



International Student Support

Applying for a visa to study at Nottingham Trent University

Information for NTIC students joining in September 2019

As part of enrolment at Nottingham Trent University (NTU) you will be required to present a visa which is suitable for study at the University. If you do not enrol in time, your CAS could be withdrawn, and you will not be able to study at NTU. **Tier 4 student visas issued for courses at NTIC are not suitable for studying at NTU.**

Not all students will be eligible to make their visa application in the UK. Some students will be required to leave the UK before their current visa expires and obtain a new visa outside the UK before returning in September. Some students will have the choice as to whether they apply in the UK, or outside the UK.

Current visa details	Action needed
Your Tier 4 visa expires 29 days or more before the start of your course at NTU (e.g. visa expiry date = 07/08/2019, course start date = 20/09/19).	You cannot apply for a new visa from within the UK. You must travel home before your visa expires and apply for a new Tier 4 student visa from outside the UK.

This leaflet is produced by:

International Student Support Service

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www.ntu.ac.uk/studentssupport

NOTTINGHAM
TRENT UNIVERSITY 

Your Tier 4 visa expires **28 days or less** before the start of your course at NTU (eg. visa expiry date = 09/09/19, course start date = 20/09/19) or after your course at NTU has started (eg. visa expiry date = 31/10/19, course start date = 20/09/19).

You must make a new visa application before you complete your enrolment at NTU. You can do this either:

1. Outside the UK if you are planning to return home over the summer; or
2. Inside the UK if you are not planning to return home or if you will not have time to make your application while you are outside the UK.

Wherever you apply, the UKVI requirements are the same and the process is quite similar.

If you used a different type of visa during your studies at NTIC (for example, a dependant visa), please contact the International Student Support Service (int.support@ntu.ac.uk) for advice about your situation.

Applying for a new tier 4 student visa

How much money do I need?

All self-funded students are required to show that they have saved the following amounts **for at least 28 days** prior to making their visa application:

Outstanding tuition fees for the 2019/20 academic year (as shown on your CAS)

+

Living costs: £9,135

What evidence do I need to show that I have sufficient money available?

Personal bank statements:

- Must show that you have kept the required funds in your account for at least **28 days continuously**. The funds must still be available when you make your application.
- The 28 day period must end no more than 31 days before the date of your visa application. PLEASE NOTE: the date of application is the date when you submit your application and pay for the application fee, NOT the date of your appointment at a visa application centre.
- Must show: **your name, the account number, the date, the bank's name, the bank's logo and the amount of money available.**

Parents' bank statements:

- Must include the same information as personal bank statements (see above).
- You must also provide **evidence of your relationship** (original birth certificate, certificate of adoption, or court certificate for guardians) and a fully certified translation by a professional translator if the document is not in English.
- You must also provide **a letter from your parents** confirming your relationship and giving their consent to their funds being available for you to study in the UK.

Official Financial Sponsorship letter (e.g. if you are sponsored by your government):

- Must confirm the amount your official sponsor will pay for your tuition fees and living costs, or must state that they will cover all of your tuition fees and living costs.
- Must be printed on official letter headed paper, with the sponsor's official stamp and the sponsor's name and contact details.

1. The following types of financial evidence will NOT be accepted:

- Bank statements from relatives other than your parents
- Bank statements in a company's name / business accounts
- Sponsorship letters written by a local (not international) company or organisation, or by a family member
- Certificates of deposit which do not clearly show that 28 days have passed between the date of deposit and the date the certificate was issued
- Any financial evidence from an overseas bank listed on the UKVI website as a financial institution that does not satisfactorily verify financial statements (see www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions).

Which documents do I need?

All documents must be **originals**. Documents not in English, must be accompanied by a fully certified **professional translation**.

Document	Details	How you will request / receive it	When you will request / receive it
Confirmation of Acceptance of Studies (CAS) number	This is a reference number issued by NTU to confirm that you have been offered a place to study here.	You will not need to request it. It will be sent to your NTIC / NTU (T number) email account after your place at NTU has been confirmed. If any information on the CAS is incorrect, or if you make further tuition payments after the CAS has been issued, you will need to email: applications@ntu.ac.uk to request it is updated.	Over the summer, usually 12-14 weeks before your course at NTU will start.
NTIC final certificate and transcript	This is your final results for your most recent course at NTIC.	You will collect this from NTIC. If you are not in the UK, you will need to contact NTIC and ask them to post it to you.	As soon as your results have been confirmed.
Police registration certificate	Some students are required to register with the police (check your visa).	You should already have this if you need it. Check that it is up-to-date (with details of your current visa, current passport and current address in Nottingham). Updates can be made at the Student Services Centre.	
Evidence that you have enough money	See information above for details of how much money you will need and the evidence that is acceptable.	Talk to your bank at least 6 - 8 weeks before you intend to make your application to ensure they will be able to provide you with documents that meet the requirements at the right time. Please note your bank statements must be less than 31 days old when you pay for your application.	
Letter of consent from your parents and evidence of the relationship	This only applies to students who are under 18 years old	The letter should be signed by both parents and confirm their relationship to you, and that they consent to your Tier 4 visa application and your living arrangements in the UK. You must also provide evidence of your relationship (original birth certificate, certificate of adoption, or court certificate for guardians) and a fully certified translation by a professional translator if the document is not in English.	

How much does the application cost?

Application fee (from April 2019):	Application made outside the UK	£348 (payable in local currency)
	Additional fee for priority overseas application	£220
	Standard application made inside the UK*	£494.20
	Additional fee for priority application made inside the UK	£500
*Please note some of the visa application centres inside the UK charge an additional booking fee.		
Immigration health charge	<ul style="list-style-type: none">• Students joining a 3-year undergraduate course will pay £1050• Students joining year 2 of a 3-year undergraduate course will pay £750• Students joining a 12-month master's course will pay £450. <p>Non-EEA nationals coming to the UK for 6 months or more have to pay a fee of £300 per year they will spend in the UK to enable them to access the National Health Service. The fee will be payable when you make your visa application. The fee is calculated according to the length of the visa you will be issued.</p>	

How do I make my application?

Applying from **outside the UK**:

- Check our website for information about the application process and the documents required: www.ntu.ac.uk/tier4visa
- Refer to our overseas Tier 4 step-by-step guide when completing the online application form.
www4.ntu.ac.uk/student_services/international_students/applying_for_tier_4_visa/making-your-application/188252.pdf
- Email us if you have a question about your visa application, or if you would like us to check any of your documents: int.support@ntu.ac.uk
- Prepare your supporting documents and submit to a visa application centre: www.gov.uk/find-a-visa-application-centre

Applying from **inside the UK**:

- First check that you are eligible to apply from within the UK:
www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-in-UK
- Check our website for information about the visa process:
www.ntu.ac.uk/student_services/international_students/applying_for_a_tier_4uk/index.html
- Refer to our in-country Tier 4 step-by-step guide when completing the online application form:
www.ntu.ac.uk/student_services/document_uploads/120224.pdf
- Have your application and supporting documents checked by the International Student Support team. Students who are finishing at NTIC in August 2019 will be sent further information about our visa application form and document checking service.

Will I need to attend an interview as part of my application?

You may be asked to attend a short interview, held via Skype as part of your visa application. If you are asked to attend, please read our guidance notes about credibility interviews in

advance:

www4.ntu.ac.uk/student_services/international_students/applying_for_tier_4_visa/197402.pdf

Will I need to get a TB certificate?

Students from certain countries are required to provide a certificate confirming that they are clear of tuberculosis as part of their visa application. However, if you have been outside of the UK for less than six months when you make your application, you won't need to be re-tested. Please check the UK visas and Immigration website for a full list of countries affected by TB screening tests: www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk

Students applying from within the UK will not need a TB clearance certificate.

Important information about visas issued overseas

Student who apply for their tier 4 visa outside of the UK will be issued with a **temporary** visa which will be printed in your passport and will be valid for 30 days to allow you to travel to the UK. On arrival, you will have to collect your Biometric Residence Permit (this is a plastic card with your visa and personal details on it) **within 10 days**. You can choose to collect your BRP from the University or from a specific Post Office – please read our guidance about how to select your collection point on our website: www.ntu.ac.uk/brpcollection

If your visa application is not successful, you will be issued with a letter to explain the reasons. You should send a copy of that letter to the International Student Support Service (int.support@ntu.ac.uk) immediately for further advice.

Information for students with dependants

If you have family members (husband / wife / children under the age of 18) and you want them to join you in the UK while you study, please check carefully that they are entitled to come to the UK as your dependant. The UKCISA website www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants contains useful information. Please contact the International Student Support Service (int.support@ntu.ac.uk) if you require further guidance.

Where can I get further information?

International Student Support Service:

The International Student Support Service is the University's designated immigration advisers. We can answer questions you might have about the requirements you need to meet and the documents you need to prepare. If you are unsure if your documents are suitable, we can check them before you make your visa application. We are based in the Student Services Centre, Newton and our desk is open from 1pm to 4pm (Monday to Friday). Alternatively, please contact us by email or telephone.

Email: int.support@ntu.ac.uk

Tel: +44 (0)115 848 2631

www.ntu.ac.uk/internationalsupport

UK Council for International Student Affairs: www.ukcisa.org.uk

UK Visas and Immigration: www.gov.uk/uk-visas-immigration

Please be aware that UK Visas and Immigration regulations change regularly. You are therefore advised to check that you have the most recent information before making your visa application. This information is correct as at March 2019 but is subject to changes.