

Guidance for completing an online Tier 4 application outside the UK

To make the Tier 4 visa application online from outside the UK you need to do so from the country that you are ordinarily resident in. Normally this means your country of nationality. However if you hold a residence permit in a country other than your nationality you may be able to apply from there. Usually this would be if you have a residence permit for a period of 6 months or longer e.g. you had a student resident's permit for a year and are not in the country as a general visitor.

[To find your nearest visa application centre see here](#)

This guide is for students who are applying for their Tier 4 (General) Student visa outside the UK using the online application form [available here](#).

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.

What type of visa should I select?

- **Tier 4 (General) Student:** if you will be self or family funded, otherwise privately funded or funded by a student loan, or if you are in receipt of a scholarship from UCL; if you are going to be funded by an "official financial sponsor", such as the UK government, your home government (this does not include student loans), the British Council or any international organisation or international company (whether fully sponsored or partially sponsored);
- **Tier 4 (Chevening, Marshall and Commonwealth Scholars Only) Student:** ONLY if you are the holder of a Chevening Scholarship or Fellowship, a British Marshall Scholarship, a Fulbright Scholarship or a Commonwealth Scholarship and Fellowship Plan.

Customising your Application

The online form selects and hides questions based on the answers you provide on the customisation screen. 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.

Completing the Form

There are a number of sections on 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. It should take you around 15-30 minutes to complete most of the details. The sections of the application are divided up as follows

- **Personal information** – This section is asking for factual information name, address, date of birth, place of birth etc. The application form also asks for nationality identity card details, if you have one then provide the details you do not need to submit your national identity card with your application or have it with you in the UK while you are studying.
- **CAS number** - Details on your CAS statement from UCL. Please note that a CAS number can be used only once and is valid for 6 months only. If you do get a refusal on your Tier 4 visa application you will need to get another CAS number from UCL in order to make another Tier 4 visa application online.
- **Documents listed on the CAS** - Any documents listed and named on CAS statement need to be submitted with the visa application. These are likely to be a degree certificate that was what you used to make your offer unconditional. Also if you are doing a pre-sessional English language class then you may need to submit an IELTS for UKVI but only if you have a conditional offer.
- **University Sponsor Details** - All of this information is on your CAS statement provided by UCL. You should enter the information exactly as stated in your CAS.
- **Passport details** – Factual information from your passport. Please check that your passport details match the details on your CAS. It is best if your passport is valid for the whole duration of your stay in the UK. Although this is not a requirement.
- **Travel history and information** - You will need to provide the date you plan to arrive in the UK please note that you cannot travel to the UK earlier than one month before your course starts as stated on your CAS. If you are doing a course that is six months or longer, or for a pre-sessional course that is less than six months, you will be able to come to the UK either one month before your course start date or seven days before your intended date of travel, whichever is later. If you are doing a course that is less than six months and is not a course to prepare you for study, you will only be able to come to the UK up to seven days before the start date of your course. This may apply to you if you are doing a Medical Elective position for example on a Tier 4 visa. This section also asks if you have had any medical treatment - this only applies to those of you who have had in-patient treatment in a hospital while you were in

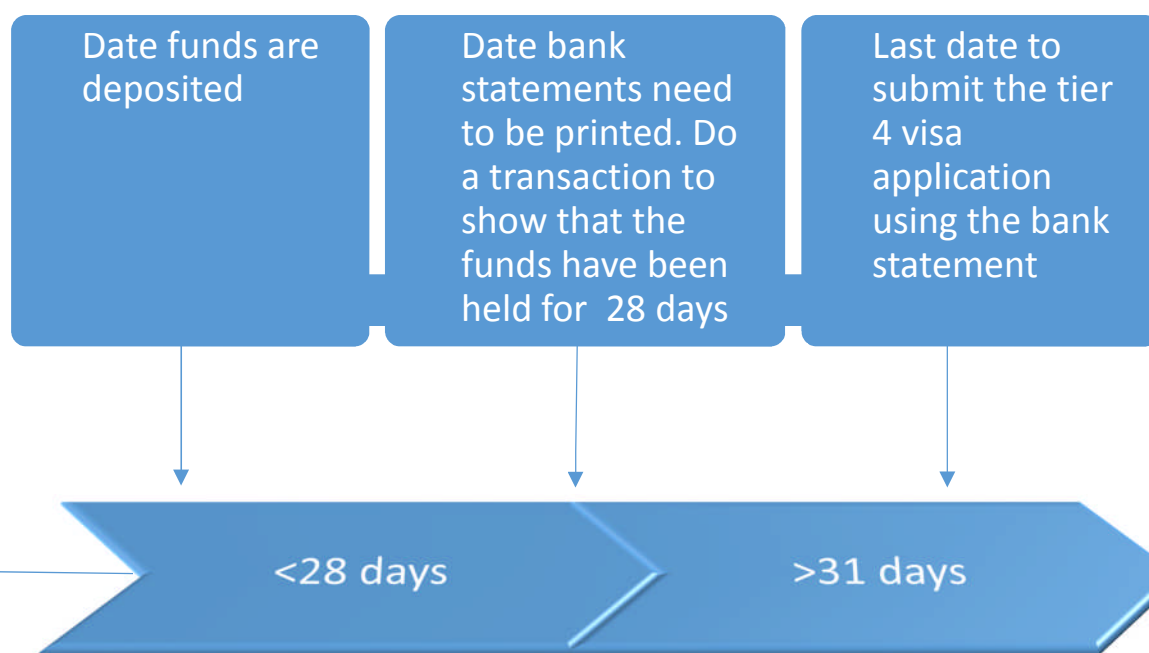
the UK on a short term or general visitor visa. If you are not sure, please contact the Student Immigration Advice Team by using the [contact form](#) for advice.

- **Travel history in the UK and elsewhere and other travel history.** You need to be honest and open if you have received any visa refusals in the past and include the details here. You will also need to declare if you have any criminal convictions and held or supported any terrorist views or activities. If you are a frequent traveller then put the most recent 5-10 trips to the UK or elsewhere. You do not need to detail very single trip.
- **English language** Your CAS is likely to state in the English language section that the 'HEI has made its own assessment'. You are unlikely to need to provide any English language certificates unless they are clearly stated on your CAS. This is only likely to be, if you are coming to the UK for a pre-sessional English language course and have never studied in the UK before. In this situation you may need to provide an IELTS for UKVI certificate.
- **Dependant details** - If your dependants are applying separately we advise you to seek advice from the Student Immigration Advice Team by using the [contact form](#) first. They can also apply with you using this same form. The documents required for dependants can be checked [here](#).
- **Parent details** -It gives you the option to state that you do not have these details. However, it is better if you can complete this section if you can.
- **Accommodation details** if you know where you will stay you can state the details by ticking yes to this question. If you are unsure you can state what your circumstances are by ticking no and stating them in the free text box. As part of your Tier 4 visa application, you should provide a UK address and post code. If you have applied for UCL Student accommodation, you should enter the UCL Student Residences address of - UCL Student Residences, University College London, 117 Gower Street, London WC1E 6AP. Otherwise, you should enter the address of the hostel or other temporary accommodation where you will stay while you find somewhere to live, or alternatively you can put the main UCL address of - University College London, Gower Street, London WC1E 6BT.
- **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.

Course fees will be stated on your CAS statement or your offer letter. For the question - Are all of the maintenance funds required for this application in a bank account with your name on it? You will need to state yes to this question unless you are fully sponsored by an official government sponsor or an international scholarship agency or your funds are in your parent's accounts and in their name. 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 be $\text{£}1,265 \times 9 \text{ months} = \text{£}11,385$). You also need to show that you have the tuition fees for the first year. These funds need to have been held in a bank account for a consecutive 28 day period and the bank statement submitted with the application needs to be recent less than 31 days old.

Course fees (full or partial) and some UCL student residences accommodation deposits/fees already paid to the University can be deducted from the amount you need to evidence as long as your CAS has been updated with this information or you provide or you submit an UCL official receipt . So, the total amount you need to prepare can be worked out using this formula



Course fees due on your CAS – any fees/deposits already paid to the University on your CAS/official UCL receipt – any accommodation fees already paid to the university (up to a maximum of $\text{£}1,265$ for accommodation only) on your CAS even if you have paid more + living cost ($\text{£}1,265 \times \text{number of calendar months of studies, up to } \text{£}11,385$) =

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. If you are using parent's accounts you will also in addition need to provide a birth certificate and translation if required if the document is not in English and a consent letter from your parents confirming the relationship between you and that they consent to you using their funds for your study in the UK.

- **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.
- **Course Details** – All the information you will find on your CAS Statement. For the qualification you will get see below
Undergraduate first degree level courses – RQF6/SCQF10
Master’s degree level courses – RQF7/SCQF11
MPhil/PhD level courses – RQF8/SCQF12
- **Points Claimed**
Confirmation of Acceptance for Studies – 30 points
Maintenance – 10 points
Total – 40 points
- **Extra Information:** you do not need to fill in this section if you do not have any other information to provide. Use this section if your circumstances are not the usual and you need to explain something further.

Please check all your details carefully before submitting your application. Please note that you will not be able to make any changes/edit to your form once your application has gone past the IHS charge page, it will lock your answers.

Pay Immigration Health Surcharge

In order to submit your tier 4 visa application online you will need to pay the IHS charge. IHS reference (or payment) is needed, you will be automatically directed through the IHS process when you complete your online Tier 4 visa application.

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. Once payment has been made, you will receive a reference number starting with 'IHS'.

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

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 for your

Visa application fee online within 3 hours, your appointment will be cancelled and you will need to re-book. The appointment booking is usually handled by a third-party organisation – for example VFS Global, TLS contact depending on where you are applying from.

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Pay for your application

You will need to pay your application fee online with a Master/Visa card. 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 in some circumstances only. Usually if you do to give the biometrics (fingerprints) information then your application will be rejected as invalid and you will get a refund.

Print your application

You can save and/or print your application as a PDF. You can also print off your appointment details. Some visa application centres may ask for you to take in a set of copies of documents alongside the originals documents you are to submit with the application.