



Student  
Services



International Student Support

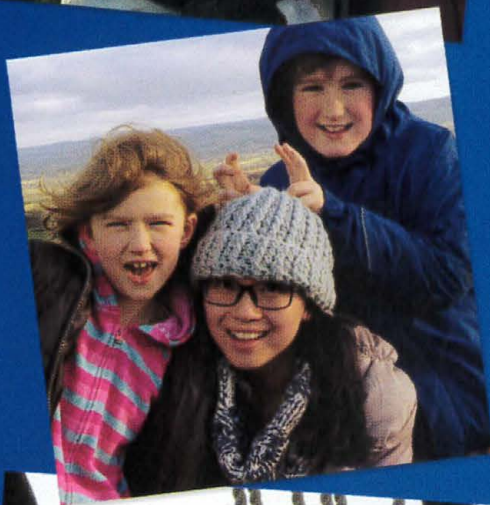
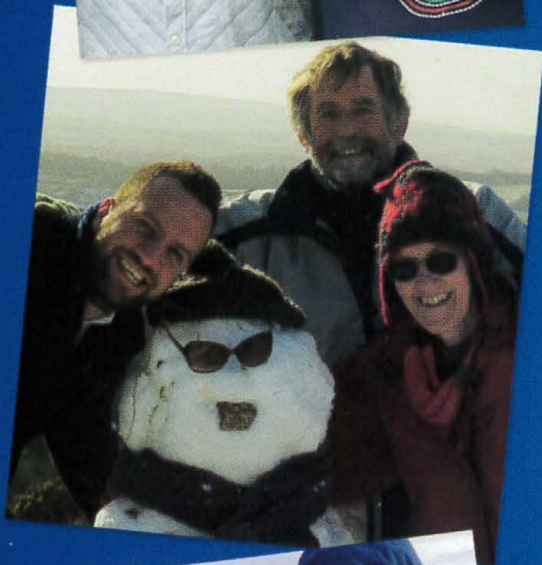
# Visa Guide

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

Version 06/2019



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# Step 1

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

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).

### Step 1a – Check if you are eligible under the ‘5 year cap’ rule

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 1b - Check if you are eligible for an academic extension

If you need additional time to complete the next part of your course, you can only apply for further leave from within the UK if you are:

- applying for leave to remain to re-sit an exam or repeat a module; **OR**
- applying for leave to remain to complete a PhD course (or equivalent doctoral qualification); please note that PhD students can request a visa extension if they are making satisfactory progress with their PhD and will not exceed 4 years for completion; **OR**
- applying for leave to remain because you have previously re-sat exams or re-taken modules for the course for which you are applying for the further leave, subject to approval from the school.
- applying for leave to remain because you are progressing from Ordinary Undergraduate level (SCQF 9) to Honours level (SCQF 10) and have successfully completed your current course.
- applying for leave to remain in order to complete an additional period of study abroad or an academic work placement. Or, applying for leave to remain in order to complete your course after having taken a period of study abroad or an academic work placement.

If one of the above applies to you, please note that you must meet the requirements to be issued with a CAS, and refer to Step 5b for more information.

If none of the above apply to you, you **cannot** apply from within the UK to extend your visa for your current course. You may be able to apply for fresh entry clearance from your home country to complete your studies or you may complete as a distance learning student.

### Step 1c – Check if your dependants are eligible to apply

Only some types of Tier 4 (General) student can have their spouse and/or child(ren) in the UK as dependants. You can have PBS dependants with you if you are either:

- government-sponsored and your course is longer than six months **OR**
- you are doing a postgraduate level course (SCQF Level 11 or above) of 9 months or more.

See [www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants](http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants) for full information.

# Step 2

## How and when to apply

Begin the process of applying for your new visa around **2 months** before your current visa expires. You will need this time to gather all of the supporting documents required and to have your application checked by an International Student Adviser (see 'Step 7' for further information).

Apply for your new visa before your current visa expires. Your online application should be submitted to the Home Office/UKVI on or before the day that your current visa expires. It is very important that you do not overstay your visa, even by a day or two. If you apply as an overstayer and your application is refused, you are unable to challenge the decision (through an administrative review). You cannot submit a visa application after your visa expiry date unless there was a "good reason beyond your control" for submitting your application late. The Home Office/UKVI are likely to set the bar for a "good reason beyond your control" very high. If you have a good reason, please contact us for advice. Applications submitted more than 14 days after your visa expiry date will be automatically refused.

**If your current visa expires more than 28 days before the start date of your next course of study, you can't extend your visa in the UK. You must leave the UK and apply from your home country for a new visa (known as Entry Clearance).**

Do not make any definite travel plans until your new visa has been granted as there is no guarantee that your application will be processed by the Home Office/UKVI in time for your trip. If you need to travel due to an emergency (e.g. the death of a close family member) please speak to a member of the International Student Support Team – see page 17 for contact details. It is possible to withdraw your visa application. However, the visa application fee would not be refunded to you and you would need to apply for a fresh visa from your home country.



# 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. You will also need to pay a visa fee and Immigration Health Surcharge (IHS). See Step 6, Part 5 for further details.

If you are studying at **UWS London Campus**, you are required to have money for living costs of **£11,385** (based on £1,265 per month, for a period of 9 months). If you are studying at **UWS Scottish Campus**, you are required to have **£9,135** (based on £1,015 per month, for a period of 9 months).

From **12 November 2015**, you can only show a reduced amount of maintenance (established presence) if you are applying to extend your visa through the **Doctorate Extension Scheme**. For the DES if you are at UWS London Campus, you must show funds of £2,530. If you are studying at a UWS Scottish campus you must show funds of £2,030.

The Home Office/UKVI also specifies how much money is needed for living costs for anyone applying for a **PBS Dependant visa**. If you have dependants and are studying at **UWS London Campus**, you are required to have money for living costs of **£7,605** for each dependant (based on £845 per month, for a period of 9 months). For dependants who are studying at a **UWS Scottish Campus**, you are required to have **£6,120** for each dependant (based on £680 per month, for a period of 9 months). How much money a dependant needs to show depends on the length of the **student's immigration permission (rather than the length of a student's course)**. If applying for the DES the funds requirement for each dependant is only for 2 months - £1,690 if you are studying in London, or £1,360 if you are studying at a Scottish campus.

You must also 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. If you have not yet paid your course fees in full, you must have the balance of what you owe in your account. Tuition fee costs and amounts paid are detailed in your CAS (see 'Step 5').

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**. Please note that 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 or by as little as 1 pence, 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.

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)

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.

When using money from an overseas 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. If you are unsure how much money you need, ask an International Student Adviser (see 'Step 7' for contact details). For full information on the finances required when applying for a Tier 4 (General) student visa, please see the UKCISA website - <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements#RL>

### Differentiation Arrangement

Certain nationalities are considered, by the Home Office/UKVI, to be "low risk", also called "differentiation arrangements." Low risk nationals are not required to provide evidence of qualifications or financial evidence when applying for a Tier 4 visa. You can check if you are "low risk" by visiting this website - [www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements](http://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements)

However, the Home Office/UKVI may ask you to provide this evidence after you have submitted your visa application. If you are asked to provide this evidence you will have a very short time to provide it. The Home Office/UKVI will refuse your visa application if you do not provide your financial or qualification evidence. It is important that you keep your financial and qualification evidence in a safe place, in case it is requested by the Home Office/UKVI.

# Step 4

## Check if you need an ATAS Certificate

Students on certain postgraduate courses leading to a **Masters** or **Doctorate** level qualification will need an Academic Technology Approval Scheme (ATAS) Certificate to study in the UK.

Currently, **taught** postgraduate programmes at UWS do not require an ATAS Certificate. If you are a new or continuing postgraduate research student, contact the Doctoral College to confirm your course CAH code, then check the Foreign and Commonwealth (FCO) website [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme) to determine if you need to apply for an ATAS Certificate.

If you require an ATAS Certificate, you should apply for it online at least 6 weeks before your current visa expires (ATAS applications can take four weeks or longer to process). You must make sure your ATAS Certificate is valid every time you apply to extend your visa. You can apply for an ATAS certificate up to 9 months before the starting date of your course.

**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 5) and by the Home Office/UKVI in support of your Tier 4 visa application.**

An ATAS is not required for your **Doctorate Extension Scheme** (DES) unless you previously needed one for your Tier 4 visa and the end date on your new CAS for the DES, is 3 months more than the end date on your previous Tier 4 CAS.

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](mailto:ATAS@fco.gov.uk). Students should also consider using Yahoo, Gmail, Hotmail or similar commercial email providers, if possible.



# Step 5

## 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. PhD students' CAS is issued in conjunction with the Doctoral College.

### **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.

If you are applying for a visa to start a new course, see step 5a below, or, if you need more time to complete the course that you are currently studying, see step 5b.

The Admissions team assess applicants' overseas qualifications and institutions with NARIC (National Academic Recognition Information Centre) for equivalency to UK qualifications and suitability for our programmes.

Applicants do not have to submit a statement from NARIC regarding their equivalency with their visa application as UK Visas & Immigration are aware Universities carry out this check.





### Step 5a – CAS Process for students starting a new course

- Ensure that you have sufficient money for living costs plus your tuition fees, as specified by the Home Office/UKVI. If you have dependants with you in the UK, 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 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)) or to the Doctoral College [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) if you are a PhD student.

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.

### Step 5b – CAS Process for students with resits or who have not yet completed their current course because of having previously re-sat exams or re-taken modules (or, students who have received authorisation from the Doctoral College for further time, to complete a PhD level qualification).

**If you require additional time to complete your course (below PhD level) and have not had resits, you are no longer able to apply within the UK.**

- Ensure that you have sufficient money for living costs plus any outstanding tuition fees, as specified by the Home Office/UKVI. If you have dependants with you in the UK, you will also need to ensure that you have sufficient money for living costs for each of your dependants.
- Contact your Programme Leader for confirmation that you are making satisfactory academic progress and that they support you in applying for another visa. The CAS team or Doctoral College (if you are a PhD student) will also contact your Programme Leader or Director of Studies, directly for this information. (If they do not support you in applying for another visa, you may have the option of completing your course in your home country as a distance learning student or, possibly return on a Short Term Student visa).
- Obtain a CAS request form by e-mailing [CASRequest@uws.ac.uk](mailto:CASRequest@uws.ac.uk), or if you are a PhD student, you need to apply for a CAS through the Doctoral College and you should e-mail [PGR@uws.ac.uk](mailto:PGR@uws.ac.uk)
- Pay the admin fee (£21) at the UWS Online Store (<http://shop.uws.ac.uk/>) or at the Hub on Paisley Campus and keep the receipt. The CAS request form states how much the current admin fee is.
- Complete the CAS Request form and submit it to the CAS team (or to the Doctoral College if you are a PhD student) with your receipt for the admin fee and documentary evidence of your finances and ATAS (if required).

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 6

## Apply for your visa online

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

Go to <https://www.gov.uk/tier-4-general-visa/extend-your-visa> and click 'apply online' Once you have read through the information and you are happy to proceed, click the green 'Apply now' box at the bottom of the page (see screenshot below):

### Biometric information

As part of the application process, you are required to apply for a biometric residence permit. If you choose Standard or Priority service you will be required to pay an additional fee of £19.20 per applicant to have your biometrics collected.

You will only be considered for Tier 4 (General) leave to remain. You will not be considered for any other type of leave to remain. You must [use a different form](#) if you want to stay for another reason.

Apply now

The application is divided into 6 parts:

1. **Start** - create your account, set your password and activate your account.
2. **Application** - enter your personal information (this can be edited at any stage).
3. **Documents** - confirm documents (can be edited).
4. **Declaration** - confirm everything in the form is accurate **do not do this if you still wish to edit the form** and have it checked by an International Student Adviser.
5. **Pay** - pay for the immigration health surcharge and your application with a debit or credit card.
6. Upload documents and book **an appointment** at a UKVCAS centre (You can pay if you wish to fast-track your biometric appointment, otherwise expect to wait around 3 weeks for a free (no charge) biometric appointment from the date of your application).

Answer the first 3 questions in **Part 1. Start**

**Are you currently in the UK?** Yes

**Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?** Answer No (unless you have a current application)

**Do you have a legal representative?** No (unless you have a legal representative)

Enter your email address and create a password.

Once you have created a password (keep a note of your log-in details on your mobile and/or tablet or take a screenshot/photograph of the details), the Home Office will e-mail you a link to activate your account. You will receive an e-mail message stating 'Your visa application has been saved. Use this link to sign in to your application'. This means you can now save the information on your Tier 4 application form and log in and log out as you wish with your account details - you **MUST** bring these details with you when you see an International Student Adviser to have your visa application checked (see 'Step 7').

Answer the questions in **Part 2. Application**

If you have dependants applying with you, you will need to complete forms for them too. You should click on the link below your application 'Would you like to add another person to this application?' if you would like to include your dependants with your application.

## All applicants

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the 'all applicants' button at the top left of each page.

Tier 4 (General) student

Miss Geronima Axa

19 April 1992

Completed

[Edit responses about this applicant](#)

## Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select 'Continue'.

I would like to add a:

[Add this applicant](#)

If you answer a question wrongly you can edit your answers as you go along or, if you are not sure of an answer eg. 'Have you an **official financial sponsor?**', click on the highlighted word in blue to find out more information about what an 'official financial sponsor' means.

In '**Personal information**' the information recorded here should match the information in the next section '**Passport details**' and write **all names exactly as stated on your passport.**

For your '**Home Address**', please state where you normally live in the UK. Tick the box stating '**I want to receive mail at a different address**' if you have a

different correspondence address or contact International Student Support Team by e-mailing [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk) if you wish to use a UWS correspondence address.

**Current UK immigration status.** When asked '**What type of visa or leave to remain do you have?**' most applicants will select '**Tier 4 (General) student**' or, if you have a different visa type put the category you currently have. If you are unsure how to answer this question, please ask an International Student Adviser (see 'Step 7' for contact details).

You will be asked for '**The start date of your current visa or leave to remain and the end date**'. Answer this according to what it says on your BRP or passport.

**English Language Assessment.** Answer 'Yes' that your English Language requirement has been assessed when studying at a Higher Education institution, or that you are a gifted student.

## 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. Answer no unless your visa or leave to remain has been revoked, cancelled or curtailed.

## 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](#)

[Cancel](#)

[Return to this application later](#)

In Additional Information, please answer the relevant questions appropriate to you. Please note, students on a Tier 4 (G) visa should not access Public funds.

In the **Sponsor** details section, you will be asked for your **Sponsor's licence number** – the Sponsor licence number for UWS is **79R4D5EH1**.

All UWS students should complete '**Sponsor's address**' EXACTLY as below, even if you do not study at Paisley campus:

House number or name:

University of the West of Scotland

Street name: Paisley Campus, High Street

Town or city: Paisley

County: Renfrewshire

Postcode: PA1 2BE

When asked '**Is this the site where the majority of your study will take place?**' select '**yes**' ONLY IF Paisley Campus is your main campus. If your main campus is another UWS campus, you must use the address shown on your CAS.

In the '**Course information**' section to answer the question '**Qualification you will get**', see your CAS. This is on your CAS as 'SCQF' plus a number.



See your CAS for your **course name, course start date and course end date**. 'If you have an 'Actual date' specified in the 'Evidence' section of your CAS statement, use this date on your Tier 4 application as this is the most accurate. This is usually on page 2 of your CAS statement.

You will be asked '**Are you applying for the Doctorate Extension Scheme?**' Tick 'Yes', if you are applying for this or tick 'No' if you are applying for a Tier 4 (General) student.

**'What are your course fees for your first year?'** Your CAS will state your course tuition fees and you should enter the same information that is on your CAS. If your CAS states that you have received a scholarship, deduct the amount of the scholarship from the cost of your tuition fees

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

To answer this question, refer to your CAS again and state exactly the amount as shown in your CAS. If you think you have paid more than what is written on your CAS please email [casrequest@uws.ac.uk](mailto:casrequest@uws.ac.uk) to check that your CAS details have been updated with your recent tuition fees payment.

## Part 3. Documents

1. Start 2. Application 3. **Documents** 4. Declaration 5. Pay 6.

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### **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](#).

4 (General) student leave to study at an institution that has Tier 4 Sponsor status, and you have a passport issued by one of the countries listed here [www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements](http://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements)

All other applicants will need to provide documents showing the required maintenance funds.

At the '**Check your answers**' stage of the form, SAVE your information and log out.

**\*\*DO NOT click on the 'Declaration' button yet\*\***

## Part 4. Declaration

1. Start 2. Application 3. Documents 4. **Declaration** 5. Pay 6.

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### **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

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, the application will be refused and the applicant may be banned from the UK and prosecuted.

I confirm that:

- ☐ I am the applicant
- ☐ I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

**I accept the above**

Please complete the Document Checklist. If you do not provide all mandatory information your application may be rejected. The document checklist will state you have agreed to include the following documents in your application.

Some Tier 4 applicants do not need to provide evidence of their qualifications or their money. The Home Office calls this the 'differentiation arrangement' for 'low-risk applicants'. You are a low-risk applicant if you apply for Tier

**Do not** continue further with your online application if you intend to have it checked by an International Student Adviser. You can still EDIT your application form and it is your last chance to check your answers. If you fill out the declaration and pay for your visa application before you attend a 'Visa Checking' appointment with an Adviser, the Adviser will not be able to correct any errors made on the application. This means, you can choose to '**Return to this application later**' and log out if you have not finished checking your application form.

ONLY if you have finished checking and ready to submit your Tier 4 application form tick '**I am the applicant**' and click on the green box '**I accept the above**'. Once you have clicked on the green box you will be asked to pay for your Tier 4 application and you can no longer edit your answers.

## Part 5. **Pay**

You can pay for your application with a debit or credit card.

Application type	Time for a decision	Cost per person*
Standard	8 weeks	£494.20
Priority	10 days	£994.20
Super-priority Service	Same day	£1,294.20

\*Check the current Tier 4 application fees on the Home Office/UKVI website [www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa).

**After submitting your online application and scanning your documents (such as your passport) to UKVI, you should not travel overseas until you receive your new visa.**

Submit your application online, pay the immigration health surcharge fee and the application fee (application fee and biometric fee are now paid together). You can pay if you wish to fast-track your biometric appointment, otherwise expect to wait around 3 weeks for a free (no charge) biometric appointment from the date of your application. You can then scan your documents to the Home Office. You will be required to make an appointment at a [UKVCAS](#) service centre (which is free of charge) or attend an enhanced service centre at an additional charge, please note that the application fee has to be paid before it is possible to see available appointments, and that it may take a few weeks to get a free appointment?

## Part 6. **Immigration Health Surcharge**

You will also be charged an additional sum known as the Immigration Health Surcharge which entitles you to receive free health care under the National Health Service (NHS). The charge is based on the length of visa that you are applying for, including the additional period after the end of your course. The charge is calculated as **£300 per year per person** for each year of leave that you are applying for. If this includes part of a year that is six months or less you will be charged an additional £150 for this period. If it includes part of a year that is more than six months, you will have to pay £300 for this period. You will be asked to pay the Immigration Health Surcharge (IHS) before paying for your visa application and then the IHS reference number is automatically included in your visa application.



# Step 7

## Arrange a 'Visa Checking' appointment with an International Student Adviser

Appointments can be made in person at the Hub on Paisley Campus, via the Student Admin desk on London Campus or by telephone/skype to 0141 848 3800. We strongly advise that you have your Tier 4 form checked by an International Student Adviser before completing your online Tier 4 visa application. If you are not able to have a face to face appointment, you can scan your documents to [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk) and request that these are checked or request a skype telephone appointment and upload your visa documents for checking. Appointments generally last between 45 minutes to an hour.

When you attend your appointment, you will log on to the Home Office/UKVI website through the link you will have been sent via email and the Adviser will check your application form and all of your supporting documents. You must therefore have a clear note of both your personal email log-in details and your password for the Home Office/UKVI website. Please note that if you have not completed your online application form as fully as you can, you will be asked to re-schedule your appointment.

Make sure that you bring all supporting documents with you to your appointment – refer to the checklist at the back of this guide.

You will need a credit/debit card to pay for your application.





# Step 8

## What happens next?

1. Before completing your online application, you will be asked to create an account with Sopra Steria in order to book your biometric appointment and upload your documents.
2. Book an appointment to attend either a UKVCAS service centre (which is free of charge) or an enhanced service centre in order to provide your biometrics.
3. Scan and upload your documents in advance of your appointment or at your appointment (there will be no charge for scanning your documents if you scan them before your appointment).

To finish uploading all your documents you need to login to the [Sopra Steria](#) website, then you upload all your documents (PDF or JPEG file), see scanning instructions below.

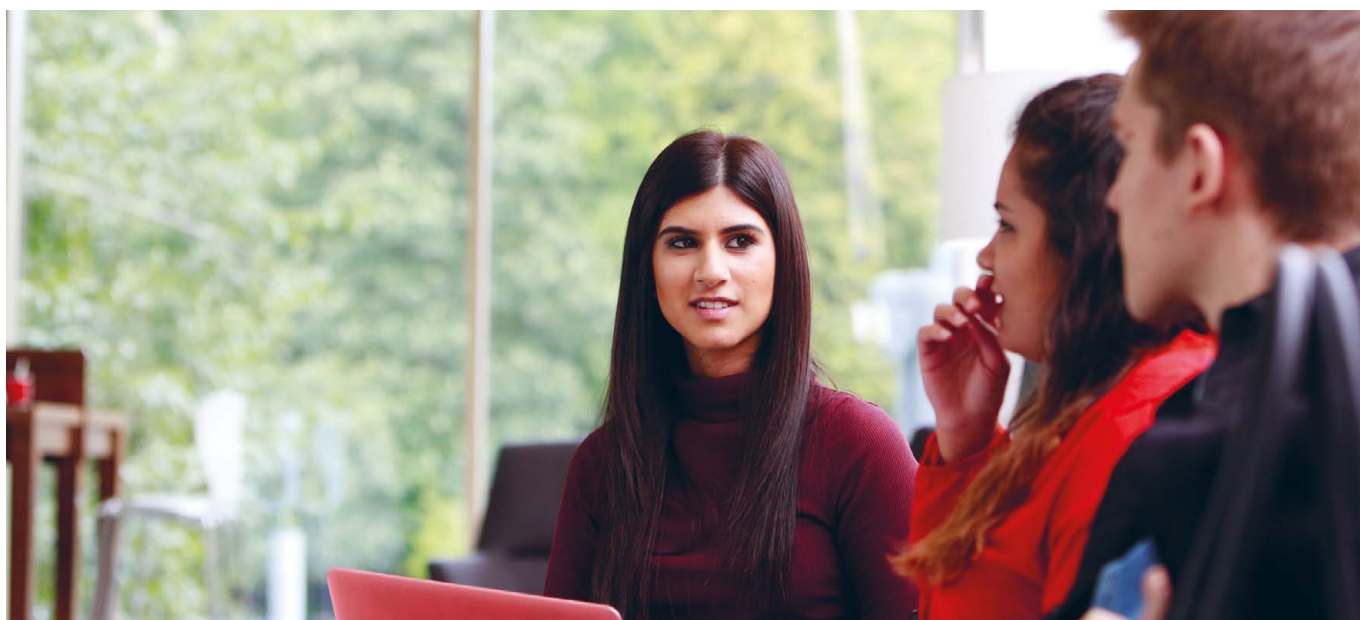
4. Attend your appointment in order to provide your biometrics. If you have already uploaded your documents, you will need to bring your original passport to your appointment for identity purposes only. If you wish to scan all your documents at your appointment, bring all your original documents to the appointment. You will be able to take them away with you after your appointment.
5. You will be contacted by UKVI if your application is complex and will take longer, for example because of your personal circumstances, your supporting documents need to be verified or you need to attend an interview. Attend a credibility interview if you are asked to do so. At a credibility interview you will be asked questions about your course, where you want to study, your reasons for studying in the UK, how you will finance this and your future career plans. 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. Please refer to [https://www.uws.ac.uk/media/4197/credibility-interview-guide\\_07a18.pdf](https://www.uws.ac.uk/media/4197/credibility-interview-guide_07a18.pdf) for further information on the credibility interview.
6. You should receive a decision regarding your Tier 4 (G) Student Visa within the standard 8 weeks. If you have not heard anything from UKVI after 8 weeks, we can contact UKVI to check on the progress of your online application (contact us by e-mail at: [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk)) however, please note we cannot influence UKVI's decision or speed up your application.
7. If your application has been successful your biometric residence permit (BRP) will be sent to you separately by post. After receiving your BRP card please contact UWS Student Administration through the Hub (Paisley and Lanarkshire), Link (Ayr/Dumfries) and Reception (London) to update your details including your visa expiry date. Please check that all of the details on your BRP are correct (including the conditions and length of leave). If you notice an error, then please report this here <https://www.gov.uk/biometric-residence-permits/report-problem> within 10 days, otherwise you may need to pay for a replacement!
8. Update your police registration (if applicable) within seven days of the receipt of your new BRP.

9. If your Tier 4 (G) Student application has been refused please contact the [International Student Support](#) team as soon as possible. Please also refer to the UK Council for International Student Affairs (UKCISA) website <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-in-the-UK>

### Scanning Instructions

Once you have booked an appointment with Sopra Steria, you will next be able to click a link to "Upload documents." Follow the instructions below to show you which section to upload your documents to. In each section you select "Choose file" to find the relevant file on your computer, then type in a description (e.g. "front of BRP") then remember to click "Upload." Once you have uploaded all your documents, you have completed your application and you can log out.

- Current passport (passport page) - Put this in the Mandatory Document list under "Proof of Application"
- BRP (front and back side) - Put this in the Mandatory Document list under "Proof of Identity/Travel History"
- ATAS - Put this in the Optional Documents list under "Educational"
- Original academic certificates/transcripts - Put this in the Optional Documents list under "Educational"
- Evidence that you have successfully completed your last course of study in the UK (if starting a new course) - Put this in the Optional Documents list under "Educational"
- Bank Statements (every page) - Put this in the Optional Documents list under "Finances"
- Official Financial Sponsor Letter - Put this in the Optional Documents list under "Finances"
- Police Registration Certificate - if you have one. If you need to register with the police, your police registration certificate must be kept up to date with current address, course and visa details at all times
- Proof that your Spouse/Partner lives at the same address as you (such as a bank statement, council tax bill, utility bill etc., in your partner/spouses name) - Put this in the Optional Documents list under "Other"
- Make sure that all your evidence shows that you met the requirements on the day on which you submitted your online application.



## International Student Support Team Contact Details

**Telephone:** 0141 848 3800 (the Hub)

**E-mail:** [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk)

**Appointments:** At the Hub on Paisley Campus/London Admin Desk on London Campus  
To Book an appointment, phone 0141 848 3800.

**Quick Questions** is usually available Monday - Friday during term time at Paisley Campus from 1-2pm in the Hub. Tuesday and Thursday, 1-3pm on London Campus in the Library.

**Web:** <https://www.uws.ac.uk/international/visas-immigration-atas/>

**Moodle:** International Student Support

If you need urgent advice and the International Student Support team are not available, visit the UK Council for International Student Affairs (UKCISA) website for information on areas of concern to international students studying in the UK - [www.ukcisa.org.uk](http://www.ukcisa.org.uk).

Alternatively, you can call the UKCISA Student Advice Line on 0207 788 9214. The line is open from 1-4pm Monday-Friday. The service is free - you only pay for the call.

### Student Feedback

Taken from the International Student Feedback Questionnaire April 2019.

“They are really friendly and respect international students”

“They are very helpful and cooperative”

“Very informative, accessible and provide up to date information”



## Student visa extension document checklist

Check you have the documents listed below which are **relevant** to your application:

- ☐ 1. Passport(s), BRP(s) and Police Registration Certificate, if applicable.
- ☐ 2. Letter from your official financial sponsor (e.g. a government or official body).
- ☐ 3. Qualifications obtained if stated in your CAS.
- ☐ 4. English language test results - if required, as stated on your CAS.
- ☐ 5. Evidence of your funds - see Step 3.
- ☐ 6. Marriage Certificate and evidence confirming that your relationship is subsisting, for example, include a utility bill in your joint name or bank statement with both names at the same address.
- ☐ 7. ATAS Certificate – see Step 4.
- ☐ 8. 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  
June 2019

Student  
Services



International Student Support



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