


# Tier 4 Document Checklist: Applying in the UK

	Items needed for your Tier 4 application	
<b>Applications :</b> Bring in your UKVI login Details. See the Guide	Complete as much as you can. Use the Guidance notes to help. Do NOT submit the visa: ISA will help you do this	
<b>Bank card to pay for your Health Surcharge</b>	£300 per person per year for the length of time granted on your new visa. Paid during the application process	
<b>Passports used for</b>	Current passport with visa vignette (sticker) in it	
<b>CAS Statement</b>	<b>Starting a new course:</b> Your CAS will be sent directly to ISA <b>Continuing students:</b> email ISA/Doctoral College to request a CAS international.advice@plymouth.ac.uk / doctoralcollege@plymouth.ac.uk	
<b>Financial evidence</b>  <i>'Low Risk'</i> students (e.g. from China) do not need to provide financial evidence (see overleaf for a list of Low Risk countries)	Money should be in a bank account for <b>28 consecutive days</b> and be dated within <b>one month</b> of the application. New students need to show <b>the first year of tuition fees</b> OR if, you are a continuing student, you need to show evidence of <b>any tuition fees still owing</b> as stated on the CAS  <b>PLUS</b>  You need to show <b>£9135</b> (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)  <b>If you are sponsored by an official sponsor</b> 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.	
Bank card to pay for your visa application fee	For standard applications: £494.20 (approx. 2 months to process) For priority applications: £971.20 (approx. 3 weeks to process) Payable by credit/bank card at the time you submit your application	
	<b>Some students may also need:</b>	
<b>Police Registration Certificate</b>	Must show current address and current visa expiry date	
<b>Biometric Residence Permit card (BRP)</b>	If your visa is a vignette in your passport, you won't have a BRP. Most students have a BRP.	
<b>Transcripts and/or award Certificates.</b> <i>'Low Risk'</i> students do not need to provide these	These will be stated on your CAS. They must be translated if necessary. If you are using a qualification from a majority speaking English country as evidence of English you must have evidence of equivalency from UK NARIC.	
<b>ATAS certificate</b>	If your course requires one. Check your CAS. Mainly for students who study certain postgraduate courses in Science and Engineering.	
<b>Dependants</b>	You will need the same documents as listed above if applicable. If a child dependant is over 16 years old, see overleaf. If a spouse (husband or wife), a marriage certificate may be required plus a bank statement or bill that shows you both of your names at your shared address.	
<b>Repeating students</b>	If you have changed course on your current Tier 4 leave and are applying to extend your visa because you have had to repeat/resit, please bring in proof that the repeat/resit is to do with your current course.	

## **TYPES OF TIER 4 VISA APPLICATIONS**

### **Other visa related costs:**

You will be required to book an appointment as part of your application, you may be required to pay an additional fee for some times and locations. Details can be found here: <https://www.soprasteria.com/docs/librariesprovider41/ukvi/ukvi-app-services.pdf>

### **LOW RISK STUDENTS**

Students are considered 'low risk' if they are from these countries:

Argentina Australia Bahrain Barbados Botswana Brunei Cambodia Canada Chile China  
The Dominican Republic Indonesia Japan Kuwait Malaysia The Maldives Mexico New Zealand  
Qatar Serbia Singapore South Korea Thailand Trinidad and Tobago United Arab Emirates  
United States of America

If you are 'low risk' you do not 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.

### **ALL OTHER STUDENTS**

#### **What can I use as financial evidence?**

##### **Using Parent's or Legal Guardian Bank statements:**

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

##### **Certificates of Deposit:**

You are advised not to use these as there is a greater chance of your visa being refused. However, to be acceptable as evidence:

- 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

##### **Important notes for bank statements**

- If using an overseas bank account, check that your bank is on the UKVI approved list: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions>
- It is acceptable to use more than one account to prove you have the required funds.
- It is acceptable to use online bank statements as long as they contain the required information and have been stamped by the bank.
- 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.

### **DEPENDANTS**

If your dependant is your child over 16 you will need to submit 2 of these items confirming your UK address:

- bank statements; and/or
- credit card bills; and/or
- driving licence; and/or
- NHS Registration document; and/or
- letter from your current school, college or university confirming your address. This must be on official headed paper and bearing the official stamp of that organisation. It must have been issued by an authorised official of that organisation.