

Tier 4 Document Checklist: Entry Clearance

	Items needed for your Tier 4 application	✓
Application form	Apply online: www.gov.uk/apply-uk-visa Print your online application form, signed and dated and take to your visa appointment at the Visa Application Centre Some countries still have paper applications	
CAS Issued by Plymouth University	Starting a new course: You do not need to apply for a CAS– it will be sent automatically with your offer Continuing students: email ISA / Graduate school to request a CAS International.advice@plymouth.ac.uk / doctoralcollege@plymouth.ac.uk	
Passports/National ID Card	Current passport and previous passport if applicable Current National ID Card with Reference Number , Start and End Date	
Entry qualifications 'Low Risk' students do not need to provide these (see overleaf)	You must submit your certificates, awards or transcripts of the academic entry qualifications as listed on your CAS. Entry requirements may also include evidence of your English language ability: this will be stated on your CAS. Documents must be translated into English If you are using a qualification from a majority English speaking country as evidence of English you must have evidence of equivalency from UK NARIC You must provide evidence you have completed a qualification for which you were last issued a tier 4 visa to study. (If applicable)	
Financial evidence 'Low Risk' students do not need to provide financial evidence (see overleaf)	Evidence should be original, cover 28 consecutive days and be dated within one month of the application. You need to show evidence of the first year of tuition fees / continuing students need to show evidence of any tuition fees still owing as stated on your CAS PLUS: You need to show £9135 (or £1015 per month up to a maximum of 9 months of your new course) and £6120 per dependant (or £680 per month up to a maximum of 9 months of main applicants leave) If you are sponsored by an official sponsor: You need to provide an up-to-date official sponsorship letter showing that all tuition fees and living costs will be met. Any shortfall will need to be shown in a bank statement. If your sponsor has recently stopped funding you, you will need a letter of consent to continue studying in the UK	
How much to show: Tuition Fees owing : £ Plus maintenance of: £ Total: £		
Your visa application fee	£348 per applicant (same for each dependant). Print the payment receipt	
Health Surcharge	£300 per year for the length of your visa e.g. your new visa is 3 years. 3 x £300= £900 surcharge payable at the time of visa application. The same is payable for each dependant.	
Some students may also need:		
Biometric Residence Permit	If you have one (this is the new-style visa residence permit card)	
ATAS certificate	Not all students are required to get an ATAS certificate. Your CAS statement will tell you if you need one.	
Dependants	A marriage certificate plus translation is normally required Birth certificates with translation may be requested for dependants	
TB test	A tuberculosis (TB) test may be needed if you're coming to the UK for more than 6 months if you are from a country listed here: https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk . This is a guide so check with your visa application centre: https://www.gov.uk/find-a-visa-application-centre	
CONTINUING STUDENTS: If you have been away from the UK for less than 6 months you do NOT need to undertake a TB test. However, you will need to provide your flight ticket as evidence of when you left		

WHAT CAN I USE AS FINANCIAL EVIDENCE?

Using Parent's or Legal Guardian Bank statements:

You need to provide a bank statement, your birth certificate/certificate of guardianship plus a letter of consent from the parent/guardian and any translations necessary.

Certificates of Deposit:

- The certificate of deposit must have been issued within 31 days of the date of the application
- At least 28 days must have elapsed between the date of the deposit and the date of issue of the certificate
- There must be no wording on the document which indicates the funds are frozen or otherwise inaccessible
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Important notes for bank statements:

1. If using an overseas account check that your bank is acceptable by the UKVI: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions>
2. It is acceptable to use more than one account to prove you have the required funds.
3. It is not acceptable to send bank statements to the UKVI that relate to money held after the date of submission of the visa application.
4. It is acceptable to use online bank statements as long as they contain the required information and have been stamped by the bank.
5. It is acceptable to use temporary statements printed by the bank as long as they contain the required information and have been printed on bank headed paper that includes the bank name and logo.
6. Documents must be translated if not in English

LOW RISK STUDENTS

Some students are considered 'low risk' if they are from certain countries. Check this link:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements>

If you are 'low risk' you will not normally need to provide financial evidence or transcripts although the Home Office can request to see them during the application process so it is best to have them ready.

STAND ALONE TIER 4 DEPENDANT APPLICATIONS

(When dependants apply separately from the student)

The documents required for a successful Tier 4 Dependant stand alone application can vary between countries. As well as the documents overleaf, a dependant may also need:

- A personal letter from the Tier 4 student visa holder stating why they want their dependants to join them in the UK
- Marriage certificate (for partner)
- Birth certificates/or equivalent (for children)
- Proof of official financial sponsorship that covers dependants (i.e. names are written on the sponsor letter)
- A photocopy of the Tier 4 visa holder's passport page and Tier 4 visa page/Biometric Residence Permit (if already granted)
- A confirmation of enrolment letter for the Tier 4 student visa holder (if already granted) available from ISA

This is a guide so check with your visa application centre:
<https://www.gov.uk/find-a-visa-application-centre>