Applying for a Tier 4 Visa

How to apply

For U.S. citizens to apply for a visa, you must:

- 1. Complete and submit a visa application form <u>online</u>. As part of the online application, you will be asked to submit a <u>VAF9</u> form. Guidance notes for completing this form can be found <u>here</u>.
- 2. Pay for your visa online and be able to show proof of online payment (this will be shown on your online application form). The <u>Visa application fees</u> pages explain how much your visa application will cost
- 3. Pay your return courier service fee online if you are selecting to have your documents mailed back to you by next business day UPS.
- 4. Book an appointment online to attend one of the Application Support Centers run by the Citizenship and Immigration Services to submit biometric information.
- 5. After you have given your biometric information, you must submit the following items to the UK Border Agency New York via mail or registered travel agent.
 - o Completed application and <u>Appendix 8</u> form.
 - Photograph
 - o Biometric receipt
 - Passport
 - Supporting documents
 - Leeds acceptance letter with the CAS
 - CUA acceptance letter (verifying that tuition and accommodation will have been prepaid)
 - Official CUA transcript
 - Financial documentation (students need to show 1,000 GBP per month for living expenses)
 - o 2 consecutive bank statements for the student
 - o OR 2 consecutive bank statements from a parent/guardian AND a letter of financial support AND a birth certificate or other proof of relationship.

Mailing Address:

The UK Border Agency British Consulate-General 845 Third Avenue New York. NY 10022 USA

Processing times can be found <u>here</u>.

Useful web sites:

http://www.leeds.ac.uk/international/immigration new students.html

http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk/

http://www.ukcisa.org.uk/student/info sheets/applying home country.php#biometrics

Help/Questions

https://www.visainfoservices.com/Pages/SendAnEmail.aspx

internationalstudents@leeds.ac.uk

http://www.ukba.homeoffice.gov.uk/aboutus/contact/contactspage/

Guidelines for Completing the Online Visa **Application** (VAF9)



Guidance notes

POINTS BASED SYSTEM FORM (VAF9 DEC 2012) PERSONAL DETAILS

This booklet is provided free of charge.

For help completing this form we strongly advise you read these guidance notes.

Further guidance and information can be obtained from your local British Embassy or High Commission, your Visa Application Centre or by visiting website: **www.ukvisas.gov.uk**

Part 1

About your Self-Assessment Appendix

1.1 Which Appendix did you complete?

Refer to Annex B for the list of categories available

1.2 How many points did you score for Attributes, English, and Maintenance?

Enter your score in the boxes provided, as obtained from the Self-Assessment tool on the UK Border Agency website at www.ukba.homeoffice.gov.uk/pointscalculator. There is no points calculator for Tier 4 (General) Student and Tier 4 (Child) Student. You should also enter a breakdown of these figures in the appropriate Appendix. Please note that not all tiers/sub-tiers have a requirement for English and/or maintenance and you should consult the appropriate Guidance for the tier or sub-tier under which you are applying, for details.

Part 2

About You

2.1 Given name(s)

These are the names you were given at birth, or subsequently, for example your Confirmation name, and including patronymic. Do not include your family name or any nicknames. They must be the same as recorded in your passport. Please do not use titles such as Mr or qualifiers such as Snr (Senior), Esq (Esquire).

2.2 Family name

(also called surname/last name) This is the name by which your family is known and must be the one shown in your passport. Please do not use titles such as Mr or qualifiers such as Snr (Senior), Esq (Esquire).

2.3 Other names

These are any other names by which you have been known, for example, your maiden name, name at birth, if different, professional name. If you are a married woman or were previously married and have used different names at any time please include these even if you have now reverted to an original name.

2.4 Sex

Answer 'Male / Female'

This should be your sex at time of application.

2.5 Marital status?

This must be your current status. Definitions are as follows:

Single – You have never entered into a legally recognised marriage or civil partnership.

Married - You have entered into a marriage, which is legally recognised and documented.

Civil partner – You have entered into a partnership with your same sex partner, which is legally recognised and documented.

Unmarried partner – You currently live in a conjugal or marriage-like relationship with your partner but are not legally married.

Divorced - Your marriage has been formally dissolved by a legal authority, usually a family court, and you have documentary evidence for this.

Dissolved Partnership - Your civil partnership has been formally dissolved by a legal authority, usually a family court, and you have documentary evidence for this.

Widowed - Your spouse is deceased and, immediately prior to their death, you were in a legal marriage.

Surviving Civil Partner - Your partner is deceased and, immediately prior to their death, you were in a civil partnership.

Separated - You no longer live in a marital situation with your partner and normally live apart, but have not finalised divorce proceedings to end the marriage.

Unless single, please provide evidence of your marital status for example a marriage or civil partnership certificate.

2.6 Date of birth

In DD/MM/YYYY format

This is as recorded itn your passport.

2.7 Place of birth

This must be the city/town/village and state/province in which you were born.

2.8 Country of birth

This is the country in which you were born. Please use current English terminology for your country.

2.9 Nationality

This is the nationality shown in the passport/travel document you wish to use with this application. If you hold another nationality you should use the issuing country of the passport/travel document with which you wish to travel. If you are stateless please enter this as your nationality and provide details of the country or organisation that issued your travel document.

2.10 Do you hold any other nationalities?

Answer 'Yes/No'

If 'No' go to Part 3

2.11 If 'Yes' provide details

Please provide details of any other nationality you may have held at birth or subsequently acquired along with details of your travel document/passport number if applicable/available. (You may hold the nationality of a country without ever having been issued a travel document by that country).

Part 3

Passport Information

3.1 Current passport or travel document number

This number should be the one shown in the passport you wish to use. If you hold a 1951 Convention travel document please provide this number.

3.2 Issuing Authority

This is the country that issued the passport or travel document and you should include the city of issue if known.

3.3 Date of issue

In DD/MM/YYYY format

3.4 Date of expiry

In DD/MM/YYYY format

3.5 Is this your first passport?

Answer 'Yes / No'

If 'Yes' go to Part 4

3.6 If 'No' – Please give details of previous passports covering the last 10 years, including where these passports are now

Where the information is available, please provide travel document or passport number, issue and expiry dates and place of issue. Say where your previous passports are, for example, with you, lost/stolen/expired or returned to the issuing country and no longer available to you.

Part 4

Your contact details

4.1 Your full residential address and postal code

You MUST include your full address details including house number or name, street, village/town/city, state/province, postal or zip code and country.

4.2 Home (landline) telephone number

You must include the full number including the city, area and country codes. This is NOT your mobile/cellular phone.

4.3 Mobile telephone number

This is your mobile/cellular telephone number

4.4 Email address

This can be at home, work or elsewhere but must be the one you use on a regular basis so we can contact you quickly if required.

4.5 Contact details if different from above

You will be contacted at the address given at Question 4.1 unless you enter different details in this box. Please provide an alternative address, along with telephone number, if your contact details are different to those you have already given.

Part 5a

Your Family

5.1 Is your partner accompanying you or joining you later? If they are travelling later please provide their date of travel in Part 7. Please note that accompanying partners are not permitted for all tiers and sub-tiers of PBS. You should consult the appropriate Guidance for the tier or sub-tier under which you are applying, for details.

Answer 'Yes / No/ Not applicable'

If 'Yes' complete Questions 5.2 - 5.5, otherwise move on to Question 5.6.

5.2 Full name of spouse/partner

Please provide your spouse/partner's given and family names as they appear in their passport. If you have more than one spouse or partner please provide their details in Part 7.

5.3 Spouse/Partner's date of birth

In DD/MM/YYYY format

5.4 Spouse/Partner's place and country of birth

You should provide your spouse/partner's village/town/city, state/province and country of birth. These must be recorded exactly as shown in their passport.

5.5 Spouse/Partner's nationality

This is your spouse/partner's nationality now. Include any other nationalities he/she holds.

5.6 Do you have any children under 18 accompanying you or joining you at a later date? Please note that accompanying children are not permitted for all tiers and sub-tiers of PBS. You should consult the appropriate Guidance for the tier or sub-tier under which you are applying, for details.

Answer 'Yes/No'

If 'No' go to Question 5.8

5.7 If 'Yes' please provide full details about the child/children.

Please provide their full name(s), place(s) (including country) of birth and date(s) of birth. State their relationship to you and supply legal documentary evidence as verification. Include their dates of travel. Say if they are dependent on you, that is they are under 18 years of age and solely reliant on you for financial support. Please note that if they require a visa they will need to complete their own application form(s).

Part 5b

Your Parents

5.8 Father's given name(s)

These are the names your father was given at birth, including patronymic but not his family name.

5.9 Father's family name

This is the name by which your father's family is known.

5.10 Father's date of birth

In DD/MM/YYYY format

5.11 Father's place and country of birth

Please give the village/town/city, state/province and country where he was born.

5.12 Father's nationality

This is your father's nationality at his birth and at the time of your birth (if different) even if he does not have a passport or travel document for each of them

5.13 Mother's given name(s)

These are the names your mother was given at birth, including patronymic but not her family name.

5.14 Mother's family name

This is the name by which your mother's family is known.

5.15 Mother's date of birth

In DD/MM/YYYY format

5.16 Mother's place and country of birth

You must give the town/village/city, state/province and country where she was born.

5.17. Mother's nationality

This is your mother's nationality at her birth and at the time of your birth (if different) even if she does not have a passport or travel document for each of them.

Previous Applications and Travel History

6.1 If you have a UK National Insurance Number what is the number?

The National Insurance Number card is a plastic card, which is issued automatically when you first apply for a NI number. Number format is as follows: XX 12 34 56 X

6.2 Have you travelled to the UK in the last 10 years?

Answer 'Yes / No'

If 'Yes' please provide details below

Please include all travel of any duration and for any purpose, including transit. You should include dates, duration of stay and purpose in the box provided.

6.3 Have you ever been refused a visa for any country including the UK?

Answer 'Yes / No'

If 'Yes' please provide details below

If you were refused a visa for the UK please enter either your Home Office reference number which is prefixed with the first letter of your family name, for example Smith = S12345 or your visa reference number in the following format XXX/123456 (the XXX is the country or post location abbreviation, for example New York is NYC).

6.4 Have you been granted a visa for the UK in the last 10 vears?

Answer 'Yes / No'

If 'Yes' please provide details below

Please enter the reference number if you know it. You can find this on the previous vignette (visa) in your passport. The number format is as follows: 123456X. You should enter the details whether you used the visa or not.

6.5 Have you ever been refused entry on arrival to the UK? Answer 'Yes / No'

If 'Yes' please provide details below

You must tell us if you have ever been refused entry to the UK once you arrived at Immigration Control at a port or airport. Or if once in the UK your visa/Leave to Remain was cancelled and you were required to leave. Give the reason in the box provided. Please enter your Home Office reference number which is prefixed with the first letter of your family name, for example Smith = S12345.

6.6 Have you ever been in breach of your immigration conditions for the UK?

Answer 'Yes / No'

If 'Yes' please provide details below

This will include overstaying or entering the country illegally, using a false identity or otherwise acting in such way that could cause you to be prosecuted and or deported or required to leave the UK.

6.7 Have you ever been deported, removed or otherwise required to leave any country, including the UK

Answer 'Yes / No'

If 'Yes' please provide details below

Please provide full details of the reason you were required to leave or were removed from any country, including the UK. If you were required to leave the UK please enter your Home Office reference number which is prefixed with the first letter of your family name, for example Smith = S12345.

6.8 Have you made an application to the Home Office to remain in the UK in the last 10 years?

Answer 'Yes / No'

If 'Yes' please provide details below

This is when you have been to the UK previously and made a formal application to extend your conditions of stay for whatever reason. You should also say if you have applied to extend your stay but left the UK before receiving a reply. Please give the reason for the application and why you were refused, if applicable, in the box provided. You must enter your Home Office reference number which is prefixed with the first letter of your family name, for example Smith = S12345.

6.9 Do you have any criminal convictions in any country (including traffic offences)?

Answer 'Yes / No'

If 'Yes' please provide details below

You must record ANY convictions you have obtained during your lifetime in any country including the UK. Convictions will not necessarily result in automatic refusal. However failure to disclose any conviction will be taken into consideration. If you have any convictions you must submit the official record of the conviction, detailing the crime you were convicted of along with any sentence received. Please include your supporting documents. We will carry out criminal record checks on all applicants and dependants. You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.

6.10 Have you ever been charged in any country with a criminal offence for which you have not yet been tried in court?

Answer 'Yes / No'

If 'Yes' please provide details below

You must record ANY criminal offence in any country including the UK for which you are currently awaiting trial. Any such disclosure will not necessarily result in automatic refusal. However failure to disclose any convictions will be taken into consideration

6.11 In times of either peace or war have you, ever been involved in, or suspected of involvement in, war crimes, crimes against humanity or genocide?

Answer 'Yes / No'

Refer to the definitions detailed on the next page. If'Yes' please provide full details in Part 7.

6.12 Have you, ever been involved in, supported, or encouraged terrorist activities in any country? Have you, ever been a member of, or given support to an organisation that has been concerned in terrorism?

Answer 'Yes / No'

Refer to the definitions detailed on the next page. If'Yes' please provide full details in Part 7.

6.13 Have you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

Answer 'Yes / No'

Refer to the definitions detailed on the next page. If'Yes' please provide full details in Part 7.

You must enter details of any involvement by any medium, for example the press, public gatherings, in which you promoted terrorism and/or the act of terrorism.

6.14 Have you engaged in any other activities that might indicate that you may not be considered a person of good character? Answer 'Yes / No'

If 'Yes' please provide details below in Part 7.

Please provide details of anything you have done or are doing that you feel, whether justified or not, is something that could mean you are not a person of good character. This also covers whether you are involved in anything illegal other than that already covered in questions 6.9 - 6.13.

Definitions for questions 6.11 - 6.13

Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

Terrorist Activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purpose of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

Organisations concerned in terrorism

An organisation is concerned in terrorism if it:

- a. commits or participates in acts of terrorism,
- b. prepares for terrorism,
- c. promotes or encourages terrorism (including the unlawful glorification of terrorism), or
- d. is otherwise concerned in terrorism

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at the following web-site: www.opsi.gov.uk/acts/acts2001/20010017.htm.

Part 7

Additional Information

7.1 Is there any other information you wish to give in support of your application?

Please add anything not previously covered which you think may be of relevance to your application.

Part 8

Declaration

Please note that you will have to print out and sign the declaration before submitting your application.

You must sign the declaration, which should be sent or handed to the relevant Visa Application Centre or Visa Section, with all supporting documents. If the applicant is under 18 years old, a parent or legal guardian should also sign and date the form.

FAILURE TO DO SO MAY INVALIDATE YOUR APPLICATION.

Guidelines for Completing Appendix 8



POINTS BASED SYSTEM APPENDIX 8 (APR 2012) TIER 4 (GENERAL) STUDENT SELF-ASSESSMENT

This form is for use outside the UK only This form is provided free of charge.

For official use only

► READ THIS FIRST

This form must be completed in blue or black ink.

Please ensure you submit all relevant, original documents as indicated in the sections. It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming 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. If you qualify for our differentiation arrangements you will normally be required to provide fewer evidential documents with your application. Where you are exempt from having to provide a document, or group of documents, you must still complete the relevant sections to confirm you meet the requirements and you hold the evidence in the manner required. The UKBA reserves the right to request the full range of documents from Tier 4 students in all cases.

An applicant aged over 16 and coming to study a course at or above NQF level 3 can choose to apply either as a Child (Student) or a (General) Student and meet the appropriate criteria.

| Please ensure you also complete the main Personal I | Details form. |
|--|--|
| Part 1 About You | |
| 1.1 Given name(s) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 1.2 Family name |
| Part 2 Parent/Guardian details to be completed if applicant is 18 or over, skip to Part 3 | ted only where the applicant is 16 or 17 years old. |
| Parent/Guardian 1 2.1 Give your parent or guardian's given name >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 2.2 Give your parent or guardian's family name |
| 2.3 Give your parent or guardian's full contact address, >>>> including postal code. | 2.4 Give details of your relationship to your guardian (leave blank if you do not have a guardian) |
| Parent/Guardian 2 (if applicable) 2.5 Give your parent or guardian's given name >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 2.6 Give your parent or guardian's family name |
| 2.7 Give your parent or guardian's full contact address, >>>> including postal code. | 2.8 Give details of your relationship to your guardian (leave blank if you do not have a guardian) |

| 2.9 Give the full address of where you will be residing in the UK including the postal code. If this is not known and your Tier 4 sponsor is arranging your accommodation give the contact details of the person doing this, and/or the temporary address you will use on arrival. | 2.10 You must provide a letter of consent to this application from your parent(s) or legal guardian. Put a cross (X) in the box to confirm you have done so (See the Tier 4 Policy Guidance for details of what this must contain). |
|--|---|
| 2.11 Will you be travelling to the UK alone? Put a cross in the relative of the Part 3 | levant box No - Complete Question 2.12 |
| 2.12 Provide full details of up to two adults who will accompany | |
| Full name | Full name |
| Address including postal code | Address including postal code |
| Telephone No. | Telephone No. |
| Notionality (| Nationality |
| Nationality | Nationality |
| Passport No | Passport No |
| Exact relationship to you | Exact relationship to you |
| Part 3 Tier 4 Sponsor (Education Provider 3.1 Give the full name of your Tier 4 Sponsor |) contact details |
| | |
| 3.2 Give your Tier 4 Sponsor's Licence Number >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 3.3 Give the full address of your Tier 4 Sponsor including postal code |
| | |

| Tart 4 Course details | | | | | | |
|--|--|--|--|--|--|--|
| 4.1 Give the title of your course of study >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 4.2 Give the academic level of the course or qualification awarded when the course is finished. For example the National Qualification Framework level; or for English language course the CEFR level should be given e.g. B2. | | | | | |
| 4.3 Give the start and end dates for your course of study >>> From D D M M Y Y Y Y Y To | 4.4 Give the full address of your primary site of study, including postal code. See the Tier 4 Policy Guidance for an explanation of primary site of study. | | | | | |
| | | | | | | |
| 4.5 Have you already started studying this course? Put a cross (x) in the relevant box | | | | | | |
| Yes No - Go to Part 5 | | | | | | |
| You require 30 points from this part, or your applica 5.1 Confirmation of Acceptance for Studies (CAS) Select to confir of Acceptance for Studies, <i>Put a cross (X) in the box</i> 5.2 What is your Confirmation of Acceptance >>>>>> for Studies Number? | | | | | | |
| 5.3 Confirm which of the following options applies. Put a cross (x) Studying - Go to Question 5.4 Undertaking a foundation programme as a Postgraduate |) in the relevant box Undertaking a post as a Sabbatical Officer Go to Question 5.6 | | | | | |
| 5.4 Unless you are exempt under differentiation arrangements, and/or original transcripts of results and/or references that are sponsor. Put a cross (X) in the box to confirm you have done so if this applies to you | | | | | | |
| 5.5 Have you been assessed by your sponsor by other means, for part of a study abroad programme, by your sponsor's internal teat (state which)? (Please do not submit this) Put a cross (X) in the | st, a portfolio of artwork, or other means as stated on your CAS | | | | | |
| Yes - Say how you have been assessed in the space below then Go to Question 5.6 | No - Go to Question 5.6 | | | | | |
| | | | | | | |

English language ability

Your sponsor must ensure that you are competent in English language before assigning you a CAS. Your sponsor must check you are competent at a minimum level of CEFR B1 for courses below NQF level 6. (This also applies if you are studying an English language course, a pre-sessional course before a degree and a foundation degree), and at CEFR level B2 for courses at NQF level 6 and above. The English language requirement may be waived if you are considered to be a gifted student by your sponsor, you are studying at a Higher Education Institution (HEI), and authorisation has been given by the academic registrar. Before completing this section of the form you should refer to the Immigration Rules and Tier 4 policy guidance to check how your English level has been assessed.

| 5.6 Put a cross (X) in one box to indicate now you meet the minim | um English language requirement relevant to your course. |
|--|--|
| National of a majority English speaking country - Go to Question | n 5.7 |
| Academic qualification equivalent to UK degree, taught in majori | ty English speaking country - Go to Question 5.8 |
| English language test - Go to Question 5.10 | |
| Previous study as a child student (or under the student rules that | t were in force before 31 March 2009) - Go to Question 5.12 |
| Your sponsor is a Higher Education Institution, and has made its Question 5.14 | s own assessment of your English language ability - Go to |
| Your sponsor is an HEI, considers you to be a gifted student and Your CAS must confirm that the Academic Registrar has approved | d has waived the English language requirement. ed the waiving of the language requirement Go to Question 5.14 |
| 5.7 Majority English speaking country. | |
| Antigua and Barbuda; Australia; The Bahamas; Barbados; Beli New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Gre | |
| If you are a national of one of the countries listed above you are d | |
| Give your nationality This should be the nationality shown in the passpo | |
| | Go to Question 5.14 |
| 5.8 Academic qualification equivalent to UK degree, taught in major | ority English speaking country |
| Antigua and Barbuda; Australia; The Bahamas; Barbados; Be New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the C The United States of America | |
| If you have completed an academic qualification at least equivale | |
| countries listed above you are deemed to have the appropriate st Give your academic qualification and the country it was taught in | andard of English |
| Cive your academic qualification and the country it was taught in | |
| | |
| 5.9 Put a cross (X) in the box to indicate what evidence you have s | supplied Evidence not required under guidance but held by applicant |
| Original test certificate | Go to Question 5.14 |
| 5.10 English language test. For a list of acceptable tests see the link | in the Tier 4 Policy Guidance. <i>Provide details of the test taken:</i> |
| Awarding Body >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | Title of qualification |
| | |
| Level of qualification >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | Date of Award |
| | D D M M Y Y Y |
| Award reference number | |
| | |
| 5.11 Put a cross (x) in the box to indicate what evidence you have | supplied |
| Original test certificate - Go to Question 5.14 | Evidence not required under guidance but held by applicant Go to Question 5.14 |

| 5.12 Please give details of your previous place of study and cour (or under the student rules that were in force before 31 March 200 under 18 years old) which was: | |
|---|--|
| At least six months in length; and | |
| • Ended within two years of the date the sponsor assigned your C | Confirmation of Acceptance for Studies. |
| Name of Institution >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | Title of Course |
| | |
| Qualification | Year of Award |
| | |
| Date of Award | |
| Start date DD MM YYYYY | End date D D M M Y Y Y |
| 5.13 Put a cross (X) in the box to indicate what evidence you hav | e supplied |
| Original course certificate | Evidence not required under guidance but held by applicant |
| ATAS certificate | |
| 5.14 Are you required to obtain permission from the Academic Te Guidance for the circumstances when this is required) <i>Put a cross (X)</i> | |
| Yes - Go to Question 5.15 | No - Go to Part 6 |
| 5.15 Put a cross (X) in the box to confirm you have provided the Scheme (ATAS) clearance certificate. Then Go to Part 6 | original of your Academic Technology Approval |
| Sabbatical Officer | |
| 5.16 Put a cross (X) in the box to confirm you are applying as a S Confirmation of Acceptance for Studies from your sponsor, provided i | |
| Postgraduate Doctor or Dentist | |
| 5.17 If you intend to be a Postgraduate Doctor or Dentist we will You must send us all of the original certificate(s) and/or original to Medicine or Dentistry that are listed in the CAS. Put a cross (X) in the box to confirm you have done so. | |
| | inimum level of funds to cover your course fees and support and the Tier 4 Policy Guidance. You need 10 points from this |
| 6.1 How much are the fees for your course of study? The figure show which will be used as the specified evidence for this. If you will be student School this will include course fees and boarding or lodging fees. | |
| • If you are beginning a new course give the fees for the first year of the | ne course, or for the entire course, if it less than one year's duration. |
| If you are a applying for a further period of leave to continue an exist of the current academic year, if you are part way through the year; of the start of the next academic year. If you have no course fees to p | r for the next academic year if you will continue on your course at |
| • If this will be part of a study abroad programme give any fees you w your course, or for the entire course, if it is less than one year's duration. | tion. |
| If you have no fees to pay the UK education provider put £0.00 in the | e box. |
| 6.2 Have any of your course fees been paid? Put a cross (X) in the Yes - Paid to UK Education Provider. Enter the amount in the box below then - Go to Question 6.3 | Yes - Paid to Overseas Higher Education Institution (Zero fee on CAS) - Go to Question 6.3 |
| £ | No - Go to Question 6.4 |
| 6.3 Put a cross (X) in the relevant box to show what document ha | as been provided as evidence of payment. |
| Shown in the CAS | An official, original receipt |
| Evidence not required under guidance but held by applicant | |

| 6.4 Put a cross (X) in the box to confirm you have sufficient fund | Is to cover remaining course fees due for payment. |
|---|--|
| 6.5 Put a cross (X) in the relevant box to confirm whether you are | e making an initial application or an extension application. |
| Initial application – Go to Question 6.6 | |
| Further period of study following a course of less than six months | (No reduced maintenance level) – Go to Question 6.6 |
| Further period of study following a course completed more that Go to Question 6.6 | an four months ago (No reduced maintenance level) |
| Application for a further period of study and you have an establising guidance for an explanation). Go to Question 6.9 | ished presence and so qualify for the reduced maintenance (see Tier 4 |
| 6.6 Initial application Put a cross (X) in the relevant box to confirm your primary site of study. London Boroughs and how to assess your primary site of study. | dy. See the Tier 4 Policy Guidance for an explanation of the Inner |
| Inside the Inner London Boroughs Go to Question 6.7 | Outside the Inner London Boroughs Go to Question 6.8 |
| 6.7 You must have £1000 per month to cover >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 6.8 You must have £800 per month to cover maintenance in the UK (up to a maximum of 9 months). See the Tier 4 Policy Guidance for a full explanation of maintenance charges. Calculate the amount you will require and enter this in the space provided. Go to Question 6.12 |
| £ | £ |
| 6.9 Extension application (established presence) Put a cross (X) in the relevant box to confirm your primary site of study. London Boroughs and how to assess your primary site of study. Inside the Inner London Boroughs | Outside the Inner London Boroughs |
| Go to Question 6.10 6.10 You must have £1000 per month to cover >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | Go to Question 6.11 6.11 You must have £800 per month to cover maintenance in the UK (up to a maximum of 2 months). See the Tier 4 Policy Guidance for a full explanation of maintenance charges. Calculate the amount you will require and enter this in th space provided. Go to Question 6.12 |
| 6.12 Have any of your accommodation fees been paid to your space. Yes - Paid to UK Education Provider. Enter the amount in the box below then - Go to Question 6.13 | Ponsor? Put a cross (X) in the relevant box. Yes - Paid to Overseas Higher Education Institution Go to Question 6.13 |
| £ see Tier 4 guidance for limit | No - Go to Question 6.14 |
| 6.13 Put a cross (X) in the relevant box to show what document | has been provided as evidence of payment. |
| Shown in the CAS | An official, original receipt |
| Evidence not required under guidance but held by applicant | |
| 6.14 Showing funds Do you receive support from a financial sponsor that meets the (See Tier 4 Policy Guidance for definitions) Put a cross (X) in the rele | |
| Yes - Provide name of official financial sponsor | No - Go to Question 6.17 |
| Go to Question 6.15 | |

| 6.15 Put a cross (X) in the relevant box to confirm what evidence | ce of financial sponsorship you have provided. |
|--|--|
| An original letter to confirm the financial sponsorship from an | official financial sponsor or Government sponsor. |
| You are receiving official financial sponsorship from your Tier financial sponsorship are included in the CAS. | 4 licensed sponsor (e.g. a scholarship or bursary), and details of the |
| Evidence not required under guidance, but original letter to c government sponsor, held by applicant | confirm the financial sponsorship from an official financial sponsor or |
| 6.16 Complete the box(es) to indicate how much the official fin expenses. | ancial sponsor or Government sponsor is paying towards your |
| For Course fees | For Maintenance |
| £ | £ |
| 6.17 Do you have any remaining fees and maintenance still du | |
| Yes - Complete the boxes below | No - No money due, no evidence needed Go to Part 7 |
| Course fees >>>>>>>> | |
| Maintenance >>>>>>> £ | |
| Total >>>>>>> | |
| 6.18 Do you have money in your own name? Put a cross (X) in a | the relevant box. |
| Yes - Go to question 6.20 | No - Go to question 6.19 |
| Have money in parent / legal guardians bank account. Go to question 6.19 | |
| 6.19 Put a cross (X) to confirm what evidence you have provide | ed |
| A letter from your parent or legal guardian | Evidence not required under guidance but held by applicant |
| Put a cross (X) to confirm that you have provided one of the following | lowing pieces of evidence of the relationship. |
| Birth Certificate naming Student and Parent(s) | Court document naming the student and the legal guardian(s) |
| Certificate of adoption naming the student and the adoptive parent(s) | Evidence not required under guidance but held by applicant |
| 6.20 Put a cross (X) in the relevant boxes to indicate what evid which you still need to pay. All documents must be originals. | ence of funds has been supplied to cover all maintenance and fees |
| bank account/building society account for 28 days ending no more | than 1 month prior to the date of your application. |
| Personal bank or building society statements | Savings or building society pass books |
| Letter from a bank or building society confirming the funds or the agreement of a loan | Letter from a regulated financial institution confirming funds or the agreement of a loan. |
| Evidence not required under guidance but held by applicant | |
| Translations | |
| Any documents that have to be submitted in support of points of | aimed, which are not in English or Welsh must be accompanied by a er Agency. The original translation must contain confirmation from the |

- an accurate translation of the original document
- the date of the translation
- the translator's full name and signature, and
- the translator's contact details.

| Part 7 Summary Sheet | | | |
|---|---------------------------|--|--|
| | ation form and the Tier 4 | ave claimed and the documentation provided. You must provide the Policy Guidance. All documents must be originals unless otherwise of the application. | |
| Points Scoring Area | Points Claimed | Documents provided/held by applicant (please list) | |
| Possession of a CAS (30 points) | | | |
| Maintenance (Funds) (10 points) | | | |
| Total | | | |
| I confirm I have completed the separate Applicant's signature | Personal Details form | n and accept the contents of the declaration. Date | |
| | | D D M M Y Y Y Y | |
| | | = | |
| Parent/Legal Guardian's signature (If applicant is 16 or 17 years old) | | Date | |
| | | D D M M Y Y Y | |
| YOU MUST SUBMIT A PAPER COPY OF THIS APPENDIX WITH YOUR SUPPORTING DOCUMENTS. ENSURE YOU ALSO COMPLETE THE PERSONAL DETAILS FORM EITHER ON PAPER OR ON LINE. YOU SHOULD SIGN THE DECLARATION AND SUBMIT THIS WITH YOUR OTHER DOCUMENTS. | | | |

Forms to be Completed and Sumbitted



POINTS BASED SYSTEM FORM (VAF9 DECEMBER 2012) PERSONAL DETAILS

This form is for use outside the UK only.

This form is provided free of charge.

Separated

▶ READ THIS FIRST

This form must be completed in blue or black ink.

Please follow the guidance notes carefully and complete all questions as indicated. If you run out of space please use Part 7 – Additional Information.

The UK Border Agency may take a decision on your application based on the information contained here without interviewing you. Therefore please ensure you submit all relevant documents, (please see the supporting documents guidance at Annex A of this form and in the Self-Assessment Appendix specific to the tier or sub-tier for which you are applying.

It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming 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.

Please ensure you also complete the relevant Self-Assessment point scoring Appendix. About your Self-Assessment Appendix Read Guidance notes, Part 1 Part 1 Title 1.1 Which Appendix did you complete? >>>> Number 1.2 How many points did you score for Attributes, English, and Maintenance? **Attributes** English Maintenance Part 2 **About you** Read Guidance notes, Part 2 2.1 Given name(s) (as shown in your passport) 2.2 Family name (as shown in your passport) 2.3 Other names (including any other names you are known by and/or any other names that you have been known by) **2.5 Marital status?** Put a cross (x) in the relevant box Married / Male Female Single Civil Partner Unmarried Divorced / Dissolved Partnership Partner Widowed /

Surviving Civil Partner

2.7 Place of birth

| 2.8 Country of Birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | >>>>> 2.9 Nationality |
|---|--|
| | |
| | |
| 2.10 Do you hold any other nationalities? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | >>>>> 2.11 If 'Yes' please provide details |
| Tut a stood by in the relevant box | |
| Yes No If 'No' go to Part 3 | |
| | |
| | |
| Part 3 Passport Information Rea | d Guidance notes, Part 3 |
| 3.1 Current passport or travel document number >>> | 3.2 Issuing Authority |
| | - Isoming a minerally |
| | |
| 0.0 D 1 (1) | 0.4.0.4. |
| 3.3 Date of issue >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 3.4 Date of expiry |
| | |
| | |
| 3.5 Is this your first passport? | 3.6 If 'No' give details of previous passports covering the last 10 years |
| Put a cross (x) in the relevant box | including where these passports are now. |
| Yes No If 'Yes' go to Part 4 | |
| 11 103 go to 1 dit 4 | |
| | |
| | |
| | |
| Part 4 Your contact details Read | Guidance notes, Part 4 |
| 4.1 Your full residential address and postal code >>> | 4.2 Home (landline) telephone number |
| | |
| | |
| | 4.3 Mobile telephone number |
| | |
| | |
| | 4.4 Email address |
| | |
| | |
| | |
| | |
| 4.5 Contact details if different from above | |
| | |
| | For help completing this form please see the guidance |
| | FOI HEID COMBIECTION CHIEF DICEASE SEE CHE UNIVARICE |
| | |
| | notes. If you require further guidance or information, your |
| | |
| | notes. If you require further guidance or information, your local British Embassy or High Commission will be able |
| | notes. If you require further guidance or information, your local British Embassy or High Commission will be able to assist you. More information can also be found on the |

Your Family Read Guidance notes, Part 5a 5.1 Is your partner accompanying you or joining you later? If they are travelling later please provide their date of travel in Part 7. (If single go to 5.6) Put a cross (x) in the relevant box Not Yes No **Applicable** 5.2 Full name of spouse/partner 5.4 Spouse/Partner's place and country of birth 5.6 Do you have any children under 18 accompanying you 5.5 Spouse/Partner's nationality or joining you at a later date? Put a cross (x) in the relevant box No 5.7 If 'Yes' please provide full details about the child/children. If 'No' go to Question 5.8 Full name Date of Birth Place of birth Passport number Part 5b Your Parents Read Guidance notes, Part 5b 5.9 Father's family name 5.11 Father's place and country of birth 5.12 Father's nationality 5.14 Mother's family name 5.16 Mother's place and country of birth 5.17 Mother's nationality

Part 5a

Previous Applications and Travel History Read Guidance notes, Part 6 Part 6 6.1 If you have a UK National Insurance Number what is the number? >> 6.2 Have you travelled to the UK in the last 10 years? If 'Yes' please provide details below Yes No Put a cross (x) in the relevant box 6.3 Have you ever been refused a visa for any country No If 'Yes' please provide details below Yes including the UK? Put a cross (x) in the relevant box 6.4 Have you been granted a visa for the UK in the last 10 Yes No If 'Yes' please provide details below years? Put a cross (x) in the relevant box 6.5 Have you ever been refused entry on arrival to the UK? If 'Yes' please provide details below Yes No Put a cross (x) in the relevant box 6.6 Have you ever been in breach of your immigration If 'Yes' please provide details below Yes No conditions for the UK? Put a cross (x) in the relevant box 6.7 Have you ever been deported, removed or otherwise If 'Yes' please provide details below Yes No required to leave any country, including the UK? Put a cross (x) in the relevant box 6.8 Have you made an application to the Home Office to If 'Yes' please provide details below Yes No remain in the UK in the last 10 years? Put a cross (x) in the relevant box Reason for application 6.9 D o you have any criminal convictions either in the UK or Yes No If 'Yes' please provide details below overseas (you must include spent and unspent convictions as well as traffic offences)?

| criminal offence | for which you have not yet been tried in loss (x) in the relevant box | Yes | | No [| | If 'Yes' please provide details below |
|---------------------------------------|---|----------|---------|-------|------|--|
| Date | Country | | | | Offe | ence |
| involved in, or s | f either peace or war have you, ever been >>> uspected of involvement in, war crimes, numanity or genocide? the relevant box | Yes | | No [| | If 'Yes' please provide details in Part 7 , Additional information . Refer to Guidance notes for definitions |
| encouraged terr ever been a mer | ever been involved in, supported, or >>>>> rorist activities in any country? Have you, mber of, or given support to an organisation concerned in terrorism? the relevant box | Yes | | No [| | If 'Yes' please provide details in Part 7 , Additional information . Refer to Guidance notes for definitions |
| views that justify encourage other | ver, by any means or medium, expressed >>> y or glorify terrorist violence or that may rs to terrorist acts or other serious criminal ss (x) in the relevant box | Yes | | No [| | If 'Yes' please provide details in Part 7 , Additional information . Refer to Guidance notes for definitions |
| indicate that you | engaged in any other activities that might >>> u may not be considered a person of good a cross (x) in the relevant box | Yes | | No [| | If 'Yes' please provide details in Part 7, Additional information. |
| Part 7 | Additional Information Read Guid | lance | note | es, P | art | 7 |
| 7.1 Is there any | other information you wish to give in support of | your app | olicati | ion? | | |
| | | | | | | |
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Part 8

Declaration Read Guidance notes, Part 8

I hereby apply for a transfer of a visa/entry clearance to the United Kingdom. The information I have given is complete and true to the best of my knowledge. I also declare that the photograph submitted with this form is a true likeness of me. I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the United Kingdom Diplomatic Mission handling my application.

I am aware that it is an offence under the Immigration Act 1971 (as amended) to make a statement which I know to be false, or not believe to be true, in order to obtain a visa/entry clearance to the UK. I am also aware that my application will be automatically refused and I may be banned from going to the UK for 10 years if I use a false document, lie or withhold relevant information. I may also be banned if I have breached immigration laws in the UK. I am further aware that should I use a false document, lie or withhold relevant information my details may be passed to law enforcement agencies.

I declare that the documents that I have supplied with this application are genuine and the statements I have made with this application are truthful. I understand that UK Border Agency (or a trusted third party) may make reasonable checks to confirm the accuracy and authenticity of evidence I have provided and documents I have submitted with this application. I further understand that UK Border Agency (or a trusted third party) may also make reasonable checks on any sponsors to my application to verify statements contained in the application and establish that I will comply or have complied with the terms of any visa granted.

I understand that I may be required to provide a record of my fingerprints and a photograph of my face ("biometric data") as part of my application. If I refuse to do so, my application may be treated as invalid and, if so, will not be considered further. (See Statutory Instrument 2006 No 1743 - The Immigration (Provision of Physical Data) Regulations 2006, Regulation 7(1)).

I understand that UK entry clearance applications may be handled by British Missions in other locations, including outside the country in which I have applied for entry clearance and that this may involve the transferring of my application and supporting documents to and from another Mission. I understand that the UK Border Agency will be responsible for transferring my application and supporting documents safely. I understand in these circumstances my application will still be handled in line with UK Border Agency published customer service standards.

I understand that the fee payable is for an application processing and entry clearance decision-making service, not for the guaranteed delivery of a visa, therefore I will not be entitled to a refund should my application for entry to the UK or Commonwealth and Overseas Territories be refused or granted for a shorter time period than I applied for. I also understand that my visa application fee will be refunded only if the application is withdrawn in writing within 3 months and 7 days of the original date of application and prior to the submission of biometric data or any processing taking place.

I am aware that I may be billed for any medical treatment undertaken in the UK and that I do not have recourse to public funds during my stay in the UK.

I understand that all information provided by me will be processed by the UK Border Agency in accordance with the Data Protection Act 1998. I am aware that the UK Border Agency is the data controller in relation to the information provided by me in this application form. I am aware that the information I provide, including biometric data, will be treated in confidence, but it may be disclosed to other government departments, agencies, local authorities, foreign governments, and other bodies, to enable the UK Border Agency or those bodies to perform their functions. Any disclosures will be in accordance with the Data Protection Act 1998. I also understand that the information provided by me may also be used for staff training purposes.

I also understand that the information provided by me, or information made available to UK Border Agency during the processing of my application, may be shared with my sponsor(s) or any person(s) acting on their behalf or any applicant linked to my application (for example to my spouse / partner if we apply for visas for a trip together) for the sole purpose of considering my application. I am aware that if there is any information I do not want you to disclose to them I will tell you by enclosing a letter with my supporting documentation. If such requests prevent you from making legitimate inquiries, my application may be refused.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the UK Border Agency with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the UK Border Agency website. I declare that the information given on this form is correct to the best of my knowledge and belief. I also consent to the processing of information provided by me by the UK Border Agency.

| Applicant's signature | Date | | |
|--------------------------------------|------|----|------|
| | D D | ММ | YYYY |
| | | | |
| | | | |
| Demont/Level Occasion is signed. | | | |
| Parent/Legal Guardian's signature | | | |
| (if applicant is under 18 years old) | Date | | |
| | | ММ | YYYY |
| | | ММ | YYYY |

ENSURE YOU ALSO COMPLETE THE SEPARATE SELF-ASSESSMENT POINTS SCORING APPENDIX APPROPRIATE TO THE TIER OR SUB-TIER UNDER WHICH YOU ARE APPLYING

Annex A - Supporting Documents Checklist

Other (state which)

Appendix 4: Tier 1 (Post-Study Work)

Please ensure you submit all the relevant original documents that you want the Entry Clearance Officer to see when considering your application. You should also supply the documents specified on the separate Self-Assessment Appendix for the specific tier or sub-tier under which you are applying. The UK Immigration Rules make it clear that it is your responsibility to satisfy the Entry Clearance Officer that you are genuinely seeking entry to the UK for the purpose and duration that you have stated. Submission of particular documents does not guarantee that your visa will be issued. It is your decision how you satisfy the Entry Clearance Officer that your intentions are as you state in your application.

If you are unable to provide a document please explain why. Your application will automatically be refused and you may be banned from coming 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.

| All applicants | | Personal Details section |
|---|--------------------|---|
| A valid travel document or passport | | Unless single, please provide evidence of your marital status |
| One passport sized colour photograph | . This must not be | e.g. marriage or civil partnership certificate |
| more than 6 months old. (Please see phofor more details) | otograph box below | The official record of any conviction(s), detailing the crime(s) you were convicted of and the sentence(s) you received |
| Previous passports | | |
| ☐ Biometric details | | |
| ☐ The appropriate fee | | |
| Your photograph must be: | | |
| • Colour | | |
| Passport style and size (45mm high x 35 m | | |
| | | or sunglasses, although you can wear everyday glasses |
| Original – that is not digitally or optically alter Taken against an off white groups or light of | · · | st not be 'photo-shot' or 'touched-up') t your features are clearly distinguishable against the background |
| Printed on low-gloss, plain-white photo qua | | |
| | | ected and may cause a delay in processing your application. |
| g. up.iouc uo co co | | crow and may cause a detay in proceeding year approachem |
| | | nat we have received your documents and to keep a record of them documents you have provided with this application. Please continue |
| Type of document | How many? | |
| Passports and/or travel documents | | |
| Marriage or civil partnership certificate | | |
| Other (state which) | | |
| | | |

Appendix 2: Tier 1 (Investor) Appendix 6: Tier 5 (Temporary Worker) Appendix 3: Tier 1 (Entrepreneur) Appendix 7: Tier 5 (Youth Mobility Scheme)

Appendix 8: Tier 4 (General) Student

Appendix 5: Tier 2 (Skilled Worker) Appendix 9: Tier 4 (Child) Student

Annex B - Self-Assessment Points Scoring Appendices



POINTS BASED SYSTEM APPENDIX 8 (NOV 2012) TIER 4 (GENERAL) STUDENT SELF-ASSESSMENT

This form is for use outside the UK only This form is provided free of charge.

For official use only

▶ READ THIS FIRST

This form must be completed in blue or black ink.

Please ensure you submit all relevant, original documents as indicated in the sections. It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming 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. If you qualify for our differentiation arrangements you will normally be required to provide fewer evidential documents with your application. Where you are exempt from having to provide a document, or group of documents, you must still complete the relevant sections to confirm you meet the requirements and you hold the evidence in the manner required. The UKBA reserves the right to request the full range of documents from Tier 4 students in all cases.

An applicant aged over 16 and coming to study a course at or above NQF level 3 can choose to apply either as a Child (Student) or a (General) Student and meet the appropriate criteria.

Please ensure you also complete the main Personal Details form.

| Thease ensure you also complete the main reisonal Details form. | | |
|--|--|--|
| Part 1 About You | | |
| 1.1 Given name(s) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 1.2 Family name | |
| Part 2 Parent/Guardian details to be complete If applicant is 18 or over, skip to Part 3 | ted only where the applicant is 16 or 17 years old. | |
| Parent/Guardian 1 2.1 Give your parent or guardian's given name >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 2.2 Give your parent or guardian's family name | |
| 2.3 Give your parent or guardian's full contact address, >>>> including postal code. | 2.4 Give details of your relationship to your guardian (leave blank if you do not have a guardian) | |
| Parent/Guardian 2 (if applicable) 2.5 Give your parent or guardian's given name >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 2.6 Give your parent or guardian's family name | |
| 2.7 Give your parent or guardian's full contact address, >>>> including postal code. | 2.8 Give details of your relationship to your guardian (leave blank if you do not have a guardian) | |

| 2.9 Give the full address of where you will be residing in the UK including the postal code. If this is not known and your Tier 4 sponsor is arranging your accommodation give the contact details of the person doing this, and/or the temporary address you will use on arrival. | 2.10 You must provide a letter of consent to this application from your parent(s) or legal guardian. Put a cross (X) in the box to confirm you have done so (See the Tier 4 Policy Guidance for details of what this must contain). |
|--|---|
| 2.11 Will you be travelling to the UK alone? Put a cross in the re. | levant hox |
| Yes - Go to Part 3 | No - Complete Question 2.12 |
| 2.12 Provide full details of up to two adults who will accompan | iny you Full name |
| | T dil ricarro |
| Address including postal code | Address including postal code |
| T-look and No. | Talankara Ma |
| Telephone No. | Telephone No. |
| Nationality | Nationality |
| | |
| Passport No | Passport No |
| | |
| Exact relationship to you | Exact relationship to you |
| | |
| Part 3 Tier 4 Sponsor (Education Provider | r) contact details |
| 3.1 Give the full name of your Tier 4 Sponsor | |
| | |
| 3.2 Give your Tier 4 Sponsor's Licence Number >>>>>>>> | 3.3 Give the full address of your Tier 4 Sponsor including postal code |
| | |
| | |
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| | |
| | |

| Part 4 Course details | |
|--|---|
| 4.1 Give the title of your course of study >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 4.2 Give the academic level of the course or qualification awarded when the course is finished. For example the National Qualification Framework level; or for English language course the CEFR level should be given e.g. B2. |
| 4.3 Give the start and end dates for your course of study >>> From D D M M Y Y Y Y Y | 4.4 Give the full address of your primary site of study, including postal code. See the Tier 4 Policy Guidance for an explanation of primary site of study. |
| 4.5 Have you already started studying this course? | |
| Put a cross (x) in the relevant box Yes No - Go to Part 5 | |
| You require 30 points from this part, or your application of Acceptance for Studies (CAS) Select to confort Acceptance for Studies, <i>Put a cross (X) in the box</i> 5.2 What is your Confirmation of Acceptance >>>>>> | |
| for Studies Number? | |
| 5.3 Confirm which of the following options applies. Put a cross (Studying - Go to Question 5.4 Undertaking a foundation programme as a Postgraduate | Undertaking a post as a Sabbatical Officer Go to Question 5.6 |
| Doctor or Dentist - Go to Question 5.6 | |
| 5.4 Unless you are exempt under differentiation arrangements and/or original transcripts of results and/or references that are sponsor. | s, you must send all of the original certificate(s) of qualification e listed in the CAS. You must get this information from your Tier 4 |
| Put a cross (X) in the box to confirm you have done so if this applies to you | Put a cross (X) in the box to confirm evidence not required under guidance, but held by applicant. |
| 5.5 Have you been assessed by your sponsor by other means, part of a study abroad programme, by your sponsor's internal to (state which)? (Please do not submit this) Put a cross (X) in the | est, a portfolio of artwork, or other means as stated on your CAS |
| Yes - Say how you have been assessed in the space below then Go to Question 5.6 | No - Go to Question 5.6 |
| | |
| | |
| | |

English language ability

Your sponsor must ensure that you are competent in English language before assigning you a CAS. Your sponsor must check you are competent at a minimum level of CEFR B1 for courses below NQF level 6. (This also applies if you are studying an English language course, a pre-sessional course before a degree and a foundation degree), and at CEFR level B2 for courses at NQF level 6 and above. The English language requirement may be waived if you are considered to be a gifted student by your sponsor, you are studying at a Higher Education Institution (HEI), and authorisation has been given by the academic registrar. Before completing this section of the form you should refer to the Immigration Rules and Tier 4 policy guidance to check how your English level has been assessed.

| 5.6 Put a cross (X) in one box to indicate now you meet the minim | um English language requirement relevant to your course. |
|--|---|
| National of a majority English speaking country - Go to Question | n 5.7 |
| Academic qualification equivalent to UK degree, taught in majorit | ty English speaking country - Go to Question 5.8 |
| English language test - Go to Question 5.10 | |
| Previous study as a child student (or under the student rules that | t were in force before 31 March 2009) - Go to Question 5.12 |
| Your sponsor is a Higher Education Institution, and has made its Question 5.14 | own assessment of your English language ability - Go to |
| Your sponsor is an HEI, considers you to be a gifted student and Your CAS must confirm that the Academic Registrar has approve | d has waived the English language requirement. ed the waiving of the language requirement Go to Question 5.14 |
| 5.7 Majority English speaking country. | |
| Antigua and Barbuda; Australia; The Bahamas; Barbados; Beli. New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Gre | |
| If you are a national of one of the countries listed above you are d | eemed to have the appropriate standard of English language |
| Give your nationality This should be the nationality shown in the passpo | ort/travel document you wish to use for this application. |
| | Go to Question 5.14 |
| 5.8 Academic qualification equivalent to UK degree, taught in major | ority English speaking country |
| Antigua and Barbuda; Australia; The Bahamas; Barbados; Be New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the C The United States of America | |
| If you have completed an academic qualification at least equivale countries listed above you are deemed to have the appropriate st | |
| Give your academic qualification and the country it was taught in | |
| 5.9 Put a cross (X) in the box to indicate what evidence you have s | cumplied |
| Original test certificate | Evidence not required under guidance but held by applicant Go to Question 5.14 |
| 5.10 English language test. For a list of acceptable tests see the link Awarding Body >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | in the Tier 4 Policy Guidance. <i>Provide details of the test taken:</i> Title of qualification |
| | |
| Level of qualification >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | Date of Award |
| | D D M M Y Y Y |
| Award reference number | |
| | |
| 5.11 Put a cross (x) in the box to indicate what evidence you have | |
| Original test certificate - Go to Question 5.14 | Evidence not required under guidance but held by applicant Go to Question 5.14 |

| 5.12 Please give details of your previous place of study and cours (or under the student rules that were in force before 31 March 200 under 18 years old) which was: | | |
|--|---|--|
| At least six months in length; and | | |
| • Ended within two years of the date the sponsor assigned your C | Confirmation of Acceptance for Studies. | |
| Name of Institution >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | Title of Course | |
| | | |
| Qualification | Year of Award | |
| | YYYY | |
| Date of Award | | |
| Start date DDMMMYYYY | End date DDMMMYYYY | |
| 5.13 Put a cross (X) in the box to indicate what evidence you have | e supplied | |
| Original course certificate | Evidence not required under guidance but held by applicant | |
| ATAS certificate | | |
| 5.14 Are you required to obtain permission from the Academic Te Guidance for the circumstances when this is required) <i>Put a cross (X)</i> | | |
| Yes - Go to Question 5.15 | No - Go to Part 6 | |
| 5.15 Put a cross (X) in the box to confirm you have provided the Scheme (ATAS) clearance certificate. Then Go to Part 6 | original of your Academic Technology Approval >>>>>> | |
| Sabbatical Officer | | |
| 5.16 Put a cross (X) in the box to confirm you are applying as a Sa Confirmation of Acceptance for Studies from your sponsor, provided in | | |
| Postgraduate Doctor or Dentist | | |
| 5.17 If you intend to be a Postgraduate Doctor or Dentist we will You must send us all of the original certificate(s) and/or original tr Medicine or Dentistry that are listed in the CAS. Put a cross (X) in the box to confirm you have done so. | | |
| | | |
| Part 6 Maintenance (Funds) You must have a minimum level of funds to cover your course fees and support yourself. You should refer to the Immigration Rules and the Tier 4 Policy Guidance. You need 10 points from this part, or your application will be refused. | | |
| 6.1 How much are the fees for your course of study? The figure sho | ould be the same as in the CAS | |
| which will be used as the specified evidence for this. If you will be studence school this will include course fees and boarding or lodging fees. | 142 | |
| • If you are beginning a new course give the fees for the first year of the | | |
| • If you are a applying for a further period of leave to continue an existing course, give the course fees that you still need to pay to the end of the current academic year, if you are part way through the year; or for the next academic year if you will continue on your course at the start of the next academic year. If you have no course fees to pay put £0.00 in the box. | | |
| • If this will be part of a study abroad programme give any fees you will be required to pay to the UK education provider for the first year of your course, or for the entire course, if it is less than one year's duration. | | |
| • If you have no fees to pay the UK education provider put £0.00 in the | e box. | |
| 6.2 Have any of your course fees been paid? Put a cross (X) in the Yes - Paid to UK Education Provider. Enter the amount in the box below then - Go to Question 6.3 | Yes - Paid to Overseas Higher Education Institution (Zero fee on CAS) - Go to Question 6.3 | |
| £ | No - Go to Question 6.4 | |
| 6.3 Put a cross (X) in the relevant box to show what document ha | as been provided as evidence of payment. | |
| Shown in the CAS | An official, original receipt | |
| Evidence not required under guidance but held by applicant | | |

| 0.4 Fut a cross (A) in the box to commit you have sufficient fund | s to cover remaining course lees due for payment. |
|--|--|
| 6.5 Do you have an established presence in the UK? Put a cross | (X) in the relevant box. |
| Yes - Go to Question 6.9 | No - Go to Question 6.6 |
| 6.6 Initial application Put a cross (X) in the relevant box to confirm your primary site of study. London Boroughs and how to assess your primary site of study. | ly. See the Tier 4 Policy Guidance for an explanation of the Inner |
| Inside the Inner London Boroughs Go to Question 6.7 | Outside the Inner London Boroughs Go to Question 6.8 |
| 6.7 You must have £1000 per month to cover >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 6.8 You must have £800 per month to cover maintenance in the UK (up to a maximum of 9 months). See the Tier 4 Policy Guidance for a full explanation of maintenance charges. Calculate the amount you will require and enter this in the space provided. Go to Question 6.12 |
| 6.0 Extension application (actablished pressure) | |
| 6.9 Extension application (established presence) Put a cross (X) in the relevant box to confirm your primary site of study. London Boroughs and how to assess your primary site of study. | ly. See the Tier 4 Policy Guidance for an explanation of the Inner |
| Inside the Inner London Boroughs Go to Question 6.10 | Outside the Inner London Boroughs Go to Question 6.11 |
| 6.10 You must have £1000 per month to cover >>>>>>> maintenance in the UK (up to a maximum of 2 months). See the Tier 4 Policy Guidance for a full explanation of maintenance charges. Calculate the amount you will require and enter this in the space provided. Go to Question 6.12 | 6.11 You must have £800 per month to cover maintenance in the UK (up to a maximum of 2 months). See the Tier 4 Policy Guidance for a full explanation of maintenance charges. Calculate the amount you will require and enter this in the space provided. Go to Question 6.12 |
| £ | £ |
| 6.12 Have any of your accommodation fees been paid to your sp Yes - Paid to UK Education Provider. Enter the amount in the box below then - Go to Question 6.13 | ponsor? Put a cross (X) in the relevant box. Yes - Paid to Overseas Higher Education Institution Go to Question 6.13 |
| £ see Tier 4 guidance for limit | No - Go to Question 6.14 |
| 6.13 Put a cross (X) in the relevant box to show what document h | nas been provided as evidence of payment. |
| Shown in the CAS | An official, original receipt |
| Evidence not required under guidance but held by applicant | |
| 6.14 Showing funds Do you receive support from a financial sponsor that meets the (See Tier 4 Policy Guidance for definitions) Put a cross (X) in the relev | vant box |
| Yes - Provide name of official financial sponsor | No - Go to Question 6.17 |
| | |
| 6.15 Put a cross (X) in the relevant box to confirm what evidence | of financial sponsorship you have provided. |
| An original letter to confirm the financial sponsorship from an o | fficial financial sponsor or Government sponsor. |
| You are receiving official financial sponsorship from your Tier 4 financial sponsorship are included in the CAS. | licensed sponsor (e.g. a scholarship or bursary), and details of the |
| Evidence not required under guidance, but original letter to cor government sponsor, held by applicant | nfirm the financial sponsorship from an official financial sponsor or |
| Go to Question 6.16 | |

| 6.16 Complete the box(es) to indicate expenses. | how much the official finance | cial sponsor | or Government sponsor is paying towards your |
|--|--------------------------------------|---|---|
| For Course fees | | For Maintena | ance |
| £ | | £ | |
| 6.17 Do you have any remaining fees | and maintenance still due fo | | |
| Yes - Complete the boxes below | w | No - | No money due, no evidence needed Go to Part 7 |
| Course fees >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | £ | | |
| Maintenance >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | £ | | |
| Total >>>>>>>>> | £ | | |
| 6.18 Do you have money in your own | name? Put a cross (X) in the | relevant box. | |
| Yes - Go to question 6.20 | | No - | Go to question 6.19 |
| Have money in parent / legal gual Go to question 6.19 | rdians bank account. | | |
| 6.19 Put a cross (X) to confirm what e | vidence you have provided | | |
| A letter from your parent or legal guardian Evidence not | | nce not required under guidance but held by applicant | |
| Put a cross (X) to confirm that you hav | e provided one of the follow | ving pieces of | of evidence of the relationship. |
| Birth Certificate naming Student ar | nd Parent(s) | Court guard | document naming the student and the legal dian(s) |
| Certificate of adoption naming the student and the adoptive parent(s) Evidence not required under | | nce not required under guidance but held by applicant | |
| | ents must be originals. The f | unds must ha | has been supplied to cover all maintenance and fees ave been in your (or your parent or legal guardian's) rior to the date of your application. |
| Personal bank or building society s | statements | Savino | gs or building society pass books |
| Letter from a bank or building soci or the agreement of a loan | ety confirming the funds | | r from a regulated financial institution confirming funds agreement of a loan. |
| Evidence not required under guida | nce but held by applicant | | |
| | tly verified by the UK Border A | | e not in English or Welsh must be accompanied by a priginal translation must contain confirmation from the |

• the translator's contact details.

| Part 7 Summary Sheet | | |
|---|-----------------------|--|
| Please complete the summary sheet below, listing the points you have claimed and the documentation provided. You must provide the required evidence as specified in this application form and the Tier 4 Policy Guidance. All documents must be originals unless otherwise stated. Failure to submit required evidence is likely to lead to refusal of the application. | | |
| Points Scoring Area | Points Claimed | Documents provided/held by applicant (please list) |
| Possession of a CAS (30 points) | | |
| Maintenance (Funds) (10 points) | | |
| Total | | |
| I confirm I have completed the separate Applicant's signature | Personal Details form | and accept the contents of the declaration. Date |
| | | D D M M Y Y Y |
| Parent/Legal Guardian's signature (If applicant is 16 or 17 years old) | | Date |
| | | D D M M Y Y Y |
| YOU MUST SUBMIT A PAPER COPY OF THIS APPENDIX WITH YOUR SUPPORTING DOCUMENTS. ENSURE YOU ALSO COMPLETE THE PERSONAL DETAILS FORM EITHER ON PAPER OR ON LINE. YOU SHOULD SIGN THE DECLARATION AND SUBMIT THIS WITH YOUR OTHER DOCUMENTS. | | |