Tier 4 Visa information

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Student Visa Advisers
Your Visa Handbook

- Explains everything!
- Documents to start preparing
- How to apply for your visa, visa fees and processing times
- How to submit your online visa application form
- What to prepare for the Visa Checking Event
- How to post your documents to the UKVI
- Enrolling your biometric information
- Your BRP, police registration and visa conditions
- Action Checklist to work through
- Frequently Asked Questions
Pilot students

Visa Handbook
‘Tier 4 Visa pilot information’ section

- Master’s students on programmes that are 13 months or less
- Streamlined application process – do not send qualifications, translations or financial documents

Important things to remember:
- Must prepare documents as UKVI can request them
- If the UKVI contacts you, you must contact us
Low-risk students and differentiation arrangements

Visa Handbook
‘Low-risk’ and differentiation arrangements’ section

▪ Students who are nationals of those countries listed in the handbook (China, Thailand and Indonesia was added 6 July 2018)

▪ Streamlined application process - do not send qualifications, translations or financial documents

Important things to remember:
• Must prepare documents as UKVI can request them
• If the UKVI contacts you, you must contact us

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Getting ready to make your application

1. Your financial documents

Important things to remember:

- Tuition fees + maintenance (living expenses) £9135
- In a UK bank account for 28 consecutive days
- Obtain your bank statement (your statement cannot be more than one month old at the time of application)

The balance must not fall below the required amount. If you need to make any payments, make sure that you have enough money in your account to stay above the required amount.
Getting ready to make your application

2. Qualifications and translations

Qualifications:

Important things to remember:

• You must have the certificates for the qualifications on your offer letter
• They must be the originals
• If it is not in English you will need a translation
Getting ready to make your application
2. Qualifications and translations

Translations:

Important things to remember:

• must meet the UKVI requirements
• Your home University’s English translation will not meet UKVI requirements

UKVI translation requirements:
1. Name of translator
2. Details of translator’s qualification (e.g. Tem 8)
3. Translator’s signature and date
4. Translator’s contact details (address and telephone numbers)
5. Statement: ‘I confirm this is an accurate translation of the original’ (or similar statement)
Getting ready to make your application

3. Photographs

Important things to remember:

- You must have new photos taken in the UK
- They must meet the UKVI requirements
- These photos will not be used on your new visa (BRP card).

You will have your photo taken when you give your biometric information which will be on your new visa.

Photos – you will need two new, identical photographs for your visa application. The photographs must not have been used in any previous application and must have been taken in the UK in the last month. The photo will be used to verify your identity – it will not be the photo that will be displayed on your BRP card.

Check – the photographs must meet UKVI requirements. If they do not meet the requirements, your visa application will be rejected as invalid.

Where – we recommend that you use a photo booth. The nearest booths are:

- Richmond Building, Queen’s Road, BS8 1LN
- Clifton Down Shopping Centre, Whelvellyn Road, BS8 2NN
- Most Post Offices, including Bristol Galleries, Broadmead, BS1 3XX

When using a photo booth, choose photos for “passport/driving licence”, not “visa” – that is for UK citizens applying for visas for other countries.

Refer to: Frequently asked questions
Getting ready to make your application

4. ATAS

Important things to remember:

• For some subjects you will need to apply for and obtain an ATAS certificate before you apply for your visa.
• Your offer letter for your main course will state if ATAS is required.
• ATAS is normally required for some Science and Engineering courses.

4: Academic Technology Approval Scheme (ATAS)

- Check – for some subjects, you will need to apply for and obtain an Academic Technology Approval Scheme (ATAS) certificate before you apply for your Tier 4 visa.
- Check – you can find out if you require ATAS clearance by looking at the offer letter for your main course of study.
- When – you can apply for ATAS clearance as soon as you have received a conditional or unconditional offer to commence a course of study.
- How long – ATAS applications usually take 4-6 weeks to be decided but can take longer in busy periods. You should submit your ATAS application as soon as possible.
- You can complete and submit your ATAS application form online, following the guidance provided.
Visa document quiz!

1. How many days must you have your finances in your bank account?
2. Can you use a translation from your University for your certificate?
3. What 5 things must be on your translation?
4. Can you use photos that were taken in your home country?
1. How many days must you have your finances in your bank account?
   • 28
2. Can you use a translation from your University for your certificate?
   • No
3. What 5 things must be on your translation?
   1. Name of translator
   2. Details of translator’s qualification (e.g. Tem 8)
   3. Translator’s signature and date
   4. Translator’s contact details (address and telephone numbers)
   5. Statement: ‘I confirm this is an accurate translation of the original’ (or similar statement)
4. Can you use photos that were taken in your home country?
   • No
Your online visa application form

Visa Handbook
‘Your online visa application form’ section

Important things to remember:

• You cannot submit until you have a new CAS number
• You will be asked ‘do you want to receive mail at a different address’ – you MUST use the Student Visa Services address given in the handbook – so we can help you!

• Get started – now that you have got all your documentation organised, you can start to complete the UKVI online visa application form!
• CAS – you can start to fill in the online application form before you have your Confirmation of Acceptance for Studies (CAS) but you won’t be able to submit it until you have received your CAS. You will receive your new CAS after you receive the results of the pre-sessional course.
• How much – there is a charge payable for the application. The cost varies depending on the level of service required.

! You should submit your online application form the day before you attend the Visa Checking Event. You only have a limited time to send your documents to UKVI after submitting your online form and our advisers will help you check them at the Event
! We strongly suggest you use our office address in your application. Tick the box that states: 'I want to receive mail at a different address' and then enter the following address exactly:
Important things to remember:

- There are three types of services:
  - Standard – 8 weeks for a decision – £475
  - Priority – 10 days for a decision – £952 (email us)
  - Premium – same day decision, BRP 10 days later – £1085 (email us)
- No travel outside the UK during the processing period
Submit and pay for your online visa application

Important things to remember:

- Do not submit until you can meet the 28-day financial requirement
- Pay the IHS and respond to any emails from UKVI
- Submit your form the day before your Visa Checking Event
- Download, save and print the three documents at the end of your completed application form

Are you ready to submit your online visa application?

- You have received your new CAS
- You have got all your documents ready — your financial evidence, your qualifications and translations, your photos, and your ATAS certificate
- You have held your required money (tuition fees + living expenses) in your UK account for at least 28 consecutive days.
- You know when you will be going to the Visa Checking Event.
- You have decided which level of service you want (Standard, Priority or Premium).
- Remember that the date of online submission is the starting date of your application.

Let’s do this!

- Submit your online visa application.
- Pay the Immigration Health Surcharge (IHS) which costs £150 per year.
- Pay the visa application fee that you have chosen.
- Download and save the three documents at the end of your completed application: the document checklist, the biometric enrolment letter, and the completed application form. You will need these very soon.

What’s next?

- There are two key things left for you to do.
Important things to remember:

- You will be emailed a time to attend the event
- You must have submitted your online form
- You must print and bring the following documents which will be available at the end of your completed online form – document checklist (2 copies) and a copy of the application form
- You must bring your University certificate of registration and pre-registration checklist
- You must bring all required documents for your visa application
Posting your documents and enrolling biometrics

Visa Handbook
‘Post your documents to UKVI’ and ‘Enrolling your biometrics’ sections

Important things to remember:

• Standard service – post your documents to UKVI at the Post Office within 15 days of submitting your online visa application
• Post using Special Delivery – your envelope will have the Special Delivery sticker on it – tracked service, £7.25
• Keep the receipt the Post Office give you
• Attend biometrics at the Post Office in The Galleries, take your biometric letter with you, £19.20 – cash or debit card only

2: Post your documents to UKVI

• When – once the Visa Adviser has checked your documents, you will be given an envelope which you must use to send your visa application to UKVI.

! It is your responsibility to send your documents to UKVI in the timeframe stated on your document checklist

Enrolling your biometric information

• What is this? You must provide your biometric information (fingerprints, photograph and signature) as part of your visa application. The biometric enrolment letter that you received at the end of your completed application explains the process – read the letter carefully.

! It is your responsibility to enrol your biometric information in the timeframe stated in your biometric enrolment letter

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Visa submission quiz!

1. What address will you use on your online visa application form when you are asked ‘do you want to receive mail at a different address’?
2. Should you submit your application before you meet the 28-day financial requirement?
3. Should you pay the IHS?
4. Should you submit your online visa application before the Visa Checking Event?
5. Where should you go to post your documents?
6. Where should you go to attend biometrics?
Answers

1. What address will you use on your online visa application form when you are asked ‘do you want to receive mail at a different address’?
   • Student Visa Services address

2. Should you submit your application before you meet the 28-day financial requirement?
   • No!

3. Should you pay the IHS?
   • Yes – if you do not pay this you will be emailed by the UKVI and will need to pay when requested - you MUST do this or your application will be invalid

4. Should you submit your online visa application before the Visa Checking Event?
   • Yes, the day before

5. Where should you go to post your documents?
   • Any Post Office

6. Where should you go to attend biometrics?
   • Post Office in The Galleries, Broadmead
BRP

Visa Handbook
‘About your BRP card’ section

- This is your visa
- Keep it safe with your passport
  - do not carry it with you everyday
  - you will not be asked to show it to anyone
- If you lose it in UK
  - replacements in the take 8 weeks and you cannot travel
- If you lose it overseas
  - cannot get back to UK, must apply for replacement BRP visa overseas and then replacement BRP in UK when you return
What now?!

- Use our website [www.bristol.ac.uk/directory/visas/pre-sessional-students/](http://www.bristol.ac.uk/directory/visas/pre-sessional-students/) – for up to date versions of documents and advice
- Use your visa handbook – from our website
  - Use our timeline and checklist
  - Check the Frequently Asked Questions
- Attend a Question and Answer session if you have a question – date and time to be emailed
- Attend Visa Checking Event – date and time to be emailed