International Student Support

How to complete the OVERSEAS online Tier 4 (G) Visa Application Form
Under Tier 4 of the Points Based System

To be used with ‘A Guide to applying for a Tier 4 visa from overseas’

2018 (Version 2)
Last Updated April 2018

International Student Support have developed this guide to help you apply for your Tier 4 (G) visa OUTSIDE the UK. This guide will help you complete the online Tier 4 (G) visa application form. Remember that changes are frequently made by the Home Office: ensure that you check the Home Offices pages directly for any changes or updates.
https://www.gov.uk/tier-4-general-visa

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Before you Apply

Your CAS

You need your CAS (Confirmation of Acceptance for Studies) before you apply. You cannot submit a Tier 4 application without this. If you have not yet received your CAS, you should contact the PBI team on PBI@Cardiff.ac.uk to request one. The CAS must be less than 6 months old. If your CAS was issued more than 6 months ago, you will need to request a new one.

Please note: You will not be issued a CAS until you have accepted your unconditional offer.

When can you apply?

You cannot apply for your Tier 4 visa more than 3 months before the start date of your course. This is a rule set by the Home Office and we cannot influence this.

Where can you apply?

You CANNOT submit this application in the UK; if you wish to extend your visa in the UK please see our intranet page for an alternative guide.
You CANNOT submit your application in any country you choose.

You CAN submit your application in a country:

- you are a national of
- you are legally resident in
- where an agreement has been made that people of your nationality can apply, for example because the Embassy in your country is closed.

Note: The online form is not applicable if you are applying from North Korea. If you are applying from North Korea you will need to complete a paper form. Please follow the instructions here: https://www.gov.uk/tier-4-general-visa/apply

It is very important you use your own personal details to complete the application form and the information entered is accurate.

To ensure you are able to complete the online application form it is important not to forget your log in details to your Home Office Online account.
Section 1
How to create a Home Office Online Account.

Step 1: Go to: https://visas-immigration.service.gov.uk/apply-visa-type/tier4

Step 2: Select the correct visa category. For most students, this will be Tier 4 (General).

Step 3: Select the country and visa centre at which you will apply and hit next.

Step 4: Enter your email address and create a password. It is important that you are able to access your email and that you remember your password. Once you create the account, you will be sent a link to your email address. You will need to use this link to access your account if you log out and need to return to the application at a later date.

Step 5: You will now see this screen. Hit ‘Apply Now’ to create your application form

Only if you are receiving a Chevening, Marshall or Commonwealth scholarship, choose that option.
Section 2
Completing the Online Application Form.

**Step 1:** Enter your name and address as requested. Hit ‘save and continue’ as you complete each part.

**Step 2:** You will see the following screen:

Enter the CAS number exactly as it appears on your CAS email. It is important that you enter this correctly. Please note: if you have not yet received your CAS, you will not be able to proceed further.

**Step 3:** The form now asks for details about yourself. Answer all questions as accurately as possible.

You will also be asked to enter your passport details. Please enter these exactly as printed on your passport:
**Step 4:** Enter details from your National ID card.

If your country does not issue these, this is not a problem. Simply enter ‘No’ here. You should also do this if you do not have a card or your card has expired.

**Step 3:** Enter your travel details

Enter the day you plan to travel to the UK here. You do not have to have tickets booked for this day already.

If you are doing a course that is six months or longer or you are undertaking a pre-sessional course that is less than six months, your visa start date will be either one month before your course start date or seven days before your intended date of travel, whichever is later.

How long you intend to stay in the UK should be roughly equal to the length of your course.
Step 6:

**Spoken language preference**

We may have to talk to you about your application. Which language would you prefer to use?

- **English**
- **Other**

Save and continue

This question asks about the language to be used if the Home Office interview you. As a student, you should enter English here.

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Step 7: English language ability

**Cardiff university is a Higher Education Institution (HEI)**

Enter ‘No’ here.

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**English language assessment**

Are you coming to the UK to study at a higher education institution? A Higher Educational Institution (HEI) is an educational body in receipt of public funding that awards academic qualifications and professional certificates.

- **Yes**
- **No**

Save and continue

Please check your CAS.

If your CAS states that Cardiff University have assessed you English, answer ‘Yes’.

If your CAS states that a Secure English Language Test (SELT) is needed (e.g. IELTS), enter ‘No’. You will need to submit your SELT with your supporting documents.
**Step 8:** You will be asked to enter details about your family members. You must enter this information if they are travelling with you or not. Please enter this information exactly as it appears in their passport/ID document.

Please note: If your family (spouse and children) will be applying with you as dependants, you will not be able to add them to this application form. You will need to fill out a separate form for each family member.

**Step 9:** You will be asked to enter details about family members in the UK. Take a sensible approach to this: you can only enter details of family known to you. You will have to enter the details (name, address, visa category) of any family in the UK.
Step 10: If you are travelling independently and being met by the Cardiff university Meet and Greet service, this does not constitute travelling as a group. In most cases you will answer ‘No’ here.

Step 11: If you are travelling with a friend or family member, enter their details on the next screen.

Step 12: If you added a family member in the UK. You will be asked if you are staying with them.

If you will not be staying with your family member, leave the box/boxes here empty and click ‘save and continue’.
**Step 5:** Answer about your accommodation in the UK

If you have not yet arranged accommodation enter ‘No’. It is fine if you do not yet have a UK address. You will be asked to provide details about your accommodation arrangements on the next screen. Please enter the details that you are able to; an example is provided below.

If you have already arranged accommodation enter ‘Yes’. You will be asked to provide your UK address on the next screen.

**Step 14:** The next questions are about your travel history to the UK. Please answer these as accurately as you can.
Step 15: Answer questions about any medical treatment in the UK.

You do not have to include every visit to a GP; only include situations where you received medical treatment.

Step 16: ‘Leave to Remain’ is an application made in the UK asking for permission to stay in the UK for a longer time. If you have made any application for this, you will need to enter details here.

If you made an application which was refused, it is important that you enter this honestly here. If any false information is entered, this could create a serious problem for your application and travel to the UK.

Step 17: You will be asked for your National Insurance Number. If you have not been in the UK before, you will not have one. If you have not applied to work in the UK before, it is also likely that you will not have one.

Step 18: The next questions will be about your International travel history. Tell the Home Office how many times in the last 10 years you have travelled to any of the countries or travel areas listed (A list of Schengen countries is available here).

List the countries you have visited from most recent to least recent. Declare if you have visited any other countries (not those previously listed) in the last 10 years. Answer all questions as accurately as you can.
Step 19: If you have had any problems with immigration to the UK, please state this here. It is important that you read the list of possible problems and are honest in your answers. If you were refused a visa for the UK, but this refusal was later over-turned at administrative review, you should still enter this here. You will be asked for further details on the next screen.

Step 20: If you have had any problems with immigration to countries other than the UK, please state this on the next screen. It is important that you are honest in your answers.

Step 21: Answer questions about criminal convictions in the UK or any other country, war crimes, terrorist activities.

Again it is important that you read each point and answer all questions honestly.
**Step 22:** Declare whether you have previously worked for any of the organisations listed.

Give details including name of employer, dates worked, job title and brief description

**Step 23:** The next details are about the University and your course.

Please enter the details exactly as written on your CAS.

This is the unique reference number for Cardiff University. You must ensure this is correctly entered.

If you have been issued a CAS for a different university, not Cardiff, you will not be able to use this CAS to apply for a visa to join us. You must get a CAS issued by Cardiff University and use this to apply for your Tier 4 visa.
Step 24:

Cardiff university is a Higher Education Institution

Step 25:

Click ‘Yes’

Step 26:

Most Undergraduate students (Bachelors) will apply through UCAS, so click ‘Yes’ and provide your UCAS personal identification number.

Most Postgraduate student (Masters, PhD) will apply directly to Cardiff University and can click ‘No’ to this question.
Step 27: Academic Technology Approval Scheme

Your CAS will state whether your course needs an ATAS clearance certificate.

Please note that if your course does require an ATAS clearance, you will need to have this before you can submit a visa application. Further information regarding ATAS and the application procedure can be found in our ‘Guide to applying for a Tier 4 visa from overseas’ and on the ATAS webpages.

If ATAS applies, click yes and enter the ATAS reference number. Otherwise click ‘No’ and continue.

Step 28:

Please note the description of an Official Financial Sponsor above. Only if you are being sponsored for your studies by such an agency, enter ‘Yes’ here.

If you or your parents are paying for your studies, then you are not financially sponsored. Enter ‘No’ here.
Step 29: The following question are regarding the money that you must show for your studies. The Home office are very strict on the financial requirements and you must ensure that you meet them fully.

You will need to show that you have held the following money for 28 consecutive days immediately before you submit your visa application.

<table>
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<th>Course length</th>
<th>Amount to be shown</th>
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<tbody>
<tr>
<td>Less than 9 months</td>
<td>Full course fee +£1015 for each month of course length</td>
</tr>
<tr>
<td>More than 9 months</td>
<td>1st year course fee + £9135 (£1015 x 9 months)</td>
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Any money you have paid towards your tuition fees can be deducted from the required total amount of money you have to show. You can also deduct a maximum of £1265 for money paid to Cardiff University only for accommodation (money paid to private landlords will not count). To prove the amounts you have paid you will need to provide an original paper receipt or the amount paid must be shown on the CAS statement.

If you are financially sponsored for your fees and the full maintenance amount, you will not need a bank statement. Your financial sponsor will issue you with a sponsor letter.

Further information regarding the financial requirements for a Tier 4 visa can be found in our ‘Guide to applying for a Tier 4 visa from overseas’.
Maintenance funds

You must show that you have enough money to cover your course fees and living costs. Read the guidance document to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

- Yes
- No

If you are providing bank statements in support of your application that are in your PARENTS’ name, you will enter ‘No’ here.

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

- Yes
- No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

- Yes
- No

How can you prove they are your parent(s) or legal guardian(s)?

- Birth certificate
- Adoption certificate
- Court document

You will need to provide the documents listed here in addition to your parents’ bank statements.

Further details regarding this can be found in our ‘Guide to applying for a Tier 4 visa from overseas’.
**Step 30:** You will find all the course information listed on your CAS email. Please enter it accurately here.

Please note, your CAS will list the level of your course as an NQF number, e.g. NQF 7. The form will have this listed as RQF number. Therefore, if your CAS states NQF 7, select the option with RQF 7 from the dropdown menu.

**Step 31:** 

International student support

Cymorth I Ffyrwyr Rhyngwladol

Only answer ‘Yes’ here is you have paid for accommodation DIRECTLY to Cardiff University. You will only be able to deduct a maximum of £1265 for accommodation, even if you have paid more.

If you will be living in private halls (e.g. Liberty Living) or in private accommodation you must enter ‘No’ here, even if you have made payments.
**Step 32:** Enter information regarding your Course fees. This can be found on your CAS.

If you have paid money towards tuition fees, make sure that this is stated on your CAS statement. If it is not, contact PBI@cardiff.ac.uk before submitting your visa application and ask that your CAS is updated with the course fees you have already paid.

It is important that you have this as evidence of any payments made: if it is omitted your visa could be refused due to insufficient funds.

**Step 33:**

If you have not paid anything towards your fees, enter ‘no’ here.

Enter ‘Yes’ only if you have made payment and it is stated on your CAS.

If you wish to clarify any details about your application you can do so here. You do not have to write anything in this section.

When everything is complete, hit ‘Save and continue’.

**Step 34:** You will now see a summary page of all the information entered. It is important that you check this carefully. If anything is incorrect, return to that section and correct it. When you are happy that everything is accurate and complete, select:

Continue
Enter the name of your or your parents’ bank here. Select the type of document you will submit. In most cases this will be ‘statements…’

If you are sponsored, you will still be asked to complete this page. Enter the name of your sponsor in the box and select ‘letter..’

Tick off all of the documents in the list (and ensure that you have originals of all of them that meet UKVI requirements) and hit ‘Save and continue’

Certain nationals will require a TB test certificate as part of their application. To check if this applies to you, you can click on the link within the form here.

Click ‘save and continue’. Next, you will see the list of documents again. Check that everything is correct before clicking ‘Continue’

Please note: the list here is incomplete. You must ensure that you have all of the required documents to apply for your visa. You can check this by referring to our document ‘A Guide to applying for a Tier 4 visa from overseas’ or the Home Office Policy guidance for Tier 4 applications
Step 36:

Read the declaration carefully and click the button to confirm that you ‘accept the above’.

Please note: You must accept the conditions stipulated.

Step 37:

The form is now complete and the next step is to pay for the Immigration Health Surcharge (IHS). Further information regarding this can be found in our ‘Guide to applying for a Tier 4 visa from overseas’.

Click ‘Go to IHS website’ and complete all steps to make your payment.
Step 38: You will then be returned to the application form. You will need to select where to collect your BRP card when you arrive in the UK. We recommend that you collect this directly from the university.

Collecting your biometric residence permit (BRP)

You must collect your biometric residence permit (BRP) within 10 days of arriving in the UK. This is a card that shows your right to be in the UK.

You can collect your BRP from a UK Post Office of your choice. Find more information about locations and opening times of UK Post Offices. You can collect your BRP from a different collection location, if your sponsor has provided you with an Alternative Collection Location (ACL) code.

- Collect from a UK Post Office
- Collect from an alternative location

Select the option to ‘Collect from an alternative location’.

Your BRP collection location

Cardiff University
International Student Support
3rd Floor Students’ Union
Park Place
Cardiff
CF10 3AT

If you want to collect your BRP from a different location, select ‘Collect from a UK Post Office’ and enter a different postcode.

Enter your ACL code:

2HE562

Click ‘Confirm location’ and check that Cardiff University appears in the ‘Your BRP collection location’ section above.

Click ‘Save and continue’ when ready.
Step 39: Choose your VAC from the list shown. You will be able to schedule your appointment slot on the next screen.

Choose the service that you wish to use. Options available may vary in different countries. Please take note of the processing time for your chosen route and ensure you allow enough time to receive your new visa.

Step 40: Choose your VAC from the list shown. You will be able to schedule your appointment slot on the next screen.

Step 41: The final step will be to pay for your application using your credit or debit card. Please ensure that you download print the generated documents once payment is complete and take these with you along with your supporting documents to your VAC appointment.

Step 42: Attend your appointment and await the outcome.
Assistance beyond this point is limited. You will need to attend the appointment as scheduled with all of your supporting documents and wait for your application to be processed. Details of application times in your country can be found here: https://www.gov.uk/visa-processing-times

Important Note: Your Supporting Documents:

Please use Tier 4 Policy Guidance to ensure that you meet the requirements for all documents. Please be aware that the Home Office make frequent changes and you should always refer to current Home Office information and read the full guidance provided. https://www.gov.uk/tier-4-general-visa/overview

If you are a national of one of a country listed in Appendix H ('low risk' countries) you may qualify for the Differentiation Arrangement and you may not have to provide all items of supporting evidence. While you do not have to send them, please make sure that you have them available. The Home Office reserve the right to request all information: if they exercise this right, you must be able to provide it or your application will be refused.

If you have followed the instructions carefully, you should not experience any problems. However, if you do encounter difficulties, contact us as soon as possible to receive advice on how to proceed.

- Email: iss@cardiff.ac.uk
- Telephone: +44 (0)29 2087 6009

Immigration advice and services regulated by the Immigration Services Commissioner

Disclaimer: Whilst every effort has been made to ensure the accuracy of the information herein, Cardiff University can accept no responsibility for errors or omissions. Cardiff University is not responsible for the content or reliability of the linked websites and does not necessarily endorse the views expressed within

The government makes changes to the immigration rules and procedures on a regular basis, so it is important that you check the current guidance and rules when applying for a visa. For further information visit UKCISA and the Home Office websites