

# Applying for a Tier 4 visa

- ✓ Prepare the required documents. Please see our [website](#) for more information:
- ✓ Cost of applying:
  - Visa application fee
    - Outside the UK: approximately £348 per person
    - Inside the UK:
      - Standard service = £494.20 per person (a decision within 8 weeks of submitting online application)
      - Priority service = £971.20 per person (a decision within 5 working days of attending appointment)
      - Super Priority service = £1294.20 per person (a decision within 24 hours of attending appointment)
      - All service options may attract an appointment fee. There is a limited number of free appointments available, but you would need to travel to a core centre outside of Bristol and may have to wait longer to attend the appointment.
  - Immigration Health Surcharge (IHS): £300 per year
    - You will pay half of the yearly amount if your application includes part of a year that is less than 6 months
    - You will pay for a whole year if your application includes part of a year that is more than 6 months
    - You can calculate the amount on the [UKVI website](#)
- ✓ If you are applying outside the UK, complete the [Tier 4 online application form](#) and email us at [student-visa-advice@bristol.ac.uk](mailto:student-visa-advice@bristol.ac.uk) if you have any queries or wish to check documents via email
- ✓ If you are applying in the UK, you must create your account and complete the [Tier 4 online application form](#)
  - ! Are you eligible to apply under the Differentiation Arrangement? Please see our [website](#) for details. If you are eligible, you will not be required to submit your financial documents or qualifications at the time of application. However, your visa application will be refused if you do not provide them if requested by UKVI, within the given time frame. So, you should still prepare the documents in case they are requested.
  - ! **If you require assistance with your application, stop when you get to the Declaration section. Once you agree to the declaration, your answers will become locked and you will not be able to change them. Then please email a PDF of your partially completed application form to [student-visa-advice@bristol.ac.uk](mailto:student-visa-advice@bristol.ac.uk). You can also email us copies of relevant supporting documents for review**
- ✓ Once you submit and pay the visa application fee online you will be directed to the Sopra Steria website to book an appointment at one of the UK Visa and Citizenship Application Service (UKVCAS) centres to enrol your biometrics and have your documents scanned. Sopra Steria is UKVI's official commercial partner
- ✓ There may be an extra charge for this appointment. This varies depending on current levels of demand. There are some free appointments available at the core centres, the nearest one being in Cardiff, but there is usually a wait for those.
- ✓ You will be able to retain your passport and other original documents while your application is under consideration. Please note that you should not leave the UK during this time as that would result in your application being withdrawn

## Documents to prepare for your visa application

This is a checklist to help ensure that you are aware of the documents you need to prepare for your visa application, not all will be applicable to you, you will need to check:

- Passport(s)
- BRP card (if you have one)
- Police registration certificate (if applicable, must be up to date)
- ATAS certificate (if required for your course, please see your offer letter)
- Academic evidence/qualifications (as noted on your CAS)
- Translations of any documents not in English (must meet UKVI requirements)
- TB test certificate (if applicable)
- Financial evidence for student – bank statement/sponsor letter

- You need to pay particular attention to the financial requirements. You will need to prove that you have held the required amount in your bank account for 28 consecutive days. For maintenance, you will be required to show £1015 per month of study to a maximum of 9 months = £9135.

Tuition fees £..... + Maintenance £..... = Total of £.....

- ! Financial evidence can be in your name or in your parent/guardian's name. If you are using financial evidence in your parent/guardian's name, you must provide the following documents:

- a letter (in English) from your parent/guardian confirming their relationship to you and confirmation that they allow you to use their money for your studies
- a copy of the birth certificate (or equivalent legal document) as evidence of your relationship

- Sponsor letter giving consent to stay in the UK (if you have received sponsorship in the last 12 months)

## Dependants

- Financial evidence – bank statement/sponsor letter
  - For maintenance, your dependants will **each** be required to show £680 per month of visa length to a maximum of 9 months = £6120 per dependantTotal of £.....

- ! Financial evidence can be in your name or in your dependant's name

- Evidence that you live at the same address (utility bill, council tax bill or bank statement)

### Where to apply

I am aware that I can make a visa application (only tick ONE box):

- In the UK **or** overseas
- Overseas **only**
- In the UK **only**

I will make my visa application (only tick ONE box):

- In the UK
- Overseas