Applying for Tier 4 (General) Student Visa

This guide is for students who are applying for their Tier 4 (General) Student visa outside the UK using the online application form available on the Visa4UK website.

Print out this guidance document and have it beside you to refer to as you complete your visa application.

Online application means that you complete the application form and pay for your application online. Your application date will be the day you submit your application and pay your application fee online.

We recommend that you save your application periodically to prevent any data loss. Once you have completed the online application form, save it and then log in again the next day to check it through carefully. It is easy to miss errors when you have been working on a document for some time.

Applying for your visa

1. Creating an account

To be able to submit an online application, you will need to create an account with the UK Visa & Immigration service. Follow these steps to create your account:

- Go to https://www.visa4uk.fco.gov.uk/home/welcome
- Click on "Register an Account" to create an account on the Visa4UK website.
- Once you have registered your details online, they will send you an email to verify your email address.

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- Once you have registered your details online, they will send you an email to verify your email address.
• Make sure you remember your password as the reset password email can take up to an hour to arrive if you forget it!
• Please check your inbox (including junk email) and click on (or copy & paste) the link in the email sent to you from Visa4UK to unlock your account.

2. Selecting the correct form

• Log into your account
• Click on “Apply for Myself” to start your visa application
• Read the information and click on “Continue”
• Provide your Date of Intended Travel and Passport Number in the “Applicant Details” section (please note that you cannot travel to the UK earlier than one month before your course starts as stated on your CAS)
• In the “Select Visa Type” section, please choose the following from the drop-down boxes:
  o Reason for Visit: Study
  o Visa Type: PBS Tier 4 Student
  o Visa Sub Type: Tier 4 (General) Student
• If you have a valid CAS click on “Create Application”
• Note your unique application reference number and complete each section of the form

3. Customising your Application

The online form selects and hides questions based on the answers you provide on the customisation screen. Any question with a * next to it is required information and you will not be able to complete the form without answering these questions.

If you do not use the system for 30 minutes you will be automatically logged out and your information will not be saved. If you have to leave your computer at any time, save your answers and log out for security reasons.

4. Completing the Form

There are 5 sections of the form which you are required to complete. You can save your form at any time and come back later to complete it. We recommend that you begin completing the application form as soon as possible.

Click on Go to Application on the right hand side of the page, and start completing your application.

The guidance below will provide specific responses to some questions.

1. Passport and Travel Information: please fill in all required sections.

   Question: How long do you intend to stay in the UK?
   Please write down how long you will stay in the UK in total. Returning to your home country for the winter break does not interrupt this period.

   Question: What is the main address and contact details of where you will be staying whilst in the UK?
Do not use the postcode lookup. Enter the address as follows:

Line 1: Bader Hall
Line 2: Bader International Study Centre
Line 3: Herstmonceux Castle
Line 4: Hailsham
Postcode: BN27 1RN
Primary contact no.: +44 (0)1323 834444
Email: welcome@bisc.queensu.ac.uk

2. Personal Details and Travel History: please fill in all required sections.

3. Family Details: please fill in all required sections.

4. Medical Treatment: this only applies to those who have had in-patient treatment in a hospital while you were in the UK on a short term visa.

5. Tier 4 Student: the information you need to complete this section will be on your CAS Letter provided by the BISC. You should enter the information exactly as stated in your CAS unless otherwise stated below.

**Sponsor**
Complete this section as per the information on your CAS letter.

*Question: What is the full address of your sponsor?*
Do not use the postcode lookup. Enter the address as follows:

Organisation: Bader International Study Centre
Line 1: Herstmonceux Castle
Line 2: Hailsham
Postcode: BN27 1RN
Primary contact no.: +44 (0)1323 834444
Email: welcome@bisc.queensu.ac.uk

**Studies**
Complete this section as per the information on your CAS letter. Most questions are fairly straightforward. Advice on particular questions is as below.

*Question: What is the level of the course and qualification?*
Type: NQF Level 6

*Question: Have you been assessed by the sponsor by other means, for example references or a portfolio of artwork?*
Select: No

*Question: Please indicate how you meet the minimum English language requirement relevant to your course*
If you have taken an English Language test, select “English Language test” and fill in the fields referring to the English Language test certificate you will have obtained prior to applying for your CAS. Please note the only acceptable testing system is the IELTS SELT Consortium.
Please see separate advice at http://www.queensu.ca/bisc/support/preparing-your-arrival/immigration under the heading 'English Language Proficiency' and make sure you take or have taken an IELTS for UKVI test.

**Maintenance and Fees**

*Question: How much are the fees for your course of study?*
Type: N/A CAS

*Question: Have any of your course fees been paid?*
Select: Yes – Paid to Overseas Higher Education Institution

*Question: What document has been provided as evidence of payment*
Select: Shown in the CAS

*Question: Have any of your accommodation fees been paid to your sponsor?*
Select: Yes – Paid to Overseas Higher Education Institution

*Question: Do you have any remaining fees and maintenance still due for payment?*
Select: No

*Question: Do you have money in your own name?*
Select: No. In text box below type: N/A see CAS

**Points Claimed**

*Question: Confirmation of Acceptance for Studies*
Type: 30

*Question: Maintenance*
Type: 10

*Question: Total*
Type: 40

6. Additional Information: you do not need to fill in this section if you do not have any other information to provide.

**Confirming and Submitting the Application**

Click on Confirm Application. Please check all your details carefully before clicking Submit Application. Please note that this is a 2-step process – you confirm the application is correct, and then submit it. If you confirm the application without submitting, you have not completed your application! Please also note you will not be able to make any changes to your form once your application is submitted.

5. **Sign declaration**

On the right hand side of the screen click Sign Declaration. A window will pop up titled “Your visa application declaration”. Scroll to the bottom and type your name and then click Sign declaration.
6. BRP collection location

Visa regulations mean that you will be required to pick up a Biometric Residence Permit (BRP) ID card upon arrival into the UK. Your BRP will be available for collection from the BISC.

In order to collect your BRP from the BISC, you will need to enter an Alternative Collection Location (ACL) code as part of your visa application. The ACL code for the BISC is 2HE732. You should enter this code into the Alternative Location field in the BRP Collection Location Page.

After entering the code and pressing Find, the assigned collection address should be displayed as:

- Bader International Study Centre
- c/o Nicola Taylor
- Herstmonceux Castle
- Hailsham
- BN27 1RN

Do not select the button to collect your BRP from Eastbourne Post Office.

Under 18s

If you are under 18 years old, you do not need to be accompanied by your caregiver when collecting your BRP from the BISC as the BISC is a secure Alternative Collection Location.

7. Book appointment

You must book an appointment to submit your biometric data (finger prints and facial image) as part of your visa application. Please select an available location, day and time. Please note that if you do not pay your visa application fee online within 3 hours, your appointment will be cancelled and you will need to re-book. The appointment booking is handled by a third-party organisation – Teleperformance, VFS Global or Worldbridge depending on where you are applying. In Canada appointment locations are:

- Toronto
- Halifax
- Vancouver
- St Johns
- Edmonton
- Ottawa

Please note that you **cannot** schedule an appointment independently of the visa application process. However, VFS Global does offer user pay services:

[https://www.vfsglobal.co.uk/canada/user_pay_services.html](https://www.vfsglobal.co.uk/canada/user_pay_services.html).
8. Pay your immigration health surcharge

After booking your appointment, you will see the following screen:

By choosing continue here, you will be redirected to the www.gov.uk webpages. You will need to apply for an Immigration Healthcare Surcharge Number, which is £150. Details about the IHS and payment are online at https://www.gov.uk/healthcare-immigration-application/overview.

Once you have paid, you will be emailed an Immigration Healthcare Surcharge number. Please include a copy of this email or evidence you have paid for the IHS in your application as it may not appear on your application coversheet.

Make sure you write down your IHS reference number.

9. Pay for your application

You can now pay your application fee online with a Master/Visa card or PayPal. The fee shown on the website is for processing and consideration of your application and the entry clearance decision-making service, not for the guaranteed delivery of a visa. Therefore you will not be entitled to a refund should your application for entry to the UK be refused or granted for a shorter time period than the period you applied for. Your fee can be refunded only if you withdraw the application in writing within 3 months and 7 days of the original date of application and before you provide your biometric data.

10. Print your application

You can save and/or print your application as a PDF. You can also print your appointment details by clicking on the View Appointment button.

After you apply

The application process normally takes around 3 weeks from outside the UK, but you should anticipate it taking longer. You can find current processing times in your country here: www.gov.uk/visa-processing-times.
What are the next steps I should take?

If your Tier 4 application is successful

- Check your entry clearance certificate (the sticker in your passport) to make sure all of the details are correct. If there are any mistakes, you must contact the Visa Application Centre where you made your application to have them corrected before you travel to the UK. The most common error is the wrong travel date.
- Make sure that you travel to the UK within the validity of your entry clearance certificate. If you do not travel between the start and end dates of the entry clearance certificate, you will have to apply for a new vignette, which will cost £189.
- When you arrive in the UK, you must collect your Biometric Residence Permit (BRP) within 10 days. You can collect this from the Administration Office at the BISC.