

### Guide to completing the online Tier 4 form

To fill in an online application you need to register to create an account at: <https://visas-immigration.service.gov.uk/product/tier-4-student>

Scroll to the bottom of the page and Click on “Apply Now”

In the next page answer Yes to question: are you currently in the UK?, then click on save and continue.

On the next page, answer No to: do you have a legal representative for this application? Then click on save and continue.

On the next page enter your email address and password as per instructions, then click save and continue.

Once you have done the above and registered, in the next page, check the details you gave and edit if necessary.

Then click continue to start filling your application.

#### **Important:**

**Do not submit your application before a member of the Visa Office team checks your application.**

**The Visa Support Officer will check that this has been completed correctly.**

**If you have any questions please contact the visa office at [magaly.galleguillos@buckingham.ac.uk](mailto:magaly.galleguillos@buckingham.ac.uk)**

#### **In the next page answer the questions about your title and name:**

**Names:** Write all your given names, these must match your passport and the CAS statement, including any initials or middle names.

**Family Name:** Type your surname as it is in your passport.

Once you have completed this section, click on save and continue.

**In the next page answer the questions about any other names that you are known by:** Include any other names you are legally known by, do not include nicknames.

Once you have answered these questions, click on save and continue.

#### **In the next page add your personal contact details**

**Telephone number:** Add your mobile number.

#### **Home address/ Where you are currently living in the UK**

Write your address including your room number if you are living in university accommodation.

This should match your police registration certificate if you were required to register with the police.

**County** - if you live in Buckingham, write Buckinghamshire.

**Click the box next to:** I want to receive mail at a different address.

And add the below as correspondence address

University of Buckingham  
Visa Office, Istra Cottage  
Hunter Street  
Buckingham  
Buckinghamshire  
MK18 1EG

Your correspondence will be sent to the Visa Office and we will inform when this arrives.

Once you have answered these questions, click on save and continue.

#### **In the next page answer the questions about your gender and marital status.**

Once you have answered these questions, click on save and continue.

**In the next page answer the questions about:**

Your nationality

Date of birth

Country of birth

Place of birth – please answer this as shown in your passport

Once you have answered these questions, click on save and continue.

**In the next page answer Yes to:** Do you have your passport, or a copy of the information on the photo page?

Once you have answered this question, click on save and continue.

**In the next page answer the questions about your passport:**

Passport number

Place of issue

Issue date

Expiry date

Once you have answered these questions, click on save and continue.

**In the next page answer Yes to:** Do you currently have a visa or leave to remain?

Then chose the appropriate visa category from the box below question:

What type of visa or leave to remain do you have? If you currently hold a Tier 4 student general visa chose: Tier 4 General Leave to Remain.

Once you have answered these questions, click on save and continue.

**In the next page answer the questions:**

What is the start date of your current visa or leave to remain?

What is the end date of your current visa or leave to remain?

Once you have answered these questions, click on save and continue

**In the next page answer Yes or No to:** Has your visa or leave to remain ever been revoked, cancelled or curtailed? (This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office).

Once you have answered this question, click on save and continue.

**In the next page answer Yes or No to:** Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

Once you have answered this question, click on save and continue.

**In the next page answer Yes or No to:** During your current or last grant of leave in the UK, were you required to register with the police?

Once you have answered this question, click on save and continue.

**In the next page chose the appropriate answer to:** Do you have a biometric residence permit?

If the answer is yes, click the space next to Yes, I have a biometric residence permit.

Then enter the BRP number in the box provided.

Once you have completed this section, click on save and continue.

**In the next page answer the question about national insurance number:**

If you have one, please type this in the box provided.

If you don't have one please tick the box next to I do not have a National Insurance number, or I have a temporary one.

Once you have completed this section, click on save and continue

**In the next page answer Yes or No to question:** Have you studied in the UK as a Tier 4 (Child) student?

Once you have completed this section, click on save and continue

**In the next page answer Yes or No to question:** Have you ever received any public funds (money) in the UK?

Once you have completed this section, click on save and continue

**In the next page answer question:** Do you have any of the following, in the UK or in a different country? About criminal convictions, by selecting any of the options given. Please read the information this section carefully, convictions also include driving offences.

If you have never had any conviction, select: No, I have never had any of these

Once you have completed this section, click on save and continue

**In the next page answer Yes or No to the question about war crimes**

Once you have answered this question, click on save and continue.

**In the next page answer Yes or No to the question about terrorist activities.**

Once you have answered this question, click on save and continue.

**In the next page answer Yes or No to the question about supporting terrorist organisations.**

Once you have answered this question, click on save and continue.

**In the next page answer Yes or No to the question about having terrorist views.**

Once you have answered this question, click on save and continue.

**In the next page answer questions about Sponsor licence number and address as per below:**

Sponsor licence: QGHJF1PJ7

Sponsor's address: University of Buckingham, Hunter Street

Town/City: Buckingham

Post Code: MK18 1EG

Once you have answered these question, click on save and continue.

**In the next page answer Yes or No to question:** Is the address of your primary site of study the same as your Tier 4 sponsor's address?

If not, type the address where you are going to study in the box provided, this would be mentioned in your CAS.

Once you have completed this section, click on save and continue

**In the next page answer Yes or No to question:** Did you apply for your course through UCAS?

If yes, type your UCAS reference number in the space provided.

Once you have completed this section, click on save and continue

**In the next page answer Yes or No to question:** Do you need to obtain permission from the Academic Technology Approval Scheme (ATAS)?

If yes, type your ATAS certificate reference number in the space provided.

Once you have completed this section, click on save and continue

**In the next page answer Yes or No to question:** Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

If Yes, in the next page answer Yes or No to question: Will you be receiving money from an official financial sponsor for your continuing studies?

Also answer questions: how can you prove you have an official financial sponsor? By choosing from the options provided.

Once you have completed these sections, click on save and continue

**In the next page answer Yes or No to question:** Is all the money you will use to support yourself while studying in the UK in an account in your name, or a joint account you share with another person?

You should answer No when you are using bank statement in your parents' names.

Once you have completed this section, click on save and continue

**In the next page provide the information asked as per below:**

**Institution name:** The University of Buckingham

**Are you applying to be a Student Union Sabbatical Officer?** The answer is usually No

**Qualification you will get:** if your course is a bachelor's degree the answer is NQF Level 6; If your course is a Master it is NQF Level 7, If your course is a PHD it is NQF Level 8.

**Course name:** will be stated in your CAS statement

**Course start date:** will be stated in your CAS statement

**Course end date:** will be stated in your CAS statement

Once you have completed this section, click on save and continue

**In the next page answer Yes or No to question:** Are you applying for the Doctorate Extension Scheme?

You will only apply for this if you are close to completing a PDH course.

Once you have completed this section, click on save and continue

**In the next page answer Yes or No to question:** Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

If yes, and if you have paid at least £1,265.00, you need to type this amount in the box provided.

Then answer: **How can you prove this amount has been paid?** By choosing from the options available: My sponsor has confirmed this information on my CAS.

Once you have completed this section, click on save and continue.

**In the next page answer:** How much are your total course fees? In the box provided, the cost of the first year of your course will be stated in your CAS statement

**Then answer Yes or No to question:** Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

If Yes, type the amount paid in the box provided.

Any payment you have made towards your tuition fees will be mentioned in your CAS statement.

**Then answer:** How can you prove this amount has been paid? By choosing from the options available: My sponsor has confirmed this information on my CAS.

Once you have completed this section, click on save and continue.

**In the next page answer Yes or No to:** Do you have a Confirmation of Acceptance for Studies (CAS) number?

If yes, type the CAS number in the box provided.

If you don't have a CAS yet, you will not be able to continue filling in your application.

Once you have completed this section, click on save and continue.

The next stage of the application you will be able to check and edit your answers.  
Click on Continue.

In the next page you need to enter the name of the financial institution from which you are providing bank statement and select the type of documents you are submitting with your application.  
Once you have completed this section, click on save and continue.

In the next page you can add extra financial documents if applicable, but usually the answer to this is No.  
Once you have completed this section, click on save and continue.

In the next page you need to tick on the boxes provided to agree that you will send the requested documents listed in this section.  
Once you have completed this section, click on save and continue.

In the next page you will have the opportunity to check the information about your supporting documents. Once you have done this, click on Continue.

The in the next page you will have to complete the declaration, by completing this section you agree that all the information provided is true. Please read the whole declaration before completing and moving to the next stage of the application.

By clicking continue, you will be forwarded to the Immigration Healthcare Surcharge (IHS) page. Follow the instructions given and fill in the details requested.

Once you have completed all the details in the IHS page and have paid for the charge, you will be able to return to the visa application page.

Once on the visa application page, choose your preferred service: Standard – costs £448 (you will get a decision within 8 weeks); Premium (you will a decision get on the same day) – costs £948; Priority (you will get a decision within 10 working days) – costs £848.

Fill in in the payment details and confirm the payment. Once the payment has been confirmed, the application has been submitted.

Print out the documents check list, tick the boxes to confirm you are sending all the requested documents.

Print out the application form and sign the bottom of the last page.

**Provide the visa office with copies of your application and check list, plus a confirmation of appointment if you use the premium service or postal receipt if you used one of the other 2 services.**