

Applying for a Tier 4 visa outside the UK

STEP 1: Familiarise yourself with the application process and guidance

Visit the UK Visas and Immigration (UKVI) site titled "[Tier 4 \(General\) visa](#)". Everything you need to know about the visa application process should be available from this site. There are also links to a number of important documents, including the full [Tier 4 Policy Guidance](#).

Read through these web-pages carefully, as they contain a lot of very detailed information about how to apply and what documents you need to provide. It is very important that you submit all the documents required. For a full list of required documents, including information about the acceptable document formats, please see our [Frequently Asked Questions](#).

STEP 2: 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.

STEP 3: Complete the on-line application process and book an appointment at your nearest Visa Application Centre

Unless you are from Cuba, Zimbabwe or North Korea, you will need to submit your application [on-line](#).

If you wish to submit your visa application via a premium route, please check that such an option is available at the relevant Visa Application Centre by contacting them direct. To find the opening times, address and contact details for UK Visa Application Centres near you, please see [this webpage](#).

When you come to confirm your BRP Collection Location, please be sure to enter the university's unique code, **2HE862**, in the "Alternative Location" field. This will ensure your BRP is delivered to the university (rather than a local Post Office) in advance of your arrival.

STEP 4: Attend your appointment and submit your documents

At the appointment you will need to:

- submit all required documents*
- have your fingerprints and photograph (known as 'biometric information') taken
- undergo a brief "credibility interview" using video conferencing software (for more information about this interview, please see the [Frequently Asked Questions](#))

*Please make sure you submit ALL required documents. There is no flexibility about the documents you have to submit. If your documents do not exactly match the requirements set out in the [Tier 4 Policy Guidance](#), your application will be refused. We recommend that you also keep a photocopy of your completed application and all submitted documents, including your passport.

STEP 5: Receive and check your visa

You will initially be issued with a vignette (sticker) in your passport that is valid for a 30 day period starting on your proposed date of travel. You will also be issued with a letter detailing your full grant of leave, and explaining

that you need to collect your Biometric Residence Permit (BRP) within 10 days of arriving in the UK. It is important that you check all the information in this letter is correct. In particular, you should check:

- your name and date of birth
- that you have been granted leave as a Tier 4 (General) student
- the Sponsor Licence Number (SLN) reads 8DHV1QR87
- the start and end dates of the leave
- work conditions
- the condition to register with the police, where applicable
- the details of where you need to collect your BRP from (provided you used the university's unique code – 2HE862 – during the on-line application process, you will be able to collect your BRP from the university's Immigration Compliance Team)

If any of these details are incorrect, you should attempt to get them corrected before travelling to the UK.

Need more help?

If you have further questions about applying for your visa, you may find they are covered in our [Frequently Asked Questions](#). For anything else, please email immigration@glos.ac.uk.