

## Document Checklist for a Tier 4 Application made inside the UK (Last updated: 01/06/2017)

Warwick Student I.D. number:

Dependents applying:  Yes/  No. If Yes, number of dependents:  1/  2/  3/  more than 3

It is important you come prepared for your appointment. We strongly suggest before you attend your appointment you read the help information published on the link below:

[www.warwick.ac.uk/immigration/tier4/applying/leavetoremain/](http://www.warwick.ac.uk/immigration/tier4/applying/leavetoremain/)

Once you have read the above information please tick off each item below to indicate you have completed the steps/gathered the documents required for your Tier 4 visa application. You **MUST** bring the checklist and the original documents indicated below to your appointment:

**Online application form** - Please complete most of the application form and **stop at 'Your CAS' screen**. If you are unsure how to answer a particular question then leave it blank.

- More guidance on completing your online application can be found here (*including how to complete 'Sponsor Licence Number and Address' section*):  
<http://www2.warwick.ac.uk/study/international/immigration/tier4/applying/leavetoremain/>
- Click 'Apply Now' on the website below to start your online application form:  
<https://visas-immigration.service.gov.uk/product/tier-4-student>

**Original current passport**

**Original previous passport** (if it has your current UK visa endorsed in it)

**Original Biometric Residence Permit (BRP) card** (if you have one)

**2 passport-sized photo taken within the last month**

- Must be taken within the last month, with plain cream or light grey background, no smile, measure the size of your head (from the crown of your head to your chin) is between 29-34mm high.
- You can obtain them from any photo booth for about £5 (There is a 'Photo Me' in the Student Union building, and a few machines in Cannon Park). Make sure you choose photos for 'passport'.
- See guidance here: <https://www.gov.uk/photos-for-passports/photo-requirements>

**Police Registration Certificate** (please make sure this is updated with correct marital status, address, passport and visa details) – if a visa condition for these nationalities:

(Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.)

**ATAS certificate** ([www.warwick.ac.uk/immigration/tier4/applying/atas/](http://www.warwick.ac.uk/immigration/tier4/applying/atas/))- if required (new students will find this information on their CAS)

**Original degree certificate OR transcript** (confirming award of degree) as listed on CAS (new students or continuing students applying within 6<sup>th</sup> months of starting the course only)

(If you will use a degree certificate as evidence, it must contain 1) your name; 2) the title of the award; 3) the date of the award; and 4) the name of the awarding institution. If you will your academic transcript as evidence, it must contain 1) your name; 2) name of the academic institution; 3) the course title; and 4) the confirmation of the award.)

**Parent's consent letter and original Birth Certificate (if you are <18 years old)**

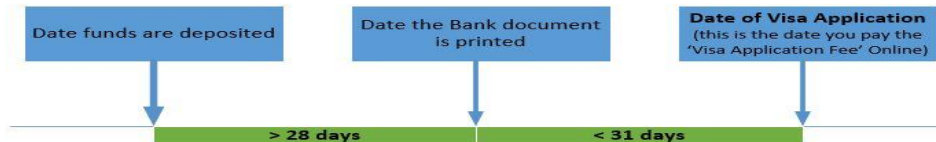
**English Translation** – if any of your documents are not in English. This translation must include: 1) details of the translator/translation company's credentials; 2) a statement confirming that it is an accurate translation of the original document; 3) the translator/translation company's contact details; 4) dated and include the original signature of the translator or an authorised official of the translation company.

**Financial Sponsor's consent to complete current studies** – if you are currently or were financially sponsored by a government or an international scholarship agency within the last 12 months; must confirm they have no objection to you continuing your studies in the UK.

**Letter confirming Official Financial Sponsorship:** It must contain:

- your name
- your sponsor's name and contact details
- confirms the length of sponsorships
- dated
- confirms the amount of money the sponsor is giving you (or a statement that they will cover ALL of your fees and living costs)
- printed on letter-headed paper and contains the original stamp of the sponsor

**Original Financial evidence** (see [www.warwick.ac.uk/immigration/tier4/applying/money/](http://www.warwick.ac.uk/immigration/tier4/applying/money/) for detailed guidance) – funds must have been held for 28 consecutive days if using personal account.



**Formula to calculate funds required:** Course fees due in your CAS – any fees already paid to the University in your CAS – any accommodation fees already paid to the university (up to £1265) in your CAS + living cost (£1015/month x months/remaining length of your course, for up to 9 months)

**For example, if you are starting a 12-month Master's degree, course fees £26500, already paid £500 in deposit and £250 accommodation deposit. The total amount required will be:**  
**£26500 – 500 – 250 + £9135 (1015x9) = £34885**

### Calculate how much you need here:

Course fees £ \_\_\_\_\_ - course fees/deposits paid £ \_\_\_\_\_ - Accommodation paid £ \_\_\_\_\_ + Maintenance  
£ \_\_\_\_\_ = Total £ \_\_\_\_\_

(**Note:** If you are continuing on a course, if you apply after the first Term of the current academic year, you should use course fees due and paid for the next academic year. If you require extension to complete a PhD course, you are likely to need to prepare an additional 4-6 months of maintenance to cover viva and correction. Please prepare funds accordingly, and your Adviser will confirm the detailed amount required when you attend your appointment. Your CAS will be sent to you usually after you have submitted your Tier 4 application).

### If using your own or your parent's bank documents:

Date the bank document is issued: \_\_\_\_\_

**Own bank account:** Date funds went in: \_\_\_\_\_ Date funds mature (+28 days): \_\_\_\_\_

**Parent's bank account:** Date funds went in: \_\_\_\_\_ Date funds mature (+28 days): \_\_\_\_\_

You must also have:  Parents' consent letter /  Original birth certificate /

You may also need:  English translation of bank document/  English translation of Birth Cert

Note: - **All bank documents** must contain the bank's name and logo, your name (or your parent's name if using parent's account), the account number, and the money available.

- **Electronic bank statement** must also bear the original stamp of the bank on every page.

- **Bank letter** must also contain the date of issue.

- **'Certificate of Deposit'** must also confirm funds are not frozen

### If using a loan letter:

The Loan must be provided by your national, state or regional government, by a government sponsored student loan company or is part of an academic or educational loans scheme. It must be a loan issued to you (not your parents or legal guardians) and **no conditions** placed on the release of the loan funds to you (except making a successful Tier 4 application).

Loan letter (tick if the loan letter meets the following requirement). It must contain:

your name  date it is issued (must be within the last 6 months)  name and logo of the provider

amount of money available  statement about the type of loan

**Dependents** (If your dependents are applying with you at the same time, you will also require documents for them:

Original passport & previous passport (if it has current visa endorsed in it)

2 passport-sized photos taken within the last month

Original Biometric Residence Permit (BRP) card (if they have one)

Police Registration Certificate (if applicable)

Evidence of relationship (if applicable); evidence that relationship is subsisting (if unmarried); evidence not living independent life (if a child is aged 16 or above)

Financial evidence (**£680 per month for the length of new visa per person**, up to 9 months)

(in the name of the Tier 4 student, or a joint account with partner, or in the name of partner for own maintenance only; if using official financial sponsorship, all dependants must be named in the letter)