



# **Applying for the Tier 4 Student Visa for Undergraduate 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 ☐
- Signed, application coversheet ☐
- 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 ☐
- 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) confirming your relationship and consenting you 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 month ☐

*This guide is for students applying for a Tier 4 visa for an LSE undergraduate degree programme. If you are on another programme at LSE, please read the relevant guide for your cohort.*

## **Section 1: Before you apply**

- Are you eligible for a Tier 4 visa?
- Your Confirmation of Acceptance for Studies (CAS) number
- Where can you apply for your Tier 4 visa?
- Do you need to pay the Immigration Healthcare Surcharge (IHS)?
- Preparing your supporting documents

## **Section 2: Your Tier 4 Application**

- Which Tier 4 application form should you use?
- What is the date of application?
- How much will your application cost and how long will it take to process?
- What are biometrics?
- Credibility Interviews
- Problems with your application

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

- Receiving your Tier 4 Visa
- Conditions of your Tier 4 visa
- Checking your Tier 4 Visa for errors

## **Section 4: Key Contacts**

### LSE Contacts

- International Student Visa Advice Team
- Undergraduate Admissions
- Registry
- Fees Office
- Residences Fees

### External Contacts

- UK Visas and Immigration
- UK Council for International Student Affairs
- OISC
- 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. We can only sponsor you for a Tier 4 visa, if your programme at LSE will not take you beyond five years study at degree level. You must provide details of all previous study at degree level in the UK to help Admissions 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 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](#).

*The rules on academic progression are much stricter than in previous years. It is very important that you read the relevant section of the Tier 4 Policy Guidance and contact ISVAT immediately if you think you may be affected, as it could lead to a refusal of your Tier 4 visa.*

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. If you have transferred to re-start year one of your degree, contact ISVAT for advice,
  - students who fail to successfully complete their previous course of study can only apply outside the UK for the visa e.g. if you have repeat teaching on a new programme;
  - if you attend an exchange, you will be unable to extend your Tier 4 visa in the UK to resume your studies at LSE;
  - academic progression does not apply if the applicant is applying from overseas, but sponsorship is not guaranteed if your study is at a lower level.
- Registered students who have had a change in circumstances

### Interruption of Study

If you had an interruption of study, you should contact our team at least three months before your expected date of return. You will need to request a new CAS from the Registry to apply for Tier 4.

### **Students who have transferred programmes to a longer programme**

If you have transferred programmes before the 6<sup>th</sup> April 2016 and now need to extend your Tier 4 visa to complete your programme, you must contact ISVAT for advice. You may no longer be able to apply for your Tier 4 visa in the UK, so to avoid a refusal find get advice on your options.

### **Repeat teaching**

Repeat teaching is a privilege not a right and we are not always able to sponsor students under Tier 4 for repeat teaching. Contact our team for advice if you are planning to apply for repeat teaching so that you can check when, where and if you can apply for a new Tier 4 visa.

If you have already received repeat teaching and need to extend your Tier 4 visa, under the academic progression rules, it may no longer be possible to do this in the UK if:

- Your repeat teaching took place/will take place on a different programme; or
- You have finished the period of repeat teaching and now require an extension of your visa.

You must contact ISVAT for advice before attempting to apply within the UK. You may receive a refusal of your visa which may mean it is not possible for you to return to your studies.

### **Re-sit/deferral students with Lent Term Week Zero examinations**

If you require a new visa, the LSE will not sponsor re-sit students under Tier 4 for Lent Term Week Zero examinations. You must apply to attend these examinations as a Short-term Student.

### **Re-sit/deferral students with examinations during the main assessment period**

If you have opted to apply for a Tier 4 visa to undertake your re-sit/deferred assessments, you will only be sponsored from the start of the assessment period. You will need to request a new CAS from the Registry to apply for a new visa.

### **Students who have undertaken an exchange year**

If you have taken part in an exchange in the third year of your studies, you should contact ISVAT for advice on your options for applying for a new Tier 4 visa. For exchanges taking place from the 2016 – 2017 academic year, the LSE will no longer keep Tier 4 students sponsored during the period of exchange. This is partially because it will limit the amount of time you have spent at degree level and also because adding an exchange year is not seen as academic progression by the Home Office.

If you have attended an exchange year, you will no longer be able to extend your Tier 4 visa in the UK to return for your final year of studies at LSE.

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

Our team does not provide CAS numbers.

- If you are a new student, your CAS number will be issued by Undergraduate Admissions 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. re-take assessments, your CAS will be issued by the Registry and you must [request it online](#).

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 to include 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. If you receive a refusal, you will need a new CAS number to re-apply. 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.

If you are applying to continue on the same programme, it may be possible to issue your CAS earlier. Contact ISVAT for advice.

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.

### **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). If you apply any earlier, your application may be rejected as invalid or even refused.

If you have failed to successfully complete the programme that you were initially granted a CAS for *or* you have transferred to a new programme which is longer than your current course before the 6 April 2016, you must contact ISVAT for advice before applying for your visa.

- **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.

- **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 are also only able to apply for a new Tier 4 visa in the UK if your previous study was:

- on a Tier 4 (Child) visa;
- on a Tier 4 (General) visa at an independent school;
- on a Tier 4 visa at another Higher Education Institution.

If your previous Tier 4 visa was granted for study at a private college (such as a private language school) or Further Education college, you will be unable to extend your Tier 4 visa in the UK and will need to apply from overseas.

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.

### • **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 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.

### **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 new student on a three year undergraduate programme will need to pay £525 because they will have a visa which is valid for three years and five months. 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:

- Nationals of British Overseas Territories Citizens who are resident in the Falkland Islands.

### **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 [Tier 4 Policy Guidance](#).**

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 join your programme.

The UKVI Tier 4 Policy Guidance and the immigration rules call them '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 undergraduate 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 **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** from 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. If you are applying to come to the UK to study for the first time you will need to show:

- £1,265 living costs 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 from the closing balance of your bank statement.



## Accommodation fees

You can only deduct a maximum of £1,265 from your living costs for payments towards LSE or University of London owned 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). Accommodation deposits will not be shown on your CAS statement, so if you intend to use this as evidence of living costs, you will need to request a receipt.

### What documents can you use as evidence of your 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 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;
- your bank statements must show that the entire amount has been in your account for 28 consecutive days from 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, credit cards or overdrafts);
- Certificates of deposit can be used as long as the funds are not frozen and that the money has been in the account for 28 days before you printed the certificate;
- 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. 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.

#### Using your parents'/ legal guardians' money or a joint account

**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. grandparents or siblings unless they are your legal guardian as recognised by the courts
- an affidavit confirming your relationship to your parents/legal guardian

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.

#### Scholarships

**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.
- **LSE Scholarships** – if you are receiving a scholarship from LSE, for example USS, this will be shown on your CAS number.

### Loans

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.

**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.

### **International Baccalaureate Students**

If your offer is based on your International Baccalaureate qualification, please refer to Annex 5 of the [Tier 4 Policy Guidance](#). This explains what evidence you will need to submit as part of your visa application.

- **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

- **Evidence of Care Arrangements – Students under 18**

**IMPORTANT:** Read the section *“Letter of Parental Consent”* in the [Tier 4 Policy Guidance](#).

If you are 16 or 17 years old, you may make your own arrangements for accommodation. However, you will need the permission of your parent(s) or legal guardian if you want to:

- live independently while you are in the UK; and
- travel to the UK (if you are applying from overseas).

If you will be living independently, you must send include a letter from your parent(s) or legal guardian, confirming:

- their relationship with you;
- that they have given their permission for your application; and
- that they have given their permission for you to live independently in the UK; and
- that they have given their permission for your independent travel to the UK.

If the letter is signed by only one parent or legal guardian, it must confirm that they have legal custody or sole responsibility for you. If they do not have sole custody, the letter must confirm that each parent or legal guardian agrees to the contents of the letter, and must be signed by each parent or legal guardian.

If you are under the age of 18 when you arrive in the UK, you will require a responsible adult to accompany you to collect your Biometric Residence Permit from the Post Office. Contact ISVAT for advice on who can act as a responsible adult on your behalf before submitting your application.

- **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.

## **Section 2: Your Tier 4 application**

### **Which Tier 4 application form should you 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 should also refer to the 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 should also refer to the Policy Guidance when completing the application form.

### **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.

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 afterwards 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 your 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.

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*” section of the visa application centre website.

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.

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.
- 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, how you will finance your studies 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**

### Refusals

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

1. Contact your Admissions team and ISVAT. Send a copy of your refusal notice to inform us why your application has been refused. ISVAT can advise you of your options
2. 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.
4. Declare your refusal on your new application.
5. Contact your department if your arrival at LSE will be delayed.

#### **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 have to declare the refusal each time you apply to the UKVI for a visa.**

#### **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 2 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 replying to the e-mail address that sent you the CAS. 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.

- **Problems in the UK**

### Refusals

#### **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 Registry 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.

### Invalid or returned applications

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

- 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.

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.

**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 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 provide in your application about where you will be staying when you first arrive in the UK. If you know where you will be living in the UK at the time you fill in the visa application form, we recommend that you choose your accommodation postcode in the first instance. If you haven't arranged or haven't been allocated accommodation, you can choose the LSE post code (WC2A 2AE). You may choose a different postcode if you wish eg. if you are visiting family when you first arrive.

If you will be under 18 at the point you arrive in the UK, you will need to be accompanied by a UKVI recognised responsible adult to collect your BRP. If you are travelling alone, we can help you with this. The ISVAT team have permission from the UKVI to accompany you when you collect your BRP. However, the arrangement means that you must select Aldwych Post Office as your collection point.

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. Please contact ISVAT for advice if required.

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 lose your passport or decision letter after arriving in the UK but before collecting your BRP, you must contact ISVAT **immediately**.

***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 and we may not be able to expedite an application if the loss is due to an error made by the BRP holder. 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 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 (eg. via recorded delivery), which you will need to sign for to confirm receipt.

**Premium service applications made in the UK**

If your application is successful, you will be given your passport and supporting documents back. 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>

- Programme of study is 12 months or longer: you will be granted until the end of your programme plus **four** months.
- Programme of study is 6-12 months: you will be granted until the end of your programme plus **two** months.

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

- **Work Conditions**

An undergraduate student on a degree programme can work no more than 20 hours per week during term time and full time during vacations/after their official programme end date.

- **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 may 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/ISIS/currentStudents/RegisteringWithPolice.aspx>

## Checking your Visa

### Errors outside the UK

#### If you are issued with a Tier 4 visa vignette in your passport

If you notice that there is an error before your travel to the UK, you can inform the visa application centre that you applied to and request that it is amended. If you do not have time to amend it in your own country, contact ISVAT when you return to LSE and we can help you get errors corrected.

#### 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.
- [Undergraduate 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.
- [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.