



International Student Support

Tier 4 student visa application Completing the UKVI Tier 4 Student Visa Online Application When Applying Overseas

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NOTTINGHAM
TRENT UNIVERSITY



Introduction

This guidance is for students completing the online Tier 4 application form when applying for a Tier 4 visa overseas. When applying outside the UK, wherever possible, you should try to apply **in the country you are a national of or where you reside (unless special arrangements have been made for you to apply in another country due to the British Embassy in your home country being closed)**. If you wish to apply for a Tier 4 visa in a country in which you are not ordinarily resident, please check with the local British Embassy/Visa Application Centre to see if they may be able to consider your Tier 4 visa application.

We strongly recommend that you visit our webpages: www.ntu.ac.uk/tier4visa to obtain further information about the Tier 4 rules and requirements that you need to meet before applying.

1. Where, when and how do I apply for a Tier 4 visa overseas?

- UKCISA (UK Council for International Student Affairs) have a very useful checklist summarising the steps involved in making a Tier 4 visa application: www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-outside-the-UK
- Check the specific local visa application process in your country of residence through these webpages: www.gov.uk/find-a-visa-application-centre
- Check the average visa processing times at your local visa application centre via the UKVI pages: <https://visa-processingtimes.homeoffice.gov.uk> (select your location, then select “Points Based System Visas”, then “PBS Tier 4”).
- You should only apply for a Tier 4 Entry Clearance visa once you have obtained your CAS (Confirmation of Acceptance for Studies) number (see www4.ntu.ac.uk/student_services/international_students/visas_and_immigration/cas_number/index.html) and you have met the Tier 4 requirements and you are aware of the procedures for applying in your local visa application centre.
- You can submit your application **no earlier than 3 months** before your course start date.
- The date of application submission will be taken to be the date that you pay your Tier 4 application fee, i.e. the date shown on your application fee payment receipt.

2. Starting your application

Go to www.gov.uk/tier-4-general-visa/apply and click on “apply online” in the section called **Apply outside the UK**. Please make sure you click on the correct link as there are 2 different applications forms, one for applying in the UK and one for applying outside of the UK.

re | <https://www.gov.uk/tier-4-general-visa/apply>

You should read the [full guidance](#) before you apply.

You'll also have to [pay the healthcare surcharge](#) as part of your application. [Check how much you'll have to pay](#) before you apply.

Apply outside the UK

You must [apply online](#) for a Tier 4 (General) student visa.

You'll need to have your fingerprints and photograph taken at a [visa application centre](#) (to get a biometric residence permit) as part of your application.

You'll have to collect your [biometric residence permit](#) within 10 days of when you said you'd arrive in the UK (even if you actually arrive at a later date).

You may be able to get your visa faster or other services depending on what country you're in - check with your visa application centre.

North Korea

You can't apply online if you're living in North Korea.

To apply from North Korea you must:

- download the [application form and guidance](#) - read the guidance if you need help filling in the form
- [read the instructions](#) to find out where to take your completed form

[Visa processing times](#)
[Visa fees](#)
[Register of licensed sponsors: students](#)

Explore the topic
[Student visas](#)
[Visas and Immigration](#)

Confirm your visa type

Select the correct visa category you are applying for: Tier 4 (General) student visa.

 **GOV.UK** Visas and Immigration

Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

Short-term student visa

Tier 4 (General) student visa

Tier 4 (Child) student visa

Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)

[Next](#)

Select your location

Enter the name of the country you are applying from. You will then be provided with a list of the visa application centres in that country (or in another country if there are no visa application centres in your country) and you will have to confirm that you will be able to attend an appointment at one of those application centres.

Register your e-mail

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”**. 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.

3. Completing your Tier 4 visa online application

Your name

Home Office [GB] | <https://visas-immigration.service.gov.uk/next>

GOV.UK Visas and Immigration Application menu

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

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Your name

What is your name, as shown in your current passport or travel document?

Given names

Family name

[I am not sure how to enter my name](#)

[Save and continue](#)

[Return to this application later](#)

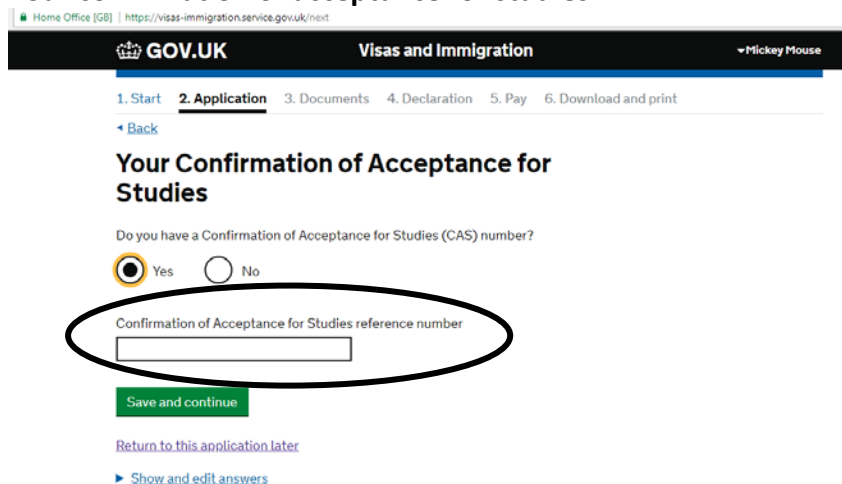
If you only have one name, click on **“I am not sure how to enter my name”** and a single box will appear.

Your name

Any other name

If you have, or have had any other name, tick "Yes" and provide your other name.

Your confirmation of acceptance for studies



Home Office (GB) | <https://visas-immigration.service.gov.uk/next>

GOV.UK Visas and Immigration Mickey Mouse

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

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Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes No

Confirmation of Acceptance for Studies reference number

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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 the details in your CAS e-mail 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 from NTIC and PEAP courses).	University Admissions Team	applications@ntu.ac.uk
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

Your home address

Write your address in your home country.

Your phone numbers

Please provide at least one phone number – please note UKVI may contact you by phone regarding your application so make sure you provide phone numbers on which you can be reached.

Living at your home address

You will be asked how long you have lived at your home address and whether you own, rent or share this home with your family.

Your gender and relationship status

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

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.

Province of birth

Enter the name of the province where you were born. If you are not sure what to enter, click on “I am not sure what my province of birth is” and a list of provinces will appear.

Your passport

ice [GB] | <https://visas-immigration.service.gov.uk/next>

[← Back](#)

Your passport

! You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Place of issue
This will be a city or province.

Issue date
Enter date in the format DD MM YYYY
Day Month Year

Expiry date
Day Month Year

[Save and continue](#)

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

Make sure you check the details carefully.

Another passport or travel document

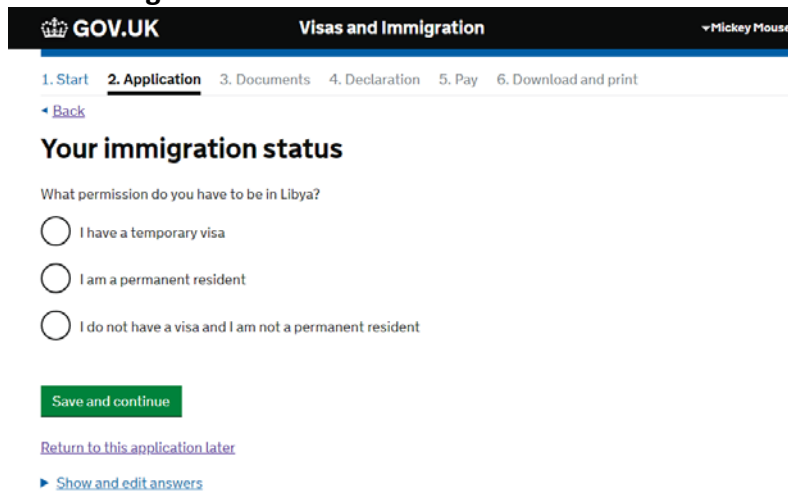
Please provide the details of any other passport you have had, including expired passports or passports issued by another country.

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.

Your immigration status



The screenshot shows the GOV.UK website interface for a visa application. The header includes the GOV.UK logo, the page title 'Visas and Immigration', and a user profile 'Mickey Mouse'. A progress bar at the top indicates the current step: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, 6. Download and print. Below the progress bar is a 'Back' link. The main heading is 'Your immigration status'. The question is 'What permission do you have to be in Libya?'. There are three radio button options: 'I have a temporary visa', 'I am a permanent resident', and 'I do not have a visa and I am not a permanent resident'. At the bottom of the form area, there is a green 'Save and continue' button, a link 'Return to this application later', and a 'Show and edit answers' link.

Tick the correct box to indicate your immigration status in the country where you are applying.

Your planned travel information

Write the date when you plan to travel to the UK and how long you plan to stay.

Spoken language preference

UKVI may need to interview you as part of your application. Please note that as credibility interviews for tier 4 students are used to assess the student's English language ability, this type of interview will be conducted in English.

Study as a Tier 4 (child) student

Tier 4 (child) student visas are generally issued to students aged under 18.

English language assessment

- **Are you coming to the UK to study at a higher education institution?**

Nottingham Trent University is a higher education institution.

- **Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution 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).

People financially dependent on you

If you have any dependants (spouse, children, other relatives who live with you for example), you will have to provide their name, date of birth and confirm if they are living with you and if they will be travelling with you to the UK. Please note that if you plan to bring any dependants (spouse/children) with you to the UK, you must first check if you are eligible to bring dependants to the UK:

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

If you are eligible to bring dependants to the UK, you will need to complete a separate application for each dependant – they cannot be added to your application.

Parents' details

You will be required to provide the name, date of birth and nationality of 2 parents, or tick the relevant boxes if you do not have parents' details.

Family who live in the UK

If you have any relatives living in the UK, you will have to state their relationship to you and provide their name, nationality and immigration status in the UK.

Travelling as part of an organised group

Individual students will usually not be travelling as part of an organised group.

Travelling with another person

If you will be travelling with another person (excluding any dependants), you will have provide their name, nationality and state their relationship to you.

Accommodation in the UK

Provide details of where you plan to stay when you arrive in the UK. This does not have to be your permanent accommodation – you can provide the details of a hotel or relatives' address where you plan to stay during your first few days.

UK travel history

Tick the correct box to indicate how many times you have been to the UK in the last 10 years.

Tick "Zero" if you have not been to the UK in the last 10 years.

If you have been to the UK in the last 10 years, you will have to provide some information about each of your trips, including the reason for your visit to the UK, the date you arrived (month/year) and how long you stayed.

Medical treatment in the UK

You will be asked in this section if you have ever received medical treatment in the UK. If you have previously been to the UK and received medical treatment, answer yes and provide details of either the GP (General Practitioner) or the hospital where you received the treatment along with the dates. If you received treatment on more than one occasion, you can use the Additional Information section at the end of the application to explain these in further detail. **N.B. If you were required to pay for your medical treatment, but NHS records show you have outstanding debts of at least £500, your application could be refused.**

UK leave to remain

If you have applied for a UK visa whilst you were **inside** the UK in the last 10 years, you will need to provide the date when you made this application and confirm if the application was approved or refused.

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. If you do not have a National Insurance number or it has expired, tick "No".

International travel history

Tick the correct box to indicate how many times you have been to the following countries in the last 10 years:

- Australia
- Canada
- New Zealand
- USA
- Schengen area (Check: https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/schengen_en for a list of countries who are members of the Schengen area)

Tick “Zero” if you have not been to any of these countries in the last 10 years.

If you have been to any of these countries in the last 10 years, you will have to provide some information about each of your trips, including which country you visited, the reason for your visit, the date you arrived (month/year) and how long you stayed.

Have you visited any other countries in the past 10 years?

If you have visited any other countries, you will have to provide some information about each of your trips, including which country you visited, the reason for your visit, the date you arrived (month/year) and how long you stayed. Do not include visits to the UK, USA, Canada, Australia, New Zealand or the Schengen area.

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 be asked to 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?

If you have, you must provide further details of this. **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.**

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.

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, terrorist organisations 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.

Your previous employers

If you have worked for any of the organisations below, you will need to declare this:

- Armed forces
- Government (including Public or Civil Administration and compulsory national service)
- Media organisations
- Security organisations (including police and private security companies)
- Judiciary (including work as a judge or magistrate)

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?

Tick "Higher education institution"

Primary site of study

Students studying at the City campus 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 the Clifton campus 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 research courses may be required to apply for ATAS clearance before they can get a CAS from NTU. 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

Future official financial sponsor

For the purpose 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

Money (maintenance funds)

Students who do not have an official financial sponsor will need to show that either they or their parents have saved sufficient funds to meet the maintenance requirement – £9,135 if their course is 9 months or longer, or if their course is less than 9 months, £1015 for each month of their course. 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.

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

- a. **Name of Sponsor Institution:** Nottingham Trent University
- b. **Course name:** copy this exactly as it is written on your CAS
- c. **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 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.

Accommodation payments

For the purpose of your Tier 4 application, “accommodation payments” refers to accommodation fees paid **only if you will be 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.

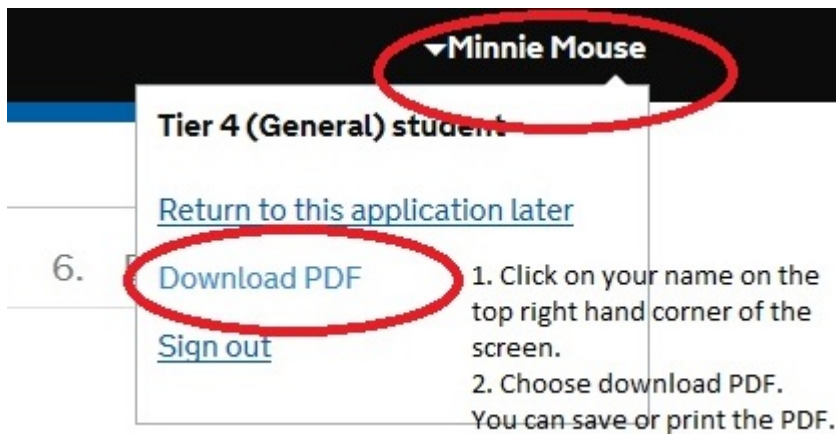
Additional information about your application

Use this free text box if there is any other information you need to provide about your application, your documents or your situation.



This is your last chance to update your answers.

If you are unsure about any of your answers so far, do not continue to the next screen. Instead, please save your application and download a PDF. You can e-mail a copy of your application (PDF) to int.support@ntu.ac.uk if you need advice on your answers.



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 recommend that you answer “Yes” to this question. Those students should prepare the documents marked by an asterisk (*) on the documents list on page 15-16. However, these documents should not be sent to UKVI with your application unless they are specifically requested.

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:

http://www4.ntu.ac.uk/student_services/document_uploads/119572.pdf

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 study a 3-year undergraduate degree course. The course fees are 13,450 for the first year of the course and the student has paid £3,000. The amount the student has to save to meet the maintenance requirement will be:

Outstanding course fees: £10,450 (£13,450 - £3,000)

Living costs: £9,135

TOTAL: £19,585

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 and tick the type of document you will be using as evidence your savings. 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.

4. Documents list

The next screen will give you a list of the documents you will need to submit at the visa application centre. The list is based on the answers you gave previously so you should provide all the documents on the list. **You may need to provide additional documents to the ones listed on the screen, for example, translations or a TB test result.**

All documents must be **ORIGINALS**. Please be aware that if any of your documents do not meet the UKVI requirements, your application may be refused.

For further guidance on each of these documents, please refer to:

www.ntu.ac.uk/student_services/international_students/applying_for_tier_4_visa/index.html


For documents marked with an asterisk (*), please consult our guidance on "Financial Evidence for Tier 4 Student Visa Applications", which you can find on our webpages:

www4.ntu.ac.uk/student_services/document_uploads/119572.pdf

Document	To be provided by...
Current passport (and previous passports) which you have used to travel to the UK provided that you still have these.	All students.
2 passport photos	All students.
Your CAS number	Enter your CAS number on the online application form. Visit these webpages to find out how to obtain your number: www.ntu.ac.uk/student_services/international_students/vi

	sas and immigration/cas number/index.html
Biometric Residence Permit (BRP)	All students in possession of a BRP card.
* Personal bank statements	Students who will be showing their personal bank accounts as evidence of meeting the Tier 4 Maintenance requirement.
* Parent's bank statements, birth certificate and letter from parents	Students who are using their parent's bank statements as evidence of meeting the Tier 4 Maintenance requirement.
* Official sponsorship letter	Students who have an official financial sponsor, e.g. their Government
Documents used to obtain offer	Provide all original transcripts/certificates which are listed in the "Evidence Used to obtain offer" section of your CAS. (Not applicable if your CAS states that you are assessed on academic progress).
ATAS certificate	Students who are studying specific research courses (your CAS will indicate if you are required to provide this).
Professional translations	Students who are submitting any of the required documents which are not in English must provide a professional English translation.
Tuberculosis test results	Please check the UKVI website: https://www.gov.uk/tb-test-visa for the full list of countries where this requirement applies and whether you may be exempt.

Declaration


Mickey Mouse

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

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Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to your application
- your supporting documents

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, your application will be refused and you may be banned from the UK and prosecuted.

I accept the above

[Return to this application later](#)

You are required to answer all questions within the application truthfully. It is a criminal offence to make a false statement. Omissions or attempts to falsify information could result in both your current application and future applications being refused.

5. Immigration Health Surcharge (IHS)

Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

[Go to IHS website](#)

[Save and continue](#)

[Return to this application later](#)

All students making tier 4 visa applications are required to pay the “immigration health surcharge” in addition to the visa application fee, unless their visa for the UK will be less than 6 months long. The fee is calculated according to the length of visa you are applying for. The fee is £150 per year, plus £75 per part year (up to 6 months).

You will be asked if you are applying to stay in the Isle of Man, Jersey or Guernsey – please choose “NO” for this question. You will also be asked if your course is at NQF7. Answer “Yes” if you are studying a Master’s degree or Postgraduate Diploma. Answer “No” for all other courses. For full information about the immigration health surcharge, please check:

www.gov.uk/healthcare-immigration-application/overview

6. Confirming location for collection of your BRP (Biometric Residence Permit)

BRP (Biometric Residence Permits) are issued to all students who apply for a Tier 4 visa overseas if your visa will be **issued for longer than 6 months**. If your Tier 4 visa is granted, you will be issued with a vignette (sticker inside your passport) which will be valid for travel to the UK within 30 days. When your temporary visa is issued, it will be accompanied with a letter with instructions on collecting your full Tier 4 visa (on a BRP card) within 10 days of your arrival in the UK. For further information on the collection process, please visit our webpages: www.ntu.ac.uk/brpcollection

After you have signed your declaration, you will be asked to provide details of the UK location where you wish to collect your BRP. We recommend that you choose the option to collect from NTU City Site. Select the “Collect from an alternative location” field and enter the code, **2HE392**.

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Collecting your biometric residence permit (BRP)

You must collect your [biometric residence permit \(BRP\)](#) within 10 days of arriving in the UK. This is a card that shows your right to be in the UK.

You can collect your BRP from a UK Post Office of your choice. [Find more information](#) about locations and opening times of UK Post Offices. You can collect your BRP from a different collection location, if your sponsor has provided you with an Alternative Collection Location (ACL) code.

Collect from a UK Post Office

Collect from an alternative location

Enter your ACL code

Confirm location

Click on “confirm location”. The NTU University address will appear as below:

Nottingham Trent University
 c/o The Academic Registry
 2nd Floor Dryden Centre
 Dryden Street
 Nottingham
 NG1 5LS

7. Pay for the visa application fee and book your appointment at the visa application centre

N.B. PLEASE NOTE THAT YOUR VISA APPLICATION IS CONSIDERED TO HAVE BEEN SUBMITTED ONCE YOU HAVE PAID. THIS MEANS THAT YOU NEED TO ENSURE THAT YOU HAVE MET ALL OF THE TIER 4 REQUIREMENTS INCLUDING THE MAINTENANCE REQUIREMENT BEFORE YOU PAY FOR YOUR APPLICATION ONLINE.

You will be given 2 options (the fee will be given to you in the local currency):

Standard service: £348

Priority service (decision made within 5 working days): £560

The next screen will show a list of visa application centres available for your application. Once you have selected a visa application centre, you will be able to choose an appointment date and time.

8. Further information and guidance

If you have any further questions after reading this guidance, please contact the International Student Support Service either via telephone +44 (0)115 848 2631 or via email: int.support@ntu.ac.uk. You may also find the following websites useful:

- UKVI website: www.gov.uk/tier-4-general-visa/eligibility
- UKCISA (UK Council for International Student Affairs) – the UK’s national advisory body serving the interests of international students: www.ukcisa.org.uk