

Applying for a Tier 4 visa inside the UK

STEP 1: Request a CAS

If you are applying for a new course of study at the university, you will have been instructed to request a CAS as part of the admission process.

If you are continuing on a course you have already started, please see [here](#) for further details about requesting a CAS.

Please note: Your CAS, once ready, will be supplied direct to the university's Visa Advice Service, for later insertion into your application (at the one-to-one appointment).

STEP 2: Prepare your supporting documents

The supporting documents required will vary according to your precise circumstances. For further information, including a full list of documents ordinarily required, please see the relevant section of our [Frequently Asked Questions](#).

STEP 3: Attend one-to-one appointment with Visa and Immigration Officer

Once your CAS request and all related documents (passport scan, visas scans, financial document scan) have been received, the Visa and Immigration Officer will contact you to schedule a one-to-one appointment. At this appointment, the Visa and Immigration Officer will:

- check your supporting documents
- help you complete the on-line Tier 4 application form
- help you pay the application fee and healthcare surcharge
- take in your supporting documents for forwarding to UKVI
- issue you with a care letter outlining the next stage of the process

STEP 4: Register your biometric information at the Post Office

Once your on-line application has been submitted, you will need to attend a Post Office to register your biometric information (fingerprints and iris scan). The nearest participating Post Office to the university is on King's Square in Gloucester (postcode: GL1 1AD).

STEP 5: Receive decision from UKVI

If your application is successful, your supporting documents will be sent to the university, with your BRP (visa) sent under separate cover within 10 working days of decision.

If your application is unsuccessful, a refusal notice and appeal paperwork (where applicable) will be sent to the university. Please note: your passport and BRP are ordinarily retained by UKVI in the event of a refusal.

Need more help?

If you have further questions about applying for a Tier 4 visa inside the UK, you may find they are covered in the relevant [Frequently Asked Questions](#). For anything else, please email immigration@glos.ac.uk.