



## Guide to completing the Tier 4 application form overseas – July 2016


This guide is for students who are applying for their Tier 4 Student visa outside the UK. It is divided into three sections:

### Section 1 – Completing the online Tier 4 application form outside the UK

### Section 2 – BRP Collection

### Section 3 – Paying the Immigration Healthcare Surcharge

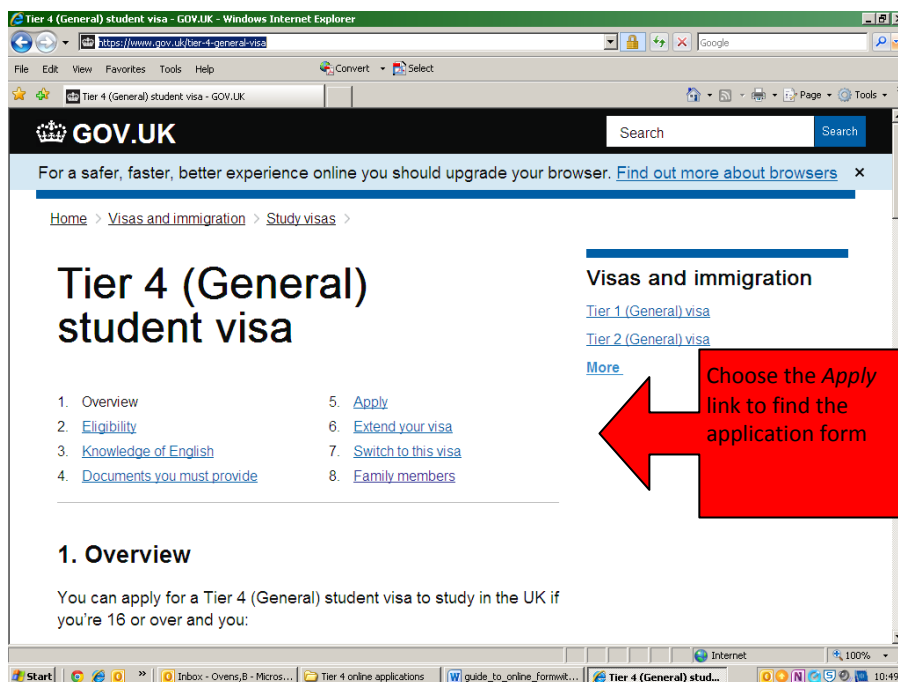
**This is only a guide to completing the application form and does not explain the immigration rules or documents you require. You must first read our cohort specific guides to applying for the Tier 4 visa before completing the application form, if you want the best chance of avoiding a refusal.**

Where you see a  this information has been added by ISVAT.

## Section 1 – Completing the online Tier 4 application form overseas

### Selecting the correct form

- Go to the Home Office web pages <https://www.gov.uk/tier-4-general-visa>. You should now see the following screen:



Click on the link “**Apply online**” for the application form. You will then see the following screen:

# Apply for a UK visa

You can apply online for a:

- UK visa - to visit, work, study or join a family member or partner in the UK
- certificate of entitlement to prove your [right of abode in the UK](#)

You must be outside the the UK, Channel Islands and Isle of Man.

## Before you apply

First check [what kind of visa to apply for](#) and what documents you'll need.

Also [check if you need to get a tuberculosis \(TB\) test](#).

When you apply online you need to:

- fill in the application form in English
- pay the [visa fee](#) online (in most cases)
- print out your form
- book an appointment at a [visa application centre](#)

You can save your application form and finish it later.

## Apply

[Apply on the Visa4UK service](#) for most visas.

## Arriving in the UK

[Check if you need a UK visa](#)

[Visa fees](#)

[More](#)

## Visas and immigration

[Visa processing times](#)

[More](#)

## Elsewhere on GOV.UK

[Find a visa application centre](#)

Click on the following link to access the application form portal:

## Apply for all other visas


Apply on the Visa4UK service for all other visas, including study and work visas.

[Create an account](#) on Visa4UK to apply for the first time.

[Sign in](#) to Visa4UK to apply if you already have an account.

You will then see the following screen:

### Welcome to Visa4UK



Welcome to the Visa4UK service, you can apply for a UK visa using this service if you're an applicant who is not currently in the UK.

Register for an account using the 'Register an Account' button below to begin your application.

We are currently updating our online visa application service. You can apply using the new service if you are applying for a:

- Standard Visitor Visa
- Marriage Visitor Visa
- 1 month Permitted Paid Engagements visa

Currently the new service is only available to people applying in Bahrain, Belarus, Benin, China, Egypt, India, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Nigeria, Occupied Palestinian Territories, Oman, Qatar, Russia, Saudia Arabia, South Africa, Thailand, Turkey, United Arab Emirates and Yemen. Applicants in these countries can [apply here](#)

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

[Register an Account](#)[Log in](#)

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If you have not applied for a UK visa through the website before, you will need to create an account with the UKVI.

## Creating an account with the UK Visas & Immigration

To be able to submit an online application, you will need to register with UK Visas and Immigration. Follow these steps to create your account:

- Choose 'register an account' to create an account with the UK Visas and Immigration.
- Once you have registered your details with the UK Visas and Immigration, they will automatically send you an email to verify your email address. Choose the email address you use most frequently as these details will be automatically saved on the application form.
- Once you have changed your password you will see the screen explaining the Tier 4 online application form again.

## Before you start

You can only use this form to apply from outside the UK. You cannot submit the form whilst still in the UK so that you can book an appointment in your home country, but you can start completing it.

- Immigration Rule 28 requires that *an applicant for an entry clearance [a visa] must be outside the United Kingdom and Islands at the time of the application.*
- Immigration rule 34G explains that "the time of the application" means *the date on which the online application is submitted.*

To start a new application, you need to choose **"Apply for Myself"** at the top of the screen. Click on continue at the bottom of the **"Important Information"** screen to access the form.

## Choosing the correct form

Some of the information on the "Applicant Details" screen have already been completed on the basis of the information you provided when you registered.

The screenshot shows a form with the following fields:

- Passport Number: 123456
- Date of Birth: 14 Apr 1976
- Date of Intended Travel: 27 Aug 2016
- Location: COLOMBIA
- Country of Nationality: COLOMBIA

A purple box contains the text: "Please note there is an additional fee to use the Visa Application Centre in Cali and Medellin. This fee will be added to your visa fee during the payment process for this application."

A red box on the right contains the text: "Some countries have specific messages about where to apply, additional costs or checks that will be made." with a red arrow pointing to the Location field.

A blue box at the bottom contains the text: "Note: Throughout this online form, a reference to a 'country' or a 'nationality' may in some cases be a reference to a country or to a territory, with its own passport-issuing authority."

If you are receiving a scholarship through the UK government e.g. Chevening or Marshall scholarships, choose *Tier 4 (UK Government Scholarship) Student*. Otherwise, choose *Tier 4 (General) student*.

We advise you to disregard the option *Tier 4 (General) (Sponsored) Student* even if you are being sponsored by the LSE. There is no difference between the Tier 4 (General) and Tier 4 (Sponsored) student.

## Passport and Travel Information

You can apply in any country outside the UK, if either:

- you are a national of that country, *or*
- you are living\* there, *or*

- There is an agreement that people of your nationality can apply there, for example because the British Embassy in your own country is closed.

*\*"Living" somewhere is defined by the Home Office as being there lawfully "in any capacity other than as a short-term visitor". For example, if you have a visa for study or for work, as someone's family member, if you have permanent residence or a refugee-related status, then you are living in that country. If you only hold tourist or visitor permission for the country you are in, you will be unable to apply for Tier 4 from that country and your application is likely to be refused.*

#### Passport/Travel Document

The information provided in your application form must match the information that is provided on your CAS. If your passport details have changed or there is an error in your CAS, contact the team that issued your CAS to get it updated.

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

We advise that if you plan to travel with a family member, or another student, or in a group, give their details here, whatever their nationality and even if they are not related to you.

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

The earliest date you should choose is one month before your course start date on your CAS statement. This would be the maximum extra period granted before your course starts.

We always advise that you wait until your visa is issued before arranging any travel. If you don't know your planned arrival date, we advise you give the earliest possible date, i.e. one month before the course start date.

Once your visa has been granted, we advise you plan to arrive as early as possible before your registration date to give you time to collect your BRP.

How long do you intend to stay in the UK?	How long do you intend to stay in the UK?
<input type="text"/> *	

There is no specific date required here, nor can you give any detailed plans because the text field is a maximum 20 characters. Simply explain your current intentions, which may change in future, for example "the length of my course".

Your Biometric Residence Permit will be delivered to the collection point based on the answer you provide to this question. Find out more about Biometric Residence Permits in our [ISVAT Infosheet](#) on the subject and on the [UKCISA](#) website.

What is the main address and contact details of where you will be staying whilst in the UK?		What is the main address and the contact details of where you will be staying whilst in the UK?
Line 1:	<input type="text"/>	
Line 2:	<input type="text"/>	
Line 3:	<input type="text"/>	
Line 4:	<input type="text"/>	
Postcode:	<input type="text"/>	
Primary contact no:	<input type="text"/>	
Secondary contact no:	<input type="text"/>	
Email address:	<input type="text"/>	

It is important that the Home Office can contact you if necessary. If you already know your London address, give it here. Most new students do not yet know their London address. We advise you to give an address where you could be contacted in future, for example your academic department. After you come to the UK and know your London address, you can update your contact address with the Home Office.

*Primary contact number:* If you already have a UK phone number, give your own number here. If you do not, you can provide the telephone number of your accommodation or the School's general telephone number.

*Email address:* Give the email address that you will use most often here.

### **Personal Details and Travel History**

Personal Details	
What is your permanent residential address and contact details?	What is your permanent residential address and contact details? You must enter at least one contact phone number
Line 1:	<input type="text"/>
Line 2:	<input type="text"/>
Line 3:	<input type="text"/>
Line 4:	<input type="text"/>

Depending on your personal situation this could be your current address, or a different permanent address e.g. your family home.

### **Travel History**

In order to answer the questions in this section, you will need to have your current passport and any previous passports available.

We advise that you prepare any information about previous immigration and visa applications to any country and travel itineraries for any previous trips outside your home country. If you have previously obtained a National Insurance (NI) number in the UK, you will also need that number. A National Insurance is only issued if you have previously worked in the UK. These documents are NOT required for your application, but the information they contain will help you complete this section.

Whenever the form asks for a date, it will only accept an exact date in the UK format day/month/year. If you do not know the exact day, we advise you say the 1<sup>st</sup> day of the month. If you do not know the exact month or the exact year, we advise you give the earliest one it could be.

Have you been issued any visa for the UK, UK Overseas Territories or Commonwealth Country in the last 10 years?	Have you been issued any visa for the UK, UK Overseas Territories or Commonwealth in the last 10 years?								
<input checked="" type="radio"/> Yes * <input type="radio"/> No									
Please Enter Details									
<table border="1"> <thead> <tr> <th>Type of Visa Issued</th> <th>Date of Issue</th> <th>Date of Expiry</th> <th>Issuing Authority</th> </tr> </thead> <tbody> <tr> <td colspan="4">No data entered</td> </tr> </tbody> </table>		Type of Visa Issued	Date of Issue	Date of Expiry	Issuing Authority	No data entered			
Type of Visa Issued	Date of Issue	Date of Expiry	Issuing Authority						
No data entered									
<input type="button" value="Add"/> *									

In this question, a visa means a sticker in your passport which was issued before travelling. This question is only asking about visas before travel. It is not asking about any extension applications you have made in the UK, or about if you have entered the UK under a visa waiver at the border. There is separate question about this later.

**“The UK”** means England, Wales, Scotland and Northern Ireland. It does not include the Channel Islands, the Isle of Man, the Republic of Ireland or any other European countries.

**“UK Overseas Territories”** are Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, Henderson, Ducie and Oeno Islands, South Georgia and the South Sandwich Islands, St Helena and Dependencies (Ascension Island and Tristan de Cunha), and Turks and Caicos Islands.

**“Commonwealth Country”** means any country listed at <http://thecommonwealth.org/member-countries> plus Zimbabwe from 1980 to 2003 only and the Gambia from 1965 to 2013 only.

Have you made an application to the Home Office to remain in the UK in the last 10 years?	Have you made an application to the Home Office to remain in the UK in the last 10 years?						
<input checked="" type="radio"/> Yes * <input type="radio"/> No							
Please Enter Details							
<table border="1"> <thead> <tr> <th>Date of Application</th> <th>Type of Application</th> <th>Home Office Reference Number</th> </tr> </thead> <tbody> <tr> <td colspan="3">No data entered</td> </tr> </tbody> </table>		Date of Application	Type of Application	Home Office Reference Number	No data entered		
Date of Application	Type of Application	Home Office Reference Number					
No data entered							
<input type="button" value="Add"/> *							

This is asking only about any previous applications you have made to extend your stay in the UK. It is not asking about entering the UK as a visitor without a visa, which nationals of the USA, South Korea, Canada, Brazil and others can do.

**“Type of application”** means whether it was for Tier 4, Tier 1 Post Study Work, student visa, etc.

The **“Home Office Reference Number”** field has enough space for 50 characters. If you do not have the Reference Number from the correspondence with the Home Office, you can explain that in 50 characters or less.

Have you been refused entry to the UK in the last 10 years (for example at a UK airport or seaport)?	Have you been refused entry to the UK in the last 10 years (for example at a UK airport or seaport)?								
<input checked="" type="radio"/> Yes * <input type="radio"/> No									
Please Enter Details									
<table border="1"> <thead> <tr> <th>Date of refusal</th> <th>Port or airport</th> <th>Reason for refusal</th> <th>Reference number (if applicable)</th> </tr> </thead> <tbody> <tr> <td colspan="4">No data entered</td> </tr> </tbody> </table>		Date of refusal	Port or airport	Reason for refusal	Reference number (if applicable)	No data entered			
Date of refusal	Port or airport	Reason for refusal	Reference number (if applicable)						
No data entered									
<input type="button" value="Add"/> *									

**“Refused entry”** means that you were not permitted to enter the UK for example at the airport. This does not refer to visa application refusals or extension refusals. You should answer this question truthfully, for example if you were initially refused entry but were then given temporary admission we advise that you declare this. Failing to declare a refusal can result in a ban on immigration applications to the UK.

**“Reason for refusal”** will be given in any papers you were given, if you were refused entry. You can explain very briefly. If the Entry Clearance Officer needs further information beyond this, they can check Home Office records.

Have you been refused a visa for any country including the UK in the last 10 years?	Have you been refused a visa for any country, including the UK, in the last 10 years?								
<input checked="" type="radio"/> Yes * <input type="radio"/> No									
Please Enter Details									
<table border="1"> <thead> <tr> <th>Country of visa application</th> <th>Type of Visa refused</th> <th>Date of Refusal</th> <th>Reason for Refusal</th> </tr> </thead> <tbody> <tr> <td colspan="4">No data entered</td> </tr> </tbody> </table>	Country of visa application	Type of Visa refused	Date of Refusal	Reason for Refusal	No data entered				Please enter details
Country of visa application	Type of Visa refused	Date of Refusal	Reason for Refusal						
No data entered									
Add *									

List all visa refusals, including those where your visa refusal was later overturned at appeal or administrative review.

**“Reason for refusal”** will be given in the refusal notice. You can explain this very briefly. If the Entry Clearance Officer needs further information about any refusals of UK visas, they will be able to check their own records.

Have you ever voluntarily elected to depart the UK?	Have you ever voluntarily elected to depart the UK?								
<input checked="" type="radio"/> Yes * <input type="radio"/> No									
Please Enter Details									
<table border="1"> <thead> <tr> <th>Date of departure</th> <th>Airport or port of departure</th> <th>Immigration decision and the papers you were served</th> <th>Reference number</th> </tr> </thead> <tbody> <tr> <td colspan="4">No data entered</td> </tr> </tbody> </table>	Date of departure	Airport or port of departure	Immigration decision and the papers you were served	Reference number	No data entered				Please enter details
Date of departure	Airport or port of departure	Immigration decision and the papers you were served	Reference number						
No data entered									
Add *									

If you have previously left the UK simply because your visa ended or you left earlier than originally planned, for example because your personal plans changed or because your visa was curtailed, you can answer **“No”**.

If you received a refusal on a visa application and were served with a removal direction, you may have voluntarily elected to depart the UK if you arranged and paid for your own travel before your documents were returned. [Contact ISVAT](#) for advice if you are unsure.

Have you ever travelled outside your country of residence, excluding the UK, in the last 10 years?	Have you travelled outside your country of residence, excluding to the UK or a Commonwealth Country, in the last 10 years?
<input type="radio"/> Yes * <input type="radio"/> No	

You will need to declare all of your travel in the previous 10 years. If there is insufficient space, you can include this in the **“Additional Information”** section at the end of the form.

Do you have a UK National Insurance Number?	Do you have a UK National Insurance Number?
<input checked="" type="radio"/> Yes * <input type="radio"/> No	
What is the National Insurance number e.g. AA123456Z?	What is the National Insurance number? e.g. AA_12_34_56_Z?
<input type="text"/> *	
What is the reason for getting it?	What was the reason for getting it?
<input type="text"/> *	

This is asking people who were previously in the UK whether they have a UK National Insurance (NI) number. A National Insurance number is permanent: even if you no longer need it or you have lost it, answer Yes.

The *number* field only accepts 9 characters, and it is compulsory. If you no longer have your NI number card, we advise you check your UK employment or tax records for your NI number. If you do not have the number, write a very short note in this field saying so, for example "I lost it". This may delay your application while your number is sourced, so we strongly advise that if you had a NI number in the past, you give the number here.

If we need to interview you, what language would you like to use in the interview?	If we need to interview you, what language would you like to use in the interview?
<input type="text"/> *	

We suggest you write you would like to be interviewed in English.

### Family Details

Spouse / Partner	
What is your marital status?	Select your current marital status
<div> <div>Single</div> <div>-- Select --</div> <div>Single</div> <div>Married / Civil Partner</div> <div>Unmarried Partner</div> <div>Fiancée / Proposed Civil Partner</div> <div>Divorced / Dissolved Partnership</div> <div>Separated</div> <div>Widowed / Surviving Civil Partner</div> </div>	
	Nationality as stated in the passport or travel document
	<input type="text"/> *

**Civil partner** means you are in a same-sex marriage or a formal union with someone of the same sex, which is listed in the Immigration Directorate Instructions, Chapter 8, Section 2, paragraph 4 "Foreign Civil Partnerships". See <https://www.gov.uk/government/collections/chapter-8-family-members-transitional-arrangements-immigration-directorate-instructions>

**Unmarried partner** means you have partner of either sex with whom you do not have a marriage or civil partnership, but with whom you have been living together as if you are married for at least two years.

The word **Fiancée** only refers to women but this is a spelling error and this option should also include a male **fiancé**. Choose this option if you are female or male and you have a firm plan to marry or form a civil partnership.

Dependent Children	
Do you have any dependent children?	Do you have any dependent children?
<input type="radio"/> Yes * <input type="radio"/> No	

Some Tier 4 visa holders can bring their [dependent partner and children](#) to the UK, providing they meet the immigration rules.



It is unclear whether this question is asking specifically about children who will come to the UK with you or simply whether you have any dependent children at all. We advise that if you have children who are dependent on you in some way, choose yes and give their details even if you do not plan for them to join you.

### **Medical Treatment**

Medical Treatment	
Have you ever received medical treatment in the UK?	Have you previously had any medical treatment in the UK?
<input checked="" type="radio"/> Yes * <input type="radio"/> No	
Did you have to pay for the treatment?	Did you have to pay for the treatment?
<input type="radio"/> Yes * <input type="radio"/> No	

You should declare any medical treatment you have received in the UK. If you were required to pay for your medical treatment, but NHS records show you have outstanding debts of at least £1000 (before 6 April 2016) or £500 (after 6 April 2016), your application will be refused.

### **Tier 4 Student**

Sponsor	
Give your Tier 4 Sponsor's licence number	What is your Tier 4 Sponsor's Licence Number?
1RRV3MMEX	
What is the name of your sponsor?	What is the name of your sponsor?
London School of Economics and Politic *	
What is the full address of your sponsor?	What is the full address and contact details of your sponsor?
Organisation: <input type="text"/> Line 1: Houghton Street * Line 2: London Line 3: <input type="text"/> Line 4: <input type="text"/> Postcode: WC2A 2AE Primary contact no: <input type="text"/> * Secondary contact no: <input type="text"/> Email address: <input type="text"/>	

The full name of the School is "London School of Economics and Political Science".

**Primary contact no:** We advise you give the general School switchboard number which is +44 (0)20 7405 7686. If the Home Office call it is likely to be put through to ISVAT or the relevant admissions team.

### **Studies**

***For the first five questions, copy the information from your CAS statement. If you are re-applying following a refusal, you must include the details of the new CAS number you received from the relevant admissions team/Registry.***

Have you already started studying this course?	Have you already started studying this course?
<input checked="" type="radio"/> Yes <input type="radio"/> No	

***Have you already started studying this course?*** If you are applying outside the UK to continue on the same programme, e.g. because you are not exempt from academic progression, choose "yes".

**Address of main site of study:** Repeat the details from the previous question about the “full address of your sponsor”. They ask the question twice because for some students, their site of study will be different from the main address of the institution. The LSE only has one site of study.

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

**FAQ:** The form asks me if I have been assessed by other means. I submitted a reference as part of my application to LSE. Do I need to choose “Yes”?

The LSE asks for academic references as part of the application process. However, these are usually for our own admission purposes and will not be declared on your CAS. You should check your CAS in the “**Evidence Reviewed**” as this will confirm how we have assessed your suitability for the programme. It will usually state the qualification you have achieved. If it does state that we have assessed you on the basis of a reference, you must say “Yes” and include that reference. If it does not mention a reference then you choose “No” because it is not relevant to you.

Please indicate how you meet the minimum English language requirement relevant to your course	Please indicate how you meet the minimum English language requirement relevant to your course
<input type="radio"/> National of a majority English speaking country *	
<input type="radio"/> Academic qualification equivalent to UK degree, taught in majority English speaking country *	
<input type="radio"/> English language test *	
<input type="radio"/> Previous study as a child student (or under the student rules that were in force before 31 March 2009) *	
<input type="radio"/> Your sponsor is a Higher Education Institution (HEI), and has made its own assessment of your English language ability *	
<input type="radio"/> Your sponsor is an HEI, considers you to be a gifted student and has waived the English Language requirement *	
<input type="radio"/> Studying short-term study abroad programme in the UK as part of a university course in the USA	

Details of how the LSE has assessed your English language ability can be found in your CAS in the “**Evidence Reviewed**” section. It is common for a CAS to confirm that the School has made its own assessment of your English, which is the fifth option here. If your CAS confirms this, but you also meet one of the other options, for example you are a national of a majority English speaking country\*, you can choose whichever option you prefer.

If LSE has listed specific qualifications or tests, you must include the original qualifications or evidence of your English test with your application.

The option for a short-term study abroad programme does not apply to the General Course because it is more than six months in length. The LSE will indicate that we have assessed your English language ability.

**\*Majority English speaking country** means Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago or the USA.

Are you required to obtain permission from the Academic Technology Approval Scheme (ATAS)?	Are you required to obtain permission from the Academic Technology Approval Scheme (ATAS)?
<input type="radio"/> Yes	
<input type="radio"/> No	

You will have been informed at the offer stage if you require ATAS for your programme. Currently only a very small number of PhD students at LSE require ATAS clearance. More information on ATAS can be found in our [guide to applying for Tier 4](#).

## **Maintenance and Fees**

Most visa refusals at LSE are because applicants did not meet the maintenance requirements of the visa. Please read the [Tier 4 Policy Guidance](#) to check you meet the requirements before submitting your application.

Maintenance and Fees	
How much are the fees for your course of study?	Course fees
<input type="text"/>	
Have any of your course fees been paid?	Have any of your course fees been paid?
Yes - Paid to UK Education Provider *	
Please enter the amount GBP (£)	Amount in GBP (£)
<input type="text"/>	
What document has been provided as evidence of payment	What document has been provided as evidence of payment. Please select
Shown in the CAS	
-- Select --	
Shown in the CAS	
An official or original receipt	
Evidence is not required under guidance but held by applicant	
	Do you have an established presence in the UK?

Check the details of your fees on your CAS.

If your tuition fees are £0.00 on your CAS (for example if you are a postgraduate student near the end of your programme or if you are returning to the UK only to retake exams), copy this figure. You will still need to answer **“Yes”** to the second question and **“£0.00”** again for the third question

If you have recently made a tuition fees payment and are relying on it being shown in your CAS for your application, do not complete this section until you have received your updated CAS from LSE. If you submit your application before your CAS has been updated and declare these fees on the form, you are not meeting the requirements.

If your fee payment for a new programme does not appear on your CAS, contact the relevant admissions office. If a fee payment for a continuing programme is not showing contact Registry.

General Course students who pay their tuition fees to their home university should choose **“Yes – Paid to UK Education Provider”** even if you have only paid fees to your home institution. Your institution will pay your tuition fees on your behalf. You should check with your home institution if they have paid them, as the LSE will not be able to show them on your CAS if payment has not been made.

For the last question, you can choose *Evidence is not required under guidance but held by applicant* only if you can answer yes to all three questions:

- (1) Are you a “low risk” national according to the Tier 4 Policy Guidance?
- (2) Are you applying in your country of nationality, or a BNO applying in Hong Kong?
- (3) Do you have the following paper evidence that you have the necessary money to cover your remaining tuition fees plus your maintenance funds?

- i) Dated before you apply, but no more than one month before?
- ii) Showing that you have held the money in cash funds for 28 consecutive days from the closing balance of the bank statement?

Choosing *Evidence is not required under guidance but held by applicant* does *\*not\** mean you do not need the evidence: you still need it, but you do not need to send it. You may still be asked for evidence that that you met their financial requirements on the date that you made your Tier 4 application.

Have any of your accommodation fees been paid to your sponsor?	Have any of your accommodation fees been paid to your sponsor?
<input checked="" type="radio"/> Yes - Paid to UK Education Provider * <input type="radio"/> -- Select -- <input type="radio"/> Yes - Paid to overseas Higher Education Institution <input type="radio"/> No	
	Amount in GBP (£)
What document has been provided as evidence of payment?	What document has been provided as evidence of payment. Please select
<input type="radio"/> -- Select --	

If you have made a payment to LSE for residences *except* Lilian Knowles, Urbanest Kings Cross, Urbanest Westminster or Anson and Carleton Road, you can answer *Yes – Paid to UK Education Provider*.

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

There is an error in the first question. It should read *official financial sponsor* not *financial sponsor*. For guidance on what this means, see our Tier 4 guide.

Do you have any remaining fees and maintenance still due for payment?	Do you have any remaining fees and maintenance still due for payment?
<input checked="" type="radio"/> Yes * <input type="radio"/> No	
Course fees	Course fees
<input type="text"/>	
Maintenance	Maintenance fees in GBP (£)
<input type="text"/>	
Total	Total in GBP (£)
<input type="text"/>	

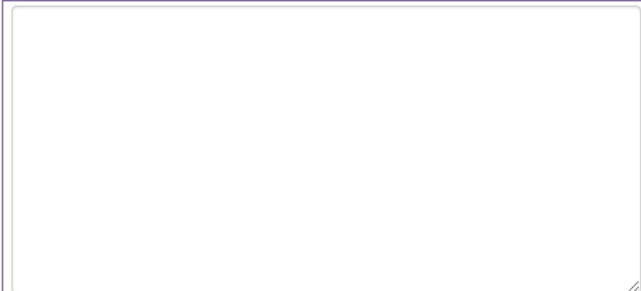
Only choose **No** if

- all your tuition fees have been paid, or you are showing evidence that they will be paid in full by an official financial sponsor; *and*
- either an official financial sponsor is covering all your maintenance, or you have no maintenance to show

Otherwise, choose **Yes**.

**Course fees**      Copy from your CAS the figure for fees still to pay.

**Maintenance** will normally be £11,385 less a maximum £1265 of any money you have paid to LSE for accommodation (not Lilian Knowles, Urbanest Kings Cross, Urbanest Westminster or Anson and Carleton Road). For full details, see our Tier 4 guide.

<p>Do you have money in your own name?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Do you have money in your own name?</p>
<p>What original documents has been supplied showing evidence of funds for the fees that still need to be paid?</p> <div></div>	<p>What original documents has been supplied showing evidence of funds for the fees that still need to be paid?</p>

If your total in the previous question is zero, because all your tuition fees and have been paid, and your official financial sponsor is covering all maintenance or there is no maintenance to show, this question is not required. However the form still asks it, so we advise you choose **Yes** and add something like “No documents, because fees and maintenance are all paid by my official financial sponsor, as confirmed above”

If your total in the previous question is more than zero, and you have money in your own name, answer **Yes** and explain here what documents you have as evidence of funds to pay for fees and maintenance.

**FAQ: Why can't I find the link to upload my supporting documents to the form?**

You are providing details of the *original* documents you will submit with your application form to the embassy considering your application. A scan is not an original document, which is why you are not requested to upload your documents. You must ensure you have read the relevant guide to applying for Tier 4 to understand which original documents you must provide and the accepted formats.

If you are using money in a parent or legal guardian's name, answer **No**.

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

See our Tier 4 guide for details of what evidence is required, and what *parent* and *legal guardian* mean.

The question says you need evidence of relationship to *your parents or legal guardians* (plural), but the Immigration Rules are clear that you can show funds and evidence related to one parent or legal guardian. Furthermore, the Immigration Rules specifically say that any joint account used in your application must have you as a named account holder. Despite this rule, it does appear to be acceptable to use funds held jointly by two parents or legal guardians.

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

Additional Information	
Is there any other information you wish to be considered as part of your application?	Is there any other information you wish to be considered as part of your application?
<div style="border: 1px solid black; height: 200px; width: 100%;"></div>	

There is not normally anything to write here. However, previous versions of the form specifically asked about any breaches of immigration conditions, so this would be your only opportunity to declare if in the past you have ever:

- stayed in the UK after your visa or permission has expired. If so, we advise you give the dates of the overstay.
- failed to register with the police within 7 days of arrival, or report new leave, or a new address, if police registration was a condition written on your previous visa or permission
- claimed public funds despite a condition that you had no recourse to public funds
- worked illegally
- failed to study or work with your PBS sponsor
- any other breaches of specific previous leave

Before signing the declaration, double check your form and if you have any questions contact ISVAT for advice. If there are any errors, the form will not let you progress until all the information has been provided.

## Section 2 – BRP Collection

After signing the declaration, you will need to confirm which Post Office you will be required to collect your BRP within 10 days of arriving in the UK. We advise that you travel as soon as possible to the UK to collect your BRP.

You are only eligible for a BRP if your visa will be longer than six months.

You will be taken to the following screen:

The screenshot shows a web form for BRP collection. On the left, there are three sections: 'Residential Address Postcode:' with a radio button and input field containing 'WC2A 2AE'; 'Sponsor Address Postcode:' with a radio button and input field containing 'WC2A 2AE'; and 'Alternative Location:' with a radio button and an empty input field. Below these is a 'Find' button. On the right, under the heading 'Your assigned collection location:', the text reads: 'Post Office - Aldwych', '95 Aldwych', 'London', and 'WC2B 4JN'. At the bottom right are 'Back' and 'Confirm' buttons.

### **If you are under 18 and require LSE to act as your responsible adult when collecting your BRP.**

The International Student Visa Advice Manager acts as the responsible adult for students under 18 who need to be accompanied when collecting a BRP. If you require the LSE to act as the responsible adult on your behalf, you must select to have your BRP delivered to the Post Office on Aldwych because we are only able to request permission to collect BRPs from a single Post Office.

### **All other students**

The Post Office at Aldwych had a high volume of students attempting to collect their BRP on the first two days of registration. There were also a large number of non-LSE students and other visa holders collecting their BRP. There were only two deliveries a week. It may seem more convenient to collect your BRP from the Post Office on Aldwych because it is the closest to the campus. However, if you know where you will be living during your studies, we advise that you choose “*Residential Address Postcode*” to collect your BRP from the nearest Post Office to your accommodation.

If you have not been allocated your accommodation, you can then select the “*Sponsor Address Postcode*” to collect your BRP from Aldwych Post Office. Aldwych Post Office is next to the LSE campus, but is likely to be busy, so if you are able to collect your BRP from an alternative location it may be more beneficial for you.

If you are not travelling directly to the LSE, for example you are staying with family, you can choose an alternative postcode to collect your BRP.

The best way to plan your travel around London is using [Transport for London's journey planner](#) as this lists not only main transit points e.g. train stations, but also local bus stops.

You cannot change the Residential Address Postcode or Sponsor Address Postcode if your circumstances change. If you know your address has changed since completing the form, you can provide an alternative address postcode. For example, if you are going to live in Bankside and use their post code, you will receive the following collection point:

### Biometric Residence Permit (BRP) Collection

If you are granted leave to enter the UK for over six months, you will be given a BRP as proof of your leave and conditions of stay. You can read more about the BRP here <https://www.gov.uk/biometric-residence-permits>.

You must collect your BRP from a UK Post Office branch within 10 days of your arrival in the UK.

You will be assigned a Post Office branch to collect your BRP from based on the postcode you select below. Details of the location and opening hours of each branch are available here: <http://www.postoffice.co.uk/>

If neither Sponsor Address or Residential Address gives you a suitable Post Office branch to collect your BRP from, you may enter another postcode in the "Alternative Address" field. This may be any UK postcode that results in a Post Office branch being shown below.

**If you are applying to enter a Crown Dependency (Channel Island) you will not be given a BRP and will not need to visit a Post Office branch. If this applies to you, please enter SW1H 0AX in the Alternative Address Postcode field below.**

<b>Residential Address Postcode:</b> <input type="radio"/> WC2A 2AE	<b>Your assigned Post Office Branch:</b>  12 Eastcheap London EC3M 1AJ
<b>Sponsor Address Postcode:</b> <input type="radio"/> WC2A 2AE	
<b>Alternative Address Postcode:</b> <input checked="" type="radio"/> SE1 9JA	

Once you click on confirm you will receive a message confirming that the Post Office is suitable. We advise you check the location of the Post Office before confirming that it is suitable. If the Post Office is suitable, choose YES.

Once you have confirmed the location to collect your Biometric Residence Permit, you will see the following screen:

### Biometric Residence Permit (BRP) Collection

You have now completed your application for leave to enter the UK.

If your application is successful, your passport/travel document will contain a 30 day visa to allow travel to the UK. You will also be sent a BRP Decision Letter with instructions on collecting your BRP after your arrival in the UK.

You must collect your BRP within 10 working days of arriving in the UK from:

Post Office - Aldwych  
95 Aldwych  
London  
WC2B 4JN

If you have chosen to collect your BRP from the Post Office you will find further guidance, and details of how to change the branch from which you will collect your BRP, here <https://www.gov.uk/biometric-residence-permits>

**If your destination is a Crown Dependency (Jersey, Guernsey or the Isle of Man) you will not receive a BRP, and the advice above does not apply to you.**



This is a standard message and we are aware that all students, whether they are eligible for a BRP or not, receive this message. If your programme is less than six months, you will not receive a BRP so please check:

- Did you receive a decision letter?
- Is your vignette correct?

If there are any problems contact ISVAT for advice immediately as it may not be able to be resolved in the UK.

You can now book an appointment and pay the Immigration Health Surcharge.

### **Section 3 – Paying the Immigration Health Surcharge**

After booking your appointment, you will see the following screen:

**Immigration Health Surcharge (IHS)**

**Application Reference Number: GWF036675367**

**PLEASE DO NOT USE THE BACK BUTTON ON YOUR BROWSER.** X

If you use your browser back button during IHS payment it will cause an error message to appear ("Your changes have already submitted").

**You are now being redirected to the immigration health surcharge (IHS) payment service.**

**IF YOU ENCOUNTER ANY PROBLEMS WHILE PAYING FOR YOUR IHS SURCHARGE:**  
Please contact the [UK Visas and Immigration Service](#)

**Continue** **Cancel**

By choosing continue here, you will be redirected to the [www.gov.uk](http://www.gov.uk) webpages.

You will need to apply for an Immigration Healthcare Surcharge Number, even if you are exempt from paying the charge.

The surcharge costs £150 per year for Tier 4 students and their dependants. However, it is calculated on the basis of the length of leave you will be granted not the length of your course. The calculator is more suited to applications for initial visas, rather than students requiring extensions mid-programme. If you are extending your visa overseas after registering for your programme or are returning for re-sit examinations, please contact ISVAT for advice on the amount of surcharge you will need to pay.

If you are applying for the first time, please refer to the information on your CAS to complete the screens.

The amount you are required to pay should be given to you in your local currency or in US dollars as shown below. It will vary depending in the exchange rate.

**Bethan Ovens**

**351.00 (USD)**

**Total**

**351.00 (USD)**

**Pay now**

Once you have paid, you will be emailed an Immigration Healthcare Surcharge number. Please include a copy of this email or evidence you have paid for the IHS in your application as it may not appear on your application coversheet.

Information on the Immigration Healthcare Surcharge can be found on the [Arriving in the UK](#) web pages of the UKVI website. We advise that you read all of the sections before paying the surcharge.