

## Frequently Asked Questions (in-country applicants)

### 1) How do I submit my Tier 4 application?

Please see our [step-by-step guide](#) to applying for a Tier 4 visa inside the UK.

### 2) When should I submit my Tier 4 application?

You should submit your application within the last three months of your current immigration permission, and no later than the date your current immigration permission expires.

In addition, please note that, if you have applied for a new course of study and currently have a Tier 4 visa under another institution's sponsorship, you will not be permitted to start the course until you have submitted a fresh visa application under the University of Gloucestershire's sponsorship. Applications to switch to the University of Gloucestershire cannot be submitted any earlier than 1 month before the scheduled start date of the course.

### 3) Can I submit a Tier 4 application as an over-stayer?

The university does not issue CAS to students who have over-stayed their visa. If you have become an over-stayer, you will need to supply us with proof that you have left the UK before we can consider issuing you with a CAS.

### 4) My current visa expires more than 28 days before the start date of my course – can I submit an application inside the UK?

No. To be eligible in principle to submit an application inside the UK, the gap between the date your current visa expires and the start date of your course must be no greater than 28 days. If the gap is greater than 28 days, the university will withhold issuance of a CAS until it has received proof that you have left the UK.

### 5) Can I switch into Tier 4 from another immigration category?

You can apply inside the UK under the Tier 4 (General) student category if you currently have, or were last given, permission to stay in any of the following categories:

- Tier 4 (General) Student
- Tier 4 (Child) Student
- Tier 1 (Post-study Work) Migrant
- Tier 2 Migrant
- Participant in the International Graduates Scheme (or its predecessor, the Science and Engineering Graduates Scheme)
- Participant in the Fresh Talent: Working in Scotland Scheme
- Postgraduate Doctor or Dentist
- Prospective Student, Student
- Student Nurse

- Student Re-sitting an Examination
- Student Writing-Up a Thesis
- Student Union Sabbatical Officer
- Work Permit Holder

## 6) What supporting documentation do I need to submit with my Tier 4 application?

The precise documents required will depend on your particular circumstances, but you are likely to have to submit the following documents with your Tier 4 application:

- Current passport, plus any previous expired passports you have used to travel to the UK
- Biometric Residence Permit (if you have one)
- 2 x recent passport-sized photographs (see government [photo guidance](#) for further info)
- The academic certificates that were used by the university to offer you a place on your course, i.e. Bachelor's degree certificate, Postgraduate Diploma, IELTS etc. (*new students and students switching into Tier 4 only!*)
- Evidence you have enough money, in the form of either cash in a bank (held for a consecutive 28 day period), a loan in your name, or official sponsorship (see questions 10 – 13)
- Police certificate with up-to-date address, passport and visa details (if you have one)
- ATAS certificate (only if applicable – see question 14)
- Parental consent letter (under 18's only – see question 15)

For more comprehensive information about the required documents, please refer to the [Tier 4 Policy Guidance](#).

## 7) How much will my Tier 4 application cost?

For the most up-to-date information on fees, please see [here](#).

Please also note the requirement to pay an additional charge for healthcare, known as the immigration health surcharge. For further information about this fee, see [here](#).

## 8) How do I pay for my application?

Payment must be made as part of the on-line application process using a debit or credit card.

## 9) Am I a “low risk” national, and if so, what does this mean?

UKVI categorises certain nationalities as “low risk”. To find out if you are a “low risk” national, please see [Appendix H](#) of the Immigration Rules. If you are a “low risk” national you are not required to submit evidence of your academic qualifications or finances with your visa application. You must, however, confirm on your application form that you meet all the relevant requirements, and that you hold documentary evidence in the manner required. Please be aware that UKVI reserves the right to request documents from “low risk” students as part of the visa application process. For this reason, the University of Gloucestershire requires all “low risk” students to prepare their applications in the same way as students who are not considered “low risk”.

## 10) How much money do I need to show in total?

You must show that you have enough money to pay for:

- any first year course fees that are outstanding on the date you submit your visa application  
AND
- living costs (see question 11)

## 11) How much do I need to show for living costs?

Unless you are applying for the Doctorate Extension Scheme, you must show that you have held a minimum of £1015 for each month of the course, up to a maximum of 9 months. If your application is for a course or period of study longer than 9 months, you will therefore need to show a minimum of £9135 for living costs.

If the length of your course includes a part of a month you need to round the time up to the next month. For example, if your course lasts 4 months and 2 weeks, you must show that you have 5 months' worth of living costs, i.e. £5075.

## 12) I have pre-paid for halls of residence accommodation – can I show a lower amount for living costs?

If you have pre-paid for halls of residence accommodation, you are permitted to deduct a **maximum** of £1265 from your living costs.

### Examples:

- Student is studying a year-long course, and has pre-paid a total of £4000 to the university for halls accommodation. Money required for living costs = £7870 (i.e. £9135 - £1265)
- Student is studying a six-month course and has pre-paid a total of £360 to the university for halls accommodation. Money required for living costs = £5730 (i.e. £6090 - £360)

## 13) What documents should I submit as evidence I have enough money?

We require students to supply evidence in one of the following formats: cash funds in a bank, a loan in your name, or official financial sponsorship.

### Evidence of cash funds in a bank

Money must be held as cash, which includes savings and current accounts. Shares, bonds, overdrafts, credit cards, pension funds and similar savings accounts will not be accepted, regardless of notice periods. You will need to provide a bank statement showing funds have been held for a consecutive 28 day period ending no more than 31 days before the date of your visa application. The statement must show:

- your name or your parent(s) / legal guardian(s) name(s); and
- the account number; and
- the date of the statement; and
- the bank's name and logo; and
- the amount of money available through the 28 day period (note: the balance must not have dropped below required amount at any time during the 28 day period!).

Please note that a “Certificate of Deposit”, as issued by many banks in China, can be accepted by UKVI provided it meets both the following requirements:

- the certificate of deposit has been issued within 31 days of the date of application
- at least 28 days have elapsed between the date of the deposit and the date of issue of the certificate

Where a statement is in a parent or legal guardian’s name, please note the requirement to submit two additional documents:

- A legal document confirming your relationship to your parent – this would be your birth certificate, certificate of adoption, or court document naming the legal guardian; and
- A letter written by your parent or legal guardian confirming their relationship with you and giving their consent to you using the money in their account to study in the UK.

If you are using overseas currency, UKVI will expect you to write on the document the closing balance in GBP, calculated using the [OANDA website](#).

#### A loan in your name

If you are relying on a loan to fund your studies, you must provide a letter from a financial institution (regulated by your country’s home regulator) confirming the loan. The letter must be dated no more than 6 months before the date of your visa application and must show:

- your name; and
- the date of the letter; and
- the financial institution’s name and logo; and
- the money available as a loan; and
- that the loan is provided by your national government, their state or regional government, a government sponsored student loan company, or is part of an academic or educational loans scheme.

Please note: loans held in a parent or legal guardian’s name are not acceptable. The loan must be in your name!

#### Official financial sponsorship

UKVI define official financial sponsorship as money given to a student to cover some or all of their course fees and/or living costs, by one of the following organisations: the UK government; the student’s country’s government; the British Council; any international organisation, international company or University. If you are in receipt of sponsorship from one of these organisations, you need to provide a letter from your sponsor in support of your visa application. The letter must be on official letter-headed paper and must have the official stamp of the sponsoring organisation on it. The letter must show:

- your name; and
- the name and contact details of the official financial sponsor; and
- the date of the letter; and
- the length of the sponsorship (including start and end date); and
- the amount of money the sponsor will be giving you or a statement that they will be covering all of your fees and living costs.

Please note that:

- If your sponsor letter only confirms that **some** of your fees and/or living costs are covered, you will need to provide additional evidence to confirm you hold the rest of the money required e.g. personal bank statements;

- If your sponsorship covers all your tuition fees and living costs, but your sponsor limits the time that you may study in the UK, UKVI will take the date on the sponsorship letter as the course end-date for visa purposes, irrespective of the actual course end-date stated on your CAS.

For more detailed guidance regarding what types of document are acceptable, please see our [Guide to Tier 4 Financial Requirements](#).

#### **14) I am unable to supply a financial document that meets UKVI criteria - can I submit an application anyway, at my own risk?**

No. The university will not issue CAS unless you can supply a financial document that meets UKVI criteria.

#### **15) Do I need an Academic Technology Approval Scheme (ATAS) Certificate?**

The Academic Technology Approval Scheme (ATAS) is designed to ensure that those applying for postgraduate study in certain sensitive subject areas do not acquire knowledge that could potentially be used in Weapons of Mass Destruction programmes. Very few courses at the university will require clearance under this scheme, but if you are required to obtain an ATAS certificate, it should be clearly stated on your CAS Statement. To learn more about the ATAS application process, and for more detailed information about which types of study and subject areas are affected, please see the [Foreign and Commonwealth Office website](#). Please note: it can take several weeks to obtain an ATAS certificate, so it is important that you apply well before submitting your Tier 4 visa application.

#### **16) I am 17 years old – do I need to supply a letter of consent from my parent(s)?**

Yes, as stated at paragraphs 231 – 233 of the [Tier 4 policy guidance](#). The letter needs to be signed by your parent(s), and must confirm:

- your relationship to your parent(s); and
- that your parent(s) consent to your visa application; and
- that your parent(s) consent to you living independently in the UK; and
- that your parent(s) consent to you travelling independently to the UK

#### **17) Do my supporting documents have to be in English?**

Yes. Where an original document (e.g. bank statement, birth certificate) is not in English, it must be accompanied by a fully certified translation by a professional translator/translation company. This translation must include details of the translator/translation company's credentials, confirmation that it is an accurate translation of the original document, and the translator/translation company's contact details. It must also be dated and include the original signature of the translator or an authorised official of the translation company.

### 18) I have made a further payment to the university after receiving my CAS Statement. Does my CAS automatically get updated?

No. If you make a further fee payment after you have been issued with a CAS Statement, you need to send an email notification to [immigration@glos.ac.uk](mailto:immigration@glos.ac.uk). We will then check with the university's fees department that the money has been received and amend your CAS accordingly.

Please note: it is **your** responsibility to ensure the CAS is up to date prior to applying for a visa. The university cannot accept responsibility for any visa refusals that result from CAS not being up to date.

### 19) I have been issued a CAS that covers a Pre-sessional course only. Will the university help me to extend my visa inside the UK on successful completion of the Pre-sessional?

Yes. We will run a series of workshops during and following your pre-sessional course to guide you through the visa extension process. Please note that you will be required to submit originals of all relevant academic certificates as part of this extension application.

### 20) When will my new visa expire?

This depends on the type and length of your course:

- Four months after the end of your course if your course lasts 12 months or more.
- Two months after the end of your course if your course lasts between 6 and 12 months.
- One month after the end of your course if your course is a Pre-sessional course of less than 6 months.
- Seven days after the end of your course if your course is less than 6 months long and is not a Pre-sessional course.

### 21) Can my dependants submit visa applications at the same time as me?

Your dependants can submit applications to extend their visas at the same time as you only if:

- You are government-sponsored and your course is over six months long OR
- You are doing a postgraduate level course of 12 months or longer OR
- You had Tier 4 or pre-Tier 4 student leave for your previous course where the course was over six months long AND
- your permission is current or expired no more than three months before this extension application AND
- your extension application is for a course over six months long AND
- your dependants already have Tier 4 dependant or "student" dependant leave AND
- you apply for an extension of your visa at the same time as your dependant

### 22) What documents do my dependants need to submit?

Each dependant needs to submit the following documents:

- Current passport, plus any previous expired passports they have used to travel to the UK
- Biometric Residence Permit (if applicable)
- 2 x recent passport-sized photographs (see [photo guidance](#) for further info)

- Evidence they have enough money, in the form of either cash in a bank (held for a consecutive 28 day period) or official sponsorship. Please note: this money can be held in either the dependant's name or the Tier 4 student's name!
- Police certificate with up-to-date address, passport and visa details (if applicable)
- If born inside the UK: a full UK birth certificate
- If aged 16 or 17: NHS registration document and a letter from school/college/university confirming their address (the letter must be on the relevant organisation's official headed paper and must bear the organisation's official stamp)

### 23) How much will my dependants' applications cost?

For the most up-to-date fees, please see [here](#).

### 24) How much money do my dependants have to show for living costs?

Dependants are required to show £680 for each month of **immigration permission** that you have been granted (if they are applying after you have received visa) or will be granted (if they are applying at the same time as you). This is up to a maximum of 9 months, i.e. £6120.

#### Examples:

- Student is applying with three dependants (a husband and two children) for a course that lasts three years. Total required for living costs = £27,495 (i.e. £9135 + £6120 + £6120 + £6120)
- Student is applying with one dependant to complete a course of over 12 months' duration, where, as of date of application, three months of the course remain. Total required for living costs = £7805 (i.e. £3045 for the student + £4760 for the dependant, since the student will be granted 7 months' immigration permission)

### 25) Where can I find further information about applying for a Tier visa inside the UK?

The UK Council for International Student Affairs (UKCISA) has produced a detailed guide to making a Tier 4 (General) application, available [here](#). This guide includes information about all aspects of the visa application process, and includes links to many other useful publications.