When, Where And How Should I Apply For My Tier 4 Visa?
You can apply for a visa within 3 months of the start date of your course and at least 1 month before your course starts, you need to apply in the country where you normally reside or of your nationality. you would probably have to apply on-line and book an appointment to submit your supporting documents at an application centre. For more information please click here. It is very important that you read the information carefully. The fee for Tier 4 (General) Student applications made overseas is around £340.

Healthcare Immigration Surcharge (IHS)
From 6th April 2015 all Tier 4 visa applicants and their 4 dependants are required to pay the Healthcare Immigration Surcharge as part of a Tier 4 visa Application.
For more information, please click here

The application submission date is the date on which the application fee is paid.
An application must be submitted as soon as possible after you receive a CAS and an appointment must be booked with the Embassy/High Commission immediately.
Please note that a CAS will be issued within three months of the course start date.

There is a priority service offered in most of the application centres around the world. In china this is offered in all 12 Visa Application Centres across China to Tier 4 applicants. This option will ensure that the application is fast tracked and a decision will be made within 5 working days. For more information on visa applications processing time please click here

If you need an ATAS certificate, you need to apply for clearance well in advanced, so the ATAS certificate is issued before you apply for your visa. Click here for more details.

Documents Required To Apply For a Tier 4 General Student Visa
CAS
If you are new student, once you have accepted an offer to study full-time at The University of Buckingham, we will email you to ask you to confirm your personal information and to request copies of your financial documents. If you have any questions you can contact the Visa Office at tier4@buckingham.ac.uk.

When you have confirmed your details and provided Tier 4 compliant financial documents, we will assign you a CAS (Confirmation of Acceptance for Studies). This will confirm that we are willing to sponsor you. The CAS will enable you apply for a Tier 4 student visa.

It is very important that we are able to contact you by email during this process. Please check your email inbox regularly and inform us if you change your contact details.

If you are a continuing student who is progressing to a new course at The University of Buckingham, you can request a CAS number from the Visa Office or by email to magaly.galleguillos@buckingham.ac.uk

Please note, that if your application is refused, you will require a new CAS and cannot use the same CAS again.
Application Form

Most students need to apply online. Only students applying in North Korea will need to download and complete the paper application form and Appendix 8.

Please check which form you need to complete here.

If you are using the online application form, you need to register at https://www.visa4uk.fco.gov.uk/account/register to create an account. Once you have done this, you need to select the screen "Applying For Yourself", then click on "Select Visa Type” and choose the correct form to generate from the below options:

Tier 4 (General) Student. Most students making a Tier 4 visa application will use this category. You should use this if you are self-funded, funded by your family, other private funding or funded by student loan.

Tier 4 (General) (Sponsored) Student. Students funded by an Official Financial Sponsor should use this form. (official sponsor could be your government, the British government or an international company).

Tier 4 (Scholarship) Student. Only certain students on receipt of certain scholarships should use this form. If you have a Chevening Scholarship or Fellowship, a British Marshall Scholarship, a Fulbright Scholarship or a Commonwealth Scholarship and Fellowship Plan, you should use this form.

Supporting Documents to be submitted with your application

You must submit all the documents you are using to support your application in their original form. Photocopies, scanned copies or any other copies will not be accepted. Thus you must submit the original bank statements, certificate transcripts or certificate of qualification, birth certificate and parent’s consent letter in case you are using their bank statements.

Also you must not submit any forged, counterfeit or false documents with your visa application. This can lead to your application being refused and you being banned from entering the UK.

You must also submit your passport or travel document and 1 passport size photos of yourself with the application.

The UKCISA website has a very useful section which shows the documents you will need to submit with your visa application.

Qualifications

You need to provide all the original academic documents mentioned in your CAS, these would have been used to assess your academic application to the University. These can be transcripts and/or certificates.

With regards to English language qualification, check your CAS and see if your English language ability was assesses through an IELTS or whether the University (tier 4 sponsor) has made its own assessment. If the University made its own assessment, you do not need to provide any documents for English language.

Important: You need to provide with your visa application the academic documents mentioned in your CAS.

Please check your CAS carefully and contact us at tier4@buckingham.ac.uk if you have any questions.

Funds

You must demonstrate that have sufficient funds to cover any unpaid tuition fees, living expenses and the living expenses of any dependants who may travel with you to that UK.
The documents you can use for this purpose are specified in the tier 4 guidance at
t_Guidance_July_2016.pdf
You can only use these documents and in the format allowed by the regulations. No other documents
or on a different format will not be accepted.

The level of funds you will need to demonstrate you possess for tuition fees and living expenses will
be mentioned in your CAS statement.

IMPORTANT: ALL students will have to show they possess £1,015.00 per month, up to a maximum of
9 months for living expenses. Dependents will have to show £680.00 per month up to a maximum of 9
months, for living expenses, if your course is based outside London.

Thus if you are applying for your visa and if your course is 9 months or longer, you will have to show
£9,135.00 for yourself and £6,120.00 for each dependant.

To demonstrate that you possess the correct level of funds you can show bank statements of a
personal bank account in your own name or in your parents’ name. The funds must be in the account
for at least 28 days prior to submitting your visa application or obtaining a CAS.
Please note that the funds should be kept in the bank account until the visa application process is
completed.

Please note that if your course is based in London, you will need to show you have £1,265.00 per
months up to 9 months for yourself and £845.00 per month up-to 9 months for each of your
dependants.

If you are sponsored and your sponsor is covering less than the required amount, you must show the
difference in your bank account.

Tuition and accommodation Fees and level of funds required
To confirm your offer of a place to study at the University you may be required to pay the first term of
tuition fees.
If you pay some or all of your tuition fees for the first year of your course before you make a visa
application, we will mention this is your CAS. This will show to the visa processing officers the amount
you have paid towards your tuition fees and will be deducted from the level of funds you have to
show you possess.

If you pay for University accommodation fees before you apply for your visa, this will also be
mentioned in your CAS and a maximum of £1,265.00 could be deducted from living expenses
requirements.
This payment will only show on your CAS if you have paid for University accommodation, and not if
you have paid for private accommodation.

Bank Statements
Money must be held in a financial institution accepted by the UK Border Agency. A lists of financial
institutions whose financial documents are accepted for visa applications can be found at:
institutions

The bank account must be a personal (not business) current or savings account (shares or bonds
accounts are not allowed). For visa purposes, the bank statements will only be valid for one month
from the date of being issued. This means that you cannot use statements older than a month when
applying for a visa. The bank statements must show transactions or when the deposit was made so it
shows how long the money has been kept in the account so these meet the requirement that the
money has been kept in the account for at least 28 days.
If you use money held in your parents’ bank account
If you use financial documents in your parent(s)’ or legal guardian(s)’ name(s), you must also submit your birth certificate naming you and your parents or a court document naming your sponsor as your legal guardian. You also have to submit a consent letter from your parents or legal guardian confirming the relationship and stating that they support you financially and the funds in the account are available to you while you study in the UK.

If you receive official financial sponsorship
If your sponsor is giving you less than your tuition fees and living expenses, you will need to submit bank statements with the application to cover the amount your financial sponsor will not cover.

If you are applying with dependants, they must be named on the sponsor letter. Also note that if any of their maintenance that is not covered by the sponsor, this must be covered by you and show bank statements.

Language of documents
All your supporting documents must be in English or translated into English. If you use translations, these must be by a professional translator or agency and their contact details must appear on the translations.

Tuberculosis Test Result (TB Test)
Some students will also need to submit a TB test result certificate. See here for more details.

Low Risk Countries
Citizens of certain countries do not have to routinely submit some of their supporting documents with their visa application (certificates / transcripts, bank statements / sponsor letters). However, the UK Visas and Immigration (UKVI) may ask to see these documents at a later stage so it is important that you prepare all your documents so these are ready in case you are required to submit them.

For a list of these counties, please check this list on the Home Office website.

Citizens of all countries must still submit their passport, 2 passport size photos, police registration certificate (if applicable) and ATAS certificate (if applicable).

Dependants (spouse and children)
You can bring your dependants to the UK if your course is at least at master level and the course lasts at least 12 calendar months (1 year).
Or if you are sponsored by your government and if your course is at least 6 months long.

Your dependants can apply for a Tier 4 Visa at the same time as you, but you and they must meet all the Tier 4 requirements, especially with regards to finances, as per above information, if one of your dependant fails to meet the financial requirements, all the visa applications –including yours - will be refused.

If you are under 18 years of age
If you are 16 or 17 years old when you apply for a visa, you must apply for a Tier 4 (General) Student visa. You must also provide a letter from your parents consenting to your visa application. For more information please click here.

Credibility Interview/ Will I be Interviewed as part of my application?
The UK Visa and Immigration intends to interview most students before giving them entry clearance (visa). The interview will be carried out at the application centre via skype, this an opportunity for you to show your knowledge of the UK, our institution, the course you chose to study and also express the reasons why you decided to study this course at our University. For more information please click here.
After Your Visa Has Been Granted
If your application is successful, you will receive an entry clearance vignette (visa), which will be affixed in a page of your passport. The duration of this visa will be 1 month.

Once you arrive in the UK you must collect your Biometric Residence Permit (BRP) from the post office you would have chosen when you submitted your visa application. When your passport and the other supporting documents are returned to you, you will receive a letter with information on how and where to collect your BRP. It is important that you bring this letter with you to the UK.

It is very important that you check your BRP and see if your personal details and length of visa are correct. If there are any inaccuracies please contact the visa office at magaly.galleguillos@buckingham.ac.uk

It is also important that you bring all the documents you used to support your visa application, plus a copy of your CAS statement and a copy of your offer letter, in case you are required to show these at the airport when you arrive in the UK.

University registration
You must bring your passport and BRP to the University when you register, so we can verify and take copies of these.

After registration /break from studies
If you need to take a break from your studies or if you are required to take a break from your studies because you must re-sit exams or modules, your visa could be affected. It is important that you seek advice from the Visa Office. Also, it is very important that you read the information about your duties and obligation as a Tier 4 student here or here so you are aware of the implications taking a break from your study could have.

If your visa application is unsuccessful
If your visa application is refused you must inform us immediately at tier4@buckingham.ac.uk and provide us with a copy of your visa refusal notification letter.

Any Questions?
If you are a new applicant and you have any questions about immigration please contact the Visa Office at tier4@buckingham.ac.uk.

If you are a continuing student progressing to a new course, for example progressing from a degree course to a master course please contact the Visa Office at magaly.galleguillos@buckingham.ac.uk