

GUIDE TO COMPLETING THE TIER 4 (GENERAL) ONLINE APPLICATION

Applying *outside* the UK

(Updated July 2020)

Before beginning your visa application, you must ensure that you read the Home Office's [Tier 4 Policy Guidance](#)

Immigration & Compliance Team
International Office
University of Huddersfield
<https://www.hud.ac.uk/international/immigration/>

This screenshot guide explains the process of completing the Tier 4 (General) visa online application as a main applicant who is applying from **outside** the UK to undertake study in the UK.

If you are applying from **INSIDE** the UK, you **cannot** use this guide and application. Instead you must visit our [Extending/renewing your visa web page](#)

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See also the visa application flowchart and a documents checklist at the end of this document to ensure that you have all the required documents in order to make your Tier 4 visa application.

GETTING STARTED

To begin your application, setup an online account via the online link below:
<https://visas-immigration.service.gov.uk/apply-visa-type/tier4>

Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

- Short-term student visa
- Tier 4 (General) student visa
- Tier 4 (Child) student visa
- Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)

Next

Select 'Tier 4 (General) student visa' and click Next.

Select your location

Enter the country in which you are making your application

Next

Enter the country where you will be making your visa application. This should usually be your normal country of residence.

Apply for a UK visa - China

You must be able to attend an appointment at one of the visa application centres listed below.

- Beijing
- Changsha
- Chengdu
- Chongqing
- Fuzhou
- Guangzhou
- Hangzhou
- Jinan
- Kunming
- Nanjing
- Shanghai
- Shenyang
- Shenzhen
- Wuhan
- Xian

I can go to an appointment at one of these visa application centres

I cannot go to an appointment at one of these visa application centres

[Are you a diplomat, official, or exempt from immigration control?](#)

Next

Confirm that you can attend an appointment at one of the listed application centres. e.g. China

If you cannot go to one of the listed centres, you will be asked to choose to attend a centre in another country.

Tier 4 (General) student visa

Use this form to apply from outside the UK for a Tier 4 (General) student visa.

You cannot add family members ('dependants') to this application. You must complete a [separate form](#) for your dependants.

Before you apply

Before you start your application, [read the guidance](#) on:

- eligibility
- how to apply and required documents
- fees

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

Apply now

Click the 'Apply now' button.

Important:

If [your dependants](#) are applying for their visas with you:

- a) you also need to complete a [separate online application](#) for them.
- b) You must also email us the full names and passport numbers of any dependants applying with you at immigration@hud.ac.uk

Your telephone number

Provide your telephone number

Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

Where do you use this telephone number?

You can select more than one option

For use whilst in the UK

For use whilst out of the UK

Select whether this is your home, mobile or work telephone number

You can select more than one option

Home telephone number

Business telephone number

Mobile telephone number

Enter your contact number

Contacting you by telephone

Are you able to be contacted by telephone?

I can be contacted by telephone call and text message (SMS)

I can only be contacted by telephone call

I can only be contacted by text message (SMS)

I cannot be contacted by telephone call or text message (SMS)

[Save and continue](#)

Choose the option most suitable for you. Using a mobile number would mean you can be contacted via a phone call as well as SMS

Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes No

Save and continue

Enter your unique CAS number here.

Note: if your CAS has not yet been issued, you can select 'No' and complete and save the rest of the application.

IMPORTANT

a CAS can only be used once. This means if your application is refused, you will need a new CAS from the University.

Your name

What is your name, as shown in your current passport or travel document?

Given names

Family name

[I am not sure how to enter my name](#)

Save and continue

Enter in your given names and family names as shown in your passport.

Any other names

Are you now or have you ever been known by another name?

This includes your maiden name and other names you use or have used in the past.

Yes No

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

If you have ever been known by another name you should select 'Yes'. You will then be asked for more information.

Your gender and relationship status

What is your gender, as shown in your passport or travel document?

- Male
- Female
- Unspecified

What is your relationship status?

Answer questions about your gender and relationship status.

Note: If you select 'Married or a civil partner' you will be asked later in the application to provide detail of your dependants whether or not they are travelling with you.

Your address

Address

Town/City

Province/Region/State

Postal code (if applicable)

Country

Is this address also your correspondence address?

We may use this address to contact you about your application, including after it has been decided.

- Yes No

Save and continue

Enter your home address or the address where you are living at present.

If your correspondence address is different, enter address/

Living at your home address

How long have you lived at this address?

What is the ownership status of your home?

- I own it
- I rent it
- I live with my family
- Other

Answer questions about your home address.

If you are living with parents, choose 'Other' to enter detail.

Your passport

! You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Place of issue

This will be a city or province.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Day Month Year

Save and continue

Enter your passport details from your current valid passport that you will be using to travel to the UK.

Your identity card

Do you have a national identity card?

This is the identity card issued by your national government. Please select 'No' if your country does not issue national identity cards or you do not have your card.

- Yes No

Save and continue

If you select 'Yes' you will be asked for further information which you can find on your national identity card.

Your nationality, date and country of birth

Country of nationality

Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

For example, 31 3 2020

Day Month Year

Save and continue

Answer questions about your nationality, date of birth and country/place of birth.

Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship?

You must provide all the nationalities that you currently hold or have ever held.

Yes No

Save and continue

If you have a dual nationality, you must declare this.

Your immigration status

What permission do you have to be in <your country name>?

- I have a temporary visa
- I am a permanent resident
- I do not have a visa and I am not a permanent resident

If you are applying in your home country, you will choose 'I am a permanent resident' – otherwise enter your immigration status in the country you are applying

Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

English

Other

Save and continue

Students would normally choose 'English'.

Study as a Tier 4 (Child) student

Have you successfully completed a course of study in the UK as a Tier 4 (Child) student?

Yes No

Save and continue

You must declare if you have previously completed a course in the UK on a Tier 4 Child visa

English language assessment

Are you coming to the UK to study at a higher education institution?

A Higher Educational Institution (HEI) is an educational body in receipt of public funding that awards academic qualifications and professional certificates.

Yes No

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?

Yes No

Save and continue

Cancel

University of Huddersfield is a 'HEI' so you must choose Yes

Important: Make sure your CAS mentions the University of Huddersfield Sponsor Licence Number: **HEK2NXJ25**

Your CAS should also confirm that the University has assessed your English language ability.

People financially dependent on you

Does anyone rely on you for financial support?
Include both those travelling with you and those who are not.

This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes No

▶ [Will these dependants be included in my application?](#)

[Save and continue](#)

You must answer as Yes if you have a spouse/partner, children and/or an older relative e.g. parent(s) who are financially dependent on you.

Important:

If [your dependants](#) are applying for their visas with you:

- a) you also need to complete a [separate online application](#) for them.
- b) You must also email us your student number and full names and passport numbers of any dependants applying with you at

immigration@hud.ac.uk

About your dependant

You should use your dependant's passport, if they have one, to complete this section.

What is this person's relationship to you?

Given names

Family name

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Does this person currently live with you?

Yes No

Is this person travelling with you to the UK?

Yes No

[Save and continue](#)

[Cancel](#)

If you answered the previous question about Dependents as Yes, you must provide their detail.

You must provide the detail about each dependent separately.

Other dependants

Do you have any other people who need you for financial support?

Yes No

[Save and continue](#)

Give details about your first parent

Give details about 2 of your parents.

[▶ What if I do not have my parents' details?](#)

What is this person's relationship to you?

Mother

Father

Given names

Family name

If they do not have both a given and family name, enter their name(s) in the Given names field.

Date of birth
Enter date in the format DD MM YYYY

Day Month Year

Country of nationality

Have they always had the same nationality?

Yes No

You will be asked to give details about your parents.

Note: Click 'What if I do not have my parent's details' if you only have the details of one parent.

Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes No

If you select 'Yes' you will be asked for details of your family member and details of their visa type.

Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?
This include travel companies or sports, work, or study groups.

Yes No

Save and continue

Travelling with another person

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

Yes No

Save and continue

You must also email us the full names and passport numbers of any dependants applying with you at immigration@hud.ac.uk
Provide your student number in your email.

Where you will stay in the UK

Do you know where you will be staying in the UK?

Yes No

What address will you be staying at while in the UK?

You will be able to add details of any additional places you will be staying after you click 'Save and continue'

Enter a UK postcode

Find UK address

[Enter address manually](#)

Save and continue

Cancel

If you select 'Yes' you will be asked to provide your UK accommodation address.

If you select 'No' you will be asked where you plan to stay in the UK on the next page e.g. hotel or a friend's place.

Accommodation plans in the UK

Where do you plan to stay in the UK?

Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends.

Maximum of 500 characters

Save and continue

UK travel history

Have you been to the UK in the past 10 years?

Yes

No

Save and continue

You must declare this accurately. If you answer as 'Yes' you will be asked to provide detail of 3 most recent times when you were in the UK. You will be asked for the type of visa you held, the date you arrived and the duration of our stay.

How many times have you been to the UK in the past 10 years?

If you are unsure of the exact number, provide an estimation. You will be asked to provide details for up to 3 of your most recent times in the UK.

Your previous time in the UK

What was the reason for your visit?

Tourism

Business

To study

Transit

Other reason

Date of visit

Enter date in the format MM YYYY

Month Year

How long was your visit?



Save and continue

Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

▶ [Which countries are part of the European Economic Area \(EEA\)?](#)

- Zero
- Once
- 2 to 5 times
- 6 or more times

Save and continue

If you have been to any of these countries, you must provide the information requested.

World travel history

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

▶ [Which countries are part of the European Economic Area \(EEA\)?](#)

- Yes No

Save and continue

You must also provide detail of your stays in other country in the last 10 years.

Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day Month Year

▶ [Why is this information important?](#)

Save and continue

Enter the date you are intending to arrive in the UK.
Your CAS should have your course start date so you can enter a date two weeks prior to your course start date.

Immigration history

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Yes No

Save and continue

You **MUST** provide details of any visa refusals for UK or another country. Giving false information or hiding previous refusals will result in a visa refusal!

If you answer as 'Yes' you will be asked for detail on the next page.

Details of an immigration problem

Give details of what happened

You will be able to add details of any further immigration problems after you click 'Save and continue'

- An application for a visa was refused
- I was refused entry at the border
- I was refused permission to stay or remain
- I was refused asylum
- I was deported
- I was removed
- I was required to leave
- I was excluded or banned from entry

Country

When did this immigration problem happen?

Enter date in the format MM YYYY

Month Year

Give more details of what happened

Maximum of 500 characters

Save and continue

Breach of UK immigration law

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

Yes No

Save and continue

If you select 'Yes' for any of these questions, you will be asked to provide further information.

Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions.

Save and continue

You must declare any convictions or penalties in the UK or in another country.

War crimes

You must read all of the information on this page before answering.

▶ [War crimes](#)

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

Yes No

I have read all of the information about war crimes, including the guidance

Save and continue

You must read and answer accordingly.

Terrorist activities, organisations and views

You must read all of the information on this page before answering.

▶ [Terrorist activities](#)

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes No

▶ [Terrorist organisations](#)

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes No

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

Yes No

I have read all of the information about terrorist activities, organisations and views, including the guidance

Save and continue

You must read and answer accordingly.

If you select 'Yes' for any of these questions, you will be asked to provide further information.

Extremist organisations and views

You must read all of the information on this page before answering.

▶ [Extremist organisations](#)

Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?

Yes No

▶ [Extremist views](#)

Have you, by any means or medium, expressed any extremist views?

Yes No

I have read all of the information about extremist organisations and views, including the guidance

Save and continue

You must read and answer accordingly.

If you select 'Yes' for any of these questions, you will be asked to provide further information.

Person of good character

Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?

Yes No

Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

Yes No

Is there any other information about your character or behaviour which you would like to make us aware of?

Yes No

Save and continue

You must read and answer accordingly.

If you select 'Yes' for any of these questions, you will be asked to provide further information.

Your employment history

Have you ever worked for any of the following types of organisation?
Include information for any paid or unpaid work. Select all that apply.

Armed Forces (career)

Armed Forces (compulsory national or military service)

Government (including Public or Civil Administration and non-military compulsory national service)

Intelligence services

Security organisations (including police and private security services)

Media organisations

Judiciary (including work as a judge or magistrate)

I have not worked in any of the jobs listed above

Save and continue

If your previous work experience includes paid or unpaid work for any of the organisations listed then you must tick the relevant box and provide detail.

Sponsor licence number and address

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?

HEK2NXJ25

Sponsor's address

University of Huddersfield

Queensgate

Town/City

Huddersfield

Postcode

HD1 3DH

Save and continue

University of Huddersfield's Tier 4 Sponsor Licence Number is **HEK2NXJ25**

This number should also be printed on your CAS.

Enter University's address details as shown in the screenshot.

Place of Study

Will you be studying at a school or higher education institution?

School

Higher education institution

▶ [What is the difference between a school and a higher education institution?](#)

Save and continue

University of Huddersfield is a Higher education institution.

Primary site of study

Is this the site where the majority of your study will take place?

University of Huddersfield
Queensgate
Huddersfield
HD1 3DH

Yes No

Save and continue

Your primary site of study address is the University of Huddersfield address you entered earlier.

UCAS details

Did you apply for your course through UCAS?

Yes No

▶ [What is UCAS?](#)

Save and continue

If you applied admission via [UCAS \(The Universities and Colleges Admissions Service\)](#) – usually used by undergraduate students – select ‘Yes’

You will be asked to provide your UCAS identification number.

Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

Yes No

Save and continue

The University would have advised you to get [ATAS clearance](#) before issuing your CAS. This information should also be on your offer letter.

Your CAS should also confirm if you need ATAS Clearance. You must enter your ATAS reference number in the field provided.

An ATAS certificate is valid for six months. Double check the expiry date on your ATAS certificate.

Important:

If your offer letter or CAS confirm that you need ATAS and you have not obtained it, you must get this before applying for your Tier 4 visa.

Do you need to obtain permission from the ATAS?

Yes No

What is your Academic Technology Approval Scheme (ATAS) reference number?
This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

Save and continue

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?](#)

An official financial sponsor is where your government/embassy, the British Council, an International organisation, International company, University or a UK independent school is paying your tuition fees and/or living in the UK.

If you select 'Yes' you will be asked to provide further detail – see next screenshot

See [our factsheet for sponsored students](#)

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

Yes No

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

If you are being wholly sponsored by an official financial sponsor how will you prove this?

- My Tier 4 sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship
- I am not being wholly sponsored

Save and continue

Cancel

- If the University of Huddersfield is sponsoring your study in the UK, this will be stated on your CAS.

- If you are receiving financial sponsorship e.g. your government you will need an official sponsor letter which meets the [Tier 4 General Policy Guidance](#).

- If your sponsorship only covers **part** of your tuition fees and/or living costs, you will need to show the remaining amount in personal or parental bank statements.

Course information

Name of sponsor institution (school/college/university)

University of Huddersfield

Course name

Qualification you will get

RQF1/SCQF4

RQF2/SCQF5

RQF3/SCQF6

RQF4/SCQF7

RQF5/SCQF8

RQF6/SCQF9/10 → Same as QCF_NQF6 (Bachelor / Top-up)

RQF7/SCQF11 → Same as QCF_NQF7 (Masters)

RQF8/SCQF12 → Same as QCF_NQF8 (PhD)

CEFR A1

CEFR A2

CEFR B1

CEFR B2

CEFR C1

CEFR C2

Copy your course name/title and Qualification detail from your CAS.

Answer the 'Are you going to be a student union sabbatical officer' question as 'No'

Course dates

Course start date

Provide the start date of your main course of study, but do not include any other courses you may be taking before.

Enter date in the format DD MM YYYY

Day Month Year

Course end date

Day Month Year

Enter course start and end dates from your CAS.

If you have been issued a joint CAS for a pre-sessional course as well as a main degree course, the Home Office have advised that for technical reasons you should only enter the start date of the main degree course (i.e. Bachelor/Masters/PhD).

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

Select 'No' as this only applies to University owned accommodation.

Course fees

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can 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

Your CAS should show your course fee and how much of these have been received by the University.

Note: If you have paid more towards your course fees after receiving your CAS, you must contact the relevant admissions team in the International Office so they can update your CAS.

Student Loan

You must show that you have enough money to cover your course fees and living costs. [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.

Are any of the maintenance funds required for this application in the form of a student loan?

Yes No

Save and continue

Answer if any of your maintenance funds are in the form of a student loan and any follow up questions if you answer "Yes."

Yes No

Have you already received your student loan?

Yes No

Maintenance funds

You must show that you have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

Yes No

Yes No

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

Yes No

Note: You can only use financial evidence in your name or your parents'/legal guardian's name only. You **cannot** use statement of any other relative i.e. brother/sister/uncle.

See [our website](#) for further detail.

Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

Save and continue

Provide any information relevant to your application that you may wish to explain further or you were not able to provide based upon the previous set of questions.

This section isn't mandatory to complete so if you have no additional information then leave blank and click 'Save and continue'.

Check your answers

Check the information below before you continue to the next section.

Personal information

Given names Sherlock [Change](#)

Family name Holmes

[Also known by another name?](#) [Add](#)

Sponsor

Check all your answers here and use the 'Change' and/or 'Add' buttons to amend or update any missing information.

Note: if any of your documents aren't ready, you must stop and save at this point and continue when you are ready to submit your application.

Differentiation Arrangement

Do you want to submit your application under the differentiation arrangement?

You are a national of a [differentiation arrangement country](#). You do not need to provide evidence of your money or qualifications with your application. You will need to provide them if asked.

Yes No

Save and continue

Nationals of [some countries](#) may receive this question as they do not need to provide evidence of their qualifications and evidence of money (maintenance funds) when they are applying for a Tier 4 visa. These countries are sometimes called 'low risk applicants'.

Further and more up to date information is available on the [UKCISA website](#).

The Home Office can still request this evidence while your application is being considered. We recommend you prepare evidence of your finances and qualifications. Your visa application will be refused if you do not provide them, in the time stated, if requested by the Home Office.

Documents showing the required maintenance funds

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

For information on how much money you need to show, [refer to the guidance document here](#).

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

If your money is held in a different country, you can check whether your bank is on the [list of acceptable and unacceptable financial institutions here](#).

Financial institution (such as a bank or building society)

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

Save and continue

Enter the name of the bank or financial institution whose bank statement, letter or certificate of deposit you are using. You must attach the original document in your visa paperwork.

If you are using statements from two different bank you should add these separately.

Check your answers

Check the information below before you continue to the next section.

Maintenance

Financial institution (such as a bank or building society) Name of bank [Change](#)

Type of document Statements from a personal bank or building society account

[Do you want to add another financial document?](#) [Add](#)

Documents

Mandatory documents [Change](#)

- The passport or travel document for **your name** from **your country**

Other documents

- Statements from a personal bank or building society account **Name of bank**
- The birth certificate for **your name**
- A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you
- If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.

[Continue](#)

Check and/or amend your answers one final time.

Documents

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The passport or travel document for **Your name** from **Your country**

Other documents

If you do not provide these documents, your application may be delayed or refused.

Statements from a personal bank or building society account (**bank name**)

The birth certificate for **Your name (if using a parental statement)**

This must be a full birth certificate that shows the names of both of your parents.

The **Your country** passport, identity card or official letter for **Your name** to prove the level of English language required

A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you (**if using a parental statement**)

If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.

Your checklist will have a list of other documents you might want to send in. You can print off the checklist and appointment details when you have finished your application.

Note: This is an example list as each student will receive their own checklist depending on how they have answered the questions in the application.

You will need to tick that you agree to provide all **original** documents listed here.

Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

I confirm that I understand and accept these conditions

Save and continue

You must read all conditions and then confirm.

Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the [privacy policy](#).

I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.

I understand that any passports/travel documents submitted in support of my application, which remain uncollected after 3 months from the date they were ready for collection, will be returned to an office of the authority that issued the document. If this happens, the Visa Application Centre will be able to advise where the document has been sent.

I have discussed with any other applicants that I am acting on behalf of, and confirmed that the contents of the application are correct and complete.

I agree to the [terms and conditions](#).

I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.

I confirm that:

- I am the applicant aged 18 or over
- I am the applicant aged under 18
- I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- I am submitting the form on behalf of the applicant

I accept the above

Read the conditions and confirm your age and applicant status.

Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

! Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.
[Check your answers](#)

Go to IHS website

Save and continue

- Next you will be directed to the [Immigration Health Surcharge \(IHS\)](#) website for an online payment.
- You should only pay for the IHS and application fee when you are ready to apply and have prepared all of your supporting documents.
- You can only apply **within three months** of your course start date.
- The date of application is the date you pay the application fee.

See also the [IHS refund](#) information.

Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests.](#)

Cost

The healthcare surcharge is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the healthcare surcharge is £150 per year.

Example

A person making a 5-year visa application would pay £200 x 5 = £1000.

Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

- your passport or travel document
- your payment card

! You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

Continue

Immigration Health Surcharge (IHS)

International students and their dependants are required to pay a healthcare surcharge. Paying this fee will allow you to access National Health Service (NHS) services within the UK. The fee is £300 per year per person and £150 for up to 6 months. The fee is calculated on the length of time of your visa. When you are granted a visa, the Home Office or UKVI will add some time onto the end of your period of study, dependant on the length of your programme. This additional time will be included in the fee calculation.

You can find more information about the IHS by clicking on the following links:

[IHS Overview](#)
[IHS Calculator](#)

You must ensure that you make the IHS payment **as part of** your Tier 4 visa application. If you do not pay the IHS, your Tier 4 visa application will be **refused**.

Summary

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	No
Staying in Isle of Man, Jersey or Guernsey?	Add where you are planning to stay
Full name	Sherlock Holmes
Email	a.fayyaz@hud.ac.uk
From	China
Visa route	PBS Tier 4 Student
Visa type	Tier 4 (General) Student
Course start date	Add your course start date
Course end date	Add your course end date

If you see this error message, amend the relevant fields to confirm that you are **not** applying from within the UK and answer the following questions confirming your course start/end dates and additional questions and continue to online payment.

After paying the Immigration Health Surcharge you will see the following questions:

Collecting your biometric residence permit (BRP)

You must collect your [biometric residence permit \(BRP\)](#) within 10 days of arriving in the UK. This is a card that shows your right to be in the UK.

You can collect your BRP from a UK Post Office of your choice. [Find more information](#) about locations and opening times of UK Post Offices. You can collect your BRP from a different collection location, if your sponsor has provided you with an Alternative Collection Location (ACL) code.

Collect from a UK Post Office

Your BRP collection location

Huddersfield Post Office
65-67 New Street,
Huddersfield
HD1 2BQ

If you want to collect your BRP from a different location, select 'Collect from a UK Post Office' and enter a different postcode.

Enter your UK postcode

HD1 2BQ

Find a Post Office near you

Collect from an alternative location

Save and continue

Please note the University's ACL service is currently suspended and you must collect your [BRP card](#) from the Post Office.

Choose 'Collect from a UK Post Office' option.

Enter the postcode: **HD1 2BQ**
Your BRP collection location should then show:
Huddersfield Post Office – 65-67
New Street, Huddersfield, HD1
2BQ

This will be where you will collect your BRP card from upon arrival in Huddersfield.

Please note the Home Office may ask you to stay inside your UK accommodation for first 14 days – for up to date information on quarantine, see their website:
<https://www.gov.uk/uk-border-control>

Coronavirus (COVID-19 update – Message from the Home Office

Many of our UK Visa Application Centres (VACs) are temporarily closed. Some UK Visa Application Centres are resuming services where local restrictions allow. Services will reopen in phases. To check if a centre near you is open, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

There are changes at the border because of coronavirus (COVID-19). [Check what you need to do before you travel.](#)

Important:

- When your Tier 4 visa is granted, you will be issued with a vignette (a sticker inside your passport) which is valid for 90 days. It is very important that you travel to the UK within this 90-day period or you will be required to re-apply.
- When you receive your passport and 90-day visa, you will also receive a BRP letter that contains important information about what to do when you arrive in the UK including the post office address to collect your BRP. You must retain this letter and bring it with you when you come to the UK.

See our website for detail on BRP collection: [BRP – Biometric Residence Permits](#)

**You should then continue with your application.
Read through the instructions carefully as you complete the application.**

Booking your appointment and paying for your application

You can now go through to the online application payment service available for most countries. If the online payment option is not available for your country, you will pay your application fee on the date you attend your appointment at the Visa Application Centre (VAC).

Check visa processing times for your country via this link: <https://www.gov.uk/visa-processing-times>

See example below:

1 Select the location you are making your application from Lahore, Pakistan	Change this answer
2 Select the visa category you would like to see processing times for Points Based System Visas	Change this answer
3 Select the visa type you would like to see processing times for PBS Tier 4	Change this answer

Booking your appointment at the Visa Application Centre

You should now be directed to through to the booking system to make your appointment at your nearest Visa Application Centre. On the day of your appointment, you will need to take along a print-out of your application and all of your supporting documents. These must be originals, **not photocopies**. You will have your “biometrics” taken (i.e. a digital photo and your fingerprints).

See [our website](#) for further detail on financial requirements of a Tier 4 application

Credibility Interviews

In order to be given a Tier 4 student visa to enter the UK most students applying from overseas will be asked to attend a credibility interview. The purpose of an interview is to check the genuineness of a student.

See [our website](#) for further detail about credibility interviews.

Visa refused – what to do next?

See [our website](#) for the next steps in case your visa application is refused.

Arrange travel to University of Huddersfield

See [our website](#) for useful information about planning your travel to the University of Huddersfield.

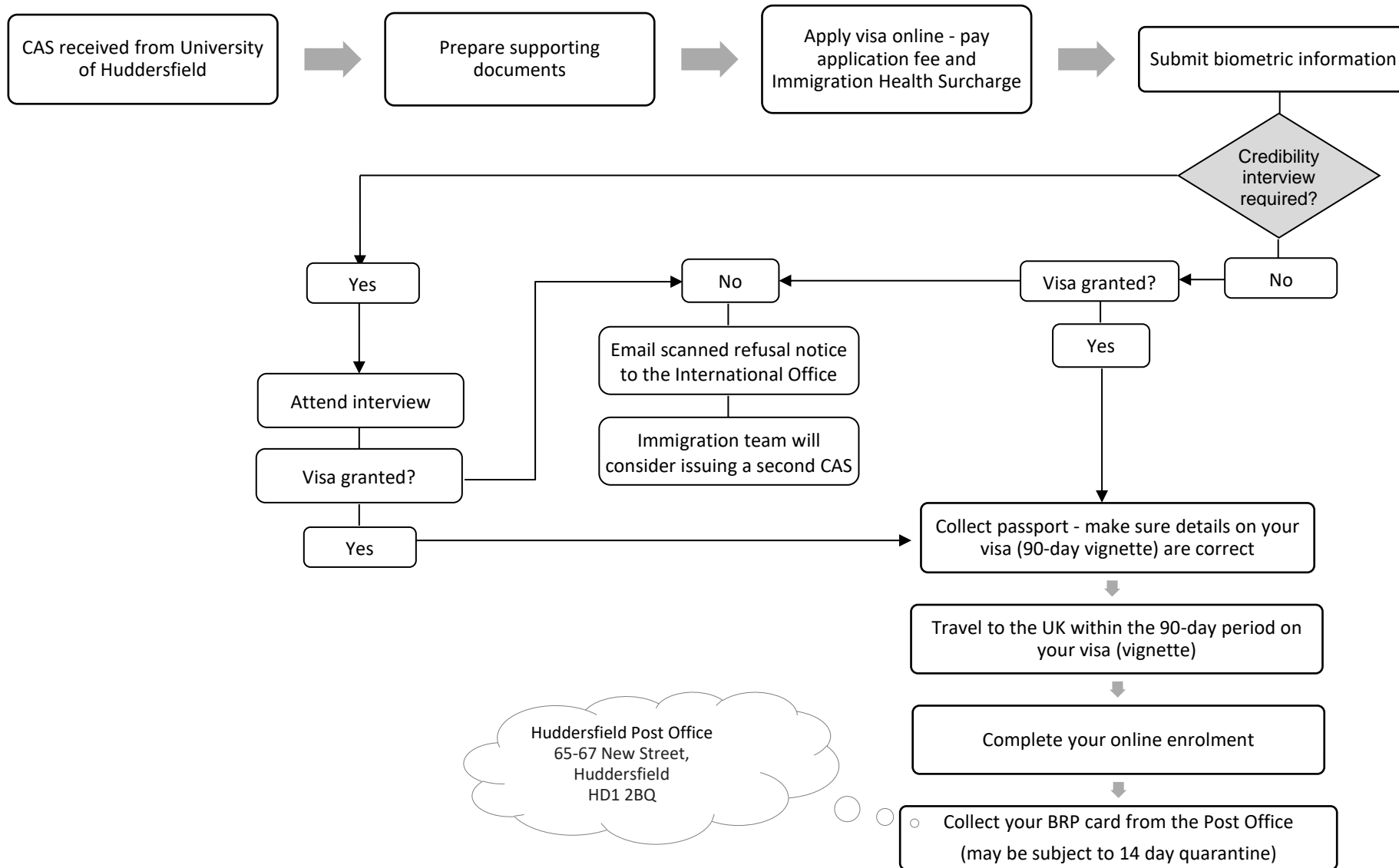
Tier 4 Visa Application Checklist

Are you ready to make a Tier 4 visa application?

Tick the boxes when you have the following:

<p>A current passport or other valid travel documentation</p> <ul style="list-style-type: none"> Your name must be spelt the same way on all your documentation. e.g. passport, bank statements, CAS, qualifications. 	<input type="checkbox"/>
<p>Certificate of Acceptance for Studies (CAS) reference number (or statement)</p> <ul style="list-style-type: none"> A CAS can only be used once. This means if your visa application is refused, you must apply for a new CAS 	<input type="checkbox"/>
<p>ORIGINAL qualification certificates/transcripts listed on the CAS statement (including certified translation, if not in English).</p> <p>The translation must include:</p> <ul style="list-style-type: none"> details of the translator/translation company's credentials; and confirmation that it is an accurate translation of the document; and the translator/translation company's contact details. date and signature of the translator or an authorised official of the translation company. 	<input type="checkbox"/>
<p>ATAS Certificate printout – if required (see your CAS statement if you are not sure)</p>	<input type="checkbox"/>
<p>Your tuberculosis (TB) test results if you're from a country where you have to take the test (see www.gov.uk/tb-test-visa for details)</p>	<input type="checkbox"/>
<p>Bank statement or sponsor letter</p> <p>See our factsheet for self-funded students See our factsheet for sponsored students</p>	<input type="checkbox"/>
<p>If you are using your parent/legal guardian's money or bank statement</p> <ol style="list-style-type: none"> Your ORIGINAL birth certificate Letter of consent (see page 5 of the 'factsheet for self-funded students' above) 	<input type="checkbox"/>
<p>If you are under 18 - Proof of parental or other legal guardian consent</p>	<input type="checkbox"/>

Flowchart showing the Tier 4 visa application process



Important: The UKVI or the Home Office regularly make changes to the immigration rules. Whilst the information in this document is provided in good faith, and every effort is made to keep it up to date, The University of Huddersfield accepts no legal responsibility for its accuracy.