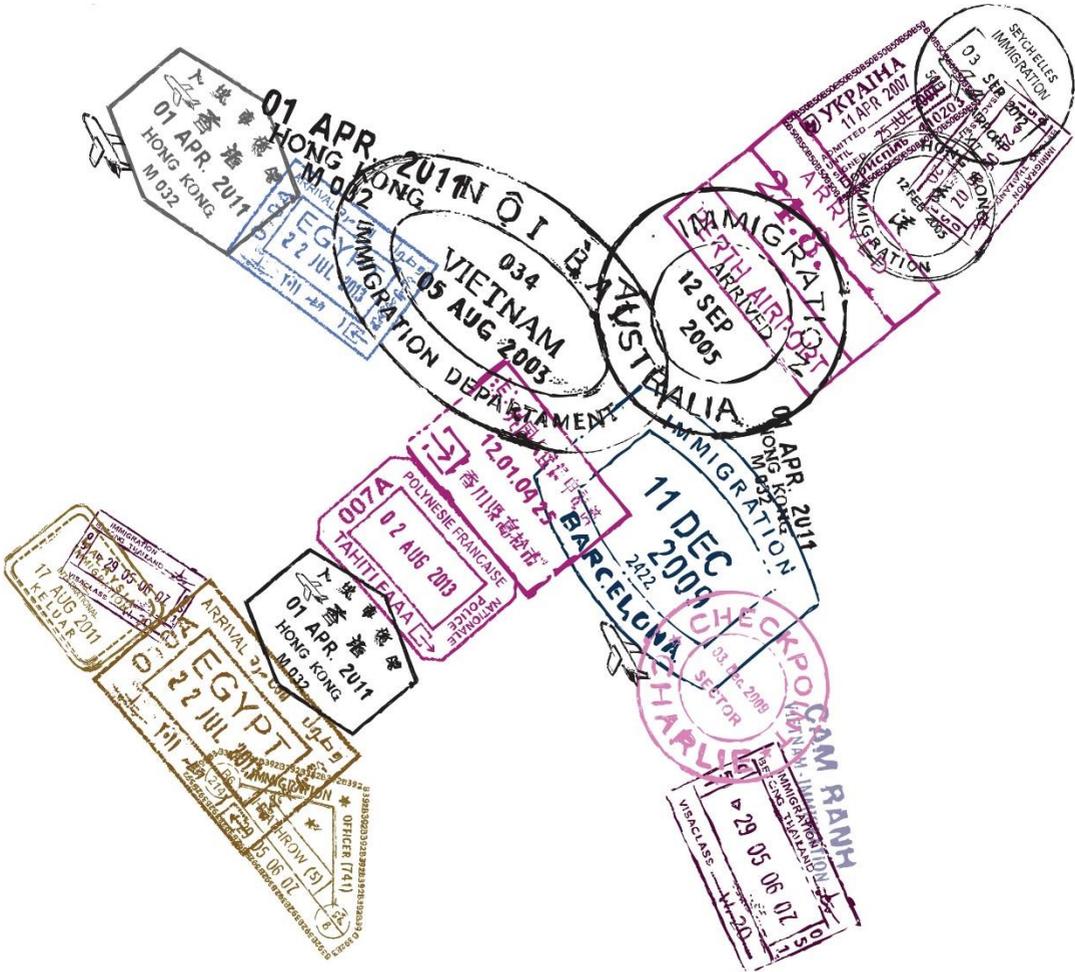


Applying for a Tier 4 (General) visa overseas



Welcome

This guide is primarily aimed at new international students coming to the UK to study. However, continuing students applying for a new visa in their home country may also find the information useful.

The information provided in this guide is correct at the time of printing (February 2016) however it is subject to change without notice. For up-to-date information, please visit the Immigration website at www.hull.ac.uk/immigrationadvice, and the UKVI website at www.gov.uk/tier-4-general-visa/apply.

Alternatively, you can get in touch with the Immigration Team at any point during the application process using the contact details below:

Immigration Team	T +44 (0)1482 462222
Student Wellbeing, Learning and Welfare Support Services	F +44 (0)1482 466669
	E immigration@hull.ac.uk

We look forward to seeing you soon!

Ting and Olga
University Immigration Advisors



Step 1: Accept your offer and confirm your email address

Once you receive a conditional offer letter from the University of Hull, you will need to confirm your acceptance of the offer with the Admissions Service. The details that you provided will then be used to generate your Confirmation of Acceptance for Studies (CAS) statement.

A CAS is a unique reference number given to you by an educational institution to study in the UK which the UK Visa and Immigration (UKVI) will use to access your student details after you have made your visa application. It is only valid to study at the University of Hull for a single visa application. It expires six months after issue.

Therefore, make sure that the Admissions Service has an accurate email address (your own or your Agent's).

Step 2: Meet all the listed conditions

Once you have accepted your conditional offer, the University of Hull requires you to meet all the conditions listed before you can be issued with a CAS. This may include payment of a deposit on your tuition fees and/or a clearance certificate from the Academic Technology Approval Scheme (ATAS). Your CAS statement is generated only after **all** of the conditions of your offer are met and not before 4 months prior to your course start date.



Tuition fee deposit (if required)

All international students undertaking a foundation programme, a taught/research Masters or a PhD are required to pay a tuition fee deposit of £2000. The Tier 4 CAS will only be issued once the required deposit amount has been received. This may take 5 working days depending on the time of year. You will find more information regarding tuition fee deposits on the admissions website: <http://hull.ac/tuitionfeedeposit>.

If your studies are funded by a University approved financial sponsor, the deposit requirement will be waived upon receipt of the appropriate financial guarantee evidence.

Apart from the required tuition deposit, paying tuition fees to the University in advance is not a requirement of the visa process. Students who choose to pay any additional fees to the University in advance need to ensure that the payment is reflected in the CAS statement.

ATAS certificate (if required)

You should check your offer letter to find out if you need apply for an ATAS certificate as it applies to certain science and technology programmes. Generally, ATAS applications are processed within a month and are valid

for 6 months. Unfortunately, there is no fast track facility and it may take longer for your ATAS application to be processed during busier periods. Therefore, please allow plenty of time to obtain the certificate since your CAS will not be generated until the ATAS clearance is received.

An ATAS application includes a statement outlining your area of research/study. It should be provided to you by our Admissions Service. This statement must be the same as agreed with your supervisor and held on file at the University of Hull. Please visit the ATAS website and apply for your ATAS certificate (if required) as soon as you receive your conditional offer: <https://www.gov.uk/guidance/academic-technology-approval-scheme>.

Step 3: Check your CAS statement

Your CAS statement will be sent to the email address you provided. Check it carefully to ensure that all the information is correct.

If you have been awarded a fee scholarship from the University and it does not appear on your CAS, please contact the Admissions Service. If there are any other errors on the CAS, you must report these to the Admissions Service, clearly quoting your 'applicant code' in an email to: tier4_applicants@hull.ac.uk

Please note that any errors will normally be rectified by adding a note to your CAS record. This means that a new CAS will not be issued. Instead, you will receive an email confirming the corrections that have been made.

Step 4: Start the visa application

Once you have received your CAS statement, please start your visa application. You will need time to prepare any additional supporting documents and may have some questions about your application. For further information, please visit the UKVI website: www.gov.uk/tier-4-general-visa/apply. You will then need to register and create an account at www.visa4uk.fco.gov.uk before you can start completing your visa application.



Step 5: Prepare your supporting documents

Take extra time and care to ensure your supporting documents meet the visa requirements. For detailed and up-to-date information about the documents required for your Tier 4 (G) visa application, please visit:

www.gov.uk/tier-4-general-visa/documents-you-must-provide.

Extra care at this stage can avoid unnecessary mistakes that lead to refusal. A refusal of a visa application may result in a lack of time to make a new one and/or meet University deadlines.

Translation of original documents

Original documents, such as your academic qualifications listed on your CAS statement, must be officially translated if they are not in English.

Financial evidence

You must provide original documents in the format specified by the UKVI that proves that you have enough money to cover your course fees and living expenses. The required amount of funds must be held, in a UKVI-approved financial institution, for at least 28 consecutive days ending no more than 31 days before your planned visa application date.

For example, if you plan to submit your visa application on 1st May and you provide a bank statement dated 1st April with the required amount in your bank account since 5th March (28 day period), your financial evidence will be considered to fulfil the requirements.

However, if you provide a bank statement dated 31st March with the

required amount in the account since 4th March (28 day period), your financial evidence will not be considered to fulfil the requirements since the bank statement was dated more than 31 days before the visa application date (1st May).

Similarly, if you provide a bank statement dated 1st April with the required amount in the account since 6th March (27 day period), your financial evidence will not be considered to fulfil the requirements as the amount was not in the account for the required period. The required funds need to be in your account for a full and continuous 28 day period before the date on which the bank issues the letter/statement.

It is advisable to have the funds in the account for more than the required 28 days to cover any possible overlap or delays in issuing financial documents. To be considered valid, the provided financial evidence must fulfil all of the required conditions such as dates, format and funds.

Tuberculosis screening

Nationals from certain countries applying to come to the UK for more than 6 months will be required to have a certificate showing they are free from tuberculosis (TB). Further information can be found at:

www.gov.uk/tb-test-visa.

Step 6: Check the application

Ensure that the information on your completed visa application form matches that on any supporting documents or that any mismatch is explained. It's important that your application is consistent.

Have all of your supporting documents ready and in good order before completing and submitting your application.

Step 7: Prepare for the Interview

Prepare for the interview that is likely to accompany your visa application. You may be interviewed in person, by telephone or via Skype, and the interview will include questions about your course, the University of Hull and your future plans.

Step 8: Pay Immigration Health Surcharge (IHS)

If you are a non-EEA national coming to study a programme that is 6 months or longer, you will also need to pay a healthcare charge that is called IHS (Immigration Health Surcharge) as part of your immigration application. The surcharge is £150 per year for students. Dependants will need to pay the same amount. UKVI calculates this charge for the full period for which your student visa is to be granted rather than the actual length of your course.

IHS payment is now part of the online visa application process. Once paid, it



should automatically appear on your visa application form. If there is no online visa application service at your home country, you will need to pay the healthcare surcharge online on <https://www.gov.uk/healthcare-immigration-application/pay> to obtain an IHS payment reference number. You must write this number on your visa application form before submitting it. For more information about IHS, please visit <https://www.gov.uk/healthcare-immigration-application/overview>.

Step 9: Submit the application

Submit your completed visa application and all of the supporting original documents.

Please then attend your interview (if invited), and answer all of the questions to the best of your knowledge.

Step 10: Check your visa

Previously, when students were making their Tier 4 visa applications overseas, they were issued with visa vignettes (stickers in their passport) with details of their visa.

UKVI introduced a new process in March 2015 which will, by July 2015, become applicable to all nationals.

Please follow this link for more details www.gov.uk/government/publications/biometric-residence-permits-overseas-applicant-and-sponsor-information.

From now on, when you make your visa application in your home country to study in the UK for more than 6 months, you will also make an application for a BRP card. The BRP card or BID document is proof that you are allowed to stay in the UK to study and/or work. It will show your personal details, biometric information, and the type and conditions of your visa (permission to come and stay in the UK for a limited period of time).

If your visa application is successful, you will be issued with a 30 day short term entry clearance (permission to enter the UK). You will also be given a letter stating which UK post office to collect your BRP card from when you arrive here. You must travel to the UK within this 30 day period and collect your BRP card within 10 days of arrival.

When you collect your BRP card, please check it carefully to ensure that all of the details (personal information, visa period etc.) are correct. If there are any mistakes, please contact the University Immigration Advisers for further assistance.

Please note you can collect your BRP card from the University of Hull if you wish. You will need to enter the University's ACL (Alternative Collection Location) code - 2HE437 into the "Alternative Collections" field of the BRP collection of your visa application.

If you did not enter the University's ACL code (2HE437) on your visa application. Please don't worry as your BRP will be

sent to the local Post Office. When you arrive at the University, you will be given information on where and how to collect your BRP.

Step 11: Check our Pre-arrival guide

Please read our Pre-arrival Guide for information on what to prepare before your journey to the UK:

www.hull.ac.uk/pre-arrivalguide.pdf

What to do if your application is refused?

If your visa application is refused, email a copy of your refusal notice as soon as you can to both the University Visa Compliance Team at vct@hull.ac.uk and The University Admissions Service at tier4_applicants@hull.ac.uk.

- If you require urgent immigration advice regarding your refusal, please email our Immigration Advisers at immigration@hull.ac.uk.
- If your visa application is refused, you will need a new CAS number to make a fresh application, and you will need to provide up-to-date financial evidence.

Checklist



- Step 1** Accept your conditional offer with the Admissions Service, and make sure they have the correct email address for you.
- Step 2** Meet all of the conditions on your offer letter. Your CAS statement is generated only after all conditions are met but not until **4 months** before your course start date
- Step 3** Check your CAS statement carefully. Ensure that all of the information on your CAS is correct, including your course and personal details.
- Step 4** Start your visa application.
- Step 5** Prepare all supporting documents to ensure they are ready and in good order before completing and submitting your application.
- Step 6** Ensure that the information on your completed visa application form is consistent with your supporting documents.
- Step 7** Prepare for the interview that is a part of your visa application. You may be asked about your course, the University of Hull and your future plans.
- Step 8** Pay your Immigration Health Surcharge and remember to put your reference number on your completed visa application, if applicable.
- Step 9** Submit your completed visa application and all of the supporting original documents.
- Step 10** Check your visa and make arrangements to travel to the UK within the required period and before your programme start date.
- Step 11** Check our Pre-Arrival guide for some useful information.

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