

Frequently Asked Questions (out-of-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 outside the UK.

2) When should I submit my Tier 4 application?

It generally takes 2-3 weeks for a Tier 4 visa application to be processed. You should therefore submit your Tier 4 application as soon as practicable after being issued with your CAS Statement, and no later than four weeks before the course start-date (to allow time for travelling to the UK after receiving your visa).

3) 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 question 9)
- Police certificate with up-to-date address, passport and visa details (if you have one)
- ATAS certificate (only if applicable – see question 10)
- Tuberculosis certificate (certain nationalities only – see question 11)
- Parental consent letter (under 18's only – see question 12)

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

4) 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](#).

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

UK Visas and Immigration (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, we recommend that “low risk” students prepare their applications exactly the same way as students who are not considered “low risk”.

6) 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 7)

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

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.

8) 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)

9) 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](#).

10) 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.

11) Do I need a certificate confirming I am free from Tuberculosis?

Nationals of certain countries need to obtain a certificate that states they are free from infectious TB before applying for a visa. The test includes having a chest X-ray at an accredited clinic or hospital run by the International Organisation for Migration. For the current list of affected countries, plus further information on the test, please see [here](#).

12) 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

13) 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.

14) 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. 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.

15) 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, so you must make sure that you bring these with you.

16) When will my visa start?

You will initially be issued with a vignette (sticker) in your passport that is valid for 30 days. The vignette's validity will start 30 days before the course start date on your CAS or seven days before the date you specified on your application form as your intended date of travel to the UK, whichever is later. Your vignette will be accompanied by a letter detailing the full length of your visa, and explaining that you are required to collect a biometric residence permit (BRP) within ten days of arriving in the UK. [Provided you entered the university's unique code, 2HE862, on the relevant part of the application form, you will be able to collect your BRP from the university as part of the enrolment process.]

17) When will my 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.

18) Will I be interviewed as part of the visa application process?

UKVI reserves the right to call any applicant for a face-to-face interview, as they see fit. In addition, every applicant for a Tier 4 visa now has to undergo a "credibility interview" as part of the visa application process. This interview is conducted at the Visa Application Centre using video-conferencing facilities.

It is essential that you prepare yourself in advance of these interviews, as questions are likely to cover a wide range of topics. Some possible questions are as follows:

- How long is your course?
- What topics will you be studying during the course?

- Why did you choose this course?
- Why did you choose the University of Gloucestershire?
- How do you intend to travel to the University of Gloucestershire?
- Where will you be living in the UK?
- Have you ever studied in the UK before?
- How are you funding your studies?
- What do you intend to do after your course has finished?
- Do you intend to work during your studies?
- Do you know the work restrictions for Tier 4 students?

[Please note: this is not an exhaustive list, and is provided as rough guidance only.]

19) What should I do if my visa application is refused?

If you think the refusal was incorrect, based on the evidence you submitted with your application, you are allowed to ask for an “Administrative Review” of the decision to refuse it. There is no fee for this, and you must request the Administrative Review within 28 days of the date you receive your refusal notice. You cannot produce new or different documents for an Administrative Review. The process is explained more fully in Annex 4 of the [Tier 4 policy guidance](#).

Please be aware that you are permitted to submit a new visa application at the same time as requesting an Administrative Review of an earlier visa application. You will need to submit a new CAS with this application, which can be obtained by sending an email to compliance@glos.ac.uk. Please attach your visa refusal notice to this email, as we will need to review the reasons for refusal before issuing a new CAS. Please also note that a new CAS will only be issued if, in the university's view, there is sufficient time for you to re-apply and arrive at the university before the latest start-date.

20) Will I be able to work in the UK?

Your Tier 4 visa should state that you are permitted to work, subject to certain restrictions. If your course is at degree level or above (excluding a foundation degree), you will be permitted to work up to 20 hours per week (i.e. part-time) during term-time and full-time during the official university vacation periods. If your course is below degree level (including a foundation degree), you will be permitted to work up to 10 hours per week (i.e. part-time) during term-time and full-time during the official university vacation periods.

For more detailed information about working during your studies, please see the [guidance](#) produced by the UK Council for International Student Affairs.

21) Can I bring my dependants (family members) with me?

If you are a postgraduate student on a course lasting more than 12 months, or you are a Government sponsored student on a course lasting more than 6 months, you are permitted to bring dependants with you.

If you are studying a course at undergraduate level or below then you are not allowed to bring your dependants for the full length of the course, although they can apply to come and visit you for up to 6 months under the category of “[Standard Visitor](#)”.

22) How do my dependants apply for their visas?

Dependants must apply on-line under the rules for points-based system (PBS) migrants. As part of the application process they will also be required to attend a Visa Application Centre to enrol their biometric information.

For further information about submitting applications for your dependants, please see the relevant UKVI web-page [here](#).

23) What documents do my dependants need to submit with their visa applications?

Each dependant is likely to have to submit the following documents:

- Current passport, plus any previous expired passports they have used to travel to the UK
- Biometric Residence Permit (if they have one)
- 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 they have one)
- Evidence of dependant status (e.g. marriage certificate, birth certificate etc.).

For more detailed information about the documents required, please see the [PBS Dependant Policy Guidance](#).

24) How much do dependant applications cost?

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

25) 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 your 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)

26) Where can I find further information about applying for a Tier 4 visa outside 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.