



Student  
Services



International Student Support

# Visa Guide

Your step-by-step guide to applying for a Tier 4 General Student visa from outside the UK.

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# Step 1

## Check if you are eligible to apply for a Tier 4 Visa

The Home Office/UK Visas and Immigration (UKVI) have set a maximum time limit (“cap”) on studying with a student visa. This includes any time spent as a student under the Immigration Rules. The maximum time permitted for study at degree level is 5 years (+ 11 months concession.) If you have successfully completed a UK degree course which was at least **four years** long, and you are making a Tier 4 application to study a Master’s degree at UWS, the limit is extended to 6 years (+ 11 months concession). If you have a Confirmation of Acceptance of Studies (CAS) that was assigned after 10 August 2015 this includes the extra time you are given before a course (maximum 1 month) or after a course (maximum 4 months). There are some exceptions to this rule, including students applying for a Tier 4 visa to study a PhD course and students who studied a 4 year undergraduate degree course in Scotland.

If you are unsure how this rule may affect your visa application, please see the Home Office/UKVI webpage to check your eligibility to apply - [www.gov.uk/tier-4-general-visa/eligibility](http://www.gov.uk/tier-4-general-visa/eligibility) and see The UK Council for International Student Affairs (UKCISA) which provides a link to a Q&A section to support the application process [https://www.ukcisa.org.uk/uploads/files/1/27460-Access\\_UK\\_Customer\\_Q\\_A\\_141128.pdf](https://www.ukcisa.org.uk/uploads/files/1/27460-Access_UK_Customer_Q_A_141128.pdf)



# Step 2

## How and when to apply

You can apply online for Tier 4 entry clearance outside the UK, in the country where you live – use the following link: <https://visas-immigration.service.gov.uk/apply-visa-type/tier4>. You will need to specify which type of application you are making. Most applications will be for **Tier 4 (General) Student**. Begin the process of applying for your new visa no more than 3 months before the start date of your course and no later than 6 months after your CAS was issued.

Check the visa processing times in your home country for an indication as to how long it will take for your application to be processed: [www.gov.uk/visa-processing-times](http://www.gov.uk/visa-processing-times) (In the answer to **'visa category'** please select **'Points Based System Visas'**).

Do not make any definite travel plans until your new visa has been granted and your documents have been returned to you. As part of your entry clearance application, you will be required to provide your biometrics (facial photograph and fingerprints) – you will be asked to contact your nearest British Embassy, High Commission or Consulate to do this. In addition, it is likely that you will be required to attend a **credibility interview** at the visa application centre. This initial interview may be a video interview carried out by a member of staff in Sheffield. You will be asked questions about your course, where you want to study and your reasons for studying in the UK. This is a **very important** part of your visa application so we advise you to research your course, the University and where you are going to live before you go to the interview. The report of the interview will be sent to the Entry Clearance Officer who makes the decision on your application. He needs to be satisfied that you are a **genuine** student and that your English language ability is at the correct level.

Think carefully about these 4 questions and give as much detail as possible, **avoiding general and vague answers**:

- 1) Why have you chosen to study this particular course at the University of the West of Scotland? (motivation in coming to the UK)
- 2) How are you managing to fund your course? (personal and financial circumstances)
- 3) What are your plans after completing your course? (education history, plans for study and after study)
- 4) Do you have any dependants joining you in the UK? (what will your dependant be doing whilst you are studying?)

You will need to demonstrate that you have a good knowledge about the course and the university. This needs to be accurate and genuine. You will need to show how you are funding the course and be able to talk about your plans after you have completed your course.

Please check the UWS website link **'Credibility Interview'** which will help you prepare and think about why you have chosen to study at UWS. Another useful tool to look at in preparation for studying in the UK is: Prepare for Success <https://www.prepareforsuccess.org/>.

Once a decision has been made and your visa has been granted you will receive a vignette (sticker) in your passport. If your course is for six months or less, then your vignette is valid for your whole stay in the UK. However, if you are on a course of more than 6 months, the vignette is only valid for 30 days. Your 30-day vignette will come with a letter informing you of where to collect your biometric residence permit (BRP). Bring this letter with you to the UK as you will need it to collect your BRP at the Post Office.

# Step 3

## Make sure you have sufficient funds

The Home Office/UKVI specifies how much money you need for your course fees and living costs while you are in the UK. This is referred to as maintenance requirements by the Home Office. You will also need to pay a Tier 4 application fee and Health Charge.

You are required to have money for living costs of **£11,385** (based on £1,265 per month if your course lasts 9 months or more) if you are studying in **inner London** (UWS London campus is considered as inner London). For a PBS dependant in inner London, you are required to have **£7,605** (based on £845 per month).

If you are studying **elsewhere in the UK** (UWS Paisley, Hamilton/Lanarkshire, Ayr and Dumfries), the living costs are **£9,135** (based on £1,015 per month, for a period of 9 months). If you have dependants outside of London, you are generally required to have money for living costs of **£6,120** (based on £680 per month, for a period of 9 months).

You must have enough money to pay for the course fees for the first year of your course, or the entire course if it is less than 1 year long. Your CAS will state the fees that you will be required to pay or, if you are receiving a scholarship and only require to pay a certain amount of the fees, this will be stated in your CAS (see 'Step 7').

The relevant amount (living costs for you and any dependants plus fees still to be paid) must be in the bank/building society for **28 consecutive days**. The date of the final transaction on your account is considered as the last day of this 28 day period. The statement used as evidence of funds must be dated within 1 month of the date you submit your visa application. For example, if you submit your application on 28 September, the statement used in support of your application must not be dated any earlier than 28 August. The money must be in your account in full on each and **every day** of the 28 day period. If your account balance drops below the required amount, even for 1 single day your application would be refused.

The statement used as evidence must show your name, your account number, the date the statement was produced, the financial institution's name and logo and the amount of funds available. Online statements are acceptable if all pages are stamped by the bank. Mini-statements from cash points are not accepted. If possible, ensure that you have the required amount in a **single** account only rather than in multiple accounts.

If you are using bank statements from Bangladesh, Cameroon, Ghana, India, Iran, Pakistan, Philippines or Sri Lanka you must check the financial institution meets the Home Office requirements. To check that your bank or financial institution is accepted by UKVI, please see Appendix P of the Immigration Rules: [www.gov.uk/guidance/immigration-rules](http://www.gov.uk/guidance/immigration-rules)

When using money from a non-UK bank account, please ensure that you include a print out from [www.oanda.com](http://www.oanda.com) of the currency converted into GBP on the day you submit your application. It is very important that your funds do not drop below the required amount when converted into GBP on the day of submitting your application.

A **Certificate of Deposit** is a certificate issued by a bank to confirm that a named person has deposited or invested a specific amount of money. They are only accepted as evidence of funds if: it has been issued within 31 days of the date of application AND at least 28 days must have elapsed between the date of the deposit and the date of issue of the certificate.

If you are unsure how much money you need, information on the finances required or types of acceptable loans when applying for a Tier 4 (General) student visa, can be found at UKCISA website - <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements#layer-5347>

# Step 4

## Check if you need an Academic Technology Approval Scheme (ATAS) certificate

Students on certain postgraduate courses leading to a **Masters** or **Doctorate** level qualification will need an ATAS certificate to study in the UK. Currently, **taught** postgraduate programmes at UWS **do not** require an ATAS certificate. Your Conditional Offer will confirm whether or not you need to apply for an ATAS certificate. You will need a CAH (formerly JACS) code to apply for your ATAS, then go to the Foreign and Commonwealth (FCO) website [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme) to apply for your ATAS certificate. This can take 4 weeks to be processed so make sure you apply for this in time before you need your CAS.

**The ATAS certificate will be sent to you by e-mail and is one of the supporting documents required to get your CAS (see Step 7) and by the Home Office/UKVI in support of your Tier 4 visa application.**

Chinese students using email servers 126.com, 163.com, sina.cn and qq.com may have difficulty receiving email messages from the ATAS team. If you use one of these email providers and are still awaiting a decision on an ATAS application submitted, contact the ATAS team at: ATAS@fco.gov.uk. Students should also consider using Yahoo, Gmail, Hotmail or similar commercial email providers, if possible.

# Step 5

## Check if you need English Language Qualifications

Some students are exempt from providing an English language qualification if they already have a degree from a majority English speaking country or live in a majority English speaking country. Your CAS statement will confirm whether or not you need to take one of the Home Office's approved Secure English language tests (SELTs) as evidence of your English language ability. If you need a SELT, the IELTS test is the only approved test overseas and Trinity College tests (within the UK). It must have been taken within the last 2 years and have a UKVI unique reference number. A list of UKVI approved IELTS test centres are found at the following link: <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>

Once you have sat your SELT, you don't need to submit any evidence of your English language ability with your Tier 4 application, instead you must provide your test reference number on your Tier 4 application form so that the Home Office can verify your SELT results online. Please remember, when you enter (or re-enter) the UK with Tier 4 leave, the Immigration Officer will expect to communicate with you in English without needing an interpreter.

# Step 6

## Check if you need a tuberculosis certificate

If you are applying for a course that is longer than six months, it is necessary to have a test at an approved clinic to show that you do not have active pulmonary tuberculosis (TB) if you are a resident of certain specified countries listed here on the UKVI website: <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>

You need to submit the TB certificate with your immigration application. For this reason, your TB certificate is required for your CAS to be processed. This information should be stated in your offer letter.

# Step 7

## Obtain a Confirmation of Acceptance for Studies (CAS)

To apply for a Tier 4 visa, you will need a CAS (an electronic document) which is issued by the University's Admissions team. CASs are issued by the International Admissions CAS team.

### INTERNATIONAL ADMISSIONS

Once you are in receipt of an unconditional offer and have accepted this, the CAS team will be in contact with you regarding the UKVI requirements you have to meet before being issued with your CAS.

### **Step 7 – CAS Checklist and Process**

- Ensure that you have sufficient money for living costs plus your tuition fees, as specified by the Home Office/UKVI. If you have dependants who are planning on going to the UK with you, you will also need to ensure that you have sufficient money for living costs for each of your dependants.
- Pay the required tuition fee deposit and keep the receipt.
- Submit documentary evidence of your finances and confirmation that you have paid your tuition fee deposit (your receipt).
- Submit evidence of your ATAS if required.
- Submit Tuberculosis certificate if required.
- Submit evidence of birth certificate and parental letter confirming use of bank statements if you are using your parent's bank account as evidence of your funds.
- Bank statements in spouse's name will only be accepted if they have the applicant as a named joint account holder on the account.

\*\*All documents should be sent to the CAS Team ([casrequest@uws.ac.uk](mailto:casrequest@uws.ac.uk))

The CAS is produced once the unconditional offer to study at UWS has been officially accepted and the relevant documents in support of the CAS have been received.

A CAS is issued within 48 working hours of all acceptable documents being submitted to the CAS team and subject to satisfying UWS & UKVI requirements.

# Step 8

## Apply for your visa online

\*\*The guidance below is specific to UWS students\*\*

Go to: <https://visas-immigration.service.gov.uk/apply-visa-type/tier4> and select what type of visa you are applying for. This guide refers to 'Tier 4 (General) student visa'.

**GOV.UK** Visas and Immigration

### 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**

Once you have selected Tier 4 (General) student visa, enter the country and answer if you are able to attend an appointment at one of the locations.

**All dependants applying at the same time as you must fill out a separate application form as indicated below.**

**GOV.UK** Visas and Immigration

### 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**

Select the green 'Apply now' box once you have read the guidance and ready to proceed.

### START

You will be asked to register your email address and create a password. This automatically generates an email confirmation to your email address with log in details of your Tier 4 (General) student visa application. Keep a note of your password so that you can log in again anytime later.

## APPLICATION

Once registered, you will be asked to provide your CAS number which you should have received from UWS Admissions' CAS Team ([casrequest@uws.ac.uk](mailto:casrequest@uws.ac.uk)) before filling in the application form.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay

[◀ Back](#)

## Your Confirmation of Acceptance for Studies

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

Yes  No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

You will then be asked a series of **Personal Information** questions such as: Your name, address (where you are currently living), telephone number, date of birth, nationality. Answer these as accurately as possible and write down names exactly as stated on your passport.

Fill out your **Passport** details as stated in your passport. Ensure you use the same passport you provided to UWS for issuing your CAS. Any changes, please notify the CAS team before travelling.

You will be asked if you have **another passport** or **travel document** and if you have a **National Identity card**. Complete appropriately. If you have a National Identity card, fill out the details as requested **but you do not need to submit this with your visa application** unless requested.

 **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](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

In **Your Planned Travel Information** section you will be asked **'Date you plan to arrive in the UK'**? Provide the date you plan to travel to the UK. If you are on a course of 6 months or less you can travel to the UK up to 7 days before the start date of the course. If you are on a course of more than 6 months or more you can travel up to 1 month before the start date of your course.

The time you **intend to stay in the UK** will be the length of your course (as indicated on your CAS).

Next, select your **language preference** should the UKVI need to talk to you about your application. You can choose English or other. We would advise you to select **English** as your academic studies will be conducted in English.

All students studying at UWS must select 'Yes' to studying at a **Higher Education institution** as indicated below. Then answer the questions about **English language assessment** corresponding with what is on your CAS. Tick 'Yes' if you have been assessed by UWS or tick 'No' if you are providing English language qualifications such as an IELTS – this information should be displayed on your CAS. Please note, if you are required to have a SELTS, your IELTS test must have been taken within the last 2 years and have a UKVI reference number, see Step 5.

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

If you have a **spouse/partner** even if they are not travelling to the UK with you, you will be asked to provide their personal information. You will also be asked to give personal details about your **parents**. Answer as appropriate to your circumstances.

**Family who live in the UK.** You will be asked to give details of any family member who currently lives in the UK. Provide their details if relevant to you.

**Travelling as part of an organised group/with another person.** Answer as appropriate to your circumstances.

**Accommodation in the UK.** If you have an address of where you will be staying in the UK, then fill out the details as asked in the question below. Answer 'Yes' to the question below.

Have you already made arrangements for where you are going to stay in the UK?

Yes  No

Save and continue

Cancel

If you do not have an address yet, then use the campus address of your main place of study as listed below.

Paisley Campus	High Street, Paisley <b>PA1 2BE</b>	tel: +44 141 848 3000
Ayr Campus	University Avenue, Ayr <b>KA8 0SX</b>	tel: +44 1292 886000
Dumfries Campus	Dudgeon House, Dumfries <b>DG1 4ZN</b>	tel: +44 1387 345800
Hamilton Campus	Almada Street, Hamilton <b>ML3 0JB</b>	tel: +44 1698 283100
London Campus	235 Southwark Bridge Rd, London <b>SE1 6NP</b>	tel: +44 0207 015 9470
Lanarkshire Campus	Hamilton International Technology Park, Stephenson Place, Hamilton, <b>G72 0LH</b>	tel: +44 1698 283100

This information is important as the address here will determine where you will collect your biometric residence permit (BRP) on arriving in the UK.

**UK and International Travel History.** You will be asked a series of questions about whether you have previously travelled to the UK or elsewhere overseas. You will also be asked if you have previously experienced issues with an immigration application to the UK and/or other countries. If you answer yes, explain what these issues were and the outcome of the previous immigration application. Answer appropriately and with as much detail as relevant.

**Convictions and Other Penalties.** You will be asked a series of questions regarding possible criminal or civil penalties against you in the UK or any other country. You will then be asked a series of questions regarding **War Crimes and Terrorist activities**. Make sure you read all these questions carefully and answer appropriately, providing details where necessary.

**Your Previous Employers.** You will be asked to declare if you have worked for particular organisations such as the Armed Forces, Government, Media, Security, and Judiciary. Tick what is relevant to you.

In the **'Sponsor licence number and address'** section, you will be asked for your **Tier 4 Sponsor's licence number**. You will find this on your CAS: **79R4D5EH1**

All UWS students should complete as below, even if you do not study at Paisley campus:

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?

79R4D5EH1

Sponsor's address

University of the West of Scotland

Paisley Campus

High Street

Town/City

Paisley

Postcode

PA1 2BE x

Save and continue

Confirm that you will be studying at a **Higher Education Institution** and not a school.

**Primary site of study.** The address of your main campus is stated on your CAS, include this here. The campus addresses with post codes and telephone numbers are listed in the

**'Accommodation in the UK'** section of this Guide (as above).

**UCAS** is the Universities and Colleges Admissions Service. Answer 'Yes' or 'No' to whether you have applied through this organisation.

Your CAS will indicate whether or not you require an **ATAS certificate**. If you have an ATAS certificate, you will be given a reference number which you need to provide. See Step 4 for further information and answer appropriately.

**Official financial Sponsor.** If you are being financially sponsored by an education institution, international company, UK Government or overseas Government select YES to the question about 'financial sponsor'. You must provide a scholarship letter with your visa application which provides details of this sponsorship. The details should also be noted on your CAS.

In **'Course Information'**, to answer the question **'Course name'** and **Qualification you will get'**, copy the details exactly from your CAS. The qualification is on your CAS as 'SCQF' plus a number. Copy your **course start date and end date** exactly as stated on your CAS.

**Accommodation payments.** If your CAS states that you have paid accommodation fees (for university accommodation) and it states the amount, you can answer 'yes'. Otherwise answer 'no' to paying your sponsor for accommodation.

Refer to your CAS for the amount of **Course fees** you have paid and state exactly the amount shown on your CAS.

You will be asked if you have enough **maintenance funds** for this application. Please refer to Step 3 to ensure you have the correct funds available before answering this. As your bank statements will have been checked by the CAS team before issuing your CAS, where possible, submit the same bank statements as evidence (the statement used as evidence of funds must be dated within 1 month of the date you submit your visa application\*).

*\*The date you submit your visa application, is the date you pay for it and submit it online. You will receive a confirmation email of this.*

There is a text box for **'Additional information about your application'**. You can insert extra information if there is anything relevant you wish to add here or, leave this blank.

**Check all your answers before you continue to the next section.**

## **DOCUMENTS**

Please check the supporting documents carefully and make sure you send all the information in original documents that they require with your application. If you do not provide all mandatory information your application may be rejected.

Save your application and return to it later if you have not fully completed it. You can still edit it at this stage. If you have not fully completed the application, you will be unable to continue.

Select the green **Continue** button, once you have checked your answers and you are happy with all the information on your form.

## **'Low-risk' nationals/ differentiation arrangement**

Nationals of certain countries have been identified as 'low-risk' (differentiation) by the Home Office. As a low-risk national you do not need to provide all the supporting documents that

are mentioned on the CAS (eg previous degree certificate). However you must still have these documents with you and they must meet the relevant Home Office criteria should the Home Office request to see them. A full list of low-risk nationals can be found on the [Home Office](#) website.

## DECLARATION

**\*\* Only proceed with this section once you are ready to submit your application. You cannot change your answers after the declaration stage.\*\***

The screenshot shows the GOV.UK website interface for the 'Visas and Immigration' section. The breadcrumb trail is: 1. Start, 2. Application, 3. Documents, 4. Declaration (highlighted), 5. Pay, 6. Download and print. Below the breadcrumb is a 'Back' link. The main heading is 'Declaration'. The text states: 'By sending this application, you confirm that to the best of your knowledge and belief the following is correct:'. A bulleted list includes: 'the information relating to your application' and 'your supporting documents'. It also mentions that the application will be processed according to the 'privacy policy and terms and conditions'. A warning states: 'If false information is given, your application will be refused and you may be banned from the UK and prosecuted.' There is a green button labeled 'I accept the above' and a blue link 'Return to this application later'.

Click the green button **I accept the above** and after this you will be redirected to the **Immigration Health Surcharge (IHS)** website where you will now be required to pay the Immigration Health Surcharge. Once you have paid this, you will then be returned to the application form to **complete the payment** of the Tier 4 (General) student visa application.

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](#)

[Return to this application later](#)

In certain locations there is an additional fee to use the Visa Application Centre (VAC). You will be notified of this and the extra fee which will be added to your visa fee during the payment process for this application. In some countries you can pay an additional 'priority fee' or an additional 'super priority fee' to have your application processed more quickly.

# Step 9

## Tier 4 visa application fee and Immigration Health Surcharge

The Tier 4 application fee is £348, paid as the equivalent in your local currency. Check the current application fees on the Home Office/UKVI website

<https://www.gov.uk/tier-4-general-visa>

If you are applying for a course that is more than 6 months long, you will be charged an additional sum known as the Immigration Health Surcharge which will entitle you to receive free health care under the National Health Service (NHS). From 8 January 2019, the charge is **£300 per year for each Tier 4 (G) student**. If your visa includes part of a year that is 6 months or less you will be charged an additional **£150**. Each Tier 4 (G) dependant applying will also be charged this amount.

You can use the Immigration Health Charge tool on the Home Office website to check how much you will be charged:

<https://www.immigration-health-surcharge.service.gov.uk/checker/Type>

## Other resources

For more practical advice on applying for your Tier 4 visa from your home country, please visit the British Council and Education UK website which has practical information such as 'Essential Checklists' and 'Pre-Departure' briefings: <https://study-uk.britishcouncil.org/>

In addition, there are some useful videos you can watch which describe the visa application process in certain countries such as India and China and there may be more specific country information where you are from. Please check the following website: [www.weareinternational.org.uk](http://www.weareinternational.org.uk).

## Who to contact

For pre-arrival information for UWS please check the following link:

[www.uws.ac.uk/international](http://www.uws.ac.uk/international)

For enquiries regarding your visa application, contact the International Student Support Team at [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk) and you can find further information at:

[www.uws.ac.uk/international/visas-immigration-atas/](http://www.uws.ac.uk/international/visas-immigration-atas/)

For information regarding your application and progress of your application to UWS, please contact: [internationaladmissions@uws.ac.uk](mailto:internationaladmissions@uws.ac.uk)

If you have received an unconditional or conditional offer and you wish to enquire about your CAS, please email: [casrequest@uws.ac.uk](mailto:casrequest@uws.ac.uk)

For information on PhD admissions contact: [pgradmissions@uws.ac.uk](mailto:pgradmissions@uws.ac.uk)

# Supporting Tier 4 Documents Checklist

- 1. Passport in date.
- 2. Letter from your official financial sponsor (e.g. a government or official body).
- 3. Academic qualifications obtained which are stated on your CAS.
- 4. English language test results – if stated on your CAS.
- 5. Tuberculosis Certificate – if applicable.
- 6. Evidence of your funds (maintenance and living costs) – see step 3 (page 5).
- 7. Marriage certificate and evidence confirming that your relationship is subsisting – if your dependant spouse is applying as a dependant.
- 8. ATAS certificate (copy given to CAS Team) – see step 4 (page 6).
- 9. Birth certificate and letter from your parents giving you permission to use their funds (only if you are using your parents' bank statement as evidence of your funds).

**Please note:** The information in this document is correct at the time of going to print. You are strongly advised to check the Home Office/UKVI website [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration) for the latest information. Every effort is made to provide accurate information and UWS cannot accept responsibility for applications that are returned as invalid or are refused.

International Student Support Team  
January 2019

Student  
Services



International Student Support

