




Guide to completing the Tier 4 application form in the UK – July 2016

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

Section 1 – Completing the online Tier 4 application form in the UK

Section 2 – What happens next?

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.

The form is designed based on the answers you provide to questions, so this guide is based on FAQs. If you do not answer mandatory questions, you cannot progress through the form, so we suggest waiting until you are ready to apply to start your application.

Section 1 – Completing the online Tier 4 application form in the UK

1. Start

Go to <https://www.gov.uk/tier-4-general-visa> and click on '6. Extend your visa'.

Apply for the standard or premium service

You can [apply online](#):

- for the standard service
- to book an appointment at a premium service centre

Pay the appropriate fee at the same time.

Apply for the priority service

You must fill in a [request form](#) before you can use the priority service. Send it to the email address on the form.

Apply now

Read all of the information on the page and if you are happy to progress choose

At the start of the application form, you will be asked questions about:

- **Your location.** You can only apply for a Tier 4 visa using this form if you are applying from the UK. If you are not in the UK, you need to apply online at <https://www.gov.uk/apply-uk-visa> and refer to our application form guidance for applying outside the UK.

- **Legal representation.** If you are filling the form in yourself, select 'No'. You should only select 'Yes' if you are applying using an external immigration adviser.
- **Your email and password.** You must provide a secure email address for an account that you check regularly. Use a password that you will be able to remember because you will need this to log back in to your application.
- After providing these details, you will receive an email from noreply@visas-immigration.service.gov.uk with a link that you can use to sign back into your application in future. If you do not receive this email, check your junk folder. **Keep the email so that you can easily re-access your application.**

You will then need to confirm that the details you have provided are correct before progressing on to the application.

2: Application

If you are applying alone, you can click on the button 'Answer questions about this person' as shown in this screen shot:

If you are applying with dependants, you can add their details to the application by clicking 'Would you like to add another person to this application?' This guidance will focus on a Tier 4 (General) Student applying alone. If you are applying with dependants and have questions, please contact our team for advice.

Your Name

- Enter your name as shown in your passport. If your CAS does not reflect the same information as on your passport, you must get it updated.
- If you only have one name (you do not have both a given name and a family name, click 'I am not sure how to enter my name' followed by 'I do not have a given name and a family name'. You will be able to provide your name there.
- If you are officially known by another name, you can declare that on the next page. You may need to provide evidence of both names as part of your application.

Applicant Contact Details

- You must enter your UK telephone number and your current UK residential address.
- If you want any letters about your application or your supporting documents sent to your residential address, you can enter a correspondence address by clicking '*I want to receive mail at a different address*'. You must ensure that you are able to receive important post securely at the address you provide. Immigration related documents are time sensitive so you will need to check your mail (both regular mail and signed for mail) frequently after applying for your visa. Supporting documents are usually returned second class.

Your Gender and Relationship Status

- State your gender and relationship status accurately.

Your nationality, date and country of birth

- Enter the details as shown in your passport.
- If you hold more than one nationality, you must declare that within this section.

The screenshot shows a section of the visa application form. At the top, a note states: "You must enter all the nationalities you hold, but only the first one you enter will be taken into consideration under the immigration rules." Below this is a text box for "Country of nationality". A blue link "+ Add another nationality?" is positioned below the text box. To the right, a callout bubble points to this link, stating: "Click here if you need to add another nationality. You should add all nationalities that you currently hold." Below the nationality section is the "Date of birth" section, which includes a text box for the date and an example "20 3 1976". Below this are three separate boxes for "Day", "Month", and "Year". Below the date section is the "Country of birth" section, which includes a text box. Below this is the "Place of birth" section, which includes a text box and a note: "Tell us your place of birth as shown in your passport". A second callout bubble points to the "Place of birth" text box, stating: "Your passport may state the city or region where you were born or it may only state the country of birth. You must input the same place stated in your passport." At the bottom left of the form section is a green button labeled "Save and continue".

Your Passport

You must have a valid passport in order to apply for a visa because you will need to submit your original current passport as part of your application. After selecting 'Yes' you will need to input the relevant details as shown on your passport.

If you do not have a valid passport, please contact us for advice before applying.

Your Current UK Immigration Status

Do you currently have a visa or leave to remain?

☒ Yes
 ☐ No

What type of visa or leave to remain do you have?

Tier 4 (General) leave to remain ▼

▼ [I have a different visa or leave to remain](#)

Name of your visa or leave to remain:

Save and continue

- You should apply for your new visa before your current visa expires. If your current visa is still valid choose 'Yes'.
- Choose your current visa type from the drop-down list. If you currently have a Tier 4 visa, choose '*Tier 4 (General) leave to remain*'. If you cannot see your current visa type on the drop-down list, click on the blue text '*I have a different visa or leave to remain*' and then type the name of your visa type in the text box.
- If you do not currently hold a Tier 4 visa, you must check the relevant guide to applying for Tier 4 to check if you are able to switch to a Tier 4 visa within the UK; contact us for advice if required. The form allows you to input different visa types, but does not confirm if you can switch into Tier 4 from this visa. Double-check to avoid the risk of refusal.
- If you do not have a valid visa, you must contact us for advice. The form will tell you the latest date that you can apply taking into consideration the 28 days after the expiry of your visa. However, you will be an overstayer and there are consequences to this. Contact us immediately for advice.

Your Current Visa or Leave to Remain

- Write the start and expiry dates of your current visa accurately in this section.

Revocation, Cancellation or Curtailment

If any UK visa that you previously held was revoked, cancelled or curtailed, you must declare it here. You should have received a curtailment notification from the Home Office via email if your visa was curtailed. If you previously held a Tier 4 visa, it could have been curtailed if you interrupted your studies, deferred your exams or completed a course early. Contact us for advice about this question if required.

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

☒ Yes
 ☐ No

Save and continue

Your most recent leave

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

☒ Yes
 ☐ No

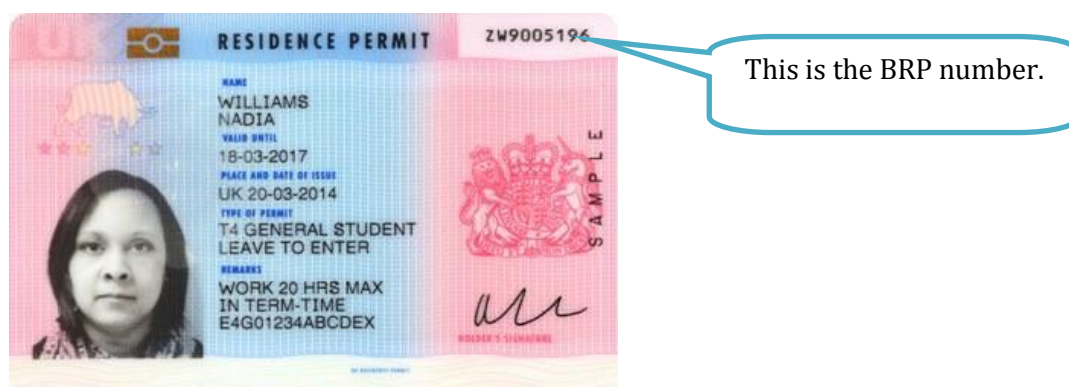
Save and continue

Select 'Yes' if you currently have a Tier 4 (General) student visa or a student visa issued before 2009.

If you do not currently hold a Tier 4 visa, you must check that you are able to switch to a Tier 4 visa within the UK; contact us for advice if required.

Your Biometric Residence Permit (BRP)

You have a BRP if your visa is in the form of a plastic card (not in your passport) which looks like this:

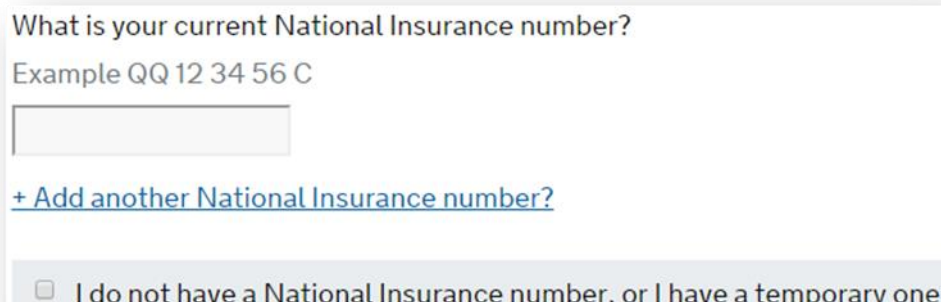


If you have a BRP choose 'Yes' and enter the number.

If your current visa is a BRP but it has been lost or stolen, you can select the second option '*No, I had a biometric residence permit for my most recent leave, but I do not have it now*'. You may need to explain why you do not have your BRP because you should have reported it to the Home Office and Police immediately if it was lost/stolen. If you do not have a BRP because your current visa is in the form of a vignette (sticker) in your passport, choose the third option '*No, I did not have a biometric residence permit for my most recent leave*'.

If a previous visa was in the form of a BRP but your current visa is a vignette in your passport, you should still choose the third option because this question is about your current visa.

Your National Insurance number



What is your current National Insurance number?

Example QQ 12 34 56 C

[+ Add another National Insurance number?](#)

☐ I do not have a National Insurance number, or I have a temporary one

You will only have a National Insurance number (NINo) if you have undertaken paid employment in the UK. You would not be given a NINo automatically; you would have been required to have applied for one after receiving a job offer so you should know if you have one or not.

If you have a NINo, you must provide it. If you do not have a NINo, you can tick the box to confirm that.

Study as a Tier 4 (Child)

If you have previously studied in the UK as a Tier 4 (Child) we advise that you answer yes to this question even if it was not your last period of leave.

Degree from an English Speaking Country

Degree from an English speaking country

Have you studied an academic course in a majority English speaking country that is equivalent to a UK degree or above?

☐ Yes ☐ No

Save and continue

This question refers to a degree you may have obtained in a majority English speaking country e.g. the USA.

English language assessment

English language assessment

If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

☐ Yes

☐ No

Save and continue

Your CAS should state that we have assessed your English language ability and it meets the requirements. If it does confirm this information choose 'Yes'.

Public Funds

Have you ever received any public funds (money) in the UK?

This includes benefits for people on low incomes, such as housing or child benefits.

☐ Yes

☐ No

Save and continue

If you currently have a Tier 4 visa, 'no recourse to public funds' means that you are not eligible to claim financial benefits in the UK such as a jobseekers allowance. Check this list for a definition of public funds: <http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Welfare-Benefits>. If you have claimed public benefits, contact us for advice because you may not be eligible to apply for a new Tier 4 visa.

Sponsor Licence Number and Address

Complete the information as shown on the next page.

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

1RRV3MMEX

Sponsor's address

London School of Economics and Polit

Houghton Street

You should write the School's full name in here; London School of Economics and Political Science.

Town/City

London

Postcode

WC2A 2AE

Save and continue

Primary Site of Study

LSE only has this campus so choose 'Yes'.

UCAS Details

Did you apply for your course through UCAS?

☒ Yes

☐ No

What is your UCAS personal identification number?

If you are doing a Bachelors degree at LSE, you will have applied through UCAS. Choose 'Yes' and enter your UCAS ID number. If you are not doing a Bachelors degree (eg. if you are doing a Masters or a PhD), choose 'No'.

Academic Technology Approval Scheme (ATAS)

In most cases the answer will be 'No' because there are only a few PhD courses at LSE which require ATAS. If you are unsure, check your CAS because it should confirm whether ATAS is required. If you have been informed that ATAS is required, you will need to obtain ATAS clearance before applying for your visa because you must enter your ATAS number in this section if it is required.

Current or Past Official Financial Sponsor

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

☒ Yes

☐ No

▼ [What is an official financial sponsor?](#)

Examples of an official financial sponsor include the UK Government or your home government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

If you are/were fully funded (for course fees and living costs) by a government or international scholarship agency within the last 12 months, you will need to provide an official letter from them which shows that they have no objection to your applying for this visa extension. Your visa application could be refused if you fail to provide a letter if it is a requirement. This does not apply to LSE scholarships because LSE is a university and not a government or international scholarship agency.

Future Official Financial Sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

☒ Yes

☐ No

▶ [What is an official financial sponsor?](#)

How can you prove you have an official financial sponsor?

☐ My sponsor has confirmed this information on my CAS

☐ Letter of official financial sponsorship

If will receive funding from LSE, it should be shown on your CAS. Check the information on your CAS carefully; the funding amount for the first/current academic year may be shown as an overpayment of fees. If LSE funding is shown on the CAS, you can choose that option in the application. Contact the department who issued the CAS if any information is missing.

If you will receive funding from an external organisation, it cannot be shown on the CAS so you should ensure that you have an original version of your scholarship letter officially translated if it is not in English).

Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in an account in your name, or a joint account you share with another person?

☐ Yes

☒ No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

☒ Yes

☐ No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

☒ Yes

☐ No

How can you prove they are your parent(s) or legal guardian(s)?

☐ Birth certificate

☐ Adoption certificate

☐ Court document

If the funds are in your name (eg. if you are using your own bank account or you are using a joint account where you are a named account holder), choose 'Yes' and continue.

If you are using an account in your parent or legal guardian's name, choose 'No'. You should read the LSE's *'Guide to Applying for Tier 4'* for advice about the additional evidence you will need to provide if you are using funds in the name of a parent/legal guardian.

Course Information

The information here should be the same as on your CAS. Check the answers you provide match the information on your CAS.

Institution name

Are you applying to be a Student Union Sabbatical Officer?
☐ Yes ☒ No

Qualification you will get

This is the level of the qualification you will receive at the end of your course. It may not be the same level at which you are currently studying.
 For example, many UK degree courses will incorporate studies at NQF levels 4, 5 and 6 but the level of qualification reached at the end of the course will always be NQF level 6.

Course name

Course start date
 For example, 20 3 1976
 Day Month Year

Course end date
 Day Month Year

You should write the School's full name in here; London School of Economics and Political Science.

If you are studying, select 'No' for the question 'Are you applying to be a Student Union Sabbatical Officer?'.

You need to select the level of qualification you will obtain at the end of your course. The level should be stated on your CAS. As a guide:

- BSc is NQF level 6
- Diploma/MSc is NQF level 7
- MPhil/PhD is NQF level 8

Give the course title and dates stated on your CAS to continue.

Doctorate Extension Scheme

Choose 'No' unless you are a PhD student who is applying for the DES at the end of their PhD.

Course Fees

How much are your total course fees?

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor for this information.

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

☒ Yes ☐ No

How much has been paid?

How can you prove this amount has been paid?

☐ My sponsor has confirmed this information on my CAS

☐ Receipts

Check your CAS. The course fees for the first (if you are starting a new course) or the current (if you are continuing on the same course) year should be stated on the CAS. Course fee payments which have cleared in the LSE's account should also be shown on your CAS. Contact the office who issued your CAS if any fee payments are missing.

If you are applying for a visa in order to re-sit exams, your course fee may be zero, in which case you should write '0' for the amount and choose 'No' for payments made.

Accommodation Payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation.

☒ Yes ☐ No

How much has been paid?

How can you prove this amount has been paid?

☐ My sponsor has confirmed this information on my CAS

☐ Receipts

You should only answer 'Yes' if you have made payments for LSE/University of London owned accommodation up to a maximum of £1265. If you have paid more than £1265, the additional amount will not be considered in your visa application.

Check that the accommodation payment is shown on your CAS. If it is not, check with the office who issued your CAS or, you can obtain an official hard copy receipt from LSE Residences. Remember to check if the receipt can be used for visa purposes.

If you are staying in private accommodation or in halls not owned by LSE (such as Urbanest) you must answer 'No', because that payment cannot be used as evidence of funds for visa purposes.

Your Confirmation of Acceptance for Studies (CAS)

You should select 'Yes' because you can only apply for a Tier 4 visa if you have a valid CAS. If you do not have a CAS yet, you must get one before applying for your visa.

A CAS can only be used once. If you have used a CAS number in a previous visa application, you will need to request a new CAS. If you apply using a CAS which has already been used, your application will be refused.

Your CAS number will be stated on your CAS email that you should have received from Admissions (if you are starting a new course) or Registry (if you are continuing on the same course). You must enter your CAS number accurately into this section of the application.

Check Your Answers

Check that all details you have provided are true and accurate. If there are any errors, use the 'Change' links on the right to edit your answers. Once you are confident that the form is correct, choose 'continue'. You will then be given a final opportunity to edit your answers and add any dependants to your application at this stage.

Continue when you are sure that no further edits or additions are required.

3: Documents

Proving you have enough money to be in the UK

You must provide documents showing that you have the required funds to cover living costs for you and any dependants joining you while you are in the UK.

▶ [How much money do I need to show?](#)

▶ [How long do I need to show I have held this money](#)

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

▶ [What financial documents can I use?](#)

Financial institution

Type of document

☐ Statements from a personal bank or building society account

☐ Building society passbook

☐ Letter from a bank, building society or other recognised financial institution

You must prepare your finances and supporting documentation before applying for the visa so will know if you meet the financial requirements. This also includes low risk nationals even though you will not need to send your documents. If you are unsure if you meet the requirements, the text highlighted in blue contains further information which you can read. Contact us before applying if you are still unclear about the financial requirements after reading LSE's Tier 4 Guidance and the Home Office's Tier 4 Policy Guidance.

In this section you need to indicate what documentation you will be providing to prove that you have sufficient funds. You must type the name of the financial institution (the name of the bank) and select the type of original document you hold as evidence.

If you are using multiple bank accounts in order to meet the financial requirements, you will be able to add information about the additional documents on the next page after clicking '*continue*'.

Documents

- **Mandatory documents** are documents that are mandatory for all applications, such as the passport and passport sized photograph. If you do not provide these, your application will be rejected as invalid. Tick the boxes to confirm that you have and will submit them.
- **Other documents** are the documents which you have indicated are applicable to your personal circumstances. Tick the boxes for the documents that you have and can provide as part of your application. If any documentation is listed here which doesn't apply, there may be an error within the answers you submitted in your application. If you do not provide the required original documentation listed in this section, your application is likely to be refused.
- **Providing your documents** explains when and how to submit your documents depending on which service you use to apply for the visa.

If you apply by post, the standard processing time is up to 8 weeks so you should ensure that you have no travel plans during that time. You must post your supporting documents to the Home Office within 15 working days of the date you submit and pay for this online application form.

If you apply by Premium Service, you will be charged an additional fee and will need to book an appointment to submit your documents. The appointment must take place within 45 working days of the date you submit and pay for this online visa application. Your visa application will be assessed on the day of the appointment and you should be given a letter which confirms the outcome of your application. If your application is successful, you should receive the BRP (the visa) within 7 days of your appointment.

Once you have confirmed which documents you will provide, check your answers again on the next page. Continue after making any required changes.

4: Declaration

If you provide false information in your application but accept the declaration, you could be accused of deception.

If you are submitting the application yourself, you should indicate that by confirming '*I am the applicant*'. You must then click the green button to confirm that you accept the terms of the declaration.

5: Immigration Health Surcharge (IHS)

You will be given a final chance to check your application at this stage because once you proceed to the IHS payment you will not be able to make any changes to your application.

You will be required to pay an IHS fee of £150 per year of visa extension. There will be a £75 charge for additional periods up to 6 months and the full £150 will be charged for periods of up to a year. Use this calculator to find out how much you should pay: <https://www.immigration-health-surcharge.service.gov.uk/checker/type>

There are some exemptions so check here to find out if you need to pay: <https://www.gov.uk/healthcare-immigration-application/when-you-need-to-pay>

You will need to enter some required information in order to proceed with the payment. Once you have read the IHS Information, the next information you see will look similar to that in the screen shot on the next page. You need to complete the '*Missing Details*' which are highlighted in red in order to proceed.

Missing Details

Your details

[Add where you are planning to stay](#)
[Add your course start date](#)
[Add your course end date](#)

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

Your details

Applying from UK	Yes
Staying in Isle of Man, Jersey or Guernsey?	Add where you are planning to stay

You must click here. You will then see the information in the screenshot below.

Your Location

You need to state whether you are applying to stay in the Isle of Man, Jersey or Guernsey

Are you applying from within the UK?

☒ Yes
 ☐ No

Choose 'Yes'.

Are you applying to stay in the Isle of Man, Jersey or Guernsey?

☐ Yes
 ☒ No

Choose 'No'.

You need to state whether you are applying to stay in the Isle of Man, Jersey or Guernsey

Save and continue

After clicking 'Save and continue', you will need to enter the course dates shown on your CAS. If you are applying for the DES or if there is less than 1 month between the course start and end dates, contact us for advice.

Ensure that the amount you are being charged is correct. If you overpay, you should be refunded for the excess payment. If you underpay, you should be contacted and asked to pay a top-up but if you fail to pay the top up, your application will be refused. Check your answers before proceeding with the declaration.

After you have successfully made the appropriate IHS payment, you will be given an IHS number; please make a note of this. You should also receive an email about your IHS. You will then be re-directed back to your visa application to proceed with the visa application payment.

6: Pay

Your application is only considered to be submitted at the point when you have submitted and paid for your online application.

Choose a service

☐ **Standard service : pay £439.00** in total, most people get a decision within 8 weeks

☐ **Priority service : pay £739.00** in total, most people get a decision within 10 working days

☐ **Premium Service : pay £839.00** in total, most people get a decision on the same day

UK Visas and Immigration will contact you if it will take longer to process your application. This might happen if:

- your supporting documents need to be verified
- you need to attend an interview
- your application is complex

Save and continue

After you have paid, you will get an application summary and a document checklist; it is vital that you save and print these documents. You will need to print and sign one copy and submit that to the Home Office with your passport and supporting documents. You will also need to show a copy to Registry (or the PhD Academy if you are a PhD student) at LSE in order to prove that you submitted an in-time application; this will allow you to be registered for studies while your application is in progress.

Section 2 – What happens next?

Standard Service applications

- Take a photocopy of all of the supporting documents you will submit with your application form for your records.
- Send the coversheet and supporting documents to the address provide using “Special Delivery” from the Royal Mail. Keep a record of your tracking number. You must send them within 15 working days, but the earlier you send them the quicker you will receive a response.
- Your original documents will be sent for security checking and matched to the online form you have submitted. During peak periods, you may receive a letter saying that your mandatory documents have not been received. If you know you have sent them, check your tracking number.

If you have not yet sent your documents, you must do so before the date on the letter or your application will be returned as invalid. Ensure you send them with a covering letter including your reference number so that they can be matched with your application. Send them special delivery so you can track when they arrived.

- After your documents have been received and security checked, you will be sent a letter inviting you to provide your biometric information. Your application will not be considered until after you have given your biometrics, so again the quicker you do this the quicker you will get a response.
- A caseworker will consider your application once your biometrics have been received. When a decision has been made you will either:
 - Receive a letter confirming your application has been successful and your documents have been returned. Your biometric residence permit will arrive within 7-10 working days; **or**
 - Your biometric residence permit will arrive first and your supporting documents will follow by second class mail; **or**
 - You will receive a letter confirming your application has been refused and your documents are being held. **Contact us immediately for advice on your options.**

Premium Service applications

- You take your supporting documents and appointment confirmation to the Premium Service Centre. Your biometrics will be taken on the day of your appointment.
- If you are successful, you will receive your decision and supporting documents on the day **BUT** your BRP will not arrive for another 7 – 10 working days. You need this to travel.
- If your application is refused, **contact us immediately for advice.**