The Immigration Service has created these guidance notes to assist with the Tier 4 (General) Student visa application process using screen-shots from the Visa4UK website and online form.

This guidance is not endorsed by UK Visas & Immigration.

THIS GUIDANCE SHOULD ONLY BE USED FOR VISA APPLICATIONS MADE OUTSIDE THE UK.

This guide is best used alongside information available on our website www.warwick.ac.uk/go/immigration and the most recent version of the Home Office Tier 4 (General) Policy Guidance. The information shown here is correct at the time of writing, but immigration regulations are subject to change at short notice so always contact the Immigration Service if you are unsure of something relating to your visa application. Guidance last updated on 17 November 2015

Access the online application at the following link:
https://www.visa4uk.fco.gov.uk/

You will need a valid email address to register an account.
Before you can access the online application forms you will need to register an account with the Home Office.

Complete all the information requested on this page and ensure that the email address you use is one which you will have regular access to.
After registering your account you can login to start the application form. We suggest that you make a note of your account password and keep it safe.

Do not use the password for your email account – choose a new password.

You do not have to complete the application form in one sitting – you can save your progress and return at a later date.

Select ‘Apply For Myself’

If you have already started but not completed the online application form, click ‘View My Applications’ to see and access your in-progress applications.
Important Information

Supporting Documents

Please click on the link below to help you decide which documents will be useful in supporting your visa application.

Check guidance for your visa type for information about the supporting documents you'll need.

False documents

It is better to explain why you do not have a document than to submit a false document with an application. Your application may be refused and you may be banned from travelling to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK. Travellers to the UK who produce a false travel document or passport to the UK immigration authorities for themselves and/or their children are committing an offence. If you are found guilty of this offence, you face up to two years in prison or a fine (or both).

FAQ's

Please click on the link below for help with common problems.

FAQ's

General Visa Information and Guidance

Please click on the link below for help in selecting the correct visa.

UK Visas and Immigration website

You can also refer to our webpage for additional information on what documents you will need to submit with your application:

http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/entryclearance/
Enter all your details as required. The fields marked with an asterisk (*) are mandatory.

The details provided here should match the information on your passport.

The date of intended travel must be not more than 180 days in the future but should allow enough time for your visa application to be processed.

After selecting your country from the drop down list you may also be asked to select the location where you will submit your visa application.

Note: Throughout this online form, a reference to a 'country' or a 'nationality' may in some cases be a reference to a country or to a territory, with its own passport-issuing authority.
You must now identify the type of visa which you are applying for. Here are the options for the **Tier 4 Student** or ‘main applicant’

### Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

<table>
<thead>
<tr>
<th>Reason for Visit</th>
<th>Visa Type</th>
<th>Visa Sub Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study</td>
<td>PBS Tier 4 Student</td>
<td>Tier 4 (General) Student</td>
</tr>
</tbody>
</table>

- **Select this option** if you will be self or family funded, otherwise privately funded or funded by a student loan, or if you are in receipt of a scholarship from the University of Warwick.

- **Select this option** if you are the holder of a Chevening Scholarship or Fellowship, a British Marshall Scholarship, a Fulbright Scholarship or a Commonwealth Scholarship and Fellowship Plan.

To apply for this visa you must hold a valid Confirmation of Acceptance for Studies (CAS). Further information can be found at: [www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk/](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk/)

You will need to have been given a CAS by the relevant department before you can complete this application form. More information can be found here: [http://www2.warwick.ac.uk/study/international/imigration/tier4/cas](http://www2.warwick.ac.uk/study/international/imigration/tier4/cas)
The next page shows a summary of your application. This is what you will see if you save and re-enter the form.

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**Immigration Health Surcharge (IHS)**

The way that applicants pay their IHS has changed. If you are applying to work or study in the UK for over 6 months or intend to settle in the UK, please visit [https://www.gov.uk/healthcare-immigration-application](https://www.gov.uk/healthcare-immigration-application) to see how this change affects you. If you started your application prior to 4 July and have not made your IHS payment separately, you must restart your online application before submitting it.

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**Applicants in China**

You can apply using [the new service](https://www.gov.uk/healthcare-immigration-application) if you are in China and are applying for a visit visa that is a standard visit visa, marriage or civil partnership visit visa, or a permitted paid engagements visit visa. You must continue to use the Visa4UK services if you want to apply for a visit visa for:

- + an ADS visit with a licensed Chinese tour operator
- + a visit for private medical treatment lasting more than 6 months
- + a visit as an academic on sabbatical or their dependant lasting more than 6 months
- + transit
- + diplomats and officials

Apply for a visitor visa in China using the new service or continue to use this website for the current service.

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**Applicant:**
Warwick Warwick

**Reference:**
GWF038182263

**Travel Date:**
01 Jan 2016

**Application Started:**
16 Nov 2015

**Status:**
Incomplete

**Next Step:**
Go To Application

**Study**
Tier 4 (General)(Sponsored) Student
The following guide is for the Tier 4 Student, sometimes also referred to as the ‘main applicant’.

The online application form is divided into sections. You may complete each section in any order, save and return to the form at a later date. We suggest that you allow at least an hour for each applicant. The application form will time you out if you leave it unattended for too long.

- Visa application login details written down
- Print out of your CAS or access to your CAS email
- Passport details
- Email confirmation that your CAS has been updated with any fees you have paid (if applicable)
- Details of how much money you will need
- Credit or debit card to pay the visa application fee and immigration health charge online

Each application will have a unique reference number. Check that you have created the correct type of application.
You must complete this section with the information exactly as it is on your passport. Read the guidance highlighted on the left in cases where you have only one name.

You will see some of the details have automatically been pulled through from the first section of the application.

Select your answers from the drop down lists.

If you have another nationality, select ‘yes’ and give further details in the pop-up box.
You must complete this section with the information exactly as it is on your passport.

Select dates using the calendar icon.

Refer to the highlighted guidance on the left if your passport does not have an expiry date.

If you are not a national of the country from which you are submitting your visa application you will need to give details of the immigration permission you have to reside in that country. **In most cases your Tier 4 visa application should be submitted from your home country (the country from which you are a national).**

If you have more than one passport you must provide full details of any previous passports and travel documents you have held for the last 10 years. You will usually need to provide any passport used to travel to the UK with your new visa application.

<table>
<thead>
<tr>
<th>Place of Issue</th>
<th>Place of Issue as stated in the passport or travel document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority</td>
<td>Issuing Authority as stated in the passport or travel document</td>
</tr>
<tr>
<td>Date of Issue</td>
<td>Date of Issue as stated in the passport or travel document</td>
</tr>
<tr>
<td>Date of Expiry</td>
<td>Date of Expiry as stated in the passport or travel document. If the passport or travel document has no date of expiry please enter 01 JAN 2050.</td>
</tr>
<tr>
<td>Country of Residence</td>
<td>Your permanent Country of residence</td>
</tr>
<tr>
<td>Are you a national of the country in which you are applying?</td>
<td>Are you a national of the country in which you are making your visa application?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Please Enter Details**

Please Enter Details of what permission you have to stay in this country

**Is this your first passport?**

Yes

No

**Please Enter Details**

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Document Number</th>
<th>Date of Issue</th>
<th>Date of Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>No data entered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select a date using the calendar icon.

From mid-2015 Tier 4 students (on a course longer than 6 months) will not be issued with a visa which covers the duration of their course of study but will instead receive a ‘temporary travel vignette’. Leave will start 30 days before the course start date stated on the CAS or 7 days before the intended travel date, whichever is the later. If your travel vignette expires before the date you come to the UK you should not attempt to use it to travel and will need to apply for a new travel vignette (visit [http://www2.warwick.ac.uk/study/international/immigration/tier4/brps/](http://www2.warwick.ac.uk/study/international/immigration/tier4/brps/) for more guidance on what to do if you are in this situation)

On arrival, students will collect a separate ID card, referred to as a biometric residence permit, or BRP card, confirming the full details of their leave. Please refer to the notes on the following page for more information about this process and what information you should provide.

The duration of your stay in the UK should not exceed the length of your course as defined by the course dates stated on your CAS.
Important information for Tier 4 students aged under 18

If you will be aged under 18 at the time you join your course and have been granted entry clearance as a Tier 4 (General) Student you will need to be accompanied by a parent/legal guardian who is collecting their own BRP card, or an approved responsible adult, when you go to collect your own BRP card from the Post Office (Please note that anyone who uses the Alternative Location Code to request the delivery of their BRP card directly to the University of Warwick WILL NOT need to be accompanied by a parent/legal guardian or approved responsible adult when they collect their card.)

To register a responsible adult, such as a teacher or other family member aged over 18, email RACollection@homeoffice.gsi.gov.uk with the following information:

**About you**
* Your full name
* Your date of birth
* Your nationality
* Your passport number
* Telephone number
* Case reference number (your visa application reference number)

**About the responsible adult accompanying you**
* Their full name
* Their date of birth
* Their nationality
* The document they will use to prove their identity (passport, UK photo driving licence, UK BRP, EEA ID card)
* ID document expiry date
* Their email address
* How they are related to you

If approved, you and the responsible adult will receive an authorisation email from the Home Office. You and the responsible adult will need to present these to the Post Office customer service adviser when you collect your BRP. Remember, you will also need to show your travel vignette and UKVI decision letter; you will not be able to collect your residence permit without these documents.
## Personal Details

**What is your permanent residential address and contact details?**

- **Line 1:** [ ]
- **Line 2:** [ ]
- **Line 3:** [ ]
- **Line 4:** [ ]
- **Postal Code:** [ ]
- **Country:** [Select a Country]
- **Primary contact no:** [ ]
- **Secondary contact no:** [ ]
- **Email:** [Tier4Student@gmail.com]

**Number of months and or years you have lived at this address e.g. 4 years 3 months**

**Are your preferred contact details different from the contact details already provided above?**

- [ ] Yes
- [ ] No

**Please enter your preferred contact details. You must enter at least one contact phone number**

- **Line 1:** [ ]
- **Line 2:** [ ]
- **Line 3:** [ ]
- **Line 4:** [ ]
- **Postal Code:** [ ]
- **Country:** [Select a Country]
- **Primary contact no:** [ ]
- **Secondary contact no:** [ ]

Here you should enter the details of the address in your home country where you ordinarily reside.

You must provide a contact telephone number.

Your email address will appear automatically.

If your contact details at the time of submitting your visa application are different from your usual address, answer ‘yes’ and then give your current address and contact information.

You will usually be required to apply for your Tier 4 visa from the country where you normally reside. If you are currently a legal resident in a country of which you are not a national, contact the UK Embassy in that country to enquire whether you will need to return home to make your Tier 4 application.
In this section you will be asked about previous travel to the UK and any other visa applications you have made. If you answer ‘yes’ to any of the questions, another box like the one shown on the appear.

Click ‘Add’ and enter the required details. In this question you should provide details of all previous visas even if they have expired. If you need to add another record, click the ‘Add button’.

For a list of Commonwealth countries see [http://thecommonwealth.org/member-countries](http://thecommonwealth.org/member-countries)

For this question you should provide details of the five most recent trips to the UK made within the last 10 years.

State the reason for each visit.
This question refers to ‘leave to remain’ applications made inside the UK. You should provide details even if an application was unsuccessful.

‘Type of application’ refers to the type of visa which you applied for, for example, Tier 4 (General) Student.

Enter ‘not known’ if you do not have the Home Office reference number.

This question applies mainly to non-visa nationals who do not have to apply for a visa in advance of travelling to the UK. It may also apply to students who have attempted to re-enter the UK on a visa which has been cancelled or curtailed, or anyone who has been denied entry to the UK by a border official, for any reason.

You must provide full details if you have been refused entry to the UK within the last 10 years, even if at the time you held a valid visa for travel.
This question asks if you have had a visa application refused for any country within the last 10 years.

You must provide all details of all visa refusals. Providing this information should not affect the way in which your Tier 4 visa application is considered, but failure to provide details of a visa refusal will be viewed by the Home Office as deception and will result in this, and possibly future UK visa applications, being refused.

Deported means to be expelled from any country, usually due to illegal status of having committed a crime.

Voluntarily elected means to have chosen of your own free will after an immigration decision.

An exclusion order is a legal order preventing someone from going somewhere or having contact with someone.

You must answer all these questions fully and honestly.
Have you ever travelled outside your country of residence, excluding the UK, in the last 10 years?

| Yes * | No |

Please enter details

<table>
<thead>
<tr>
<th>Date of travel</th>
<th>Country visited</th>
<th>Reason for the trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>No data entered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have travelled outside your home country to any other country besides the UK or Commonwealth within the last 10 years, provide full details for each visit. For a list of Commonwealth countries see [http://thecommonwealth.org/member-countries](http://thecommonwealth.org/member-countries).

The reason for the trip may be to study, tourism or business.

You may have a UK National Insurance number if you have ever worked while in the UK.

A spent conviction is a conviction which is no longer taken into account for legal purposes after a period of time has elapsed.

A traffic offence may include, but is not limited to; driving without a valid licence or insurance; speeding; dangerous driving; driving while under the influence of drugs or alcohol. You will not normally need to declare traffic fines that have been paid.

If you answer ‘yes’ you must provide full details in the free text box. Failure to disclose information about criminal convictions will result in your application being refused on general grounds of using deception in a UK immigration application. This carries serious implications including automatic refusal of future UK visa applications and a possible 10 year ban.

Have you been charged in any country with a criminal offence for which you have not yet been tried in the court (including traffic offences)?

| Yes * | No |

Please enter details
You must answer all these questions fully and honestly.

As part of the visa application process you may be required to attend a credibility interview.

Select your marital status from the drop down list.

This guidance is for Tier 4 Students **without** Dependants. If you have Dependant family members applying at the same time as you, please refer to our ‘Tier 4 Student + Dependant’ guidance notes.

Please note you will need to enter their details even if they are not travelling with you.
You must provide full details for both of your parents.

<table>
<thead>
<tr>
<th><strong>Father</strong></th>
<th><strong>Mother</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nationality</strong></td>
<td><strong>Nationality</strong></td>
</tr>
<tr>
<td>-- Select --</td>
<td>-- Select --</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Family Name / Surname</strong></td>
<td><strong>Family Name / Surname</strong></td>
</tr>
<tr>
<td>(If they only have one name, please enter it here and in the Given Name box)</td>
<td>(If they only have one name, please enter it here and in the Given Name box)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Given Name(s) / Forename(s)</strong></td>
<td><strong>Given Name(s) / Forename(s)</strong></td>
</tr>
<tr>
<td>(If they only have one name, please enter it here and in the Family Name box)</td>
<td>(If they only have one name, please enter it here and in the Family Name box)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td><strong>Date of Birth</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Place of Birth</strong></td>
<td><strong>Place of Birth</strong></td>
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<tr>
<td></td>
<td></td>
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</tbody>
</table>
### Dependent Children

<table>
<thead>
<tr>
<th>Do you have any dependent children?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td><strong>No</strong></td>
</tr>
</tbody>
</table>

### Non Dependent Children

<table>
<thead>
<tr>
<th>Are any other children travelling with you?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td><strong>No</strong></td>
</tr>
</tbody>
</table>

### Medical Treatment

<table>
<thead>
<tr>
<th>Have you ever received medical treatment in the UK?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td><strong>No</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did you have to pay for the treatment?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td><strong>No</strong></td>
</tr>
</tbody>
</table>

#### Where did you receive the treatment?

This section requires the entry of details about the medical treatment received, including the postcode, organisation details, and contact information. It also includes fields to enter the start and end dates of the treatment.

- **UK Postcode**: Enter the postcode where the treatment was received. A 'Find Address' button is provided to assist in this process.
- **Organisation**: Provide the name of the organisation where the treatment was received.
- **Line 1**, **Line 2**: enter additional lines if necessary.
- **Postcode**: Enter the postcode for the location of the treatment.
- **Primary contact no.**: Provide the primary contact number for the treatment provider.
- **Secondary contact no.**: Enter the secondary contact number if available.
- **Email**: Enter the email address for contact purposes.
- **Treatment start date**
- **Treatment end date**

### Additional Information

- If you have any dependant children, even if they are not travelling with you, you need to enter their details here.

- If there will be children travelling with you who are not your relatives, you must answer ‘yes’ and will be required to provide more details.

- If you have ever received medical treatment while inside the UK you must declare this.

- If you had to pay for the treatment, you must provide details of where you were attended to, and when. Emergency care, such as that provided by hospital Accident & Emergency departments, is usually free, but any follow up treatment may be subject to a charge.

- If you owe in excess of £1,000 to any NHS body you must declare this or risk having your visa application refused.
In this section you will need to provide information about your Tier 4 sponsor (Warwick) and your course of study.

The sponsor licence number shown here (C5MQDFPD0) is for the University of Warwick and will be included in your CAS email. We recommend that you copy and paste this reference number.

Enter the official University of Warwick address and contact details as shown here on the left.

Input the postal code shown here and then click ‘Find Address’ to populate the rest of the address fields.
<table>
<thead>
<tr>
<th>What is your Confirmation of Acceptance for Studies Number?</th>
<th>What is your Confirmation of Acceptance for Studies Number?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>What is the title of your course?</td>
<td>What is the name of the course?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the level of the course and qualification?</td>
<td>What level of qualification is expected?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date of course</td>
<td>When does the course begin?</td>
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<tr>
<td></td>
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<tr>
<td>End Date of course</td>
<td>When is the course expected to finish?</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you already started studying this course?</td>
<td>Have you already started studying this course?</td>
</tr>
<tr>
<td>○ Yes</td>
<td>○ No</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the address of the main site of study?</td>
<td>Please enter details of the address and contact details</td>
</tr>
<tr>
<td>UK Postcode: CV4 7AL</td>
<td>Find Address</td>
</tr>
<tr>
<td>Gibbet Hill Road, Coventry, CV4 7AL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Organisation:</td>
<td></td>
</tr>
<tr>
<td>University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 1:</td>
<td></td>
</tr>
<tr>
<td>Gibbet Hill Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 2:</td>
<td></td>
</tr>
<tr>
<td>Coventry</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
<tr>
<td>CV4 7AL</td>
<td></td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Primary contact no:</td>
<td></td>
</tr>
<tr>
<td>02476523523</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary contact no:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

Copy and paste the following information exactly as stated in your CAS email:
- CAS number – this must be valid and not have been used in another visa application
- Course title
- Level of end qualification – this will be represented by the letters ‘NQF’ and a number
- Start date (you should enter the CAS start date (n.b. for continuing students, this won’t be the date you started the course)
- End date of the course

If you are a new student, or are joining a new course at Warwick, answer ‘no’.
If you are applying for further Tier 4 leave to continue on a course of study you have yet to complete, or if you are returning from a period of temporary withdrawal, select ‘yes’.

Enter the University of Warwick address as shown here.
Select ‘Studying’ from the list of options.

Select ‘No’. In this context ‘references’ does not refer to academic references.

The ‘evidence used to obtain’ text section of your CAS will confirm how the University has assessed your English. It will either be
a) **English language test** - you have provided the results of an IELTS test to gain admission, or
b) **Your sponsor is an HEI and has made its own assessment**

Enter your course fees exactly as stated on your CAS.

If you have paid any money to the University towards tuition fees you should wait until receiving email confirmation from Student Finance that your CAS has been updated with the payment before completing your visa application.

The information you include in your application **must** match the information in your CAS. You will not need to provide any receipts as evidence of fees paid once your CAS has been updated.

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**Maintenance and Fees**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How much are the fees for your course of study?</td>
<td></td>
</tr>
<tr>
<td>Have any of your course fees been paid?</td>
<td>Yes</td>
</tr>
<tr>
<td>Please enter the amount GBP (£)</td>
<td></td>
</tr>
<tr>
<td>What document has been provided as evidence of payment</td>
<td>Shown in the CAS</td>
</tr>
</tbody>
</table>

**i** Only low risk nationals should select this option.

Evidence is not required under guidance but held by applicant.
You should answer ‘No’ as the principle of ‘established presence’ was taken away from 12 November 2015 onwards except for those applying for the Doctorate Extension Scheme.

This should be at least £1,015 - the amount students from outside London are required to evidence per month in their visa application (up to 9 months)

If you are living in university accommodation, you may be able to deduct a payment of up to £1,265 from the maintenance funding you are required to show for your visa application

More information about established presence and university accommodation payments can be found here http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/money/

The UKVI definition of an official financial sponsor includes:
- UK government
- Your home government
- British Council
- International organisation
- Any University

State the total amount of money you receive from your sponsor and then break it down by how much is paid towards your fees and how much for your living costs.
If you are fully sponsored, answer this question ‘no’. If you are only partially sponsored then you will need to calculate how much money you still need to evidence towards your tuition fees and maintenance and enter that information here.

The maintenance requirement for students is £1,015 a month. You will need to show sufficient funds for up to a maximum of 9 months.

If you are evidencing your finances in your own bank account, answer ‘yes’ – that the money is in your own name.

If you are using money in a parents bank account, answer ‘no’. Additional documents you will need are:
- Your original birth certificate
- Translation if not in English
- Letter of consent from parents, signed and dated

Your bank statement or letter must confirm that the minimum funds have been held for 28 consecutive days on the date of your visa application – this is the **date the visa application fee is paid online**. Your financial evidence should be dated no more than 31 days before the date of your visa application and must meet UKVI guidance. If using foreign currency you will also need to include conversions into GBP from [www.oanda.com](http://www.oanda.com) for the closing balance and date of visa application – we also suggest that you convert the lowest balance during the 28 days.
If you have a valid CAS, not used in a previous application and issued for the course of study which you have accepted a place on at Warwick, enter ‘30’. If you can provide evidence of sufficient funds, enter ‘10’. Enter ‘40’ as the total points claimed.

You can use this free text box at the end of the application to include any additional information which you think would be helpful to the caseworker considering your application. You do not have to provide any other information if your application is complete.

N.B. If you are not providing a TB test certificate with your application, explain the reason in this section.

After confirming the application, you will see a summary of your entries. Check them carefully as you will not be able to change them again later.

Submit your application.
After you have completed your application you will see all the information you have provided – check this carefully for any mistakes. If you need to go back and make changes then click Return To Application.

If you are happy with the information you have provided, click Submit Application.

After clicking ‘submit application’ you will be asked again if you are sure you want to proceed.

Clicking ‘submit’ will submit your application - you will not be able to make any changes after this.

You will be returned to the Application Summary Page. Your Application will now show as completed. Your application will not be complete until you have read the declaration and signed it electronically. Click on Sign Declaration to proceed.

Scroll down to read the whole document before signing.
After submitting your application and signing the declaration, you will need to confirm your collection location for your Biometric Residence Permit (if you will be granted leave to enter the UK for over 6 months.) You will not be able to pay for your application or book an appointment until you have completed this stage.

Please enter the Alternative Location Code 2HE232 (also sent to you by email with your CAS) to ensure that your BRP card is sent to the University of Warwick for collection. Your assigned collection location should change to: University of Warwick International Office University House Kirby Corner Road Coventry CV4 8UW

This Alternative Location Code (2HE232) should only to be used for overseas Tier 4 applications made using a University of Warwick CAS (Confirmation of Acceptance of Studies.) The Alternative Location Code can also be used for the visa applications of Warwick Tier 4 student dependants. The dependants' BRP cards will be delivered to the University of Warwick for collection as well as the main applicants'.
Once you have completed the BRP Collection Location screen, book an appointment at a visa application centre. Your appointment will remain reserved for 3 hours. If you do not pay for your application within the three hours, you will need to rebook your appointment.

After booking, you will be transferred to the gov.uk webpages where you will need to pay the HIS charge.

Your details will be transferred from your visa application.

You will be asked if you are applying to stay in the Isle of Man, Jersey or Guernsey? (Answer No to this question)

Complete any missing information on the Your details screen.

Read and agree to the declaration

The Payment summary will tell you how much you need to pay for the length of leave you will be granted in your local currency. For more information, visit [http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/healthsurcharge](http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/healthsurcharge)
Check that you have all the documents you need for your application by checking the Immigration Service website

http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/entryclearance/

The most common reasons for visa refusals for Entry Clearance applications relate to the financial evidence submitted by applicants. Make sure that:

- Before you submit your Tier 4 visa application (this is the day you pay the £322 application fee and IHS charge), you have in your possession all the supporting documents required including the financial evidence.
- You provide evidence that you have the correct amount of maintenance funds available. Maintenance levels are currently set at £1,015 per month. You will have to show up to 9 months (£9,135) maintenance when you submit your application.
- The funds you need to show have been held for a consecutive 28 day period ending no more than 31 days before the date of your application (the date your visa payment is made online). Make sure that your financial document shows that the funds have been in your account for the full 28 days or more and have not gone below the required amount during that period.
- The financial document(s) you submit with your application (e.g. bank statement, certificate of deposit, bank letter) meets the relevant conditions (Paragraph 198 Tier 4 Policy Guidance.)
- If you are using your parent or legal guardian’s bank account to provide evidence of your course fees and/or maintenance funds, that you supply the additional documents proving your relationship with them and their permission to use the funds You cannot use money held in an account by other family members or friends (such as uncle or auntie) unless you can provide proof that they are your legal guardian, usually court-appointed. (Paragraphs 200 to 202 Tier 4 Policy Guidance.)
- You are submitting personal bank documents (you are not able to provide bank statements or certificates of deposit for company accounts, even if the company belongs to your or your parent/legal guardian)
- If you are receiving financial sponsorship, your sponsor must meet the definition of an official financial sponsor (paragraph 177 to 180 Tier 4 Policy Guidance.) You must provide evidence of your sponsorship with your application to show that they will pay your fees and/or maintenance (paragraphs 188 to 190 Tier 4 Policy Guidance)

View the latest Tier 4 Policy Guidance here:
https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student