



# **Applying for the Tier 4 Student Visa for Postgraduate Research Students**

## Tier 4 Application Checklist

### Essential documents to be included by ALL students

- Confirmation of Acceptance for Studies (CAS) ☐
- Immigration Health Surcharge reference number ☐
- Current valid passport ☐
- Printed application summary ☐
- Photographs ☐

### Documents which may need to be included by some students

- Any previous passport/travel document used for travel to the UK ☐
- Biometric Residence Permit for the UK ☐
- Up to date original Police Registration Certificate ☐
- ATAS Certificate ☐
- Tuberculosis (TB) Certificate – Visas of more than six months ☐
- Original academic certificate/transcript for each qualification listed on your CAS ☐
- Original evidence of your English language qualification if stated on the CAS ☐
- Official translation of any document not in English ☐
- Original financial documentation with the required amount of money in your bank account ☐
- Original financial documentation showing that the required amount of money is in your parent(s) bank account; **and** ☐
  - a) Original birth certificate; **and** ☐
  - b) Letter of consent from your parent(s) to use their money ☐
- Evidence of any scholarships (LSE scholarships are listed on your CAS) ☐
- Loan letter (US/ Government/ Official educational loans only) ☐
- Original, signed and stamped evidence of Official Financial sponsor or consent if you have been fully sponsored within the last 12 months. ☐

*This guide is for students applying to attend a full-time MPhil/MRes/PhD degree at LSE. If you are on another programme at LSE, please refer to the relevant guide for your cohort.*

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### LSE Contacts

- International Student Visa Advice Team
- Graduate Admissions Office
- PhD Academy
- Registry
- Fees Office
- Residences Fees Team

### External Contacts

- UK Visas and Immigration
- UK Council for International Student Affairs
- Office of the Immigration Services Commissioner (OISC)
- Immigration Law Practitioners' Association (ILPA)

## Section 1: Before you apply

### Are you eligible for a Tier 4 visa?

- **Cap on degree level studies**

**IMPORTANT:** Read the section *“Calculating periods of leave towards time limits”* in the [Tier 4 Policy Guidance](#).

UK Visas and Immigration (UKVI) have capped the amount of time that a person can spend studying in the UK on student immigration permission.

Study at PhD level is usually exempt from the cap. However, if you have previously completed a PhD or one of the postgraduate research qualifications listed in Annex 4 (e.g. MPhil or MRes) the Home Office's Tier 4 Policy Guidance in the UK, any new Tier 4 application is subject to an 8-year cap (including courses below degree level, but not including Tier 4 leave granted under the Doctorate Extension Scheme).

If you are subject to the cap, we can only sponsor you for a Tier 4 visa if your programme at LSE will not take you beyond eight years study at degree level (which includes both Undergraduate and Postgraduate studies). You must provide details of all previous study at degree level in the UK to help the CAS issuing team assess this before issuing your CAS.

The relevant CAS issuing team will need to calculate the following periods of time when calculating the cap on degree level studies:

- The whole length of any previous Tier 4 (or pre-Tier 4) student visas including the extra time granted at the start and end of the visa;
- Time spent on Section 3c leave whilst waiting for an application to be decided in the UK/the outcome of an appeal/the outcome of an Administrative Review
- The time spent waiting for a previous Tier 4 visa to be curtailed e.g. if you previously interrupted your studies or withdrew from a course.

It is very important that you provide accurate information to the relevant CAS issuing team regarding your previous degree level studies in the UK to avoid the risk of refusal.

- **Academic Progression**

**IMPORTANT:** Read the section *“Academic Progression”* in the [Tier 4 Policy Guidance](#).

UKVI now require:

- justification for study at the same level which shows that the new course relates to previous study and aids the applicant's career plans (you may also be required to justify this in a credibility interview);
- no study at a lower level is permitted – your application will be refused;
- students who fail to successfully complete their previous course of study can only apply outside the UK for the visa;
- academic progression does not apply if the applicant is applying from overseas.

If you think you are affected by this, please [contact ISVAT immediately](#) for advice.

If you are currently in the UK studying a 12 month Masters degree and are preparing to apply for a visa to do an MPhil/PhD, you must have successfully completed your current course before you can apply for a visa for the next course within the UK:

#### **Students currently studying a 12 month Masters degree at another university**

If you are not going to receive official confirmation that you have completed your course in time to apply for a visa to study at LSE, please contact your current university to request a letter which states that, based on your performance throughout the course, the university deems that you are highly likely to complete the course successfully. Once you receive this letter please e-mail a copy to Graduate Admissions. You will need to submit the original in your visa application and you will also need to show it to register for studies at LSE.

#### **Students currently studying a 12 month Masters degree at LSE**

If you are a current LSE student who requires a letter from LSE, you will only be able to obtain that after 1<sup>st</sup> September 2016 from Registry. If you intend to apply for your visa earlier than this, you will need to return to your home country to apply.

[Contact us for advice](#) on your options as you may find it more beneficial to apply outside the UK.

- **Registered students who have had a change in circumstances**

#### **Interruption of Study**

If you have interrupted your studies, please contact ISVAT for advice on how to return to the UK at least three months before your expected date of return. As your previous visa is likely to have been curtailed, you should not be in the UK and will need to apply for the new Tier 4 visa from your home country.

#### **Programme Transfer**

If you transferred to a new programme of study (different to the one stated on the CAS for your current visa) which is longer than your current visa before the 6<sup>th</sup> April 2016, it will not be possible for you to extend your Tier 4 visa in the UK. Contact us for advice on your options.

#### **Extension to PhD Thesis Submission date**

If you have been granted an extension for your PhD, it may be possible to apply for a Tier 4 visa; however you should discuss this with the PhD Academy in the first instance because they can inform you if they are willing to provide sponsorship under Tier 4 for that period.

#### **Viva**

If your viva date is after your current visa expiry date, it may be possible to apply for a Tier 4 visa; however you should discuss this with the PhD Academy in the first instance because they can inform you if they are willing to provide sponsorship under Tier 4 for that period. If your viva is more than 3

months after your submission date, it may not be possible to provide Tier 4 visa sponsorship for that whole period because there will be no academic engagement between submission and viva.

### **Corrections**

If you have a period of corrections after your viva, you may be able to apply for a Tier 4 visa if you are required to be in attendance in the UK to complete your corrections. Please discuss this with the PhD Academy, as it will depend on your reason for needing the extension and the expiry date of your current visa.

### **Doctorate Extension Scheme**

**Read the section “Doctorate Extension Scheme” in the [Tier 4 Policy Guidance](#).**

Students studying for a PhD at LSE with a valid Tier 4 Student visa are eligible to apply for permission to work for 12 months at the end of their studies under the Tier 4 Doctorate Extension Scheme (DES). As the scheme is under Tier 4, you must apply for the additional 12 months before you complete your studies at LSE - ideally up to 60 days before. Your completion date is the date you are expected to receive your official result in writing.

When to apply:

- after you complete your viva with no corrections and before you receive confirmation of your award in writing.
- before the course end date as shown on your CAS statement (your course end date is the date you will be awarded your PhD). Contact the PhD Academy team for further information about the award date.
- In the UK whilst your Tier 4 visa is still valid – you cannot apply as an overstayer .

Before making an application under the DES, email [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk) to confirm that you wish to apply. They will explain what you need to do before you can apply for a CAS. You can then request your CAS by completing the online request form. You can initially indicate your interest in the scheme at the point of thesis submission, but it does not mean that you will be tied to applying for the visa.

Registry will only issue your CAS once you have met with ISVAT to confirm the requirements of the visa and check if you are able to apply. You can arrange an appointment with ISVAT or come to drop-in to discuss your options by completing our web query form:

<http://www.lse.ac.uk/study/informationForInternationalStudents/visasAndImmigration/ISISwebqueryform.aspx>

For more details of the Doctorate Extension Scheme and other working options see:

<http://www.lse.ac.uk/intranet/students/ISIS/currentStudents/Workingafteryourstudies.aspx>

## Your Confirmation of Acceptance for Studies (CAS) number

Our team does not provide CAS numbers for your application and cannot expedite them with the relevant team.

- If you are a **new student**, your CAS number will be issued by the Graduate Admissions Office once your offer becomes unconditional, you have completed the Financial Undertaking Form and have checked your pre-CAS statement;
- If you are a **registered student** with a change in circumstances e.g. an extension of thesis submission, your CAS will be issued by the Registry and you must [request it online](#). You must ensure that the PhD Academy are aware that you have requested a CAS because Registry are likely to contact them regarding your extension.
- If you are applying for the **Tier 4 Doctorate Extension Scheme**, your CAS will be issued by Registry. You will need to request this online, but it can only be issued once the date of award has been confirmed and you have spoken to ISVAT about applying.

Your eligibility for a CAS will depend on which programme you are doing, your previous study in the UK and the reason you require a CAS e.g. a refusal.

The Confirmation of Acceptance for Studies (CAS) is the key 'document' that you need from LSE for your Tier 4 application. You cannot apply for a Tier 4 visa until you have received your CAS number. You only need the CAS number not a hardcopy of the document to apply for your visa.

**A CAS is only valid for 6 months, and it can only be used once. The CAS links you to LSE. You can only use it to study at LSE. If you apply for a Tier 4 visa using a CAS from another university in your application, you will *not* be able to register for your programme at LSE.**

LSE will issue your CAS a maximum of three months before the start of your programme. If you attempt to apply earlier than three months before the course start date stated on the CAS, your application will be refused.

Check your CAS number carefully when you receive it. If there are any errors on the CAS e.g. you have a new passport, you must contact the team who issued the CAS to get it amended. Errors on CAS numbers can lead to refusals, so it's important that it's right first time.

### What if I am doing a pre-sessional course?

You may only be able to get a joint CAS which covers the pre-sessional and Postgraduate Research degree programmes if your offer for the Postgraduate Research degree is unconditional. If you have an unconditional offer for your main course but are planning to attend an English course at the Language Centre or one of LSE's Summer School programmes prior to the start of your degree programme, you should inform Graduate Admissions and they will confirm if you can have a joint CAS. If you are able to get a joint CAS, you will only need to make one visa application to cover both courses.

If your offer for your main course is conditional upon you completing a Language Centre or Summer School course, it is unlikely that you will be able to get a joint CAS to cover both your pre-sessional and main courses. Whether you are able to get a CAS for the pre-sessional will depend on which session you are doing and also whether it is a requirement or supplementary. Check with the

Graduate Admissions Office if you are unsure. You can find further information about visas for pre-sessional courses here:

- Summer School  
<http://www.lse.ac.uk/study/informationForInternationalStudents/visasAndImmigration/summer-school.aspx>
- Language Centre  
<http://www.lse.ac.uk/study/informationForInternationalStudents/visasAndImmigration/language-centre.aspx>

## Where can you apply for your Tier 4 visa?

You can apply up to three months before the start date of your programme as stated on your CAS. This is the earliest that you can apply. You can apply later but you should ensure that you allow sufficient time to get the visa processed in order to arrive in the UK by your course start date. If you apply any earlier, your application may be rejected as invalid or even refused.

- **Applying outside the UK**

You apply in the country where you are living. If you are just visiting another country (eg. as a tourist) you will need to return to your home country to apply for Tier 4. The visa application form is online (except in North Korea), but you will have to travel to a visa application centre to give your biometric information and submit your passport and supporting documents. There isn't a visa application centre in every country so you may need to travel to another country for the visa appointment.

**Check on the UKVI website to find out where your nearest visa application centre is:**

<https://www.gov.uk/find-a-visa-application-centre>

Many of the visa application centres are managed by private companies (such as VFS Global and Teleperformance) on behalf of UKVI. They may charge a fee to attend the appointment. The visa application centres manage the application process but do not make decisions on visa applications; decisions are made by UKVI employees.

Please remember that you cannot apply for the Doctorate Extension Scheme outside the UK.

- **Applying in the UK**

**IMPORTANT: Read the section “Who can switch into the Tier 4 (General) student category?” in the [Tier 4 Policy Guidance](#).**

Not everyone is able to apply for their Tier 4 visa in the UK based on their immigration status and the expiry date and course start of their new programme. UKCISA have produced [helpful guidance](#) which advises if you are able to apply in the UK.

You cannot switch from being a visitor to a Tier 4 student in the UK, so you should not plan to come to the UK as tourist and apply for your Tier 4 visa here. Your application will be refused.



If you do not think you can apply for your Tier 4 visa in the UK e.g. because your current permission does not allow you to switch, you must allow yourself plenty of time to return home and submit your application. Do not risk applying in the UK because if you receive a refusal, you may be unable to join or continue on your programme.

If you are a registered student who requires a visa extension following a change of circumstances, please contact us for advice; depending on your circumstances you may not be able to apply for a visa from within the UK so it is important that you check with us to avoid the risk of being refused.

### **What happens if I don't meet the academic progression requirements?**

If you are currently in the UK studying a 12 month Masters degree and are preparing to apply for a visa to do a Postgraduate Research degree, you must have successfully completed your current course before you can apply for a visa for the next course within the UK. Check the course end date on the CAS for your current course; if your new course will begin before the current course officially ends, you should [contact us for advice](#).

- **Overstayers**

If your visa expires without you having made a valid immigration application, you will become an 'overstayer' in the UK. This means that you have no legal status in the UK.

**There is no 'grace period' of overstay; even one day beyond the expiry of your visa is breaking the rules and may affect all future immigration applications.**

If you do become an overstayer, contact ISVAT as soon as possible. We can advise you on your options, as it may affect your ability to remain in the UK and registered on your course. We will share this information with other LSE departments.

US and other non-visa nationals should note that when their Tier 4 visa expires, they do not automatically benefit from the permission to be a tourist (Standard Visitor) in the UK. You must leave and re-enter the UK to benefit from this. If your Tier 4 visa expires and you have not left the UK and re-entered as tourist you are an overstayer.

### **Do you need to pay the Immigration Healthcare Surcharge (IHS)?**

Details of the IHS and how to calculate it can be found on the UKVI website:

<https://www.gov.uk/healthcare-immigration-application>. The sum is an annual amount and you will be charged the annual amount for each year of the maximum period of leave at the point you apply for your visa.

For example:

- a four year MPhil/PhD month degree student is likely to have to pay £675 because they will have a visa which is valid for four years plus the additional 4 months after the course end date.
- A DES applicant should be charged £150.

It is not an optional charge and failure to pay or pay the correct amount can lead to your visa being refused. The following groups are exempt from payment but will still need an IHS number:

- British Overseas Territories Citizens who are resident in the Falkland Islands.
- If you are in receipt of a scholarship from the UK Government (eg. Chevening, Commonwealth or Marshall), please contact your Programme Officer for information about IHS.

If you are applying from outside the UK for a visa of less than six months, you will not be required to pay the IHS. If you are applying for a visa extension of less than 6 months from within the UK, you will be charged £75.

## Preparing your Supporting Documents

You must have all your documents in place before you apply. In some countries, you can start the online application and give biometrics and then submit documents within two weeks.

**We advise you not to start the online application until you already have all documents in place - including your CAS from LSE.**

- Differentiation arrangement for “Low Risk” nationals

**IMPORTANT:** Read the section “*Documents you will need to send with your application*” in the <https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>.

Some nationalities do not need to submit their financial or educational documentation with their Tier 4 application. However, you do need to have these documents and you may be asked for them at any time during the application process. You may see other low risk nationals say on social media, they weren’t asked for them so don’t worry about preparing the documents; please ignore this advice and prepare your application as if you need to submit the paperwork. Each immigration application is based on the individual.

The LSE has cases where low-risk nationals were asked to provide their paperwork as part of their application. Don’t get caught out by not being prepared. If you cannot provide documentation when requested, your application is likely to be refused, which will impact on your immigration history and your ability to study in the UK.

The UKVI Tier 4 Policy Guidance and the immigration rules call this 'differentiation arrangements' for “low risk” nationals. Appendix H of the immigration rules lists the nationalities. <https://www.gov.uk/government/publications/immigration-rules-appendix-h>

The rules for low risk nationals only apply if you are applying from your home country or in the UK. If you apply in a third country, you have to submit all required documents when you apply.

**Read the sections on the financial and educational documents and then collect all supporting documents as if you have to submit them by the date that you submit your Tier 4 application.**

- **Financial Requirements**

**Not meeting the financial requirements is the main reason why students are refused a Tier 4 visa. It is very important that you read this information carefully.**

**What do I need to do?**

1. You must read the essential sections of the Tier 4 Policy Guidance you are referred to.
2. Calculate how much money you need.
3. Decide which documents you are going to use as evidence and plan to get them dated near to the time you will apply.
4. Check that they meet the requirements of the Tier 4 Policy Guidance and obtain any translations required before applying.

**How much money do I need to show the UKVI?**

**IMPORTANT: Read the [Tier 4 Policy Guidance](#) from “*Money (also known as maintenance or funds)*” to “*Money already paid to the Tier 4 Sponsor*”**

**Tuition Fees**

When applying for your visa, you only need to show funds for the tuition fees for the **first year** of your course. If you have not paid any of your tuition fees, you will need to show that you have held the full amount in your bank account for 28 consecutive days before the closing balance of your bank statement. If you have paid some of your tuition fees this will show in your CAS statement and you will only need to show the remaining amount of fees that you have to pay.

If you have paid some of your fees and this is not shown on your CAS, reply to the CAS statement email to get this corrected ***before*** applying for your visa. **If you include details of tuition fees you have paid in your application form and your CAS has not been updated, your application will be refused.**

**Living costs**

LSE is in *inner London* so the maintenance level is set at £1,265 per month. You will need to show living costs of £1,265 for each month up to a maximum of nine months which is £11,385. It does not matter if your course is longer than nine months as this is all the UKVI require you to show. You must have held these funds for a 28 consecutive day period before the closing balance of your bank statement. The closing balance must be dated within 31 days before you submit your online visa application.

If you are applying for the Doctorate Extension Scheme, you will just need to show two months living costs which is £2530.

**Accommodation fees**

You can only deduct a maximum of £1,265 from your living costs for accommodation. Not all residences are owned and managed by LSE. Non-LSE residences include Lilian Knowles, Urbanest Westminster Bridge, Urbanest Tower Bridge and Urbanest King’s Cross. If you have paid money for non-LSE residences or any other private accommodation in London, you *cannot* deduct payments.

If you pay online, you should automatically be issued with an e-mail receipt for any accommodation fees paid in advance. You **cannot** use this as evidence of payment with your Tier 4 application, you need an original receipt. If you state on the application form that you have paid for accommodation, but do not provide evidence of this payment, your application will be refused. If you need a receipt, you can request one from [residences.fees@lse.ac.uk](mailto:residences.fees@lse.ac.uk).

You cannot deduct accommodation costs as evidence of funds for a Doctorate Extension Scheme application because you will not be a registered student (so will not be able to reside in university owned accommodation).

### **What documents can I use as evidence of funds?**

**IMPORTANT:** Read the [Tier 4 Policy Guidance](#) from *“Documents need for Maintenance (funds)”* to *“Documents needed to show money available to you”*.

Most refusals for Tier 4 (General) applications by new LSE students are because they have not shown sufficient funds for the required period of time. You must ensure that your bank statements meet the following requirements:

- the closing balance must be no more than 31 days before your date of application (which is the date that you submit and pay for your online visa application not the date of your biometrics appointment);
- your bank statements must show that the entire amount has been in your account for 28 consecutive days immediately prior to the closing balance of your statement;
- at no point in the 28 days must it go below the required amount or you will be refused;
- use [www.timeanddate.com](http://www.timeanddate.com) to calculate if you have held your funds for 28 days;
- the money must be in a **cash** account (not stocks, shares, pensions, investments, personal loans, credit cards or overdrafts);
- Certificates of deposit can be used as long as the funds are not frozen;
- you can only use personal accounts not business accounts;
- the documents must be issued by a bank that the UKVI accepts. You check can this in [Appendix P](#).

When you submit an application for a Tier 4 visa, you are declaring that the money you are showing is genuinely available to you and will remain available to you unless used to pay fees and living costs. If you are interviewed as part of your application, you may be asked details about this.

### **IMPORTANT: Certificates of Deposit**

If you intend to use a Certificate of Deposit as evidence of your finances, you must ensure that:

- You deposit the money in the account;
- You wait until 28 consecutive days have passed;
- After 28 consecutive days have passed, you print the Certificate of Deposit;
- The Certificate must not indicate that the funds are frozen and inaccessible.

Many students think that by depositing the funds and freezing it for a period more than 28 days in the future, this will meet the requirements. This is not the case and you must wait until 28 days **after** the date of deposit before printing your certificate or your application will be refused.

**Make your documents easy to understand.** You can submit an explanatory note about your bank statements if you think that anything is unclear. For example, some savings accounts look like investment accounts. Although the UKVI say they will make checks with your bank, it rarely does so. It is in your best interests to make your statements clear and understandable.

**Documents not in English:** If your bank statements are not in English, you must provide an official translation that can be verified by the UKVI.

**Funds not in British Pounds Sterling (GBP):** If you are using an overseas account, include a conversion of the amounts on your statements using <http://www.oanda.com/>. It is possible to use overseas accounts when applying inside and outside the UK.

You should be careful of currency fluctuations and ensure that your bank account holds the required amount throughout the required period of time. The UKVI use <http://www.oanda.com/> to calculate exchange rates. If the money falls below the required amount for just one day, your application will be refused. The UKVI will use the exchange rate on your date of application so check your balance before you apply.

**Multiple accounts:** If you are using multiple accounts, the UKVI will look at the combined total of all your accounts during the 28 days before your closing balance. It will use the closing balance of the account that most favours you (has the highest amount of money) as the start of the 28 day period, so you should use the same date.

If you are using multiple accounts, you should complete the [Maintenance and 28 day period calculator](#) to check you have the required funds for the 28 consecutive days.

#### **Can I use a joint account?**

It is possible to use a joint account as evidence providing that you are named on the account. You do not need to submit the additional legal documents proving the relationship.

#### **My partner/spouse will be funding my studies; can I use their bank account as evidence of funds?**

No, unless you are named as a joint account holder on their bank account. If you are not named as a joint account holder with your partner, you cannot use their statement even if you provide evidence of the relationship. If they will be funding your studies, you should ask if they can transfer the funds into your bank account. You must then hold the required funds in your own account for a consecutive 28 day period before applying for the visa.

#### **What if I need to use my parents'/ legal guardians' money?**

**IMPORTANT:** Read the section *"If you are using money held by your parents(s) or legal guardians"* in the [Tier 4 Policy Guidance](#).

You can use your parents'/legal guardians' financial documents as proof that you meet the financial requirements. They must meet the same requirements as if you are submitting your own bank statements. In addition to submitting your parents' original bank documents you must also submit **original** legal documentation (or a notarised copy) to confirm your relationship.

**You must provide:**

- your original or officially notarised birth certificate showing the name of your parents ; or
- certificate of adoption showing your name and the name of your parent(s);or
- court document stating the name of your legal guardian(s) and your name.

**You must also provide:**

- a letter from your parent(s) or legal guardian(s) confirming their relationship with you and that they consent to you using their funds to pay for your tuition fees and living costs in the UK.

**You cannot use:**

- bank statements from any other family members e.g. husband/wife, grandparents or siblings unless they are your legal guardian as recognised by the courts
- an affidavit confirming your relationship to your parents/legal guardian

**I have a scholarship; what should I provide as evidence for visa purposes?**

**IMPORTANT:** Read the sections *“Official Financial Sponsorship or Government Sponsor”* and *“Documents needed to show official financial sponsorship or government sponsor”* in the [Tier 4 Policy Guidance](#).

The UKVI Tier 4 Policy Guidance states that an **official financial sponsor** is 'Her Majesty's Government, the student's home government, the British Council or any international organisation, international company, university or UK independent school'. If you are receiving financial support from another type of body or organisation, or from your relatives, this does not count as official financial sponsorship. Please note the following:

- **Current sponsorship/scholarships:** If you are receiving financial sponsorship or a scholarship to study on your current course, you will need to show evidence of this.
- **Past sponsorship/scholarships:** If you have received a scholarship from a government or an international scholarship agency within the last 12 months which covered all of your tuition fees and living costs, you will need to show evidence that they consent to you continuing to study in the UK and permit you to extend your visa.
- **If you are receiving an external scholarship:** You will need a letter from your official financial sponsor. Check the Tier 4 Policy Guidance for exact details of what the letter needs to show.

**Scholarship from LSE**

In most cases, a scholarship provided by LSE will be shown on your CAS. It may be shown as an overpayment of tuition fees; check the information on your CAS carefully. If your scholarship funding is shown on the CAS, you do not need to submit a scholarship letter with your visa application. If the scholarship is not on your CAS, contact the team who issued your CAS before you apply for the visa; they will be able to check and add it to the CAS if required. If the scholarship cannot be confirmed on the CAS, you must submit an official letter confirming the scholarship with your visa application.

**External Scholarship**

Scholarships not provided by LSE cannot be confirmed on the CAS so you will need to obtain an official letter from the scholarship provider. If you are in receipt of a UK Government scholarship (e.g. Chevening/Commonwealth/Marshall) you should be given an award letter to submit as part of your visa application; contact your Programme Officer at the scholarship provider if you have questions about the documentation you need to provide as evidence of funds. Refer to the section in the [Tier 4 Policy Guidance](#) with the heading '*Documents needed to show official financial sponsorship or Government sponsor*'.

### **Can I use a loan as evidence of funds?**

You can only use a loan as evidence of funds if the loan is provided by your government or if it is part of an academic/educational loan scheme. Your loan letter must be no older than six months before the date of application and must clearly show:

- your name;
- the date of the letter;
- the financial institution's name and logo
- the money is available as a loan;
- "the loan is provided by the national government, the state or regional government or a government sponsored student loan company or is part of an academic or educational loans scheme." – this means that you cannot use personal loans as evidence.

**Government Loans:** If your loan is from your national government, the loan can be released to you when you register at your institution in the UK.

**US Loans:** US Federal loans are an educational loan scheme. The US government is not your official financial sponsor if you are receiving Federal loans for your studies at LSE.

If you have a US government loan, the LSE Fees Office require information from you about your loan. They will then issue you with the documentation you need to apply for your Tier 4 visa. For more details go to the [Fees Office page for US loans](#), which includes a detailed flowchart of everything you need to do to put your loan in place.

If you are using a US Federal Direct loan which is confirmed in a letter by LSE, you can use this as evidence for your application. You should not apply for your visa until you receive your US loan letter from LSE because this is your official confirmation of your funding.

<http://www.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/feesAndLoans/Home.aspx>

If you are using a non-Federal Direct loan which has not been verified by LSE, you will need to hold the funds for your Tier 4 (General) application in your bank account for the required 28 days before applying for your visa.

**All other loans:** If you are using a loan from any other source (a bank, a personal sponsor a relative etc.) you cannot submit a loan letter as evidence. You must receive the funds and transfer them into your own bank account (or that of your parents or legal guardian) and wait 28 days before you can apply for your Tier 4 visa.

- **Qualifications**

**IMPORTANT:** Read the section *“Documents used to obtain a Tier 4 (General) CAS “in the [Tier 4 Policy Guidance](#).*

LSE will list in your CAS any qualifications that we used to assess you for the programme. See the section ‘Evidence used to Assess Suitability’ to check which qualifications were used. **You must submit the original documents when you apply for your visa or your application may be refused.**

You can submit the actual certificate showing your qualification or the official transcripts confirming your award.

If your offer of study is based on a qualification that you do not yet hold (eg. if you are currently studying a 12 month Masters course and you have a conditional offer to study a Postgraduate Research course), you must contact Graduate Admissions for advice about your offer because you will not be able to apply for your visa unless you can provide evidence that you have been awarded the qualification that your offer is based on.

If you are currently in the UK studying a 12 month Masters degree and are preparing to apply for a visa to do an MPhil/PhD, you must have successfully completed your current course before you can apply for a visa for the next course within the UK:

**Students currently studying a 12 month Masters degree at another university**

If you are not going to receive official confirmation that you have completed your course in time to apply for a visa to study at LSE, please contact your current university to request a letter which states that, based on your performance throughout the course, the university deems that you are highly likely to complete the course successfully. Once you receive this letter please e-mail a copy to Graduate Admissions. You will need to submit the original in your visa application and you will also need to show it to register for studies at LSE.

**Students currently studying a 12 month Masters degree at LSE**

If you are a current LSE student who requires a letter from LSE, you will only be able to obtain that after 1<sup>st</sup> September 2016 from Registry. If you intend to apply for your visa earlier than this, you will need to return to your home country to apply.

[Contact us for advice](#) on your options as you may find it more beneficial to apply outside the UK.

- **English language requirements**

**IMPORTANT:** Read the [Tier 4 Policy Guidance](#) from *“English language ability” to “Students studying at degree level and above”*

If you will only be studying a course at degree level or above, you will just be required to meet LSE’s [English language requirement](#); you will not need to provide additional evidence of English language qualification in order to apply for a Tier 4 visa to study at degree level or above.



However you may need to provide evidence of your English language if you intend to do any courses below degree level in order to meet the conditions of your offer (eg. if you are required to attend a pre-sessional course). In those circumstances, you will be required to attend a Secure English Language Test for your visa application. [Contact ISVAT](#) for advice if required.

- **Translations of documents**

**IMPORTANT: Read the section “Documents you will need to send with your application” in the [Tier 4 Policy Guidance](#).**

Any documents that are not in English or Welsh must have an original translation that can be independently verified by the UKVI. The original translation must show:

- details of the translator / translation company credentials
- confirmation that it is an accurate translation of the original document
- the translator's contact details
- the date of the translation
- the translator's full name and signature or signature of an authorised official of the translation company

- **Photographs**

Check the UKVI detailed photograph guidance to ensure that you meet the requirements:

<https://www.gov.uk/photos-for-passports>

The key points to remember are:

- do not smile
- the background colour must be white when applying outside the UK and light grey or cream when applying inside the UK
- the photos must be in colour
- the photographs must have been taken in last month
- the head must measure between 29 – 34mm
- they must be UK standard size.

- **Tuberculosis (TB) Testing**

If your course is more than 6 months and you will be applying from a country where TB testing is required for visa purposes, you may be required to obtain a TB certificate otherwise your visa application will be refused. This is dependent on whether you have been resident in that country for the past six months.

- If you are from a country which does not require TB testing **BUT** have been resident in a country which does require testing for six months immediately before apply, you must take a TB test;
- If you have been living in a country which does not require TB testing for more than six months before submitting your application, but are applying from your home country you may not need a TB test certificate. Contact ISVAT to check.

To find out if you need to have a TB test, please check the list at: <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>

Get your TB test done as soon as possible. You can be tested from 6 months before you intend to travel to the UK. You can only be tested at specific medical centres approved by the UKVI. TB test centres are not available in every country where TB testing is required so check the aforementioned list to find where your nearest test centre is. If you are required to travel to another country to be tested, please ensure that you budget your finances accordingly to cover the travel costs.

Further information about TB testing is available on the UKVI website at: <https://www.gov.uk/tb-test-visa/overview>

- **Police Registration Certificate**

If your current or most recent immigration permission has (or had) the condition to register with the police then you must submit your police registration certificate with your Tier 4 application if you are applying for your visa within the UK.

- **Academic Technology Approval Scheme (ATAS)**

The Academic Technology Approval Scheme (ATAS) is only for students studying certain science, engineering or technology subjects at a high level. The majority of LSE courses do not require ATAS clearance. If you need an ATAS certificate, LSE will confirm this on the back page of your offer letter. The 'JACS code' (which you need to apply) will be listed on the top left hand corner of the front page of your offer letter. To apply for your certificate:

1. Obtain approval for your research proposal - Your offer letter from LSE will explain if you have to submit an additional research proposal for ATAS and how to do this. The Graduate Admissions team will send you a LSE ATAS document when this is approved. You need this to apply to ATAS.
2. Apply for your ATAS certificate by completing the online form on the UK Foreign and Commonwealth Office website. There is no application fee. <https://www.gov.uk/academic-technology-approval-scheme>  
You can apply with a conditional or unconditional offer up to **six months** before the start of your course. We advise submitting your application as early as possible, as there are often delays in the processing times for ATAS certificates and it is not possible to fast-track applications.
3. Send a scanned copy of your ATAS certificate to the Graduate Admissions team who will then issue your CAS when your offer is unconditional. You can then apply for your Tier 4 Student Visa.

Include your ATAS certificate with your application or your visa will be refused.

If you there have been any changes in your circumstances e.g. a thesis extension or new thesis topic, you may need to apply for a new ATAS certificate before submitting your Tier 4 application. If your programme required ATAS and you are now applying for the Tier 4 Doctorate Extension Scheme, contact us for advice.

## Section 2: Your Tier 4 application

### Which Tier 4 application form should I use?

- **Applying outside the UK**

In most countries you can apply online. Go to the UKVI website to link to the form by selecting “Apply”: <https://www.gov.uk/tier-4-general-visa>

You should always check that you are using the most up-to-date version of the forms.

You may find our annotated [application form guide](#) helpful when preparing your visa application so please refer to that in the first instance before contacting us with questions about the form.

You should also refer to the [Tier 4 Policy Guidance](#) when completing the application form.

- **Applying in the UK**

Go to the UKVI website to link to the form by selecting “Extend your Visa”: <https://www.gov.uk/tier-4-general-visa/extend-your-visa>

You should always check that you are using the most up-to-date version of the forms.

You may find our annotated [application form guide](#) helpful when preparing your visa application so please refer to that in the first instance before contacting us with questions about the application form.

You should also refer to the [Tier 4 Policy Guidance](#) when completing the application form.

If you are applying for the Doctorate Extension Scheme, you should use the standard Tier 4 online application form in the UK, however you should ensure that you tick the relevant box to indicate that you are applying for the Doctorate Extension Scheme.

### What is the date of application?

- **Applying outside the UK**

The date of application is the day you submit the online application form or pay the fee for your application. This varies between countries as it depends if you pay your fee when you submit your online application form or when you attend an appointment.

In most cases the date of application will be the date of online application submission rather than the date of your biometric appointment. Therefore if you have paid your fee at the point you submit the application form, this is your date of application so any supporting documents must be prepared before this. Any documents prepared and dated after you have submitted your application may lead to a refusal.

- **Applying in the UK**

The date of application is the day that you pay submit and pay for your application online. If you do not have your supporting documents prepared, do not pay for your application until they are available to you.

Upon payment you will receive a document checklist which confirms your date of submission. You will also receive an email confirming your payment. Check your junk mail folder if you do not receive the email.

## **How much will the application cost and how long will it take to be processed?**

- **Applying outside the UK**

The current cost for a standard application made outside the UK is £328. You can get an indication of recent processing times at: <https://www.gov.uk/visa-processing-times>. The times are given in working days and you should also allow time for the return of your documents, as this can often delay the process.

In some countries it is possible to apply using a “premium” or “priority” appointment to get your application processed quicker. There is usually an additional cost for these services and the average processing times are seven working days. Priority service charges are normally in the local currency. You can find this information under the “User Pay Services” or “Added Value Services” section of the visa application centre website: <https://www.gov.uk/find-a-visa-application-centre>

If you receive any correspondence about your application and you are unsure what to do or if you require support, please [contact us](#).

- **Applying in the UK**

The current cost for a standard application in the UK is £448. You should receive your decision within eight weeks of the date of application.

The current cost for a priority application in the UK is £823. You should receive a decision within 10 working days of the date of application. Your Biometric Residence Permit will arrive within 5 - 10 working days from the receipt of your decision. You can only apply through the priority service by submitting a request form. If you are allocated a place on the scheme, then you should apply online within 24 hours or you will lose your slot and have to re-apply the next day.

The current cost for a premium service application in the UK is £948. You will receive a decision regarding your application on the same day but you will not receive your Biometric Residence Permit for another 5 – 10 working days. You will be unable to travel until you have received your Biometric Residence Permit.

## **What are biometrics?**

As part of your Tier 4 application, you need to provide your biometric information (fingerprints and photograph). Where you provide your biometric information depends on where you are applying from.

- If you are applying outside the UK, you should follow the instructions given as part of your application form. You will be required to book an appointment at your [nearest visa application centre](#) in order to submit your biometric information.
- If you are applying in the UK using the standard or priority application process, you will be sent a letter advising you where you can provide your biometric information. It will cost you £19.20 to provide your biometric information.
- If you are applying in the UK using the premium service, your biometric information will be taken during your appointment.

You must provide your biometric information every time you apply for a new Tier 4 visa for the UK.

## **Credibility Interviews**

As part of your application, you may be asked to attend a credibility interview. During an interview, the UKVI may ask questions about your course of study in the UK, your English language level, why you decided to study at the LSE, what other institutions you looked at, your finances and your future plans. This will usually be done via a video link to an office in the UK. If there are any concerns about your answers, you may be asked to attend a second interview in your country of application.

## **Problems with your application**

- **Problems outside the UK**

### **My application has been refused. What do I do?**

1. Contact the CAS issuing team and [ISVAT](#) immediately. Send a copy of your refusal notice to inform us why your application has been refused. ISVAT can advise you of your options
2. Based on the advice given, decide if you are going to apply again or submit an administrative review.
3. Request a new CAS if you are applying again – it will only be issued after we have advised you on your options and informed the CAS issuing team you have received advice from us.
4. Declare your refusal on your new application.

We appreciate that receiving a refusal on your visa is upsetting, but we do ask for patience when we are helping you in this scenario. There are only two members of the ISVAT team and we advise a large number of students during the summer on refusals. Contacting us multiple times with the same query will delay our response times; contact us via our [online query](#) once and you will receive a response. Each student's case is important to us whether it is a complex issue or a standard question.

### **Administrative Review**

If you think that the UKVI has made a mistake with your application (for example they may have misread or ignored a document), you can submit an administrative review. The UKVI state that they will make decisions within 28 days, however, it can take much longer. Please note that if *you* made a mistake, an administrative review will not be successful.

If it is successful, you will not get a refund for the application fee but it will be recorded on your immigration record that your administrative review was successful. However, even if the

administrative review is successful, **you will still have to declare the initial refusal each time you apply to the UKVI for a visa.**

You cannot submit administrative review and a new Tier 4 application at the same time; you must choose which option is best for you.

### **Administrative Review – credibility interviews**

If your application has been refused on the basis of a credibility Interview, you will need to request an administrative review before you can apply again. This is because unless you can prove the first decision was wrong, the UKVI are likely to refuse your application again. If you have been refused on the basis of a credibility interview, it is not guaranteed that LSE will be able to issue you another CAS. Contact ISVAT for advice immediately.

### **Applying again**

**IMPORTANT! If you are applying again, you will need new bank statements which meet the requirements outlined in Section 1 of this guide if your previous statements are too old.**

If you made a mistake with your application and/or you decide not to submit an administrative review, you can apply again. You must obtain a new CAS by contacting the relevant CAS issuing team. Please explain why your visa was refused and attach a copy of the refusal notice. Your new CAS will not be issued until you have been advised by ISVAT. They will refer your refusal to us and we can advise you on how to avoid repeating errors before submitting a new application. You need to read the refusal notice carefully and gather new documents that meet the rules.

The UKVI provides us with a list of students who have been refused their Tier 4 visa every four months, but it is your responsibility to inform us if you have been refused.

### **My application has been returned as invalid; what does that mean?**

There are some errors that would make your application invalid, for example:

- there has been a problem with your application fee payment
- your photos do not meet the UKVI requirements
- you do not submit the mandatory documents within the correct timeframe.

This is not a refusal, because your application has not even been considered or processed under the immigration rules. It is simply returned to you. If this happens, usually the UKVI arranges a refund for the application fee and IHS payment.

You will need to re-apply. You will not need a new CAS (because your CAS will not have been used if the application was returned as invalid) however you will need to ensure that your financial documents still meet the requirements; if not you will need to prepare up-to-date documentation for your new application.

- **Problems in the UK**

### **My application has been refused. What do I do?**

- Keep the refusal notification and the envelope you received your refusal notice in;
- Check which documents the UKVI have returned to you;
- Check if it appears that the UKVI refused your visa in error so that you can decide whether you wish to apply for administrative review;
- [Contact ISVAT](#) immediately for advice.

You will receive a letter from the UKVI stating the reasons why your application has been refused. It is also likely that your supporting documents will be held by the UKVI and you may be asked to report to the Voluntary Departures team.

Your refusal notice will inform you if you are eligible for an Administrative Review. Please keep all the documents returned to you including the envelope the information was delivered in, as you may need to submit these. Please [contact ISVAT](#) immediately and we will advise you on your options. We may have to refer you for external specialist immigration advice.

It is essential that you also inform the CAS issuing team if your Tier 4 application is refused as your record needs to be updated with this information and LSE is required to inform the UKVI (the report is delayed if you apply for an administrative review). You will have to declare the refusal each time you apply to the UKVI for a visa.

### **My application has been returned as invalid; what does that mean?**

There are some errors that would make your application invalid, for example:

- your photos do not meet the UKVI requirements
- there was a problem with your payment
- you do not submit the mandatory documents within the correct timeframe.

This is not a refusal, because your application has not even been considered or processed under the immigration rules; it is simply returned to you. If this happens, usually the UKVI arranges a refund for the application fee and IHS fee.

If your existing visa has not yet expired, you can apply again with fresh documents. This means financial documents must be dated no more than one month before the date that you are submitting the new application and the CAS must still be valid. If you have problems we advise you to contact ISVAT. We can advise you on how to avoid repeating errors before submitting a new application.

If your visa has expired, you may be an 'overstayer'. We strongly advise you to contact ISVAT if your application is returned invalid and your visa has expired, as it may affect your ability to remain registered on your programme.

## **Section 3: Your Tier 4 visa**

### **Receiving your visa**

- Immigration permission granted outside the UK

**Tier 4 visa is for 6 months or less and was issued outside the UK**

Your Tier 4 visa will be a vignette (sticker) in your passport which should cover the duration of your course. You should not be required to collect a Biometric Residence Permit (BRP) after arriving in the UK. If you receive different information, contact ISVAT for advice. You are only likely to get this in the following circumstances:

- You are a registered student applying for a Tier 4 visa to return for your viva or a short period of corrections.
- You are a registered student returning for a short period of study following an interruption.

Contact ISVAT if you are concerned that your visa has not been issued correctly.

#### **If your Tier 4 visa is for more than six months and was issued outside the UK**

**IMPORTANT: Check your decision letter carefully and do not throw it away.**

If your visa application is successful, you will be given a vignette (sticker) in your passport which will be valid for 30 days and will allow you to enter the UK. The 30 days will start either 30 days before the course start date on your CAS, or seven days before the date that you specified on your application as your intended date of travel to the UK, whichever is later. The vignette is not your visa. It only gives you permission to enter for a short period of time so you can collect your [Biometric Residence Permit \(BRP\)](#).

You will also be given a decision letter which informs you of the location of the Post Office where you will need to collect your BRP (which is your visa). The location is based on the information you provided in your application about where you will be staying when you first arrive in the UK.

Check the information on the vignette and decision letter. If you are concerned that there may be an error on your documentation, contact us immediately for advice. It is better to get any errors corrected before travelling to the UK if possible.

If you are not able to travel to the UK within the 30 day validity period of your vignette, you must reapply for a new vignette only. This does not mean applying for a completely new visa therefore you do not need a new CAS. However you will need to pay to apply for a [replacement vignette](#) which costs £189 and is subject to the 15 working day standard processing time. Please contact ISVAT for advice if required.

If you lose your passport or decision letter after arriving in the UK but before collecting your BRP, you must [report it to the UKVI](#) immediately and contact ISVAT for advice.

You must ensure that you can collect your BRP from the nominated Post Office within 10 days of arriving in the UK (or in accordance with instructions your decision letter) in order to remain compliant with the conditions of the visa you have been granted. You may be unable to register for your course at LSE until you collect your BRP/visa.

If you attempt to collect your BRP but it is unavailable within the 10 day collection period, you must [report that to the UKVI](#).

**Your BRP is your evidence that you have immigration permission to study in the UK. It is an important legal document and you should not carry it as a form of identification e.g. to prove your**



**age to enter bars. You should seek alternative forms of ID, as it can take up to eight weeks to replace a lost/stolen BRP in the UK unless you pay an additional £500 to have it processed more quickly. Advice on alternative forms of proof of age will be given during Welcome Week.**

- **Immigration permission granted in the UK**

#### **Standard/priority applications made in the UK**

If your visa application is successful, the UKVI will send you a decision letter informing you of the decision. Your visa will be in the form of a Biometric Residence Permit (BRP) card and will be sent to you separately within 10 days of the decision letter. The BRP is sent separately from your passport and other supporting documents. All documents should be returned to you securely (e.g. via recorded delivery or courier) which you will need to sign for to confirm receipt.

If you are required to register with the Police, remember that you will need to take your passport and new BRP to OVRO within 7 days of receiving the BRP:

<http://content.met.police.uk/Article/After-registering-with-the-police/1400011320193/1400011320193>

#### **Premium service applications made in the UK**

If your application is successful, you will be given your passport and supporting documents back on the day of your appointment. You will also be issued with a decision letter on the day of the appointment. Your BRP will be posted to you separately via recorded delivery and you should expect to receive it within 10 days of the appointment.

If you are required to register with the Police, remember that you will need to take your passport and new BRP to OVRO within 7 days of receiving the BRP:

<http://content.met.police.uk/Article/After-registering-with-the-police/1400011320193/1400011320193>

### **Conditions of your Tier 4 visa**

- **Sponsor Licence Number**

Each institution has its own Sponsor Licence number. You need to check that your Tier 4 sticker has the correct sponsor licence number for LSE (1RRV3MMEX). You cannot study at LSE if you are issued with a Tier 4 visa for a different institution so it is essential that your BRP has the correct sponsor licence number.

- **End date of your Tier 4 visa**

You can check the Tier 4 Policy Guidance for the full amount of time that you should be granted on your visa: <https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

The expiry date of your visa will be:

- four months after the official programme end on the CAS if you are doing a course of 12 months or more
- if you are returning for a short period after an interruption or after residing overseas, you may only be granted seven extra days after the official programme end date on the CAS

Don't forget the date format in the UK is DD/MM/YY.

- **Work Conditions**

A Postgraduate Research student can work no more than 20 hours per week in total whether the work is paid or unpaid during term time. You can work full time during vacations (such as Christmas and Easter vacations). If you require additional vacation periods, you should discuss this with your supervisor and the PhD Academy. Please be aware that the summer period is not a vacation for Postgraduate Research students. You will be bound by the 20 hour per week working restrictions until after the course end date on your CAS. Please refer to our webpages for further information about working during your studies:

<http://www.lse.ac.uk/intranet/students/ISVAT/currentStudents/WorkingduringStudies.aspx>

If you applied for the Doctorate Extension Scheme, the 20 hour per week working restriction should not appear on the BRP because it is not applicable as you have completed your studies and have no term time at that point.

- **Police Registration**

Some nationalities need to register with the police. It will be written on the sticker in your passport or on your decision letter or BRP; Police Registration 'Required', or 'Must register with the Police within 7 days'.

The Metropolitan Police have interim processes for the peak period due to the high volume of international students in London. ISVAT will contact you with further information nearer to the start date of your programmes. If your country is on the list but police registration is not listed as a condition on your visa, please contact ISVAT as this will need to be amended.

If you have extended your visa in the UK you will be required to update your police registration certificate with the details of your new visa. You can find guidance on how to register with the Police at: <http://www.lse.ac.uk/intranet/students/ISVAT/currentStudents/RegisteringWithPolice.aspx>

## **Checking your Visa**

- **Errors outside the UK**

### **If you are issued with a Temporary Vignette and BRP**

If the information on your decision letter is incorrect, we strongly recommend that you try to get this amended before travelling.

Check the vignette carefully as soon as you receive it and inform the visa application centre (where you applied) immediately if there are any errors on the vignette as they will need to be corrected before you travel. Instructions on how to do this will be included on your decision letter.

After you arrive in the UK, you will need to collect your BRP from the Post Office within 10 days of arriving in the UK. When you collect the BRP, check it carefully. If there are any errors in your personal details, you will need to complete an [online report](#) within **10 working days** of receiving it. If you think that the conditions or expiry date are incorrect or if you have any concerns or questions, please [contact ISVAT](#) for advice immediately.

- **Correcting errors in the UK**

If there is an error with your personal details on your BRP, you must complete an [online report](#) within **10 working days** of receiving the card or you may be charged for a replacement and have to apply again.

If there is a problem with your grant of leave or you have been given the incorrect working permission, please contact ISVAT for advice immediately. You will need to submit an [Administrative Review](#) within **14 calendar days** of receiving your BRP. The Administrative Review will cost £80 and if it is successful, you will be refunded the £80 charge.

**Check that you have been granted the correct amount of time and working permission as soon as you receive your BRP. We are unable to guarantee that any late Administrative Reviews will be accepted and you may lose your £80 application fee. This could affect the length of time you are able to remain in the UK at the end of your programme and the number of hours you can work during term time.**

## Section 4: Key Contacts

### LSE Contacts

- [International Student Visa Advice Team \(ISVAT\)](#) – contact us directly if you have any questions about applying for the Tier 4 visa. We are unable to speak to your parents or other family members about your Tier 4 application. If you have any questions, contact us directly to avoid any delays in our response.
- [Graduate Admissions Office](#) – you can contact them if you are a new student with questions about your offer, meeting the conditions of your offer or your CAS.
- [PhD Academy](#) – you need to keep them informed of your circumstances. The PhD Academy decide whether you can have a CAS to be sponsored under Tier 4.
- [Registry](#) – you may need to contact Registry if you are a registered student and have questions about your CAS.
- [Fees Office](#) – contact the Fees Office if your US Federal Loan is being approved by the LSE.
- [Residences Fees Team](#) – contact them if you require an official receipt of university accommodation payments.

## External Contacts

- [UK Visas and Immigration \(UKVI\)](#) – UKVI is part of the Home Office, which is the UK government department which writes the immigration rules. You should always refer to their policy guidance when applying for your visa.

Please note that if you phone the UKVI contact centre, you are not speaking to a member of staff from the Home Office or UKVI. The UKVI contact centre is provided by a third party company and our students have provided mixed reviews on the information they have received. Before contacting the UKVI contact centre, please get in touch with ISVAT as we may be able to help.

- [UK Council for International Student Affairs \(UKCISA\)](#) - UKCISA is the advocacy body for international student issues in the UK. You can find lots of information on their web pages from applying for a Tier 4 visa to how to deal with culture shock.
- [Office of the Immigration Services Commissioner \(OISC\)](#) – This is the UK Government regulatory body for immigration advice in the UK. Contact the OISC if you wish to find an external regulated immigration adviser or make a complaint about immigration advice you have received.
- [Immigration Law Practitioners' Association \(ILPA\)](#) – ILPA is a membership organisation for immigration law practitioners. You can find independent immigration advisers via the website.