Tier 4 visa application guidance – applying outside the UK (entry clearance)
Tier 4 entry clearance application

- This document is intended to provide guidance to University of Cambridge students on completing a Tier 4 visa application from outside the UK (entry clearance). It has been prepared by the University’s International Student Office using screen shots from the Home Office website.

- Students are advised to read the Tier 4 visa application guidance on the University’s webpages as well as on the gov.co.uk website, including the Tier 4 Policy Guidance prior to making an application.

- Reference is made in the document to the ‘Tier 4 visa pilot’. This is relevant to students who will be studying on a Masters course of 13 months or less. If this is applicable, you will be considered automatically under the pilot.

- Apply online for a Tier 4 (General) student visa using the following link:
  https://visas-immigration.service.gov.uk/apply-visa-type/tier4

- Once you have logged in and created a password you will have 10 weeks to submit your application.

- After 25 minutes of inactivity you will be automatically logged out.
Confirm visa application type

You will first be asked to confirm the visa you are applying for [Tier 4 (General) student visa], the country you are applying in and that you can attend an appointment at one of the application centres.

Register your email

You must register your email address and create a password. You will then be emailed a link to enable you to return to your application at a later stage, if you wish.

As you go through the application, you will be able to review and change your previous answers if required, or log out and return to the application at a later stage via the link emailed to you.
Confirm you have a CAS and enter the CAS reference number.

This should be copied and pasted from your CAS statement.
Enter your address details.

In the next section you will be asked for your phone number/s. Enter the appropriate information.

**Your home address**

- Home address
- Town/City
- Province/State
- Postal code (if applicable)
- Country

**Your phone numbers**

- Telephone number
  - +
- + Add another telephone number
Living at your home address

How long have you lived at this address?

Enter how long you have lived at the address provided in the previous section

What is the ownership status of your home?

- I own it
- I rent it
- I live with my family
- Other

Save and continue
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Your gender and relationship status

What is your gender, as shown in your passport or travel document?

- Male
- Female
- Unspecified

What is your relationship status?

Enter details as appropriate

Save and continue
Your nationality, date and country of birth

You must enter all the nationalities you hold.

Country of nationality

+ Add another nationality?

Date of birth
For example, 23.12.1976
Day Month Year

Country of birth

Place of birth
Tell us your place of birth as shown in your passport

If you hold more than one nationality, you must include the details here.
Your passport

You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Place of issue
This will be a city or province.

Issue date
For example, 31 01 2010
Day Month Year

Expiry date
Day Month Year

The passport should match the one used in your CAS.
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Another passport or travel document

Do you have another passport or travel document?

This might be:

- a passport issued by another country
- an older passport which has expired but which contains more information about your travel history

☐ Yes  ☐ No

Save and continue

National identity card

Do you have a national identity card?

This is the identity card issued by your national government. Please select 'No' if your country does not issue national identity cards or you do not have your card.

☐ Yes  ☐ No

Save and continue

Some countries issue national identity cards. Select the appropriate answer.
Enter your planned arrival date in the UK. The 30 day entry vignette, which will enable you to enter the UK as Tier 4 student, will be valid from 7 days before this date if you apply in good time. Please note the earliest the vignette can be valid is one month before your course start date.

The duration of a Tier 4 visa is the length of course plus:
- 4 months for courses of more than 12 months;
- 6 months for Masters students under the Tier 4 visa pilot;
- 2 months for courses between 6 and 12 months for undergraduate and visiting students.

If you think at the time of application you may use this additional time in the UK, you can reflect this in your answer.
Study as a Tier 4 (Child) student

Have you studied in the UK as a Tier 4 (Child) student?

- Yes
- No

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

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a ‘gifted’ student?

- Yes
- No

These two questions will not appear if you are a national of a majority English speaking country (as defined by UKVI).

Select ‘Yes’ to this question if you have previously been issued with a Tier 4 (Child) visa to study in the UK. You will then not be asked the next questions about English language assessment.

Select ‘Yes’ in answer to these questions.
People financially dependent on you

Does anyone rely on you for financial support? Include both those travelling with you and those who are not.
This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

☐ Yes  ☐ No

Will these dependants be included in my application?

If you intend to bring family to the UK, a separate visa application will need to be completed for each dependant. Please note only some students are eligible to bring family to the UK as a visa dependant. Information is outlined at:

www.internationalstudents.cam.ac.uk/tier-4-dependants
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Give details about your first parent

Give details about 2 of your parents.

- What if I do not have my parents' details?

What is this person's relationship to you?

- Mother
- Father
- Stepmother
- Stepfather

Date of birth
For example, 23 12 1976
Day    Month    Year

Country of nationality

Have they always had the same nationality?

- Yes
- No

Given names

Family name

The form will ask for details about two of your parents.

This can be your Mother, Father, Stepmother or Stepfather.

If you do not have your parents' details you should click here and you will be asked for further information.
Family who live in the UK

Do you have any family in the UK?

This includes:
- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

[ ] Yes    [ ] No

You must include information about any immediate family who live in the UK.

If you have family who live in the UK the form will ask you for further information about this person.

You do not need to include extended family, i.e. cousins, aunts and uncles.

Save and continue
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**Travelling as part of an organised group**

Will you be travelling to the UK as part of an organised group?  
This include travel companies or sports, work, or study groups.

- Yes
- No

If you select ‘Yes’ to this question, the form will ask you to provide further details. For the majority of students, the answer will be ‘no’.

**Save and continue**

**Travelling with another person**

Will you be travelling in the UK with someone who is not your partner, spouse, or dependant?

- Yes
- No

If you will travel to the UK with someone who is not your partner, spouse or child, select ‘Yes’ to this question. The form will ask you to provide further details.

The form only allows you to include the details of one person, even if you will be travelling with more.

**Save and continue**
Accommodation in the UK

Have you already made arrangements for where you are going to stay in the UK?

- Yes
- No

Only select ‘Yes’ to this question if you have already made accommodation arrangements. You will then be asked for the address details of where you will be staying, along with the date you plan to arrive and leave this address.

It is not a visa requirement to have confirmed details of your accommodation at the point of application. If you select ‘No’ you will be asked where you plan on staying in the UK. If you have not yet secured accommodation, you should explain what your plans are for accommodation.
UK travel history

How many times have you been to the UK in the last 10 years?

- Zero
- Once
- 2 to 5 times
- 6 or more times

If you have come to the UK in the past 10 years you will need to enter the number of times here.

You should include visits to the UK in transit.

You will be asked for further questions about the two most recent times you have been to the UK outlined on the next slide.

If you select ‘zero’ you will be asked if you have ever been issued with a UK visa in the past 10 years.

If you select ‘zero’ here please skip to slide 24.
Your most recent visit to the UK

What was the reason for your visit?
- Tourism
- Business
- To study
- Transit
- Other reason

Date of visit
For example, 3 2010

Month Year

How long was your visit?

You will only be asked this question if you selected that you have been to the UK before.

If you have come to the UK in the past 10 years you will be asked for the details of the two most recent times you have been to the UK, including the reason and the dates travelled.
**Medical treatment in the UK**

Have you ever been given medical treatment in the UK?
If you visited a doctor or were treated at a hospital, this counts as having medical treatment.

- Yes
- No

**Details of previous medical treatment in the UK**

Where did you go for your previous medical treatment in the UK?

- Accident and Emergency (A&E) at a hospital
- To a doctor, clinic or hospital for non-emergency treatment

Name of hospital or doctor's surgery

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This question will only appear if you confirmed in the previous section that you have been to the UK in the last 10 years.

If you select ‘Yes’ you will be asked for details of each occasion you have received medical treatment in the UK including the name and address of the hospital or doctor’s surgery you attended, date of the medical treatment and whether or not you were told you had to pay for your medical treatment. If you cannot recall exact dates and no longer have records, you should complete this section to the best of your ability and add a note in the Additional Information section at the end to explain this.
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UK leave to remain

Have you applied for leave to remain in the UK in the past 10 years?

☐ Yes  ☐ No

Date of application
For example, 3 1976

Month Year

What was the result of your application?

☐ Approved  ☐ Refused

This question will only appear if you confirmed that you have been to the UK in the last 10 years.

‘Leave to remain’ means apply for a visa extension inside the UK. If you have previously made a visa application in the UK, answer ‘Yes’ to this question. You will then be asked for further information.
National Insurance number

Do you have a National Insurance number?
This does not include any temporary National Insurance numbers that have expired.

☐ Yes  ☐ No

A National Insurance number is issued to anyone who works in the UK. You normally need to apply for one.

This question will only appear if you confirmed that you have been to the UK in the last 10 years.
International travel history

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Schengen area

Schengen area:
- Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

If you have been to one or more of these countries the past 10 years you will need to enter the number of times here.

You should include visits in transit.

You will be asked for further questions about time spent in these countries as outlined on the next slide.

If you select ‘zero’ here please skip to slide 25.
If you declared in the previous question that you have been to one of the listed countries in the past 10 years you will need to record the number of times in this section.

You should include visits in transit.

You will only be asked for the details for the two most recent times you have been to one of these countries.

If you cannot recall exact dates and no longer have records of these visits, you should complete this section to the best of your ability and add a note in the Additional Information section at the end of the application to explain this.
If you have been to a country other than the UK, USA, Canada, Australia, New Zealand or the Schengen area in the past 10 years you will need to record the number of times here. You should include visits in transit.

You will be asked for the details of time you have been to a country that is not the UK, US, Canada New Zealand or any countries in the Schengen area.

You should list all time spent in these countries over the past 10 years, including the reason for the visit and the dates travelled.

If you cannot recall exact dates and no longer have records of these visits, you should complete this section to the best of your ability and add a note in the Additional Information section at the end of the application to explain this.
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Problems with immigration to the UK
Have you ever been:
- refused a visa for the UK
- deported from the UK
- removed from the UK
- required to leave the UK
- refused entry at the UK border

☐ Yes ☐ No

If you answer ‘Yes’ you will be asked to provide further details.

Problems with immigration to countries other than the UK
Have you ever been:
- refused a visa for any country other than the UK
- deported from any country other than the UK
- removed from any country other than the UK
- required to leave any country other than the UK
- refused entry at the border of any country other than the UK

☐ Yes ☐ No

If you answer ‘Yes’ you will be asked to provide further details.
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**Convictions and other penalties**

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions.

Answer as appropriate. You must provide full and honest answers.

The subsequent questions ask about any involvement in war crimes and terrorist activity.
Your previous employers

Tell us about work for the following types of organisation.

Include information for any paid or unpaid work for the types of organisation below. You can select more than one option.

- Armed Forces (including compulsory national or military service)
- Government (including Public or Civil Administration and compulsory national service)
- Media organisations
- Security organisations (including police and private security companies)
- Judiciary (including work as a judge or magistrate)

Or

- I have not worked in any of the jobs listed above.

If you have been employed by any of the organisations listed you will be asked to provide further details.
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Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?
4NUV7KB58

Sponsor's address
Student Registry
4 Mill Lane

Town/City
Cambridge

Postcode
CB2 1RZ

Complete this section with these details.
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Place of Study

Will you be studying at a school or higher education institution?

- [ ] School
- [x] Higher education institution

Primary site of study

Is this the site where the majority of your study will take place?

Student Registry
4 Mill Lane
Cambridge
CB2 1RZ

- [x] Yes  
- [ ] No

Select that you will be studying at a Higher Education institution.

Select ‘Yes’ as this is your main study address for visa application purposes.
UCAS is an organisation which operates an application process for UK Universities. At Cambridge, undergraduate students apply through UCAS. You will need to provide your UCAS personal identification number. Other students will have applied directly to the University and can select ‘No’.
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Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can find out if you need an ATAS certificate here.

Do you need to obtain permission from the ATAS?

☐ Yes  ☐ No

Your offer from the University will have confirmed whether or not you required ATAS approval as a condition of admission. This is also confirmed on your CAS.

If you select ‘Yes’ to this question you will need to provide the reference number issued on your ATAS clearance certificate.

Please note if you required ATAS clearance, you must submit the certificate issued by the Foreign and Commonwealth Office (FCO) as a supporting document with your visa application.
The following questions are about your finances. Your answer will depend on how you are funding your studies at Cambridge.

Will you be receiving money from an official financial sponsor for your continuing studies?

- Yes
- No

**What is an official financial sponsor?**

Select ‘Yes’ to this question if you will be financially sponsored by the UK Government, your home Government, a University, or an international company or organisation.

If you select ‘Yes’ and you are receiving financial sponsorship which covers full course fees and living costs, you will need to confirm whether this information is stated on your CAS or you have a letter from your financial sponsor as evidence of this. Funding is only stated on the CAS where it is being provided by the University or your College. Check your CAS to confirm if this is included.
‘Maintenance funds’ refer to courses fees, as stated on your CAS, and living costs. If you are unsure of these requirements for your visa application, use the University’s Tier 4 maintenance checker.

This section is asking whether the required funds are held in your bank account with your name on it?

- Yes
- No

Save and continue

If you are receiving official financial sponsorship, as outlined in the previous question, which covers the required funds in full, you can answer ‘no’ to the funds being in a bank account.
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Course information

Name of sponsor institution (school/college/university)

University of Cambridge

Enter 'University of Cambridge'

Course name

Enter the course name as listed in your CAS

Qualification you will get

Select from the dropdown the qualification you will receive as stated in your CAS statement.

Your CAS will show this as an RQF level, but the drop down shows RQF / SCQF levels.

If you are unsure about the level of your qualification, find out what qualification levels mean here or ask your sponsor institution.
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**Course start date**
Provide the start date of your main course, but do not include any 'pre-sessional' course you may be attending.
Enter date in the format DD MM YYYY

**Course end date**

Are you going to be a student union sabbatical officer?
- [ ] Yes  [ ] No

Enter the start and end date as stated on your CAS.

**Nb: ADTIS (Pre-sessional) students on Masters courses**
If you have been issued one CAS to cover ADTIS (pre-sessional) and your Masters, you will have two start dates listed on your CAS in the ‘evidence used to obtain’ section - the start date of your pre-sessional and the start date for your Masters course. You must enter the later date as your course start date. If you enter the date of your pre-sessional as your start date you may not be identified as a participant in the Tier 4 visa pilot.

A sabbatical officer is a full-time officer elected by the members of a students' union. Select ‘no’.

What is a student union sabbatical officer?
Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?
This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation.

☐ Yes  ☐ No

Course fees

What are your course fees for your first year?
If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?
Please select No if your course does not have a fee.

☐ Yes  ☐ No

This question relates to accommodation payments which may have been made to your College for accommodation only. If you select ‘Yes’ you must confirm the amount that has been paid and how this is evidenced. Any advance accommodation payment to your College can be added to your CAS. For it to be included, you will need to request this if does not already show on your CAS statement.

Enter your first year course fees as stated on your CAS

If you select ‘Yes’ to this question then you must confirm the amount that has been paid towards your course fees and how this is evidenced. Any advance payment towards fees can be added to your CAS. For it to be included, you will need to request this if it does not already show on your CAS statement.
Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters
You should now check through your answers to ensure all the information you have entered is correct.

If any answers contain mistakes you are able to go back and correct them at this stage by clicking on the 'change' hyperlinks.

Once you have agreed to the subsequent declaration, you will no longer be able to edit your answers so you should check through the form carefully at this stage before proceeding.
This section of the form will only appear if you are a national of one of the following countries:

Argentina, Australia, Bahrain, Barbados, Botswana, Brunei, Cambodia, Canada, Chile, China, The Dominican Republic, Hong Kong, Indonesia, Japan, Kuwait, Macau SAR, Malaysia, The Maldives, Mexico, New Zealand, Qatar, Serbia, Singapore, South Korea, Taiwan, Thailand, Trinidad and Tobago, United Arab Emirates, United States of America, British National Overseas.

If you are a national of one of the listed countries, you will qualify for differentiation arrangements. This means you will not need to include evidence of finances or qualifications as supporting documents with your application.
This section should not appear if you are eligible to apply under the Tier 4 visa pilot or you qualify for differentiation arrangements (as explained in the previous slide).

All other students will be required to provide evidence of funds with their visa application. This question requires you to confirm the financial documentation you will be submitting.

If you are unsure of the requirements, use the University’s Tier 4 maintenance checker.

If you confirmed in answer to an earlier question that you are receiving official financial sponsorship covering full fees and living costs, you can enter the name of your financial sponsor under ‘Financial institution’ and select ‘Letter from a bank, building society or other recognised financial institution’. You will need to submit your financial sponsorship letter with your visa application if this information is not included in your CAS.
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Documents

Mandatory documents
These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

Other documents
If you do not provide these documents, your application may be delayed or refused.

Your checklist will have a list of other documents you might want to send in. You can print off the checklist and appointment details when you have finished your application.

Tuberculosis test results
You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application. Check if you need to get tested.

Once you have completed the form you will be provided with a list of supporting documents you need to submit with your application. What you need to submit will depend on your course, nationality and where you are applying.

You will be required to take a TB test if you have lived for at least 6 months in one of the countries specified by the Home Office in the period prior to submitting your visa application. The list of countries is outlined at www.gov.uk/tb-test-visa The test must be from an approved clinic. You will be required to submit your TB clearance certificate with your visa application.
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Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to your application
- your supporting documents

Also, the application will be processed according to the privacy policy and terms and conditions.

If false information is given, your application will be refused and you may be banned from the UK and prosecuted.

I accept the above
Payment of the immigration health surcharge will enable you to access the UK's National Health Service at no additional cost.

It is charged at £150 per year for the duration the visa will be valid based on your course dates. These should match the dates outlined on your CAS. Part of a year that is 6 months or less is charged at £75.

To pay the immigration health surcharge, you will be asked to enter your course start and end dates. Ensure these match the dates on your CAS. You will also be asked if your course is at NQF 7. The terms ‘RQF’ and ‘NQF’ have the same meaning so answer this question based on the RQF level stated on your CAS.

Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now. Check your answers.
Evidence of your permission to be in the UK

After the declaration you will be asked about collecting your Biometric Residence Permit (BRP).

When your visa is granted you will be issued a 30 day entry vignette (sticker) in your passport. You will be required to collect the BRP once you arrive in the UK. The BRP is the evidence of your UK immigration permission.

The BRP can be collected from the Post Office or the University. You are advised to use the University as the collection point unless you plan to enter the UK more than 10 days prior to the start of your course.

In order to collect your BRP from the University, you will need to select ‘Collect from an alternative location’ in answer to the relevant question on the application form.

You will then be asked to enter an Alternative Collection Location (ACL) code. The relevant code will depend on your course at the University of Cambridge as outlined at www.internationalstudents.cam.ac.uk/collecting-your-visa-brp

If you do not select to collect your BRP from the University, you will need to collect from the specified Post Office within 10 working days of arriving in the UK. The Post Office address details will be confirmed in the decision letter when you receive the outcome of your application.
The final sections of the application require you to pay the visa application fee and book an appointment at the application centre you wish to attend.

If you have any questions or are unsure about anything in the application, or with your supporting documents, contact the University’s International Student Office by emailing international.students@admin.cam.ac.uk

This guide is correct as of May 2018. Please note that changes can be made to the application by the Home Office at short notice. This document is provided as general guidance on completing a Tier 4 application. Contact the International Student Office if you are unsure of anything in the application as you complete it in relation to your circumstances. The International Student Office cannot accept responsibility for any errors or omissions or for decisions made by the Home Office.