

Tier 4 Applications in the UK - Documents

☐ Tier 4 (G) form

Students should register on the UKVI website and fill in the Tier 4 (G) form, save the form and get it checked by DSU Advice **before** clicking “submit”. Log on to the page below, register and then fill in the form –

<https://visas-immigration.service.gov.uk/product/tier-4-student>

☐ Two photographs for each person - Guidance note available at

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidance0409.pdf>

☐ Fee for application payable on the UKVI website

<u>Postal Fee</u>	£475 for student & each dependant
<u>Priority</u>	£952 for student & each dependant
<u>Premium</u>	£1085 for student & each dependant

☐ Immigration Health Surcharge

Each person applying must pay £300 per complete calendar year of new visa. (For additional periods less than 12 months, the following applies - less than six months - £150 and over six months - £300). This charge is payable at the time of submitting the UKVI on-line form.

☐ Passport(s)

☐ Biometric Residence Permit (s) (if you have one already)

☐ Police Registration Certificate(s)

Please ensure all your details are up-to-date.

☐ Confirmation of acceptance for studies (CAS) – Only valid once and for six months from date of issue

Contact International Admissions Office (IAO) in the Gateway Building if you are applying for a visa for a new course. If you have a visa given to you for your current course already **and** you need extra time to complete the course, contact Student Administrative Support in the Gateway Building. In both cases, you will receive your CAS by email.

☐ Certificates / Transcripts / English Qualifications

If you get your CAS from the International Admissions Office, any academic and English Language documents used by DMU to assess your academic ability will be listed in the CAS statement. You need to send these original documents to UKVI.

If your English Language ability has been assessed based on a course studied in an English Majority speaking country, you will also need a **NARIC certificate**. Ask for more advice on this. You will need the date and reference number of your **IELTS test** for your application form.

Students who have a CAS from the Student Administrative Support team normally do not need to send any certificates/ English qualifications as they are sponsored by the University based on their academic progress. However, check the information carefully – there are exceptions.

USEFUL CONTACTS:

DSU Advice
Campus Centre
Mill Lane
Leicester
LE2 7DR
Tel: 0116 2576307
dsuadvice@dmu.ac.uk
www.demontfortsu.com

Opening Hours:

Mon – Wed: 9.30am-5.00pm
Thurs: 9.30am-6.00pm
(Term time)
Thurs: 9.30pm-5.00pm
(Vacation)
Fri: 9.30am-5.00pm

- ☐ **ATAS Academic Technology Approval Scheme (ATAS) certificate** (if applicable)

This usually applies to PhD students. If you are unsure if you need an ATAS certificate, please contact the International Admissions Office in the Gateway Building for advice. Your CAS statement will confirm whether you need an ATAS certificate or not. If you do require a certificate, you will need to complete the FCO online form.

Even students with an ATAS certificate may need to apply again – seek advice from us or see the information of the FCO website.

For more information on ATAS, log on to the Foreign Office & Commonwealth website <http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/>

- ☐ **Permission from a previous official sponsor to extend** (if applicable)

If you have been sponsored in the past 12 months, you will need written permission from your previous sponsor to extend your visa.

Financial Requirements**Fees**

Students need to show enough money to pay for one academic year's course fees (or the whole course if it is one or less than one academic year).

If you have paid all of your fees to the University before you request your CAS, any fees paid will be recorded in the CAS and no more evidence is needed. If you have paid all or some of your fees **after** the CAS has been issued, contact us for advice about updating the CAS.

Any fees not paid must be shown through your financial documents for 28 days before the application date (unless you have a sponsor –see below).

Maintenance

Students need to show that they have enough maintenance for their present or future course. The amount of maintenance needed for students is decided by the **length of the course** measured in months. The amount of maintenance for dependants is measured on the new visa length.

Students need to show **£1015** per month (outside London) for each month of their course up to a maximum of nine months.

Each dependant will need **£680** per month for each month of their new visa up to a maximum of nine months.

☐ **Financial documents**

Either –

- i. **Student's bank statements-** (28 days of transaction showing the required money **for a minimum of 28 days**, student's name, account number, dated within one month of your application and bank's name and logo). If printouts, **each** page needs to be stamped with the bank's official stamp. The date of the closing balance of the account (normally taken to be the last transaction) must be within 31 days of your application.
- ii. **Parents' bank statements** –all information to be included as above **WITH Letter from parents** (stating that the student is their child and they give their consent for the student to use their funds to study in the UK) **and Student's birth certificate**

If you are using an overseas account, you must make sure the bank is approved by UKVI. You can check this at www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions.

Conversion of overseas currency through [OANDA](#) should be carried out on the date of your application, not the closing balance so the money needed should be present for 28 days AND until you apply.

- iii. **Sponsor letter** – This needs to include student's name (and dependants' names if applicable), name and contact details of sponsor, date, length of sponsorship, the amount of fees being paid or statement "all fees are to be paid", amount of monthly income and statement that dependants are also maintained by this monthly income.

An official bank letter, an educational loan letter or a certificate of deposit are also acceptable documents. If you wish to use this evidence, please read the [Tier 4 Policy guidance](#) to view the acceptable format needed.

☐ **Dependant Documents** - students with dependant partners need a household bill or bank statement in joint names to prove they live at the same address. Students with dependant children over the age of 16 need 2 documents showing proof that the child shares the same address. Babies born in the UK and applying as dependants for the first time will need to provide their original birth certificates.

☐ **Official Translation** (if needed) -Any documents that are not in English will need to be translated. The original document must be sent with a translation by a professional translator/translation company.

This translation must include the full name of the translator or an official, details of the translator/translation company's credentials and confirmation that it is an accurate translation of the original document; and the translator/translation company's contact details. It must also be dated and include the original signature of the translator or an authorised official of the translation company.

All students should read UKVI's [Tier 4 Policy Guidance](#) and [UKCISA's website](#) for more information as this leaflet is just a summary of the documents needed.