



LSE Guide to Completing the Online Tier 4 Application Form Outside the UK (July 2015)

This guide is for students who are applying for their Tier 4 Student visa outside the UK. It is divided into three sections:


Section 1 – Completing the online Tier 4 application form outside the UK

Section 2 – BRP Collection

Section 3 – Paying the Immigration Healthcare Surcharge



You should read the ISIS guide to applying for the Tier 4 visa before completing your application form. The ISIS guide to applying for the Tier 4 visa explains the whole application process from an LSE perspective and provides links to important sections of the Tier 4 Policy Guidance. The guide to completing the forms should not be used on its own because it does not explain the rules.

Where you see a  this information has been added by ISIS.

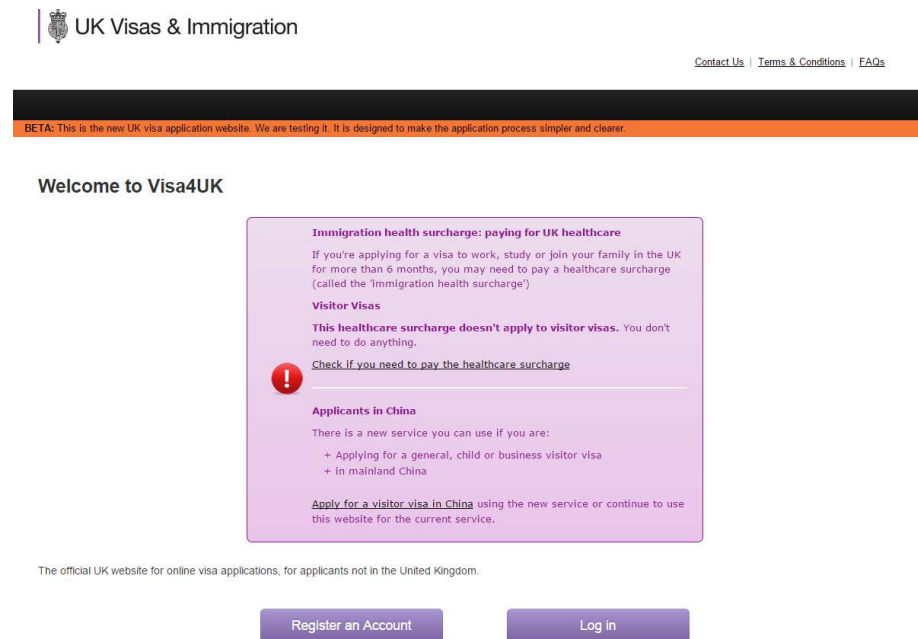
Section 1 – Completing the online Tier 4 application form overseas

Selecting the correct form

- Go to the Home Office web pages <https://www.gov.uk/tier-4-general-visa>. You should now see the following screen:



Click on the link **“Apply online”** for the application form. Choose **“Start Now”** to take you to the following screen.



The screenshot shows the UK Visas & Immigration website. At the top left is the logo and text "UK Visas & Immigration". At the top right are links for "Contact Us", "Terms & Conditions", and "FAQs". Below this is a black banner with a red border containing the text: "BETA: This is the new UK visa application website. We are testing it. It is designed to make the application process simpler and clearer." Below the banner is the heading "Welcome to Visa4UK". A large purple box contains the following text: "Immigration health surcharge: paying for UK healthcare. If you're applying for a visa to work, study or join your family in the UK for more than 6 months, you may need to pay a healthcare surcharge (called the 'immigration health surcharge')." It then says "Visitor Visas. This healthcare surcharge doesn't apply to visitor visas. You don't need to do anything." Below this is a red exclamation mark icon and the text "Check if you need to pay the healthcare surcharge". Further down, it says "Applicants in China. There is a new service you can use if you are: + Applying for a general, child or business visitor visa + In mainland China." At the bottom of the purple box, it says "Apply for a visitor visa in China using the new service or continue to use this website for the current service." Below the purple box is the text "The official UK website for online visa applications, for applicants not in the United Kingdom." At the bottom are two buttons: "Register an Account" and "Log in".

Creating an account with the UK Visas & Immigration

To be able to submit an online application, you will need to register with UK Visas and Immigration. Follow these steps to create your account:

- choose ‘register’ to create an account with the UK Visas and Immigration.
- once you have registered your details with the UK Visas and Immigration, they will automatically send you an email to verify your email address. Choose the email address you use most frequently as these details will be automatically saved on the application form.
- Once you have changed your password you will see the screen explaining the Tier 4 online application form again.

Before you start

You can only use this form to apply from outside the UK:

- Immigration Rule 28 requires that *an applicant for an entry clearance [a visa] must be outside the United Kingdom and Islands at the time of the application.*
- Immigration rule 34G explains that “the time of the application” means *the date on which the online application is submitted.*

To start a new application, you need to choose **“Apply for Myself”** at the top of the screen. Click on continue at the bottom of the **“Important Information”** screen to access the form.

Choosing the correct form

Some of the information on the “Applicant Details” screen have already been completed on the basis of the information you provided when you registered.

Passport Number

Date of Birth

Date of Intended Travel

Location

As part of the application process it will be necessary for you to travel to the Visa Application Centre in Kenya to submit your application and biometric data. Once you have completed your visa application and made your appointment you must create an account on the Teleperformance website at uk.tiscontact.com. If you do not create an account on the Teleperformance website this will delay your appointment at the Visa Application Centre.

Country of Nationality

Note: Throughout this online form, a reference to a 'country' or a 'nationality' may in some cases be a reference to a country or to a territory, with its own passport-issuing authority.

Select Visa Type

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

Reason for Visit

Visa Type

Visa Sub Type

Visa Confirmation Question(s)

Once you have selected a Visa Sub Type, any confirmation questions will be displayed.

Some countries have specific messages about where to apply, additional costs or checks that will be made.

There are a number of options available for Tier 4 applicants.

Select Visa Type

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

Reason for Visit

Visa Type

Visa Sub Type

-- Select a Visa Sub Type --

Tier 4 (Child)(Sponsored) Student

Tier 4 (General) Dependant Child

Tier 4 (General) Dependant Partner

Tier 4 (General) Student

Tier 4 (General)(Sponsored) Student

Tier 4 (UK Government Scholarship) Student

Tier 4 (Child) Student

Visa Confirmation Question(s)

Once you have selected a Visa Sub Type, any confirmation questions will be displayed.

If you are receiving a scholarship through the UK government e.g. Chevening or Marshall scholarships, choose *Tier 4 (UK Government Scholarship) Student*. Otherwise, choose *Tier 4 (General) student*.

We advise you to disregard the option *Tier 4 (General) (Sponsored) Student* even if you are being sponsored by the LSE. There is no difference between the Tier 4 (General) and Tier 4 (Sponsored) student.

Passport and Travel Information

You can apply in any country outside the UK, if either

- you are a national of that country, *or*

- you are living* there, or
- there is an agreement that people of your nationality can apply there, for example because the British Embassy in your own country is closed.

*"Living" somewhere is defined by the Home Office as being there lawfully "in any capacity other than as a short-term visitor" (*Immigration Directorate Instructions, Chapter 1, Section 4: Entry Clearance, paragraph 7.2 Definition of "living"*).

<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idischapter1/>

For example, if you have a visa for study or for work, as someone's family member, if you have permanent residence or a refugee-related status, then you are living in that country. You are not normally "living" in a country if you are only there as a tourist or visitor or if you are not there lawfully.

Passport/Travel Document

The information provided in your application form must match the information that is provided on your CAS. If your passport details have changed or there is an error in your CAS, contact the team that issued your CAS to get it updated.

Travel Information			
Are you travelling with anyone?		Are you travelling with anyone?	
<input checked="" type="radio"/> Yes * <input type="radio"/> No			
Family Name	Given Names	Date of Birth	Visa Held
No data entered			
<input type="button" value="Add"/> *			

We advise that if you plan to travel with a family member, or another student, or in a group, give their details here, whatever their nationality and even if they are not related to you.

Date of planned arrival in the UK	On which date do you intend to arrive in the UK?
<input type="text"/> <input type="button" value="Calendar"/> *	

The earliest date you should choose is one month before your course start date on your CAS statement. This would be the maximum extra period granted before your course starts. Your Biometric Residence Permit will be delivered to the collection point based on the answer you provide to this question. Find out more about Biometric Residence Permits in our [guide to applying for Tier 4](#) and on the [UKCISA](#) website.

We always advise that you wait until your visa is issued before arranging any travel, so if you don't know your planned arrival date, we advise you give the earliest possible date, i.e. one month before the course start date. Once your visa has been granted, we advise you plan to arrive as early as possible before your registration date to give you time to collect your BRP.

How long do you intend to stay in the UK?	How long do you intend to stay in the UK?
<input type="text"/> *	

There is no specific date required here, nor can you give any detailed plans because the text field is a maximum 20 characters. Simply explain your current intentions, which may change in future, for example "the length of my course".

What is the main address and contact details of where you will be staying whilst in the UK?	What is the main address and the contact details of where you will be staying whilst in the UK?
Line 1: <input type="text"/> *	
Line 2: <input type="text"/>	
Line 3: <input type="text"/>	
Line 4: <input type="text"/>	
Postcode: <input type="text"/>	
Primary contact no: <input type="text"/> *	
Secondary contact no: <input type="text"/>	
Email address: <input type="text"/>	

It is important that the Home Office can contact you if necessary. If you already know your London address, give it here. Most new students do not yet know their London address. We advise you give an address where you could be contacted in future, for example your academic department. After you come to the UK and know your London address, you can update your contact address with the Home Office.

Primary contact number: If you already have a UK phone number, give your own number here. If you do not, give a number for the person or office whose address you have given above.

Email address: Give the email address that you will use most often here.

Personal Details and Travel History

Personal Details	
What is your permanent residential address and contact details?	What is your permanent residential address and contact details? You must enter at least one contact phone number
Line 1: <input type="text"/> *	
Line 2: <input type="text"/>	
Line 3: <input type="text"/>	
Line 4: <input type="text"/>	

Depending on your personal situation this could be your current address, or a different permanent address e.g. your family home.

Travel History

In order to answer the questions in this section, you will need to have your current passport and any previous passports available.

We advise that you prepare any information about previous immigration and visa applications to any country and travel itineraries for any previous trips outside your home country. If you have previously obtained a National Insurance (NI) number in the UK, you will also need that number. A National Insurance is only issued if you have previously worked in the UK. These documents are NOT required for your application, but the information they contain will help you complete this section.

Whenever the form asks for a date, it will only accept an exact date in the UK format day/month/year. If you do not know the exact day, we advise you say the 1st day of the month. If you do not know the exact month or the exact year, we advise you give the earliest one it could be.

Have you been issued any visa for the UK, UK Overseas Territories or Commonwealth Country in the last 10 years?

Yes *

No

Please Enter Details

Type of Visa Issued	Date of Issue	Date of Expiry	Issuing Authority
No data entered			

Add *

In this question, a visa means a sticker in your passport which was issued before travelling. This question is only asking about visas before travel. It is not asking about any extension applications you have made in the UK, or about if you have entered the UK under a visa waiver, although in everyday language you may think of these as a “visa”. There is separate question about these matters later.

“The UK” means England, Wales, Scotland and Northern Ireland. It does not include the Channel Islands, the Isle of Man, the Republic of Ireland or any other European countries.

“UK Overseas Territories” are Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, Henderson, Ducie and Oeno Islands, South Georgia and the South Sandwich Islands, St Helena and Dependencies (Ascension Island and Tristan de Cunha), and Turks and Caicos Islands.

“Commonwealth Country” means any country listed at <http://thecommonwealth.org/member-countries> plus Zimbabwe from 1980 to 2003 only and the Gambia from 1965 to 2013 only.

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

Yes *

No

Please Enter Details

Date of Application	Type of Application	Home Office Reference Number
No data entered		

Add *

This is asking only about any previous applications you have made to extend your stay in the UK. It is not asking about entering the UK as a visitor without a visa, which nationals of the USA, South Korea, Canada, Brazil and others can do.

“Type of application” means whether it was for Tier 4, Tier 1 Post Study Work, student visa, etc.

The **“Home Office Reference Number”** field has enough space for 50 characters. If you do not have the Reference Number from the correspondence with the Home Office, you can explain that in 50 characters or less.

Have you been refused entry to the UK in the last 10 years (for example at a UK airport or seaport)?	Have you been refused entry to the UK in the last 10 years (for example at a UK airport or seaport)?		
<input checked="" type="radio"/> Yes * <input type="radio"/> No			
Please Enter Details			
Please enter details			
Date of refusal	Port or airport	Reason for refusal	Reference number (if applicable)
No data entered			
Add *			

“Refused entry” means that you were not permitted to enter the UK for example at the airport. This does not refer to visa application refusals or extension refusals. You should answer this question truthfully, for example if you were initially refused entry but were then given temporary admission we advise that you declare this. Failing to declare a refusal can result in a ban on immigration applications to the UK.

“Reason for refusal” will be given in any papers you were given, if you were refused entry. You can explain very briefly. If the Entry Clearance Officer needs further information beyond this, they can check Home Office records.

Have you been refused a visa for any country including the UK in the last 10 years?	Have you been refused a visa for any country, including the UK, in the last 10 years?		
<input checked="" type="radio"/> Yes * <input type="radio"/> No			
Please Enter Details			
Please enter details			
Country of visa application	Type of Visa refused	Date of Refusal	Reason for Refusal
No data entered			
Add *			

List all visa refusals, including those where your visa refusal was later overturned at appeal or administrative review.

“Reason for refusal” will be given in the refusal notice. You can explain this very briefly. If the Entry Clearance Officer needs further information about any refusals of UK visas, they will be able to check their own records.

Have you ever voluntarily elected to depart the UK?	Have you ever voluntarily elected to depart the UK?		
<input checked="" type="radio"/> Yes * <input type="radio"/> No			
Please Enter Details			
Please enter details			
Date of departure	Airport or port of departure	Immigration decision and the papers you were served	Reference number
No data entered			
Add *			

If you have previously left the UK simply because your visa ended or you left earlier than originally planned, for example because your personal plans changed or because your visa was curtailed, you can answer **“No”**.

If you received a refusal on a visa application and were served with a Section 47 decision notice, you may have voluntarily elected to depart the UK if you arranged and paid for your own travel before your documents were returned. [Contact ISIS](#) for advice if you are unsure.

Have you ever travelled outside your country of residence, excluding the UK, in the last 10 years?	Have you travelled outside your country of residence, excluding to the UK or a Commonwealth Country, in the last 10 years?
<input type="radio"/> Yes * <input type="radio"/> No	

You will need to declare all of your travel in the previous 10 years. If there is insufficient space, you can include this in the “**Additional Information**” section at the end of the form.

Do you have a UK National Insurance Number?	Do you have a UK National Insurance Number?
<input type="radio"/> Yes * <input type="radio"/> No	
What is the National Insurance number e.g. AA123456Z?	What is the National Insurance number? e.g. AA_12_34_56_Z?
<input type="text"/>	
What is the reason for getting it?	What was the reason for getting it?
<input type="text"/>	

This is asking people who were previously in the UK whether they have a UK National Insurance (NI) number. A National Insurance number is permanent: if you have **ever** been issued with one, even if you no longer need it or you have lost it, answer *Yes*.

The *number* field only accepts 9 characters, and it is compulsory. If you no longer have your NI number card, we advise you check your UK employment or tax records for your NI number. If you do not have the number, write a very short note in this field saying so, for example “I lost it”. This may delay your application while your number is sourced, so we strongly advise that if you had a NI number in the past, you give the number here.

If we need to interview you, what language would you like to use in the interview?	If we need to interview you, what language would you like to use in the interview?
<input type="text"/>	

We suggest you write you would like to be interviewed in English.

Family Details

Spouse / Partner	
What is your marital status?	Select your current marital status
<input type="text" value="Single"/> * -- Select -- Single Married / Civil Partner Unmarried Partner Fiancée / Proposed Civil Partner Divorced / Dissolved Partnership Separated Widowed / Surviving Civil Partner	Nationality as stated in the passport or travel document

Civil partner means you are in a same-sex marriage, or a formal union with someone of the same sex, which is listed in the Immigration Directorate Instructions, Chapter 8, Section 2, paragraph 4 “Foreign Civil Partnerships”. See

<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter8/>

Unmarried partner means you have partner of either sex with whom you do not have a marriage or civil partnership, but with whom you have been living together as if you are married for at least two years.

The word **Fiancée** only refers to women but this is a spelling error, and that this option should also include a male **fiancé**. Choose this option if you are female or male and you have a firm plan to marry or form a civil partnership.

Dependent Children	
Do you have any dependent children?	Do you have any dependent children?
<input checked="" type="radio"/> Yes *	
<input type="radio"/> No	

Some Tier 4 visa holders can bring their [dependent partner and children](#) to the UK, providing they meet the immigration rules.

It is unclear whether this question is asking specifically about children who will come to the UK with you or simply whether you have any dependent children at all. Since it is ambiguous, we advise that if you have children who are dependent on you in some way, choose yes and give their details even if you do not plan for them to join you.

Medical Treatment

Medical Treatment	
Have you ever received medical treatment in the UK?	Have you previously had any medical treatment in the UK?
<input checked="" type="radio"/> Yes *	
<input type="radio"/> No	
Did you have to pay for the treatment?	Did you have to pay for the treatment?
<input checked="" type="radio"/> Yes *	
<input type="radio"/> No	

You should declare any medical treatment you have received in the UK. If you were required to pay for your medical treatment, but NHS records show you have outstanding debts of at least £1000, your application will be refused.

Tier 4 Student

Sponsor	
Give your Tier 4 Sponsor's licence number	What is your Tier 4 Sponsor's Licence Number?
<input type="text" value="1RRV3MMEX"/>	
What is the name of your sponsor?	What is the name of your sponsor?
<input *"="" type="text" value="London School of Economics and Politic"/>	
What is the full address of your sponsor?	What is the full address and contact details of your sponsor?
Organisation: <input type="text"/>	
Line 1: <input *"="" type="text" value="Houghton Street"/>	
Line 2: <input type="text" value="London"/>	
Line 3: <input type="text"/>	
Line 4: <input type="text"/>	
Postcode: <input type="text" value="WC2A 2AE"/>	
Primary contact no: <input *="" type="text" value=""/>	
Secondary contact no: <input type="text"/>	
Email address: <input type="text"/>	

The full name of the School is "London School of Economics and Political Science". The name does fit in the name field. "London School of Economics" or "LSE" are also fine.

Primary contact no: We advise you give the general School switchboard number which is +44 (0)20 7405 7686. If the Home Office call it is likely to be put through to ISIS or the relevant admissions team.

Studies

For the first five questions, copy the information from your CAS statement.

Address of main site of study: Repeat the details from the previous question about the “full address of your sponsor”. They ask the question twice because for some students, their site of study will be different from the main address of the institution. The LSE only has one site of study.

Confirm which of the following options apply	Which of the following options applies?
Studying *	
Have you been assessed by the sponsor by other means, for example references or a portfolio of artwork?	Have you been assessed by the sponsor by other means, for example references or a portfolio of artwork?
No *	

The LSE asks for academic references as part of the application process. However, these are usually for our own purposes and you are not required to declare them here. You should check your CAS in the “**Evidence Reviewed**” as this will confirm how we have assessed your suitability for the programme.

Previous versions of this application form asked you to confirm that you have evidence of any qualification that your sponsor has assessed and which is listed on the CAS. This is very important evidence for your application as it forms part of your 30 points awarded for your CAS. We advise that you give details of these qualifications in the “Additional Information” section of the form.

You must include the original certificate and/or official transcript for every qualification listed on your CAS statement under the “**Evidence reviewed**” section. The only exception to this are “low risk” nationals who must have the documents in place, but do not need to submit them when they apply. See our [Tier 4 guide](#) for more information about “low risk” nationals.

If you are returning to the UK to continue your current course at LSE, then under the “**Evidence Reviewed**” heading of your CAS it may say “**We have assessed the student's suitability to study based on progress in the programme so far**”. If it says this on your CAS, answer “**Yes**” and quote that line.

Please indicate how you meet the minimum English language requirement relevant to your course	Please indicate how you meet the minimum English language requirement relevant to your course
<input type="radio"/> National of a majority English speaking country * <input type="radio"/> Academic qualification equivalent to UK degree, taught in majority English speaking country * <input type="radio"/> English language test * <input type="radio"/> Previous study as a child student (or under the student rules that were in force before 31 March 2009) * <input checked="" type="radio"/> Your sponsor is a Higher Education Institution (HEI), and has made its own assessment of your English language ability * <input type="radio"/> Your sponsor is an HEI, considers you to be a gifted student and has waived the English Language requirement	

Details of how the LSE has assessed your English language ability can be found in your CAS in the “**Evidence Reviewed**” section. It is common for a CAS to confirm that the School has made its own assessment of your English, which is the fifth option here. If your CAS confirms this, but you also

meet one of the other options, for example you are a national of a majority English speaking country*, you can choose whichever option you prefer.

If LSE has listed specific qualifications or tests, you must include the original qualifications or evidence of your English test with your application.

***Majority English speaking country** means Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago or the USA.

Are you required to obtain permission from the Academic Technology Approval Scheme (ATAS)?	Are you required to obtain permission from the Academic Technology Approval Scheme (ATAS)?
<input type="radio"/> Yes <input type="radio"/> No	

You will have been informed at the offer stage if you require ATAS for your programme. More information on ATAS can be found in our [guide to applying for Tier 4](#).

Maintenance and Fees

Most visa refusals at LSE are because applicants did not meet the maintenance requirements of the visa. Please read the [Tier 4 Policy Guidance](#) to check you meet the requirements before submitting your application.

Maintenance and Fees	
How much are the fees for your course of study?	Course fees
<input type="text"/>	
Have any of your course fees been paid?	Have any of your course fees been paid?
<input type="text" value="Yes - Paid to UK Education Provider"/> *	
Please enter the amount GBP(£)	Amount in GBP(£)
<input type="text"/>	
What document has been provided as evidence of payment	What document has been provided as evidence of payment. Please select
<input type="text" value="Shown in the CAS"/> <input type="text" value="-- Select --"/> <input type="text" value="Shown in the CAS"/> <input type="text" value="An official or original receipt"/> <input type="text" value="Evidence is not required under guidance but held by applicant"/>	
Do you have an established presence in the UK?	Do you have an established presence in the UK?
<input type="text"/>	

Check the details of your fees on your CAS.

If your tuition fees are £0.00 on your CAS (for example if you are a postgraduate student near the end of your programme or if you are returning to the UK only to retake exams), copy this figure. You will still need to answer **“Yes”** to the second question and **“£0.00”** again for the third question

If you have recently made a tuition fees payment and are relying on it being shown in your CAS for your application, do not complete this section until you have received your updated CAS from LSE. If you submit your application before your CAS has been updated and declare these fees on the form, you are not meeting the requirements.

If your fee payment for a new programme does not appear on your CAS, contact the relevant admissions office. If a fee payment for a continuing programme is not showing contact Registry.

General Course students who pay their tuition fees to their home university should choose **“Yes – Paid to UK Education Provider”** even if you have only paid fees to your home institution. Your institution will pay your tuition fees on your behalf. You should check with your home institution if they have paid them, as the LSE will not be able to show them on your CAS if payment has not been made.

For the last question, you can choose *Evidence is not required under guidance but held by applicant* only if you can answer yes to all three questions:

- (1) Are you are a “low risk” national according to the Tier 4 Policy Guidance?
- (2) Are you are applying in your country of nationality, or a BNO applying in Hong Kong?
- (3) Do you have the following paper evidence that you have the necessary money to cover your remaining tuition fees plus your maintenance funds?
 - i) Dated before you apply, but no more than one month before?
 - ii) Showing that you have held the money in cash funds for 28 consecutive days?

Choosing *Evidence is not required under guidance but held by applicant* does **not** mean you do not need the evidence: you still need it, but you do not need to send it. You may still be asked for evidence that that you met their financial requirements on the date that you made your Tier 4 application.

Do you have an established presence in the UK?	Do you have an established presence in the UK?
<input type="radio"/> Yes *	
<input checked="" type="radio"/> No	

Established presence in this context means that you have a still-valid student or Tier 4 visa for the UK, and either

- during this visa you finished a single course that was at least six months long, *or*
- you are applying to continue a course and you have already completed at least six months of that course

For this initial application what is your your primary site of study?	For this initial application what is your your primary site of study?
<input type="text" value="Inside the Inner London Boroughs"/> *	

How much funding GBP(£) per month do you have to cover your the maintenance charges?	How much funding GBP(£) per month do you have to cover your the maintenance charges?
<input type="text"/>	

The phrase *your the maintenance charges* is an error and does not make sense. It should probably read *your maintenance costs*. You need to show that you have £1,020 per month. Most applicants need to show maximum £9180 for 9 months, but those with established presence only need to show a maximum of £2040 for 2 months. For more details, see our Tier 4 guide.

Have any of your accommodation fees been paid to your sponsor?	Have any of your accommodation fees been paid to your sponsor?
<input type="text" value="Yes - Paid to UK Education Provider"/> * <input type="text" value="-- Select --"/> <input type="text" value="Yes - Paid to UK Education Provider"/> <input type="text" value="Yes - Paid to overseas Higher Education Institution"/> <input type="text" value="No"/>	
	Amount in GBP (£)
What document has been provided as evidence of payment?	What document has been provided as evidence of payment. Please select
<input type="text" value="-- Select --"/>	

If you have made a payment to LSE for residences other than Lilian Knowles, Urbanest Kings Cross, Urbanest Westminster or Anson and Carleton Road, you can answer *Yes – Paid to UK Education Provider*.

Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor?	Do you receive support from a financial sponsor ?
<input checked="" type="radio"/> Yes * <input type="radio"/> No	
What is the name of the official financial sponsor?	What is the name of your Financial Sponsor?
<input type="text"/>	
How much in GBP (£) is the official financial sponsor or Government sponsor paying towards your expenses?	Course fees/ Boarding fees in GBP (£):
<input type="text"/>	
Course Fees	Course fees
<input type="text"/>	
Maintenance Fees	Maintenance fees in GBP (£)
<input type="text"/>	

There is an error in the first question. It should read *official financial sponsor* not *financial sponsor*. For guidance on what this means, see our Tier 4 guide.

We assume the explanatory note *Course fees/boarding fees* means the total amount of the scholarship for course fees and living costs. The form then asks you to break it down into separate figures for course fees and *maintenance fees*, which appears to mean maintenance or living costs.

Do you have any remaining fees and maintenance still due for payment?	Do you have any remaining fees and maintenance still due for payment?
<input checked="" type="radio"/> Yes * <input type="radio"/> No	
Course fees	Course fees
<input type="text"/>	
Maintenance	Maintenance fees in GBP (£)
<input type="text"/>	
Total	Total in GBP (£)
<input type="text"/>	

Only choose *No* if

- all your tuition fees have been paid, or you are showing evidence that they will be paid in full by an official financial sponsor; *and*
- either an official financial sponsor is covering all your maintenance, or you have no maintenance to show

Otherwise, choose *Yes*.

Course fees Copy from your CAS the figure for fees still to pay.

Maintenance will normally be £9180 (or £2040 if you have established presence), less a maximum £1020 of any money you have paid to LSE for accommodation (not Lilian Knowles, Urbanest Kings Cross, Urbanest Westminster or Anson and Carleton Road). For full details, see our Tier 4 guide.

<p>Do you have money in your own name?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Do you have money in your own name?</p>
<p>What original documents has been supplied showing evidence of funds for the fees that still need to be paid?</p> <div data-bbox="248 786 887 1070" style="border: 1px solid black; height: 127px; width: 400px;"></div>	<p>What original documents has been supplied showing evidence of funds for the fees that still need to be paid?</p>

If your total in the previous question is zero, because all your tuition fees and have been paid, and your official financial sponsor is covering all maintenance or there is no maintenance to show, this question is irrelevant too. However the form still asks it, so we advise you choose *Yes* and add something like “No documents, because fees and maintenance are all paid by my official financial sponsor, as confirmed above”

If your total in the previous question is more than zero, and you have money in your own name, answer *Yes* and explain here what documents you have as evidence of funds to pay for fees and maintenance.

There are several problems with the wording of this question.

- (1) It says “*fees* that still need to be paid”, but it appears to mean both tuition fees and maintenance.
- (2) It says “What original documents *has* been supplied...” which is grammatically incorrect
- (3) It asks about documents that have “been supplied” but this question must also be answered by “low risk” applicants, who do not need to “supply” the documents, they just obtain them and keep them safe in case they are asked.

For guidance on acceptable documents, see our Tier 4 guide.

If you have money in a parent or legal guardian’s name, answer *No*.

Do you have money in your own name?	Do you have money in your own name?
<input type="radio"/> Yes <input checked="" type="radio"/> No	
What evidence have you provided that shows both the amount of funds available and your relationship to your parents or legal guardians?	What evidence have you provided that shows both the amount of funds available and your relationship to your parents or legal guardians?
<div style="border: 1px solid black; height: 100px;"></div>	

See our Tier 4 guide for details of what evidence is required, and what *parent* and *legal guardian* mean.

The question says you need evidence of relationship to *your parents or legal guardians* (plural), but the Immigration Rules are clear that you can show funds and evidence related to one parent or legal guardian. Furthermore, the Immigration Rules specifically say that any joint account used in your application must have you as a named account holder. Despite this rule, it does appear to be acceptable to use funds held jointly by two parents or legal guardians.

Points Claimed	
Confirmation of Acceptance for Studies	Do you have sufficient funds to cover remaining course fees?
<input type="text" value="30"/>	
Maintenance	Maintenance
<input type="text" value="10"/>	
Total	Total Points you are claiming
<input type="text" value="40"/>	

Additional Information	
Is there any other information you wish to be considered as part of your application?	Is there any other information you wish to be considered as part of your application?
<div style="border: 1px solid black; height: 150px;"></div>	

There is not normally anything to write here. However, previous versions of the form specifically asked about any breaches of immigration conditions, so this would be your only opportunity to declare if in the past you have ever

- stayed in the UK after your visa or permission has expired. If so, we advise you give the dates of the overstay.
- failed to register with the police within 7 days of arrival, or report new leave, or a new address, if police registration was a condition written on your previous visa or permission
- claimed public funds despite a condition that you had no recourse to public funds
- worked illegally
- failed to study or work with your PBS sponsor
- any other breaches of specific previous leave

Before signing the declaration, double check your form and if you have any questions contact ISIS for advice.

Section 2 – BRP Collection

After signing the declaration, you will need to confirm which Post Office you will be required to collect your BRP from within 10 days of arriving in the UK.

We advise that you travel as soon as possible to the UK to collect your BRP.

You will be taken to the following screen:

If you know where you will be living during your studies, we advise that you choose “*Residential Address Postcode*” to collect your BRP from the nearest Post Office to your accommodation. This is because there are likely to be less people attending this Post Office to collect a BRP.

If you have not been allocated your accommodation, you can then select the “*Sponsor Address Postcode*” to collect your BRP from Aldwych Post Office. Aldwych Post Office is next to the LSE campus, but is likely to be busy, so if you are able to collect your BRP from an alternative location it may be more beneficial for you.

If you are not travelling directly to the LSE, for example you are staying with family, you can choose an alternative postcode to collect your BRP.

The best way to plan your travel around London is using [Transport for London’s journey planner](#) as this lists not only main transit points e.g. train stations, but also local bus stops.

You cannot change the Residential Address Postcode or Sponsor Address Postcode if your circumstances change. If you know your address has changed since completing the form, you can

provide an alternative address postcode. For example, if you are going to live in Bankside and use their post code, you will receive the following collection point:

Biometric Residence Permit (BRP) Collection

If you are granted leave to enter the UK for over six months, you will be given a BRP as proof of your leave and conditions of stay. You can read more about the BRP here <https://www.gov.uk/biometric-residence-permits>.

You must collect your BRP from a UK Post Office branch within 10 days of your arrival in the UK.

You will be assigned a Post Office branch to collect your BRP from based on the postcode you select below. Details of the location and opening hours of each branch are available here: <http://www.postoffice.co.uk/>

If neither Sponsor Address or Residential Address gives you a suitable Post Office branch to collect your BRP from, you may enter another postcode in the "Alternative Address" field. This may be any UK postcode that results in a Post Office branch being shown below.

If you are applying to enter a Crown Dependency (Channel Island) you will not be given a BRP and will not need to visit a Post Office branch. If this applies to you, please enter SW1H 0AX in the Alternative Address Postcode field below.

Residential Address Postcode:	<input type="radio"/> WC2A 2AE	Your assigned Post Office Branch: 12 Eastcheap London EC3M 1AJ
Sponsor Address Postcode:	<input type="radio"/> WC2A 2AE	
Alternative Address Postcode:	<input checked="" type="radio"/> SE1 9JA	
<input type="button" value="Find"/>	<input type="button" value="Back"/>	<input type="button" value="Confirm"/>

Once you click on confirm you will receive a message confirming that the Post Office is suitable. We advise you check the location of the Post Office before confirming that it is suitable. If the Post Office is suitable, choose YES.

Once you have confirmed the location to collect your Biometric Residence Permit, you will see the following screen:

Biometric Residence Permit (BRP) Collection

You have now completed your application for leave to enter the UK.

If your application is successful, your passport/travel document will contain a 30 day visa to allow travel to the UK. You will also be sent a BRP Decision Letter with instructions on collecting your BRP after your arrival in the UK.

You must collect your BRP within 10 working days of arriving in the UK from:

Post Office - Aldwych
95 Aldwych
London
WC2B 4JN

If you have chosen to collect your BRP from the Post Office you will find further guidance, and details of how to change the branch from which you will collect your BRP, here <https://www.gov.uk/biometric-residence-permits>

If your destination is a Crown Dependency (Jersey, Guernsey or the Isle of Man) you will not receive a BRP, and the advice above does not apply to you.

You can now book an appointment and pay the Immigration Health Surcharge.

Section 3 – Paying the Immigration Health Surcharge

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

Immigration Health Surcharge (IHS)

Application Reference Number: GWF036675367

PLEASE DO NOT USE THE BACK BUTTON ON YOUR BROWSER. X

If you use your browser back button during IHS payment it will cause an error message to appear ("Your changes have already submitted").

You are now being redirected to the immigration health surcharge (IHS) payment service.

IF YOU ENCOUNTER ANY PROBLEMS WHILE PAYING FOR YOUR IHS SURCHARGE:
Please contact the [UK Visas and Immigration Service](#).

Continue

Cancel

By choosing continue here, you will be redirected to the www.gov.uk webpages.

Check if you need to pay towards your healthcare in the UK

Before you complete your visa application you may need to pay a charge for healthcare services in the UK, called the 'immigration health surcharge (IHS)'.

You'll then be able to use the National Health Service (NHS). You will still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests.](#)

Cost

The IHS is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the payment is £150 per year.

Example

A person making a 5-year visa application would pay £200 x 5 = £1000.

Use this service to:

- check if you need to pay the IHS
- pay the IHS if it applies to you
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

- an email address
- your passport or travel document
- your payment card



You may be exempt from making paying the IHS but you still need an IHS reference number.

Continue

You will need to apply for an Immigration Healthcare Surcharge Number, even if you are exempt from paying the charge.

The surcharge costs £150 per year for Tier 4 students and their dependants. However, it is calculated on the basis of the length of leave you will be granted not the length of your course. The calculator is more suited to applications for initial visas, rather than students requiring extensions mid-programme. If you are extending your visa overseas after registering for your programme or are returning for re-sit examinations, please contact ISIS for advice on the amount of surcharge you will need to pay.

If you are applying for the first time, please refer to the information on your CAS to complete the screens.

The amount you are required to pay should be given to you in your local currency.

Bethan Ovens

351.00 (USD)

Total

351.00 (USD)

[Pay now](#)

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.

The UK Council for International Student Affairs have detailed advice on their [web pages](#) about the current issues with calculating the Immigration Healthcare Surcharge.

Information on the Immigration Healthcare Surcharge can be found on the [Arriving in the UK](#) web pages of the UKVI website. We advise that you read all of the sections before paying the surcharge.