Guidance for completing an on-line Tier 4 application

This guide is for students who are applying for their Tier 4 (General) Student visa outside the UK using the online application form available on the VisaUK website.

Online application means that you complete the application form and pay for your application online. Your application date will be the day you submit your application and pay your application fee online. The online form can also be used for dependants applying at the same time as a Tier 4 student. If your dependants are applying separately we advise you to seek advice from the Student Immigration Advice Team by using the contact form first.

1. Creating an account

To be able to submit an online application, you will need to create an account with the UK Visa & Immigration service. Follow these steps to create your account:

- Click on Register an Account to create an account on the VisaUK website.
- Once you have registered your details online, they will send you an email to verify your email address.
- Please check your inbox (including junk email) and click on (or copy & paste) the link in the email sent to you from VisaUK to unlock your account.

2. Selecting the correct form

- Log into your account
- Click on Apply For Myself to start your visa application
- Read the information and click on Continue
- Provide your Date of Intended Travel and Passport Number in the “ Applicant Details” section (please note that you cannot travel to the UK earlier than one month before your course starts as stated on your CAS)
- In the “Select Visa Type” section, please choose the following from the drop-down boxes:
  - Reason for Visit: Study
  - Visa Type: PBS Tier 4 Student
  - Visa Sub Type: Tier 4 (General) Student
  - Please note that if you are sponsored by your government or you receive a scholarship from The Institute of Education, you still need to select the Tier 4 (General) Student application form. You should only select Tier 4 Sponsored Students if you are in receipt of a British government scholarship (for example Chevening scholars).
- If you have a valid CAS click on “Create Application”
3. Customising your Application

The online form selects and hides questions based on the answers you provide on the customisation screen. Any question with a * next to it is required information and you will not be able to complete the form without answering these questions.

If you do not use the system for 30 minutes you will be automatically logged out and your information will not be saved. If you have to leave your computer at any time, save your answers and log out for security reasons.

4. Completing the Form

There are 5 sections of the form which you are required to complete. You can save your form at any time and come back later to complete it. We recommend that you begin completing the application form as soon as possible.

Click on Go to Application on the right hand side of the page, and start completing your application.

A. Passport and Travel Information: please fill in all required sections.

B. Personal Details and Travel History: please fill in all required sections.

C. Family Details: please fill in all required sections.

D. Medical Treatment: this only applies to those who have had in-patient treatment in a hospital while you were in the UK on a short term visa. If you are not sure, please contact the Student Immigration Advice Team by using the contact form for advice.

E. Tier 4 Student: the information you need to complete this section will be on your CAS Statement provided by UCL. You should enter the information exactly as stated in your CAS.

Sponsor
Complete this section as per the information on your CAS statement.

Studies
Complete this section as per the information on your CAS statement. Most questions are fairly straightforward. Advice on particular questions are as below.

- Have you been assessed by your sponsor by any other means – It will state on your CAS the qualifications you used to obtain your offer, unless that specifically states you have been assessed by other means you should select “No”
English language requirement – It will say on your CAS how you were assessed. Please select the relevant choice in this section. For most students this will be “Your sponsor is a Higher Education Institution (HEI), and has made its own assessment of your English language ability”.

If you are a “national of a majority English speaking country” or hold an “academic qualification equivalent to a UK degree, taught in a majority English speaking country”, it will state this on your CAS so you should select the relevant choice applicable to this.

Maintenance and Fees
Maintenance is the main area where students make mistakes and receive refusals. It is very important that you read the supporting guidance provided by the UK Government and the UCL web-pages to ensure that you meet the requirements. For guidance on specific questions please see below.

Course Fees – you can find the information about your course fees on your CAS Statement

What is your primary site of study? – UCL is in the Inner London Boroughs

How much funding GBP(£) per month do you have to cover your maintenance charges? – You are required to demonstrate that you have a set amount of money to cover your living costs for each month of your course up to a maximum of 9 months (if your course is one year or more in duration this will £11,385). Therefore, the monthly amount you should enter here is £1,265

Accommodation – If you are staying at UCL student halls and have paid some of your accommodation in advance you can enter up to £1,265 in this section. This will then be deducted from the total amount you need to show for maintenance. Please note UKVI only allow a maximum of £1,265 to be deducted from the maintenance, so even if you have paid more than this they will only take into account £1,265. If you would like to have the money you have paid for accommodation stated on your CAS please contact Registry admissions who will be able to add this for you

Do you receive support from a financial sponsor? – Official Financial Sponsors are defined as the UK Government, your home government, the British Council or any international company, university or independent school. If you have a scholarship from an organisation that meets this description select Yes for this question

Do you have any remaining fees and maintenance still due for payment? – Please detail here any fees outstanding (as confirmed on your CAS statement). Most students will have to demonstrate the full maintenance amount so you should answer Yes here and include the maintenance amount required (normally £11,385)
If you have a full scholarship that covers both your fees and your living costs then you should answer No.

- **Do you have money in your own name?** – If you are using your parents’ bank statements for your application, you should choose No. If you are using an educational loan from a bank you should choose Yes

**Points Claimed**

- *Confirmation of Acceptance for Studies* – 30 points
- *Maintenance* – 10 points
- *Total* – 40 points

**F. Additional Information:** you do not need to fill in this section if you do not have any other information to provide.

Please check all your details carefully before submitting your application. Please note that you will not be able to make any changes to your form once your application is submitted. Click on **Sign your declaration** to complete your application form.

**5. BRP Collection Location**

New visa regulations mean that you will be required to pick up a Biometric Residence Permit (BRP) ID card upon arrival at the UK. Your BRP will be available for collection from UCL and you have 10 days from arrival in the UK to pick it up. You must have collected your BRP to be eligible to enrol.

In order to collect your BRP from UCL, you will need to enter an Alternative Collection Location (ACL) code as part of your visa application. The ACL code for UCL is **2HE484**. You should enter this code into the Alternative Location field in the BRP Collection Location Page. After entering the code and pressing Find, the assigned collection address should be displayed as:

University College London  
c/o Immigration Compliance Team  
Student & Registry Services  
Gower Street  
London  
WC1E 6BT

**6. Book an appointment**

You must book an appointment to submit your biometric data (finger prints and facial image) as part of your visa application. Please select an available location, day and time. Please note that if you do not pay your visa application fee online within 3 hours, your
appointment will be cancelled and you will need to re-book. The appointment booking is handled by a third-party organisation – Teleperformance, VFS Global or Worldbridge depending on where you are applying.

7. Pay Immigration Health Surcharge

From 5 July, UK Visas and Immigration (UKVI) is improving how applicants pay the IHS. If an IHS reference (or payment) is needed, you will be automatically directed through the IHS process when you complete your online visa application.

From 5 July onwards, when completing an immigration application, applicants will now be automatically directed to a new surcharge payment website if a health surcharge reference is needed.

The fee you pay is based on the duration of your visa rather than the duration of your course. The surcharge will be a fee of £150 per year for each year you are in the UK. Where your stay in the UK includes part of a year they will charge you £75 for periods of 1-6 months and £150 for periods of 6-12 months. For example if you are doing a 12 month Masters course they will charge you £225. This is because your visa will be issued for a total of 16-17 months. You can find out how much will be expected to pay using the fee calculator on the [UKVI website](https://www.ukvi.gov.uk). Once payment has been made, you will receive a reference number starting with 'IHS'.

8. Pay for your application

You can now pay your application fee online with a Master/Visa card or PayPal. The fee shown on the website is for processing and consideration of your application and the entry clearance decision-making service, not for the guaranteed delivery of a visa, therefore you will not be entitled to a refund should your application for entry to the UK be refused or granted for a shorter time period than the period you applied for. Your fee can be refunded only if you withdraw the application in writing within 3 months and 7 days of the original date of application and before you provide your biometric data.

9. Print your application

You can save and/or print your application as a PDF. You can also print your appointment details by clicking on the [View Appointment](https://example.com) button.