

# Applying for a Tier 4 Student Visa

## Confirmation of Acceptance for Studies

The Confirmation of Acceptance for Studies (CAS) is not an actual certificate or paper document but is a virtual document similar to a database record. Each CAS has a unique reference number and contains information about the course of study for which it has been issued and the student's personal details. A CAS is issued to you by your sponsor (University).

Your CAS will expire if it is not used for an application within six months of it being issued. If you make an application using a CAS that has expired, your application will be refused. **A CAS cannot be used more than once. If your Tier 4 application is refused, and you wish to make another application, you will need to get a new CAS from your sponsor.** Having a valid CAS does not guarantee that your application will be successful. You must meet all of the requirements of the category and any other requirements of the Immigration Rules. Your CAS can be withdrawn or cancelled at any time by either UKBA or by your Tier 4 sponsor (University).

## Money (also known as maintenance or funds)

### What money does a Tier 4 (General) student need?

You must show that you have enough money to cover your course fees and living costs.

### Course fees

If you are starting a new course, you must show that you have enough money to pay for your course fees for the first year of your course or for the entire course, if it is less than a year long.

If you have already started your course and you are applying for further leave to continue that course, you must show that you have enough money to pay for your course fees to the end of the current academic year; or for the next academic year if you will continue on your course at the start of the next academic year.

If you are in the UK as part of a study abroad programme you must show that you have enough money to pay for any fees you are required to pay to your Tier 4 sponsor for the first year of your course or for the entire course, if it is less than a year long.

If you are continuing on an existing course and are applying for an extension to continue to study the course, your Tier 4 sponsor must give either:

- the fees you still need to pay as stated on your CAS – if you are part way through the year; or
- the fees that you need to pay for the next academic year of your course, if you will continue the course at the start of the next academic year.

Your Tier 4 sponsor will provide us with details of the cost of the course fees once the CAS has been issued. If you do not know what these fees are, you will need to check this with your Tier 4 sponsor.

If you have no fees to pay to your Tier 4 sponsor, your CAS must confirm that there are no fees due (for example, if these have been paid to an overseas Higher Education provider).

### Money you will need for living costs

You must have enough money to support yourself whilst studying in the UK. The money that you will need for living costs will depend on the length of your course and where you will study it.

### Where you will be studying

The monthly living costs that you will need to show will depend on where you will be studying in the UK.

You must show that you have:

- £1,265 per month for living costs if you are studying in London for the majority of your study (more than 50% of your study time);

- £1,015 per month for living costs if you are studying outside London or anywhere else in the UK for the majority of your study (more than 50% of your study time).

### **How many months' money must I have?**

If you are applying for leave to remain on the Doctorate Extension Scheme you must show that you have funds to cover your living costs for 2 months.

If you are applying for leave to remain as a student union sabbatical officer, or as a postgraduate doctor or dentist on a recognised Foundation Programme you must show that you have money for your living costs for each month of your course up to a maximum of 2 months.

In all other circumstances, you must show that you have money for your living costs for each month of your course, up to a maximum of 9 months.

For example, if you are studying outside London or elsewhere in the UK on a course for more than 12 months and have paid your course fees in full. The amount of maintenance you would need to show would be £9,135 (£1,015 for 9 months).

If the length of your course includes part of a month, the time will be rounded up to the next full month for maintenance purposes, for example:

Course start date: 19 September 2016

Course end date: 12 April 2017

Course duration = 6 months and 25 days, therefore the maintenance requirement is seven months.

### **Money that can be used**

You can use money held in an account owned by you or by your parents or legal guardian. If you are a Tier 4 (General) student and using funds held by your parent(s)/legal guardian(s), you will need to show us evidence that you are related to your parent(s)/legal guardian(s) and that you have their permission to use this money.

If you are a Tier 4 (Child) student you will not normally need to show us that you are related to your parent(s)/guardian(s).

The evidence of money that you use must be:

- cash funds in the bank (this includes savings accounts and current accounts even when notice must be given); or
- a loan letter (the loan must be provided by your national government, state or regional government, or by a government sponsored student loan company or be part of an academic or educational loans scheme)/
- official financial or government sponsorship available to you.

Other accounts or financial instruments such as shares, bonds, overdrafts, credit cards and pension funds are not acceptable, regardless of notice period.

***Full guidelines on how to apply, guidance notes and application forms can be found on the Government Website:***

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591777/T4\\_Migrant\\_Guidance\\_February\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591777/T4_Migrant_Guidance_February_2017.pdf)

## Credibility Interviews for Tier 4 Applicants

As a part of your Tier 4 visa application, you may be invited to attend a credibility interview where you will be asked a range of questions about your education history, the programme you will be studying at the School of Advanced Study (SAS), how your studies with us fit in with your overall career plans and how you are funding your stay in the UK. The purpose of this interview is to give you the opportunity to demonstrate that your intentions to enrol as a student at SAS are genuine and that your English language ability is at the level specified on your CAS.

### If you are invited to attend a visa interview

It is essential that you attend the interview, or provide a reasonable explanation as to why you cannot attend, otherwise your visa application may be refused. At the interview, remember to stay calm and answer all questions in English. The officer may ask you about:

- Any previous visa applications for the UK and other countries, including the purpose for your visit;
- The amount of time you have previously spent in the UK;
- Your education history – including when you last studied and why your SAS study is relevant to your future plans;
- Your knowledge of SAS, your programme of study and your living arrangements in the UK;
- Your personal and financial circumstances (including whether you can support yourself and, if applicable, your dependents during your studies).

You will need to be able to demonstrate the above using the required level of English without the need for an interpreter.

### **Biometric Residence Permits (BRPs)**

From March 2015, the Home Office introduced a new procedure requiring anyone applying for a UK visa from overseas which will be valid for longer than 6 months, to collect a Biometric Residence Permit (BRP) within 10 days of arriving in the UK. This includes Tier 4 student visas: <https://www.gov.uk/biometric-residence-permits/collect>

### **If you applied from outside the UK**

When your leave is granted, you'll be issued a 30 day vignette. The vignette is valid for 30 days from the date you said you'd arrive in the UK (even if you arrive at a later date).

You'll have to apply for another 30 day visa if you don't travel within that 30 days.

Your decision letter will tell you:

- when your BRP will be available
- which Post Office branch you can collect it from

You must bring your passport or travel document with your vignette when you collect your BRP. You should also bring your decision letter.

You may get a penalty or your leave can be cancelled if you don't pick up your BRP within 10 days of your arrival in the UK.

## Immigration Health Surcharge

The immigration health surcharge (IHS) is mandatory for anyone wishing to enter the UK to study on a Tier 4 visa with the exception of countries with bi-lateral medical agreements with the UK.

If you're applying online or through the premium service centre, you'll pay the surcharge as part of your application or when you book an appointment.

If you're applying by post, you must [pay the healthcare surcharge online](#) before you send your application - you'll need to include the IHS reference number on your application form.

Your information will be shared with the National Health Service (NHS) in England if:

- you've paid the healthcare surcharge (or are exempt from paying it)
- your visa or immigration application is granted

The fee you pay is based on the duration of your visa rather than the duration of your course. The surcharge will be a fee of £150 per year for each year you are in the UK.

You can find out how much will be expected to pay using the fee calculator on the UKVI Website: <https://www.immigration-health-surcharge.service.gov.uk/checker/Type>

Your visa or immigration application won't be granted if you don't pay the healthcare surcharge or your application will be delayed if you don't pay the right amount.

## Guidance on Refused Tier 4 Applications

If your application for a Tier 4 visa is refused you will receive a letter from the Home Office stating the reasons why your application has been refused. You will be required to declare the refusal each time you apply to the Home Office for a visa.

We ask that you contact the SAS Registry immediately at [sas.registry@sas.ac.uk](mailto:sas.registry@sas.ac.uk) and attach a copy of the refusal letter. This will enable the School to update your record and inform the Home Office as required.

### Appeals

Your refusal letter should confirm whether you have the right to appeal, however there may be circumstances which may prohibit a full right of appeal. Appeals can be a lengthy process and can take several months. If you believe that you have a case and wish to appeal, you are encouraged to seek specialist immigration advice in order to do so.

### Administrative Review

If you believe that the Home Office has made a mistake with your application, you can request an administrative review. This will only be accepted for mistakes made by the Home Office. Any mistakes made by you will result in an unsuccessful administrative review. A decision should be reached within approximately 28 days.

If your application was refused on the basis of a credibility interview, you will need to request an administrative review before you can apply again.

### Reapplying for a Tier 4 visa

You will be required to make a fresh application with new supporting documents (i.e. bank statements etc). You will also need a new CAS for which you will be required to pay the CAS issuing fee again. A new CAS will not automatically be reissued by the School and consideration for another CAS will only be made following receipt of your refusal letter. The School has a limited number of CASs available and a cap on the number of refusals its students can incur; therefore the School reserves the right to refuse requests for a repeat CAS following a refusal.

### Invalid or returned applications

There are some instances when your application may be returned as invalid. Again please contact the SAS Registry immediately. Invalid or returned applications are likely to be due to an error, for example:

- Your passport photos do not meet the Home Office requirements
- You have forgotten to sign the declaration
- Problems with your application fee payment

This is not considered a refusal because your application has not been processed. If your existing visa has not expired, you can apply again but with new supporting documents. You can use the same CAS but it must still be valid. If your visa has expired you will be considered an 'overstayer' and we strongly encourage you to follow the advice provided by the Home Office.

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*Whilst we try to ensure the accuracy of the information and advice given, the requirements relating to visas are complex and can change frequently. It is your responsibility to check the requirements which apply to you on the UK Government website.*