

Applying for a Tier 4 visa

- ✓ Prepare the required documents. Please see our website for more information: www.bristol.ac.uk/directory/visas/tier-4/apply/
- ✓ 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 attending appointment)
 - 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 £60 or £100 appointment charge. There is a limited number of free appointments available, but you would need to travel to a core centre outside of Bristol.
 - 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 at: www.gov.uk/healthcare-immigration-application/how-much-pay
- ✓ If you are applying outside the UK, complete the Tier 4 online application form here: www.gov.uk/apply-uk-visa and email us at 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 fill in as much of the Tier 4 online application form here: visas-immigration.service.gov.uk/product/tier-4-student
 - ? Are you eligible to apply under the differentiation arrangement? 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. If you are applying in the UK, you must ensure that you select 'yes' when asked if you want to apply under the differentiation arrangement on the online application form
 - ! We strongly suggest you use our office address as the correspondence address in your application: [C/O Sarah Sherwin, Student Visa Services, Ground floor, Senate House, Tyndall Avenue, Bristol, BS8 1TH](#)
 - ! Stop when you get to the Declaration section. Once you agree to the Declaration, your answers become locked and you will not be able to change them when you attend an appointment with an adviser
- ✓ Email us at student-visa-advice@bristol.ac.uk when you are ready to submit your application. We will make you an appointment with an adviser to check through your application
- ✓ Bring all the required documents to your appointment for an adviser to check. Also remember to bring a debit/credit card to pay for the visa application fees and IHS fee
- ✓ 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. There are some free appointments available at 6 core centres, the nearest one being in Cardiff. There is a £100 extra charge for appointment times that are in high demand. The two application centres in Bristol (Patchway and Bradley Stoke) charge a £60 fee

- ✓ 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
- ✓ If you use our office address in your application, we will let you know once your new visa (BRP card) is ready to collect

Documents that will be required for your visa application

Tick all the documents that you will be required to prepare for your visa application. We do not need to see these documents when checking your CAS eligibility form. This list is to ensure that you are aware of the documents you need to prepare before you visa application:

- Passport(s)
- BRP card (if you have one)
- Police registration certificate (must be up to date)
- ATAS certificate
- Academic evidence/qualifications
- Financial evidence for student – bank statement/sponsor letter

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

- 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. See website for full details

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)
- Translations of any documents not in English (must meet UKVI requirements)

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 dependant

Total 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)