Please Enter Details</b>			
<table border="1"> <thead> <tr> <th>Nationality</th> </tr> </thead> <tbody> <tr> <td>No data entered</td> </tr> </tbody> </table>		Nationality	No data entered
Nationality			
No data entered			
<input type="button" value="Add"/> *			

<b>Current Passport or Travel Document Number</b>	Number of the passport or travel document that you will use to travel to the UK
<input type="text" value="0123456"/> *	
<b>Place of Issue</b>	Place of Issue as stated in the passport or travel document
<input type="text"/> *	
<b>Issuing Authority</b>	Issuing Authority as stated in the passport or travel document
<input type="text"/> *	
<b>Date of Issue</b>	Date of Issue as stated in the passport or travel document
<input type="text"/> *	
<b>Date of Expiry</b>	Date of Expiry as stated in the passport or travel document. If the passport or travel document has no date of expiry please enter 01 JAN 2050.
<input type="text"/> *	
<b>Country of Residence</b>	Your permanent Country of residence
<input type="text" value="-- Select --"/> *	

When applying for Tier 4 you must be applying from the country which issued your passport or the country in which you are ordinarily resident.

<b>Are you a national of the country in which you are applying?</b>	Are you a national of the country in which you are making your visa application?
<input checked="" type="radio"/> Yes * <input type="radio"/> No	

If you answer NO to this question then please provide the details requested below.

<b>Are you a national of the country in which you are applying?</b>	Are you a national of the country in which you are making your visa application?
<input type="radio"/> Yes * <input checked="" type="radio"/> No	
<b>Please Enter Details</b>	Please Enter Details of what permission you have to stay in this country
<input type="text"/>	

If you have had any previous passports please provide the details.

<b>Is this your first passport?</b>	Have you ever had any previous passports [or travel documents]?								
<input type="radio"/> Yes * <input checked="" type="radio"/> No									
<b>Please Enter Details</b>	Please enter details of all other passports and travel documents held over the last 10 years: Also state any non-documented nationalities you have held								
<table border="1"> <thead> <tr> <th>Nationality</th> <th>Document Number</th> <th>Date of Issue</th> <th>Date of Expiry</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No data entered</td> </tr> </tbody> </table>	Nationality	Document Number	Date of Issue	Date of Expiry	No data entered				
Nationality	Document Number	Date of Issue	Date of Expiry						
No data entered									
<input type="button" value="Add"/> *									

**Are you traveling with anyone?** - If you are travelling with family (e.g. dependent spouse/children) please answer YES and add their details as requested. See screenshot

Travel Information			
Are you travelling with anyone?		Are you travelling with anyone?	
<input checked="" type="radio"/> Yes * <input type="radio"/> No			
Family Name	Given Names	Date of Birth	Visa Held
No data entered			
<input type="button" value="Add"/> *			

**Date of planned arrival in the UK** – You are advised not to book a flight ticket until your visa has been granted.

Please note if your course has duration of six months or longer, you will be allowed to travel to the UK up to a month before the course start date mentioned in your CAS. If your course is less than six months and is not a pre-sessional course, then you will be allowed to travel to the UK up to 7 days before the course start date in your CAS.

Date of planned arrival in the UK	On which date do you intend to arrive in the UK?
<input type="text"/> *	

**How long do you intend to stay in the UK?** - Enter the length of your course i.e. 3 years

How long do you intend to stay in the UK?	How long do you intend to stay in the UK?
<input type="text"/> *	<b>Enter the length of your course i.e. 3 years</b>

**What is the main address and contact details of where you will be staying whilst in the UK**

What is the main address and contact details of where you will be staying whilst in the UK?	What is the main address and the contact details of where you will be staying whilst in the UK?
Enter the postcode below and click on 'find address'. UK Postcode: <input type="text"/> <a href="#">Find Address</a> <input type="text" value="--- Please enter a postcode ---"/>	
Name of Person / Hotel <input type="text"/> Line 1: <input type="text"/> * Line 2: <input type="text"/> Line 3: <input type="text"/> Line 4: <input type="text"/> Postcode: <input type="text"/> Primary contact no: <input type="text"/> * Secondary contact no: <input type="text"/> Email: <input type="text"/>	<p><b>If you have arranged for a temporary accommodation (e.g. if you will be staying with relatives or friends upon immediate arrival in the UK) then enter the address and contact detail here.</b></p> <p><b>If you do not have any temporary accommodation arranged, you can enter the International Office address:s</b></p> <p><b>International Office University of Huddersfield Queensgate Huddersfield HD1 3DH (Postcode) 44 01484 472048</b></p> <p><b>&lt;&lt;&lt;&lt;&lt; Note: we advise NOT to pay for a hotel booking or accommodation until your visa has been granted &gt;&gt;&gt;&gt;&gt;</b></p>

**Personal Details and Travel >**  
**History**

Enter your personal detail. Read the travel history questions carefully and provide accurate answers, based on your personal circumstances. Answer all questions and provide details where appropriate.

Personal Details	
<p>What is your permanent residential address and contact details?</p> <p>Line 1: <input type="text"/> *</p> <p>Line 2: <input type="text"/></p> <p>Line 3: <input type="text"/></p> <p>Line 4: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Country: <input type="text" value="--- Select a Country ---"/> *</p> <p>Primary contact no: <input type="text"/> *</p> <p>Secondary contact no: <input type="text"/></p> <p>Email: <input type="text"/></p>	<p>What is your permanent residential address and contact details? You must enter at least one contact phone number</p>
<p>How long have you lived at this address?</p> <p><input type="text"/> *</p>	<p>Number of months and or years you have lived at this address e.g. 4 years 3 months</p>
<p>Are your preferred contact details different from the contact details already provided above?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Are your preferred contact details different from the contact details already provided above?</p>
Travel and Criminal History	
<p>Have you been issued any visa for the UK, UK Overseas Territories or Commonwealth Country in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you been issued any visa for the UK, UK Overseas Territories or Commonwealth in the last 10 years?</p>
<p>Have you ever travelled to the UK in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you ever travelled to the UK in the last 10 years?</p>
<p>Have you made an application to the Home Office to remain in the UK in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p> <p><b>this refers to visa applications made from within the UK (if any)</b></p>	<p>Have you made an application to the Home Office to remain in the UK in the last 10 years?</p>
<p>Have you been refused entry to the UK in the last 10 years (for example at a UK airport or seaport)?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you been refused entry to the UK in the last 10 years (for example at a UK airport or seaport)?</p>
<p>Have you been refused a visa for any country including the UK in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you been refused a visa for any country, including the UK, in the last 10 years?</p>
<p>Have you been deported, removed or otherwise required to leave any country including the UK in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you been deported, removed or otherwise required to leave any country, including the UK in the last 10 years?</p>
<p>Have you ever voluntarily elected to depart the UK?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p> <p><b>this means leaving the UK on your own after a visa refusal or an unsuccessful appeal.</b></p> <p><b>This DOES NOT refer to leaving the UK at the end of a holiday</b></p>	<p>Have you ever voluntarily elected to depart the UK?</p>

## Family Details

Some Tier 4 (General) students can have family with them in the UK as their dependants. For further detail, see guidance from UKCISA here:

<http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants>

### Spouse / Partner

What is your marital status?

Select your current marital status

-- Select --

If you select 'Married/Civil Partner', you will be asked if your spouse/partner will be travelling with you.

What is your marital status?

Select your current marital status

Married / Civil Partner

Will your spouse/partner be travelling with you?

Will your spouse/partner be travelling with you?

Yes  
 No

Next, please provide all information about your parents.

### Father

Nationality

Nationality as stated in the passport or travel document

-- Select --

Family Name / Surname

(If they only have one name, please enter it here and in the Given Name box)

Family/Last Name as stated in the passport or travel document. If you only have one name, please enter it here and then re-enter it in the Given Name box

### Mother

Nationality

Nationality as stated in the passport or travel document

-- Select --

Family Name / Surname

(If they only have one name, please enter it here and in the Given Name box)

Family/Last Name as stated in the passport or travel document. If you only have one name, please enter it here and then re-enter it in the Given Name box

Given Name(s) / Forename(s)

Given Names as stated in the passport or travel

Next, complete the section if you have any dependent children (under 18 years of age) and if they will be travelling with you.

## Medical Treatment >

This question refers to any medical treatment (e.g. a visit to the GP/hospital) that you have received in the UK during a previous visit (if any).

### Medical Treatment

Have you ever received medical treatment in the UK?

- Yes \*
- No

Have you previously had any medical treatment in the UK?

< Previous Section

Next Section >

If you answer the above question as YES, you would be required to provide more information:

- i. if you were required to pay for the treatment
- ii. address of clinic or medical practice
- iii. treatment dates

<p><b>Where did you receive the treatment?</b></p> <p>Enter the postcode below and click on 'find address'.</p> <p>UK Postcode: <input type="text"/> <a href="#">Find Address</a></p> <p>--- Please enter a postcode -- ▾</p> <p>Organisation: <input type="text"/></p> <p>Line 1: <input type="text"/> *</p> <p>Line 2: <input type="text"/></p> <p>Line 3: <input type="text"/></p> <p>Line 4: <input type="text"/></p> <p>Postcode: <input type="text"/></p> <p>Primary contact no: <input type="text"/> *</p> <p>Secondary contact no: <input type="text"/></p> <p>Email: <input type="text"/></p>	<p>Please enter details of the address and contact details of where you received treatment. You must enter at least one contact phone number</p>
<p><b>Treatment start date</b></p> <p><input type="text"/>  *</p>	<p>When did your treatment start?</p>
<p><b>Treatment end date</b></p> <p><input type="text"/>  *</p>	<p>When did your treatment end?</p>

Tier 4 Student >

This section refers to your Sponsor or Tier 4 Sponsor, which is "University of Huddersfield"

Complete this section using detail provide in the screenshot below:

Sponsor	
Give your Tier 4 Sponsor's licence number	What is your Tier 4 Sponsor's Licence Number?
<input type="text" value="HEK2NXJ25"/> <b>This is University of Huddersfield's Sponsor Licence Number</b>	
What is the name of your sponsor?	What is the name of your sponsor?
<input type="text" value="University of Huddersfield"/> *	
What is the full address of your sponsor?	What is the full address and contact details of your sponsor?
Enter the postcode below and click on 'find address':	
UK Postcode: <input type="text" value="HD1 3DH"/> <a href="#">Find Address</a>	
<input type="text" value="--- Please enter a postcode --"/>	
Organisation: <input type="text" value="University of Huddersfield"/>	
Line 1: <input type="text" value="Queensgate"/> *	
Line 2: <input type="text" value="Huddersfield"/>	
Line 3: <input type="text"/>	
Line 4: <input type="text"/>	
Postcode: <input type="text" value="HD1 3DH"/>	
Primary contact no: <input type="text" value="+44 (0) 1484 47 2383"/> *	
Secondary contact no: <input type="text"/>	
Email: <input type="text"/>	

Next, you should login to your Applicant Portal using the link below to view your CAS and complete the next section: <http://www.hud.ac.uk/international/applicant-portal/>

Studies	
What is your Confirmation of Acceptance for Studies Number? <input type="text"/> *	What is your Confirmation of Acceptance for Studies Number? <b>You should copy/paste this from your CAS in the Applicant Portal</b>
What is the title of your course? <input type="text"/> *	What is the name of the course?
What is the level of the course and qualification? <input type="text"/> *	What level of qualification is expected? <b>Course level will be on your CAS (e.g. BA/BSc is NQF level 6, Masters is NQF level 7 and PhD is NQF level 8)</b>
Start Date of course <input type="text"/>  *	When does the course begin?
End Date of course <input type="text"/>  *	When is the course expected to finish?
Have you already started studying this course? <input type="radio"/> Yes <input type="radio"/> No	Have you already started studying this course?

Next, provide the address of the University of your school/department where you will be based for your studies. See this link for details of schools: <https://www.hud.ac.uk/about/academicschools/>

Then confirm the following options:

Confirm which of the following options apply <input type="text" value="Studying"/> *	Which of the following options applies?
Have you been assessed by the sponsor by other means, for example references or a portfolio of artwork? <input type="text" value="No"/> *	Have you been assessed by the sponsor by other means, for example references or a portfolio of artwork?

## Meeting the English language requirement

English language ability can be proven in various ways. Details of how the University of Huddersfield has assessed your English language ability can be found in your CAS in the “Document to be included in your visa application to prove your qualification” section.

### ○ **National of a majority English speaking country \***

Nationals of some countries are able to meet the English requirements under this option. The current list of these countries include Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada\*, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago and USA.

**Note:** \*Canada is only considered to be majority English-speaking for Canadian nationals. If you are not Canadian, and you hold a degree from Canada, you will not be able to use it as evidence of your English language ability.

See the following link on the Home Office website for a full list of countries where this exception is granted: <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>

### ○ **Academic qualification equivalent to UK degree, taught in majority English speaking country \***

Students who have previously completed a degree level qualification (bachelors or masters) in the UK or another majority English speaking country are able to meet the English requirements under this option. See link above for full list of countries

### ○ **English language test \***

If you are studying for an English language or Pre-session course and your CAS mentions your Home Office approved IELTS test scores then you must choose this option. See full list of [Home Office approved English tests list](#)

### ○ **Your sponsor is a Higher Education Institution (HEI), and has made its own assessment of your English language ability \***

Most students can choose this option. If you have met the English requirements under this option, your CAS will have to following sentence:

*“We have assessed the English language ability of this student and confirm that it is equivalent to CEFR Level B2 or higher in each of the four components of language learning. No documents are required to be submitted as evidence of this”.*

## ATAS clearance

Some students studying postgraduate Engineering, medicine and science related courses are required to obtain an [ATAS clearance certificate](#). If this is applicable to you, this would be a condition of your offer and your CAS should also indicate this.

The requirement for a student to obtain an ATAS certificate is established by the code which represents their subject area, this is called a “JACS code”. The JACS code will assigned to your area of study will determine if you need to obtain an ATAS certificate.

You can check if your JACS code is subject to ATAS clearance via the Applicants' criteria on the [FCO website](#).

## Tier 4 Maintenance and Fees

Use the information on your CAS to complete this section as your CAS will show your tuition fee and any amount/deposit that you have paid in advance.

Maintenance and Fees	
How much are the fees for your course of study?	Course fees
<input type="text"/>	<b>Enter first year's course fee here. (Masters students should enter full course fee) This fee should be stated on your CAS as "Net Tuition Fees Payable"</b>
Have any of your course fees been paid?	Have any of your course fees been paid?
-- Select --	<b>* If you have paid your fee in full or a deposit, choose this option: "Yes - Paid to UK Education Provier"</b>
Have any of your accommodation fees been paid to your sponsor?	Have any of your accommodation fees been paid to your sponsor?
-- Select --	<b>* Choose "No" for this question</b>
Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor?	Do you receive support from a financial sponsor ?
<input type="radio"/> Yes * <b>Choose YES if you are being financially sponsored by an education institution, international company, UK government or an overseas government. You will be required to attach an original sponsorship letter.</b> <input type="radio"/> No <b>Note: parents, friends or family members are NOT considered official sponsors for the purposes of your visa application</b>	

### Sponsored students

If you chose YES for financial sponsorship you must enter their name in the next section (see screenshot below)

Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor?	Do you receive support from a financial sponsor ?
<input checked="" type="radio"/> Yes * <input type="radio"/> No	
What is the name of the official financial sponsor?	What is the name of your Financial Sponsor?
<input type="text"/> *	
How much in GBP(£) is the official financial sponsor or Government sponsor paying towards your expenses?	Course fees/ Boarding fees in GBP (£):
<input type="text"/> *	

Next two sections (see screenshot below) are asking for the **total** amount that your sponsor is covering for your first year's course fees and maintenance (living cost). **(Note: The amounts entered in "Course Fees" and "Maintenance Fees" should add up to the total amount entered in the **first box**)**

Course Fees	Course fees
<input type="text"/>	
Maintenance Fees	Maintenance fees in GBP (£)
<input type="text"/>	

i. Fully funded sponsorship

If your official sponsorship covers your full tuition fees and required maintenance, then you should answer NO to the question “**Do you have any remaining fees and maintenance still due for payment?**”

As the sponsorship should be in your name, you should answer YES to the question “Do you have money in your own name?”

In the box “What original documents have been supplied showing evidence of funds for the fees that still need to be paid?” you should write “Original sponsorship letter”.

<p>Do you have any remaining fees and maintenance still due for payment?</p> <p><input type="radio"/> Yes *</p> <p><input checked="" type="radio"/> No</p>	<p>Do you have any remaining fees and maintenance still due for payment?</p>
<p>Do you have money in your own name?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Do you have money in your own name?</p>
<p>What original documents have been supplied showing evidence of funds for the fees that still need to be paid?</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p>What original documents have been supplied showing evidence of funds for the fees that still need to be paid?</p>

**Note:** As per the Home Office requirement the official sponsorship letter must be printed on the official letter-headed paper or stationary of the organisation and must have the official stamp of that organisation on it. The letter must show:

1. Your name;
2. The name and contact details of your official financial sponsor;
3. The date of the letter;
4. The length of your sponsorship; and
5. The amount of money the sponsor is giving to you or a statement that your official financial sponsor will cover all of your fees and living costs.

ii. Partially funded sponsorship

If your sponsorship only covers **part** of your tuition fees and/or required maintenance, then you should answer “YES” to the question “Do you have any remaining fees and maintenance still due for payment”, calculate the remaining amount of tuition fees and/or maintenance which you will need to show in bank statements, and fill in the boxes with the appropriate amounts.

## Self-funded students (course fees and maintenance paid by parents)

Self-funding students should answer “NO” to the question “Do you receive support from a financial sponsor...”, then proceed to the questions in the screenshot below.

All self-funding students should write YES in answer to ‘Do you have any remaining fees and maintenance still due for payment?’. Students with tuition fees still to pay should fill in the relevant amount at “course fees”. Students who have paid their tuition fees in full should write ‘0’ at “course fees”. For “maintenance fees” write £9135. See examples below:

<b>Do you have any remaining fees and maintenance still due for payment?</b> <input checked="" type="radio"/> Yes * <input type="radio"/> No	Do you have any remaining fees and maintenance still due for payment?
<b>Course fees</b> <input type="text"/> Enter your course fee due (less any amount already paid to the University)	Course fees
<b>Maintenance</b> <input type="text"/> Enter your maintenance - currently £9135	Maintenance fees in GBP (£)
<b>Total</b> <input type="text"/> Add up your remaining course fee plus maintenance and enter total amount	Total in GBP (£)

### EXAMPLE 1

- The course fee for the first year of your course is £12000
- You decide to pay all your tuition fee to the University
- For your visa application, you must show only £9135 (maintenance) using your financial documents – you must enter zero ‘0’ in the ‘course fees’ section

### EXAMPLE 2

- The course fee for the first year of your course is £12000
- You have already paid 50% fee (£6000) to the University and this is confirmed on your CAS
- For your visa application, you must show:  
remaining course fee £6000 **plus** maintenance (£9135) = total £15135

**Note:** Students applying for a one-year Masters course need to show full course fee.

### Evidence of funds

- The required money should be saved in your account for minimum 28 continuous days before you submit your Tier 4 visa application.
- You cannot use a bank statement which is more than 31 days old from date of application.

The statement must show the following information:

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

Printed bank statements must show the above detail and must be stamped by the bank on each page OR a letter from the bank should be included to confirm that the statement is genuine. If the financial documents that you are using are in your name then answer YES (see screenshot below) and enter the name of documents in the box provided.

<p>Do you have money in your own name?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Do you have money in your own name?</p>
<p>What original documents have been supplied showing evidence of funds for the fees that still need to be paid?</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<p>What original documents have been supplied showing evidence of funds for the fees that still need to be paid?</p>

### Using a parental bank statement

You can also use your parents' bank statement as evidence, however will also need to submit following additional documents:

- Your original birth certificate or certificate of adoption or court document naming your legal guardian; **and**
- A letter of consent from your parent/guardian confirming their relationship to you and giving their permission for you to use their money.

#### Note:

- You **cannot** use other family members' bank statements such as your brother/sister/uncle
- Any document not in English must be officially translated and both original documents and translations should be submitted with your application

If you are using your parents' bank statement then answer NO (see screenshot below) and enter the names of documents that you will be using to for evidence of funds (e.g. bank statement) as well as proof of relationship (birth certificate and letter of consent).

<p>Do you have money in your own name?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p>Do you have money in your own name?</p>
<p>What evidence have you provided that shows both the amount of funds available and your relationship to your parents or legal guardians?</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<p>What evidence have you provided that shows both the amount of funds available and your relationship to your parents or legal guardians?</p>

### Currency conversion

Where the funds in your account are in a currency other than pounds sterling, the amount that the Home Office will consider will be based on the exchange rate for the relevant currency on the date of the visa application, taken from the rates published on the Oanda currency conversion website: <https://www.oanda.com/currency/converter/>

You must therefore use the above link to calculate Tier 4 maintenance for your application.

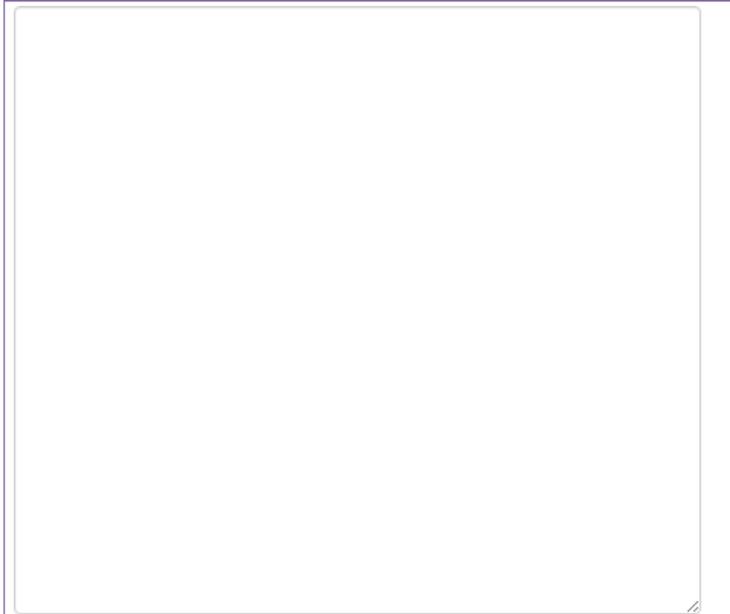
Next, enter the points claimed as show in the screenshot below:

Points Claimed	
Confirmation of Acceptance for Studies	Do you have sufficient funds to cover remaining course fees?
<input type="text" value="30"/>	
Maintenance	Maintenance
<input type="text" value="10"/>	
Total	Total Points you are claiming
<input type="text" value="40"/>	

## Additional Information

This section including a text box is provided for you to give any information relevant to your application that you may wish to explain further or you were not able to provide based upon the previous set of questions.

This isn't mandatory to complete so if you have no additional information then leave this section blank.

Additional Information	
Is there any other information you wish to be considered as part of your application?	Is there any other information you wish to be considered as part of your application? For Settlement applications please include any information you wish to be considered about the welfare or best interests of any child or children you have in the UK or overseas. Where the child is in the UK, you must demonstrate that you have a genuine, subsisting and active parental relationship with the child.
	

When you have completed your application click on the 'Confirm Application' button. You will be taken to a screen displaying all the information you have provided. Please check that all the information is accurate. This is your opportunity to go back into the form and make corrections if necessary.

Confirm Application

Once the application has been confirmed you will then be able to submit the form online, book your appointment and pay the [Immigration Health Surcharge](#) and [visa application fee](#).

Submit Application >

After you submit your application you will be required to print off your visa application form and take this together with your **original** supporting documents to your visa appointment.

After submitting the online Tier 4 visa application, you will have to confirm which Post Office you will be required to collect your BRP.

You must choose the following post office near University of Huddersfield as the collection location of your BRP:

**Post Office  
102-104 New Street  
Huddersfield  
West Yorkshire  
HD1 2UD**

### **Visa application successful and BRP collection**

If you are applying for a Tier 4 visa for a course which is 6 months or longer, you will receive a 30-day visa stamped on your passport, which you must use to travel to the UK before it expires.

After arriving in the UK, you must collect your Biometric Residence Permit (BRP) which will have your full permission of stay printed on it. **You must collect your BRP within 10 days of arriving in the UK.**

### **Not travelling within 30 days visa**

If you do not travel to the UK during this 30 day period then your vignette will expire and you will need to apply for another 30-day vignette if you still wish to travel to the UK. You will also need to do this if you lose your 30-day vignette before you travel to the UK. Information about applying for a new vignette is contained within the [Home Office guidance for staff ECB17.3](#). You will have to pay £189 for this new application and provide your biometric information again, but you will not have to submit a new Tier 4 application. You should use the same online application form but you should select the following options:

- Reason for Visit: Other
- Visa Type: Others
- Visa Sub Type: Vignette Transfer

### **Visa application unsuccessful**

Please email us a scanned copy of your Refusal Notice.