These notes highlight some specific parts of the form, they do not cover every single question. If there is a question that you are having problems with please contact International Advice and Support: os-as@bristol.ac.uk

Contents
Registering & finding the form.................................................................2
Customising the form.............................................................................7
Correspondence Address........................................................................9
Reference Numbers & Passports ..........................................................10
Addresses...............................................................................................11
Personal History.....................................................................................11
Immigration History................................................................................12
Public Funds ..........................................................................................12
Course Details .......................................................................................13
Maintenance ..........................................................................................15
Check application..................................................................................16
Registering & finding the form

Register for an account on the website

http://www.ukba.homeoffice.gov.uk/

Use ‘Find forms’ to access the correct form
Complete the correct details

Choose online application
Apply Online

In all cases choose Tier 4 General (even if you are younger than 18)

Back to top
Complete your details

You must have a CAS in order to apply

Back to top
If you are renewing your visa and have been studying for more than six months then you are considered to have established presence (£7,380 (£820 x 9) maintenance required without established presence, £1640 (£820 x 2) with established presence)

This confirms that you are eligible to make an application
Customising the form

Your application form

Complete as appropriate to you
You will need to complete all sections of the form
**Correspondence Address**

**Complete your contact details**

**For your correspondence address check ‘no’**

Enter your correspondence address as

---

<table>
<thead>
<tr>
<th>Correspondence address</th>
<th>House number or name</th>
<th>Street name</th>
<th>Town or city</th>
<th>County</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>United Kingdom of Great Britain and Northern Ireland</td>
</tr>
</tbody>
</table>

---

**Back to top**
Reference Numbers & Passports

If you have made a previous application you will have been issued with a reference number. If this is the case check ‘yes’ even if you do not know the number. Check ‘yes’ and enter the number if you have it, otherwise check ‘no’.

You should enter all the details of passports used to enter the UK.
Addresses
Enter all previous addresses in the UK (if you have a Police Registration Certificate make sure that the addresses are all included).

Personal History
Make sure that you answer all these honestly, take note of this.
Immigration History
You should have current leave to enter/remain and have obtained Entry Clearance to enter the UK when you first arrived

Public Funds
You should not have access to any Public Funds (Council Tax Exemption is not relevant)
Course Details

Enter the University details

Check the level of your course (Undergraduate is NQF6, Masters NQF7, PhD NQF8)

Back to top
UCAS details may apply if you joined your Undergraduate course after studying A levels.

Find out how your English Language has been assessed from your CAS.
Maintenance

If you have paid some or all of your fees please make sure that they are shown on your CAS or that you have a paper receipt from the Finance Office, an emailed receipt is not acceptable.

Undergraduate NQF6  Postgraduate NQF7  PhD NQF8
Check application

Before submitting the system will check your application has been completed. *This does not necessarily mean that all the details are correct. If you have any doubts or questions about the application please contact the University International Office os-as@bristol.ac.uk before you submit your application,*