

# Tier 4 online application Guide for applications OUTSIDE of the UK

This should be used in conjunction with the  
Tier 4 Policy Guidance

This guide has been produced by  
International Student Advice (ISA)  
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# Apply for a Tier 4 (general) visa from outside the UK

First of all, access this link online:

<https://visas-immigration.service.gov.uk/product/uk-visit-visa>

Then:

- Select language
- Select visa type – Tier 4 (General) Student visa
- Select location, and whether you can attend appointment
- Register your email and create password

Start completing the form. You will need your Confirmation of Acceptance for Studies (CAS) to start working on the application. If you are a new student, your CAS will be automatically included in your unconditional offer. If you are a continuing student, you will need to request a CAS from us by emailing [international.advice@plymouth.ac.uk](mailto:international.advice@plymouth.ac.uk)

If you have your CAS number, you can now follow the application questions. When you get to the following questions, please take care:

- **Your telephone details:** there are two boxes. In the first box out the international dialling code to your country. Look at this link: [international dialling codes](#)
- **National Identity card** (you **must** complete this if you have National identity card). Check with your home country.
- **How long do you intend to stay in the UK?** Type in the end date of your degree programme which is on your CAS
- **Study as a tier 4 (Child) Student:** Only tick yes if you successfully completed a course of study in the UK on a CHILD Tier 4 visa
- **Are you coming to the UK to study at a higher education institution?** Yes you are. Plymouth University is a HEI (Higher Educational institution)
- **Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are 'gifted'?** Tick yes. Your CAS will detail if what proof of English is required if any.
- **People financially dependent on you:** Select yes if you will be bringing dependants. You need to add details of any dependants in the 'About your dependant' section. This is not their application they will need to apply separately.
- **Will you be travelling to the UK as part of an organised group?** Type in NO
- **Accommodation in the UK:** If you have booked accommodation such as halls of residence you will need to give full details of address. If you have yet to book anything you can type in your plans e.g. staying in a hotel first in the UK and then finding private accommodation.
- **Medical treatment in the UK:** If you have received medical treatment in the UK you must provide details.
- **UK leave to remain:** This means have you applied for a visa from within the UK in the past 10 years. If you have you will need to provide some more information.
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- **National Insurance number**

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This number is something you might have if you have previously had a job in the UK.

- **Problems with immigration to the UK**

If you have any had any of the problems listed you will need to declare this here and provide full details. If you are not certain please check with [international.advice@plymouth.ac.uk](mailto:international.advice@plymouth.ac.uk)

- **Problems with immigration to countries other than the UK.** Same as above

- **Convictions and other penalties**

You must declare here if any of the listed have happened to you

- **Your previous employers:** tick no if you haven't worked before

- **Sponsor license number:** RQ2UGKJY7

- **Sponsor's address:** University of Plymouth, Drake Circus, Plymouth, Devon, England, United Kingdom PL4 8AA

- **Place of study:** tick Higher education institution

- **Primary site of study:** Check your CAS if you are not sure. It will normally be Plymouth University

- **UCAS details:** you only need to tick yes if you applied for your degree through UCAS (The Universities and Colleges Admissions Service)

- **Academic Technology Approval Scheme (ATAS)**

Some subjects at postgraduate level may require an ATAS. Check your CAS statement if you are not sure if you need it. If it is required of you, you will need to enter your reference number here.

- **Future official financial sponsor**

If you are financially sponsored you will need to provide details here. You will need to show an original letter from your official sponsor.

- **Maintenance funds**

If you would like ISA to check your bank statement or you have questions please contact [international.advice@plymouth.ac.uk](mailto:international.advice@plymouth.ac.uk)

- **Course information**

These details will be listed on your CAS statement. The qualification level you get is on the CAS e.g. RQF...

- **Accommodation payments**

This would **only** be payments paid to the University. If you have paid money to a private landlord do not include this here.

- **Course fees**

This should be as listed on your CAS. Type in any tuition fees you have already paid. If you have paid any fees, it should show on the CAS so tick 'My sponsor has confirmed this information on my CAS'. If you have paid some tuition fees and they are not showing on the CAS, please contact [international.advice@plymouth.ac.uk](mailto:international.advice@plymouth.ac.uk) urgently telling us how much and when you have paid.

- **Additional information about your application** You only need to type in this box if you feel you need to add more information that may help your application or explain any or your answers in more detail

- **Documents showing the required maintenance funds**

Type in the name of the financial institution e.g. the bank name

- **Add another financial document**

Complete this only if you are using another document such as another bank statement or a letter as well as a bank statement

- **Check your answers**

The documents you need to submit will be listed here

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- **Declaration**

You must ensure that all your answers are correct. If you are unsure about any question, please email [international.advice@plymouth.ac.uk](mailto:international.advice@plymouth.ac.uk) before pressing 'I accept the above'.

Once you have pressed 'I accept the above', the following screen will show:

- **Immigration Health Surcharge (IHS)**

You need to make this payment so have your bank card ready. You should be given an IHS reference number, then continue with your application.

- **BRP Pick up location**

To arrange to pick up your BRP card from the University of Plymouth enter the following code in the collect from an alternative location section: **2HE747**

**IMPORTANT REMINDER:** You should have all the documents required for the visa application by this point. The UKVI will not consider documents obtained after the date you pay for the application.

- **Choose a service and pay application fee**

Select the service you wish to pay for, you will then be asked to book an appointment before you pay.

- **Final steps**

Save a copy of the online application form and print out a copy of the 'UKVI' Checklist to take to your appointment with your other documents.

That should be everything, you now just have to:

- 1) Pay for any priority fees if you are instructed to do this separately
- 2) Bring all of your documents to the appointment and submit them with your biometric information (digital fingerprints and photo).
- 3) You may also have to conduct a video interview at the appointment. This is to test if you are a genuine student. Get in contact with us if you are worried about this.
- 4) Wait for a decision.

Please contact us if you are unsure about any of the information above. You can email us at [international.advice@plymouth.ac.uk](mailto:international.advice@plymouth.ac.uk) or call +44 (0)1752 587740

**Good luck and hope to welcome you to University of Plymouth very soon!**