



International Student Support

Tier 4 student visa application Completing the UKVI Tier 4 Student Online Application

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This leaflet is produced by:

International Student Support Service

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www.ntu.ac.uk/studentssupport

NOTTINGHAM
TRENT UNIVERSITY 

Introduction

This guidance is for students who are completing the online Tier 4 application form in order to extend their Tier 4 student visa from within the UK, or those who wish to apply for the Doctorate Extension scheme (DES). You can find further online guidance on the Tier 4 requirements you must meet and the documents you must prepare on our webpages: www.ntu.ac.uk/internationalsupport. **Prior to making your application, you are advised to read through this guidance carefully, paying particular attention to the section on the Checking service provided by NTU.**

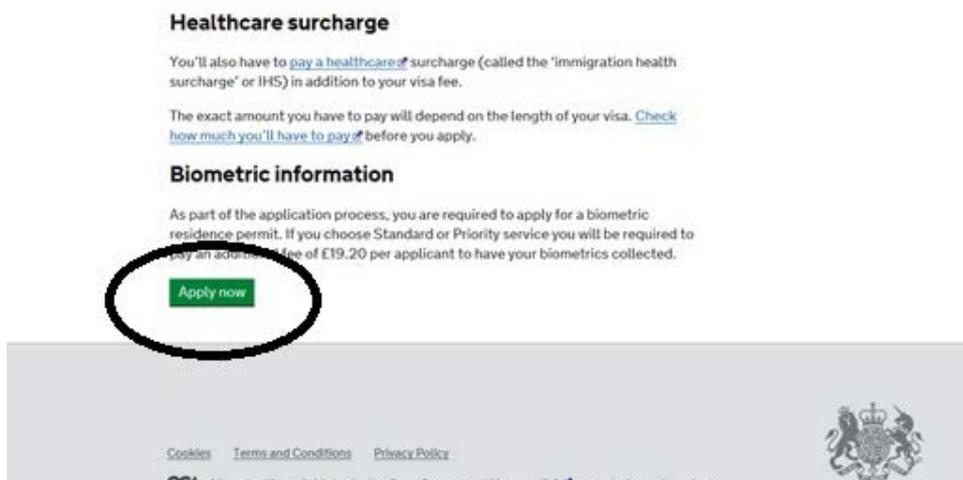
Please be aware that not all students are eligible to make their tier 4 application from the UK – please contact us by e-mail if you have any further questions on your eligibility to apply: int.support@ntu.ac.uk

In order to complete the application process, you need to take the following steps:

1. Create an account with UKVI
2. Complete the online form
3. Take note of the documents you need to upload
4. Pay the Immigration Health Surcharge
5. Pay the visa application fee
6. Book an appointment online at a UKVCAS (UK Visa and Citizenship Application Services) centre
7. Upload your documents for scanning to the UKVI
8. Attend your appointment.

1. Starting your application

Go to: <https://visas-immigration.service.gov.uk/product/tier-4-student>. Scroll to the bottom of the page and choose “Apply now”



a. Your location

At each stage, select your answer and then “Save and continue”:

GOV.UK Visas and Immigration

BETA This is a trial service

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Your location

Are you currently in the UK?

Yes No

Save and continue

b. Other Home Office Applications

GOV.UK Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Other Home Office applications

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.

Yes No

Save and continue

[Show and edit answers](#)

If you have already sent another UK visa application to the Home Office for which you are still awaiting a decision, please contact int.support@ntu.ac.uk

c. Immigration adviser

GOV.UK Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

Immigration adviser

Do you have an immigration adviser?

Immigration advisers can advise you on immigration law. For more information, click [here](#).

Yes No

Save and continue

“Do you have an immigration adviser?”
Only Choose “yes” if you have a legal representative such as a solicitor making this application on your behalf.

N.B. If you are using the University’s Checking service, select “No” to this answer.

d. Your email address and password

BETA This is a trial service

1. **Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Your email and password

Email address
You need an email address and password so you can save your application and go back to it later.

An email will be sent to:

Create a password
Your password must:

- be at least 8 characters long
- contain at least one letter
- contain at least one number or symbol such as @ or %

Your password is ok

Choose an email address you check regularly. (Once you have set up your password, you will be emailed a unique web link which you need to use **each time you log back in to your application**. At any stage of your online application, you can select the option, **“Return to this application later”** and then select the option, **“Email this link”**. You will automatically be re-sent the email link to your latest saved application).

Follow the instructions for creating a password. If you think you will have difficulty remembering your password, write it down and keep it somewhere safe.

You will then be asked if you have another email you may be contacted on.

e. Check your answers

1. **Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Check your answers

Check the information below before you continue to the next section.

Personal information

Are you currently in the UK? **Yes** [Change](#)

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision? **No** [Change](#)

Immigration adviser

Do you have an immigration adviser? **No** [Change](#)

Personal information

Email address **daisy.duck@ntu.ac.uk** [Change](#)

Who does this email address belong to **You** [Change](#)

Do you have another email address? **No** [Change](#)

[Continue](#)

Choose “Continue” if all of the information is correct so far.

2. Application

1. **Start** 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

All applicants

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the ‘all applicants’ button at the top left of each page.

Tier 4 (General) student
Mrs Daisy Duck
Part complete

[Answer questions about this applicant](#)

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select ‘Continue’.

I would like to add a:

[Add this applicant](#)

Students with dependants can add their spouse/children details here

If you need to change any of your answers while you are completing the form, click on the **“Show and Edit Answers”** field to edit your previous answers and then click on the **“Change”** field next to each answer.

Personal Information

a. Your name: enter your name as it is written on your passport. If you have only one name rather than a first name and a surname, choose **“I do not have both a given name and a family name”** and you will find a single box to enter your name.

b. Contact details: enter your personal contact details, including your Nottingham address. You will be provided with an option box to select: **“I want to receive mail at a different address”**. Answer as follows:

i. Students who want the UKVI to contact them on their personal address: Do not tick this box.

ii. Students who want the UKVI to contact the International Student Support service on their behalf. **“I want to receive mail at a different address”**. You will be provided with a second address field which you should use to manually enter the University’s address as follows:

I want to receive mail at a different address.

Tell us the address where you want us to write to you
This must be in the UK.

International Student Support

Nottingham Trent University

50 Shakespeare Street

Town/City

Nottingham

Postcode

NG1 4FQ

N.B. Please note that once the form has been submitted online, it is not possible to amend the correspondence address.

c. Your gender and relationship status: Enter your gender as it is in your passport, and your current relationship status.

Nationality Details

a. Your nationality, date and country of birth: Enter this information, including all nationalities you hold if you are a citizen of more than one country.

b. Your passport

Do you have a valid passport?
Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

Yes No

Passport number

Issuing authority
On your passport this could also be referred to as 'country of issue' or 'place of issue'.

Issue date
For example, 31 01 2010
Day Month Year

Expiry date
For example, 31 01 2020
Day Month Year

Use the photo page of your passport to complete this section.

Make sure you check the details carefully.

Tick the box: "I can provide this passport if required"

c. Your identity card

Do you have a valid national identity card?
This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes No

National identity card number
Provide the number as shown on your identity card

Issuing authority
On your identity card, this could also be referred to as 'country of issue' or 'place of issue'.

Issue date (if applicable)
For example, 31 01 2010
Day Month Year

Q: Do you have a valid National Identity Card? *Students of certain countries may have a National Identity card which is issued by the official authority of their country and which they are required by law to carry around in their home country as proof of their identity. **N.B. A driving licence is not considered to be a National Identity Card.** If you have a valid National Identity Card, answer Yes to this question and provide the card number, issuing authority and expiry date.*

d. Your other nationalities:

Do you currently hold, or have you ever held, any other nationality or citizenship?

If you have, or have had any other nationalities, tick "yes". You will be asked to provide the country of your other nationality, the dates when you held this nationality and will need to confirm if you still hold this nationality.

Current Immigration Status

Your current UK immigration status

Do you currently have a visa or leave to remain?

Yes No

What type of visa or leave to remain do you have?

Tier 4 (General) leave to remain ▾

▶ [I have a different visa or leave to remain](#)

[Return to this application later](#)

▶ [Show your answers](#)

Students who do not have a current Tier 4 student visa should seek advice from the International Student Support Service before submitting their application.

a. What is the start date of your current visa or leave to remain?

You will find the start and end date of your current visa either on your BRP (ID card) or on your visa vignette (sticker in your passport).

b. Has your visa or leave to remain ever been revoked, cancelled or curtailed?

If your visa has been cancelled, please contact the International Student Support Service for further advice.

Course details

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

Yes No

Q: Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?
Answer "Yes" to this question if you have a **Tier 4 visa**. If you do not have a Tier 4 visa, please seek advice from the International Student Support Service before proceeding with your application.

Police registration

a. During your current or last grant of leave in the UK, were you required to register with the police? (only nationals of certain countries will be asked this question).

Nationals of certain countries who are in the UK for six months or more are required to register with the police. Further information is available on our website:

www.ntu.ac.uk/student_services/international_students/other_immigration_matters/police_registration/index.html

Your biometric residence permit

a. Do you have a biometric residence permit?

Answer "Yes" if your current visa details are printed on a card like the one below.



The BRP number is found in the top right-hand corner.

b. Your Biometric Residence Permit details

You will be asked to “enter your permit number”. Enter the number which is located in the top right-hand corner of your BRP (as shown in the image above).

Your National Insurance Number

a. Do you have a National Insurance number?

National insurance numbers are issued to people working in the UK to ensure that any tax or national insurance payments are recorded against your name. If you have been issued with an NI number, provide the number in the box, even if you are not currently working. If you do not have a National Insurance number, tick the box “I do not have a National Insurance number, or I have a temporary one”.

Study as a Tier 4 (Child) student

Have you studied in the UK as a Tier 4 (Child) student?

Tier 4 (child) student visas are generally issued to students aged under 18. Only answer yes to this question if one of your previous UK visas was a Tier 4 (Child) visa.

English language Assessment

If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

Check the “documents used to obtain offer” section of your CAS statement. Choose “yes” if it indicates that your English language ability has been assessed. (This should be the case for most students).

Problems with immigration to the UK

Have you ever been: refused a visa for the UK? Deported from the UK? Removed from the UK? Required to leave the UK? Refused entry at the UK border?

If you have ever found yourself in any of these situations in the past, you will need to answer Yes to this and provide further details of the immigration problem you experienced. If this is the case, please contact the International Student Support Service for further advice. ***N.B. It is important that you declare any of these problems on your application even if they happened a long time ago and you have been issued with a UK visa since.***

Problems with immigration to countries other than the UK

Have you ever been: refused a visa; deported from; removed from; required to leave; or refused entry at the border of a country other than the UK?

As above, it is important that you declare any of these problems on your application even if they happened a long time ago and you have been issued with a visa for those countries since.

Public Funds

Have you ever received public funds?

Public funds are certain welfare benefits, e.g. child benefit and access to social housing. International students with Tier 4 student visas are prohibited from accessing these funds. If you claim 'public funds' when you should not, the UK immigration authorities can refuse your immigration application or remove you from the UK. You might be barred from returning to the UK for a certain period. If this applies to you and you are unsure as to how to proceed with your visa application, contact the International Student Support Service for advice.

Criminal convictions and other penalties

You must give details of all criminal convictions. This includes road traffic offences and drink driving offences, as well as police cautions. If you have never received any criminal convictions or penalties, please select the option, **“No I have never had any of these”**.

A civil court judgement is where a court has ordered you to pay money to another person or party usually because of damages or monetary loss incurred by that person or party (this could affect students who are evicted from their property as a result of not paying their rent).

A civil penalty issued under UK immigration law includes fines issued to people who miss the deadline to apply for a BRP replacement.

War Crimes

Read through these sections carefully and if there is anything you are unsure of, take advice from the International Student Support Service.

Terrorist Activities and Terrorist views

You must declare whether you have been involved in terrorist activities; been a member of or supported a terrorist organisation; or expressed terrorist views

Sponsor licence number and address

Your sponsor means your **Tier 4 Sponsor**: Nottingham Trent University. Regardless of which campus you are studying at, all students should answer as follows:

Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

7EVPXBF3X

Sponsor's address

Nottingham Trent University

50 Shakespeare Street

Town/City

Nottingham

Postcode

NG1 4FQ

Place of study

Will you be studying at a school or higher education institution?

Answer "**Higher education institution**"

Primary site of study

Students studying at the City Site should answer as follows:

Is this the site where the majority of your study will take place?

Nottingham Trent University
50, Shakespeare Street
Nottingham
NG1 4FQ

Yes

No

Save and continue

Students studying at Clifton should answer as follows:

Is this the site where the majority of your study will take place?

Nottingham Trent University
50, Shakespeare Street
Nottingham
NG1 4FQ

Yes No

Address of your primary site of study

Nottingham Trent University

Clifton Campus

Clifton Lane

Town or City

Nottingham

Postcode

NG11 8NS X

UCAS Details

Did you apply for your course through UCAS?

UCAS is the Universities & Colleges Admissions Service. If you applied for your course at NTU through UCAS, tick "Yes". If you applied directly through the University, tick "No".

Academic Technology Approval Scheme (ATAS)

Students studying certain postgraduate research courses may be required to apply for ATAS clearance before they make their visa application in the UK. Your CAS notification will indicate if you need to apply for an ATAS certificate. ATAS applications can be made online at www.gov.uk/academic-technology-approval-scheme. Check the International Student Support Service guidance note on ATAS for more information on our webpages:

http://www4.ntu.ac.uk/student_services/international_students/applying_for_tier_4_visa/index.html

Current or past official financial sponsor

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

Yes No

[What is an official financial sponsor?](#)

Save and continue

Cancel

For the purposes of Tier 4 student visas, an official financial sponsor may only be one of the following: the UK Government, your home government, the British Council, any international organisation, international company, university or UK independent school. Sponsored students are required to provide an official sponsorship letter in support of their Tier 4 application.

Will you be receiving money from an official financial sponsor for your continuing studies?

Yes No

▶ [What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?

- My Tier 4 sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship
- I am not being wholly sponsored

Save and continue

Q: Will you be receiving money from an official financial sponsor for your continuing studies? If your financial sponsor will continue to sponsor you for your studies in the UK, answer “Yes” and choose the option to specify how you will prove this sponsorship.

Money (maintenance funds)

Students who do not have an official financial sponsor or only receive partial sponsorship for their studies will need to show that either they, or their parents, have saved sufficient funds to meet the maintenance requirement – £9,135 plus outstanding course fees if their course is **9 months or longer**, or if their course is **less than 9 months**, a total which equals £1015 for each month of their course plus outstanding course fees. The money must be saved for at least 28 days prior to submitting your visa application. Further information is available from the International Student Support Service:

http://www4.ntu.ac.uk/student_services/international_students/applying_for_a_tier_4uk/index.html

If you are relying on money held in your parent or legal guardian’s account, you will be asked whether you have permission to use this money and you will be required to provide a letter from them confirming this. You will also be asked which document you will use to prove they are your parents or legal guardians: a birth certificate, adoption certificate or court document (note: a legal guardian is someone who has formally been appointed by a court, usually when a child has no other parent).

Course information

- Name of Sponsor Institution:** Nottingham Trent University
- Course name:** copy this exactly as it is written on your CAS
- Qualification you will get:** please refer to your CAS and / or the table below:

Your Course at NTU	RQF Level
Pre-Sessional English for Academic Purposes (PEAP)	CEFR B2
Diploma of higher education	RQF5/SCQF8
Foundation degree	RQF5/SCQF8
Bachelor Degree (eg BSc(Hons), BA(Hons) Graduate Diploma in Law (GDL)	RQF6/SCQF9/10

Bar Professional Training Course (BPTC) Legal Practice Course (LPC)	RQF7/SCQF11
Master Degree (eg MSc, MBA, MA, MRes, LLM)	RQF7/SCQF11
Postgraduate Certificate (eg PGCE)	RQF7/SCQF11
Postgraduate Diploma	RQF7/SCQF11
Doctoral degrees (eg PhD and including DES applicants).	RQF8/SCQF12

d. Course start and end date: copy these from your CAS. Students who are already part way through their course will need to refer to the “actual course start date” indicated in the “documents used to obtain offer” section of their CAS.

e. Are you going to be a student union sabbatical officer? Most applicants will tick “no”. A sabbatical officer is a full-time officer elected by the members of a students' union.

Doctorate Extension Scheme

Students applying for Tier 4 (DES) should refer to the separate guidance on making a DES application on our webpages:

http://www4.ntu.ac.uk/student_services/international_students/working_in_uk/working_after_your_studies/index.html

Accommodation payments

For the purposes of your Tier 4 application, “accommodation payments” refers to accommodation fees paid **only if you are living in NTU-owned accommodation**. These details should be indicated on your CAS. ***N.B. If this applies to you, please note that the maximum amount that can be deducted from your living costs is £1,265 even if you have paid more than this amount.*** You should not include details of payments made to private accommodation providers.

Course Fees

a. What are your course fees for your first year? This question can lead to confusion. If you are a **new student**, enter the total course fees for your **first** year of study exactly as they are indicated on your CAS. If you are a **continuing student**, enter the total course fees for your **current** academic year of study.

b. Have you or your parents or legal guardians already paid any of your course fees? If you or your parents have already paid your course fees, check this is correct on your CAS.

Your Confirmation of Acceptance for Studies (CAS)

All students need a CAS in order to apply for a visa. You can only use a CAS number once. CAS are issued by email. Check it very carefully to ensure there are no errors or omissions. CAS are issued by different departments depending on students' circumstances:

Situation	Department	Contact details
Students who have not yet started their course (including students progressing	University Admissions Team	applications@ntu.ac.uk

from NTIC and PEAP courses).		
Students applying to study PhD courses.	Doctoral School	doctoralschool@ntu.ac.uk
Continuing students needing to extend their visa in order to complete their current course of study at NTU.	International Student Support Service	Int.support@ntu.ac.uk Online CAS request form: www.ntu.ac.uk/apps/student_services/cas_form/confirmation_of_acceptance_of_studies.aspx
PhD candidates wishing to apply for DES	International Student Support Service	Int.support@ntu.ac.uk Intention to apply forms are available at: www.ntu.ac.uk/student_services/international_students/visas_and_immigration/cas_number/index.html

Completing the Documents stage of your application

After your application has been checked by the adviser and the adviser has confirmed you are ready to pay, access your Tier 4 application via your latest email link and click on "Continue" to be taken to the Document Checklist and select the documents you are providing in support of your application.

Documents showing the required maintenance funds: This is the area where most students have difficulties. You should ensure that you fully understand the maintenance requirements and you should also check that your financial evidence fully meets all of the requirements set out by UKVI.

The amount you will be expected to show to meet the maintenance requirement is:

Outstanding tuition fees (your CAS will confirm this amount) + a sum which equals **£1,015 for every month of the course, up to a maximum of £9,135** (9 months).

Example: Student is applying for a visa to complete the final year of their course (10 months). The course fees are £12,300 for the final year and the student has paid £4,000. The amount the student has to save to meet the maintenance requirement will be:

Outstanding course fees: £8,300 (£12,300 - £4,000)

Living costs: £9,135

TOTAL: £17,435

The money must be saved for at least 28 days before you make your visa application. Students with dependants (spouse/children) will have to show more money for their family members. If you are unsure about the amount you will have to save, you are advised to contact the International Student Support Service for further guidance.

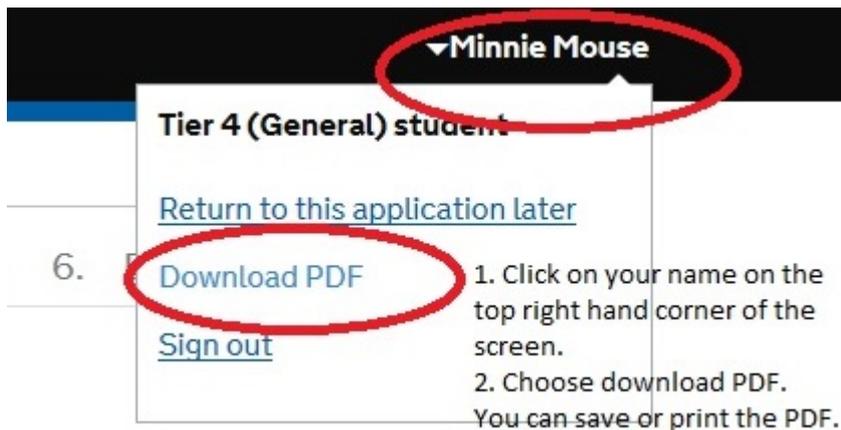
Financial institution: give the name of the bank where your money is being held. If you are using financial evidence from more than one bank you can give those details. If you are being sponsored by an official financial sponsor, provide the name of the sponsor that is sponsoring you.

N.B. IF YOU WISH TO USE OUR APPLICATION CHECKING SERVICE (PAGE 16), PLEASE STOP HERE AND DO NOT PROCEED TO THE NEXT STAGE OF YOUR APPLICATION! IF YOU WANT AN ADVISER TO CHECK YOUR APPLICATION, PRINT OFF YOUR DRAFT APPLICATION TO SUBMIT IT TO OUR SERVICE. THE NEXT SECTION SHOWS YOU HOW TO DO THIS.



Printing a draft or saving a PDF of your application

At any stage, you can review your answers. To print off your application, click on your username at the top of the screen and “download PDF”.



All students are advised to save a draft of their application form – this is your record of the information you have provided to UKVI.

3. Documents you will need to submit to our service for checking:

If you are unsure about which documents you need to prepare, please contact the International Student Support Service.

For further guidance on these documents please refer to:

www.ntu.ac.uk/student_services/international_students/applying_for_a_tier_4uk/index.html

Your documents can be originals or copies; however, your passport and visa documents must be originals. You will need to submit these to our service for checking with your printed application draft (see page 15).

Document	To be provided by...
Current passport	All students
Biometric Residence Permit (BRP)	All students in possession of a BRP
Police Registration Certificate	All students with the requirement to register with the Police
* Personal bank statements	Students who have the funds required for their maintenance saved in their personal bank accounts.
* Parent's bank statements, birth certificate and letter from parents	Students who are using their parent's bank statements as evidence they meet the maintenance requirement
* Official sponsorship letter	Students who have an official financial sponsor, e.g. their Government
* Documents used to obtain offer	All students, unless assessed on progress to date (see your CAS)
* ATAS certificate	Students who are studying specific postgraduate research courses
* Professional translations	Students who are submitting documents which are not in English must provide a professional translation.

NB students with dependants will need additional documentation and should refer to the International Student Support Service dependants guidance on our webpages:

http://www4.ntu.ac.uk/student_services/international_students/applying_for_a_tier_4uk/dependants/index.html

Differentiation arrangements.

Different documentary requirements apply for certain nationalities. For more information about these arrangements and who is affected, check the gov.uk website:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements>

Students whose nationality is on differentiation arrangements list will be asked on the application, **“Do you wish to apply under the differentiation arrangements?”** **If this applies to you, we strongly recommend that you answer “Yes” to this question.** Those students should prepare the documents marked by an asterisk (*) on the documents list on page 16. However, these documents do not need to be uploaded for scanning to the UKVI unless they are specifically requested.

Updated: 14/12/2018