Tier 4 visa application guidance – applying inside the UK (Leave to Remain)
This document is intended to provide guidance to University of Cambridge students on completing a Tier 4 visa application from inside the UK (Leave to Remain). It has been prepared by the University’s International Student Office using screen shots from the Tier 4 online form on the Home Office website.

You must be inside the UK to make this application, and this is the first question the online form will ask you.

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, your visa application will automatically be considered under the pilot.

Apply online to extend your current immigration permission to a Tier 4 (General) student visa using the following link:

https://visas-immigration.service.gov.uk/product/tier-4-student

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

If you currently hold permission in another immigration category, you will need to check you are eligible to switch into Tier 4 from inside the UK on the UK Visa and Immigration website.

After 25 minutes of inactivity you will be automatically logged out.
If you are coming from another UK University to start a new course at Cambridge

You must make a new Tier 4 application before starting your course at Cambridge. You are able to start your course at Cambridge once you have made a new Tier 4 application and whilst the decision is pending.

If you have already been studying at Cambridge and applying for a Tier 4 visa for a new course

You are able to start your new course on your existing visa, if that visa does not expire until after your new course start date, but you must make a new Tier 4 application within six weeks of your official course start date or before your current visa expires, whichever is earlier.

If you already have a visa to study a PhD at Cambridge and are applying for a Tier 4 extension to complete your studies

You must make the new application prior to your current visa expiring and you will then be able to continue your studies with a pending application.
If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application renders those previous applications invalid. This means that only the application you are currently completing will now be considered.

**Note about timeframes**

The standard advertised timeframe for Leave to Remain for standard postal applications is 8 weeks.

The decision will be sent to the address you have used in the application.

If your application has been successful, your BRP will be sent to you separately. This can take up to a further 10 days after the decision on your application.

Priority and premium services are available at additional cost.
Confirm location and visa application type

You will first be asked to confirm that you are currently in the UK. You will also be asked whether you have any current applications for leave to remain which you have yet to receive a decision on.

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. You can add an additional contact email address if you wish.

Remember to save each page as you complete the application form.

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.
You will be asked to check the answers to the first few questions before you can progress to the next part of the application form.

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<th>Personal information</th>
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<td>Are you currently in the UK?</td>
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<td>Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?</td>
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<th>Immigration adviser</th>
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<td>Do you have an immigration adviser?</td>
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<th>Personal information</th>
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<td>Email address</td>
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<td>Who does this email address belong to</td>
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<td>Do you have another email address?</td>
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</table>
Tier 4 leave to remain application

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select ‘Continue’.

I would like to add a:

If you have dependent family members with you in the UK we first advise that you read our webpages on Tier 4 dependants.

The Home Office advises, where possible, for dependants to apply at the same time as the student. If this is not possible then your dependants can apply once you have the outcome of your application, as long as their own immigration permission has not expired by then.

The application enables you to add dependants so they are attached to the same application. You will have to complete a separate online application information and pay the application fee and Immigration Healthcare Surcharge for each dependant.
Your name

First you will be asked for your name as shown in your current passport or travel document.

You will also be asked if you have been known by any other names (e.g. Changed your name after marriage, have another name that you use for professional purposes).

Contacting you by email

UKVI may use email to contact you about your application.

They could contact you for further information, or send a decision on your application by email.

They could also use email to contact you about your immigration status after your application has been decided. You must therefore notify UKVI immediately if any of the contact email addresses you provide as part of your application change.
A verification email has been sent

We have sent a verification email to the address you have identified that we can use to communicate with you about your application, or send your decision to. The link in this email must be clicked before you can proceed with your application.

You must verify your email address in order to continue with the application.

The email should arrive within a few minutes. If it has not, check the junk mail folder.

Change email  Resend email
The address you list here should be your residential address. Make sure you use the correct postcode. If you do not have your postcode you can enter your address into the Royal Mail Postcode Finder to obtain these details: https://www.royalmail.com/find-a-postcode

If you do not want correspondence to go to your residential address, click here to add a different address to receive mail. This includes where your BRP will be sent after a successful outcome on your application.
Tier 4 leave to remain application

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?

- Single
- Unmarried partnership

Enter details as it appears in your passport

'Single' means that you have never been married or been in a civil partnership, and that you do not currently consider yourself in a relationship.

'Unmarried partnership' means that you currently consider yourself in a relationship but are not married or in a civil partnership.
Your nationality, country and date of birth

Country of nationality
If you have previous or additional nationalities, you will be able to add these later in the application.

Country of birth

Place of birth
Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth
Enter date in the format DD MM YYYY

Day  Month  Year

Enter details as appropriate
Tier 4 leave to remain application

Your passport ( )

Passport number

Issuing authority
On your passport this could also be referred to as 'country of issue' or 'place of issue'.

Issue date
Enter date in the format DD MM YYYY
Day   Month   Year

Expiry date
Enter date in the format DD MM YYYY
Day   Month   Year

Confirm you can provide this passport
I can provide this passport if required

You will be asked if you have a valid passport and then required to complete this section.

The passport used here must be the one stated on the CAS you have received from the University.

Enter details exactly as it appears in your passport.

Your passport is a mandatory supporting document of your visa application, please notify the International Student Office if you do not have access to your passport.
Tier 4 leave to remain application

Your identity card
Do you have a valid national identity card?
This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

☐ Yes  ☐ No

Enter details as appropriate. If you do have a national identity card you will be asked for further information.

Your other nationalities
Do you currently hold, or have you ever held, any other nationality or citizenship?
You must provide all the nationalities that you currently hold or have ever held.

☐ Yes  ☐ No

If you hold more than one nationality, you must include the details here.
Tier 4 leave to remain application

Your current UK immigration status

Do you currently have a visa or leave to remain?

- [ ] Yes
- [ ] No

What type of visa or leave to remain do you have?

- [ ] I have a different visa or leave to remain

Enter the details of your current immigration permission for the UK.

Remember that your visa for the UK must be valid at the point you make your application, and if you do not currently have a Tier 4 visa your immigration permission must allow you to switch into Tier 4.

If you applied for your current visa from overseas your BRP will state “Tier 4 (General) Leave to Enter”, which you will note is not available as an option for this question. In this instance you should select “Tier 4 (General) Leave to Remain”.
Tier 4 leave to remain application

Your current visa or leave to remain

What is the start date of your current visa or leave to remain?
Enter date in the format DD MM YYYY

Day  Month  Year

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

Day  Month  Year

Enter the details as confirmed on your BRP.

‘Leave’ in this context means your immigration permission for the UK.

You must submit your application before your current leave expires
Revocation, cancellation or curtailment

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.

☐ Yes  ☐ No

Your most recent leave

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

☐ Yes  ☐ No

Enter the details as appropriate.

If your visa has ever been revoked, cancelled or curtailed you will be asked to provide further details at another point in the application.

Click as appropriate.
Tier 4 leave to remain application

Police registration

During your current or last grant of leave in the UK, were you required to register with the police?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police station when you were granted your last period of leave in the UK. The requirement to register with the police may also feature on your visa or your Biometric Residence Permit, if you are required to have one.

☐ Yes  ☐ No

Save and continue

This information should only appear if you are one of the nationalities requiring police registration in the UK.
Tier 4 leave to remain application

Biometric residence permit (BRP)

Do you have a biometric residence permit?
This is a card with your name, nationality and picture. It describes your entitlement to be in the UK.

- [ ] Yes, I have a biometric residence permit
- [ ] No, I had a biometric residence permit for my most recent leave, but I do not have it now
- [ ] No, I did not have a biometric residence permit for my most recent leave

Enter the details as appropriate.

If you currently hold a BRP you will be asked for the permit number. This can be found on the front of the card, in the top right hand corner.
Tier 4 leave to remain application

Your National Insurance number

What is your current National Insurance number?

Example QQ 12 34 56 C

Enter the details as appropriate.

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

I do not have a National Insurance number, or I have a temporary one

Enter the details as appropriate.

Study as a Tier 4 (Child) student

Have you successfully completed a course of study in the UK as a Tier 4 (Child) student?

Yes  No

Enter the details as appropriate.

This would have been under the Tier 4 (child) student visa which would be confirmed on your BRP / visa vignette. If the answer to this question is ‘yes’ you will then not be asked the next questions about English language assessment.
You should check your CAS under the section “SELT Required”. A SELT is a ‘secure English language test’ and normally this will stated ‘No’. If your CAS states ‘No’ then this means that your CAS has confirmed that you meet the English language requirement and you should then select ‘Yes’ to this question.

This question will not appear if you are a national of a majority English speaking country (as defined by UKVI).
Tier 4 leave to remain application

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

Enter the details as appropriate.
If you select ‘Yes’ to this question you will be asked to provide further details.
Failure to declare this will result in your visa application being refused and a ban from the UK

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

Give details of any time you were refused a visa or had to leave a country (other than the UK) for any reason.

Enter the details as appropriate.
If you select ‘Yes’ to this question you will be asked to provide further details.
Failure to declare this will result in your visa application being refused and a ban from the UK
Tier 4 leave to remain application

Public funds
Have you ever received any public funds (money) in the UK?
This includes benefits for people on low incomes, such as housing or child benefits.

☐ Yes  ☐ No

Enter the details as appropriate.

If you select ‘Yes’ to this question you will be asked to provide further details of the public funds you have received.

Examples of public funds are income support, social fund payment, working tax credit, carer’s allowance, disability living allowance, housing benefit, council tax reduction, council tax benefit.

If you have previously studied in the UK and received bursaries from your University to help with housing costs, this would not count as public funds.
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.

In the subsequent questions you will also be asked about War Crimes, Terrorist Activities, Terrorist Organisations and Terrorist Views.
Tier 4 leave to remain application

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.
**Place of Study**

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

- School
- Higher education institution

Select that you will be studying at a 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

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’.
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. The certificate must be valid.

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.
Current or past official financial sponsor

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?

☐ Yes  ☐ No

The following questions are about your finances. Your answer will depend on how you are funding your studies at Cambridge.

Nb If you have been studying in the UK and have received money from an official financial sponsor in the past 12 months you will require a letter of consent from your official financial sponsor confirming they give their permission for you to stay in the UK.
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.

Funding from the Cambridge Trust is not stated on your CAS.
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 using money from your parent(s) then select no to this question, the next question will ask you if you are relying on money from your parents.

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.

‘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 or your parent/s bank account. You will also be asked to confirm the name of the bank and what documentary evidence you have.
Tier 4 leave to remain application

**Course information**

Name of sponsor institution (school/college/university)

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.

A sabbatical officer is a full-time officer elected by the members of a students' union. Select ‘no’ unless this applies to your circumstances.

Are you going to be a student union sabbatical officer?

- Yes
- No

Your CAS will show this as an RQF level, but the drop down shows RQF / SCQF levels.
Tier 4 leave to remain application

**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

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<th>Year</th>
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**Course end date**

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<th>Month</th>
<th>Year</th>
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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.
Tier 4 leave to remain application

Doctorate Extension Scheme

Are you applying for the Doctorate Extension Scheme?
The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur

Unless you have been issued with a CAS from the University for sponsorship under the Doctorate Extension Scheme your answer to this question should be ‘no’.

Selecting ‘no’ to this question will not affect any future application you make under DES.
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
Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

- Yes
- No

Confirmation of Acceptance for Studies reference number

You cannot complete your Tier 4 application until you have received your CAS.

This should be copied and pasted from your CAS statement.
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.
Tier 4 leave to remain application

All applicants

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the ‘all applicants’ button at the top left of each page.

Tier 4 (General) student

Your name and date of birth will appear here.

Completed

Edit responses about this applicant

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select ‘Continue’.

I would like to add a:

Add this applicant

You are able to add dependants at this stage and can do so here.
Tier 4 leave to remain application

Differentiation Arrangement
Do you want to submit your application under the differentiation arrangement?

You are a national of a differentiation arrangement country. You do not need to provide evidence of your money or qualifications with your application. You will need to provide them if asked.

☐ Yes ☐ No

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 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*

*Where the applicant is a rightful holder of a passport which has been issued by the relevant competent authority and where the applicant is applying for entry clearance in the territory related to that passport

**Those who hold a passport issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan
Documents showing the required maintenance funds

You must provide documents showing that you have the required maintenance funds to cover living costs for you and any of your dependants while you are in the UK.

For information on how much money you need to show, refer to the guidance document here.

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

If your money is held in a different country, you can check whether your bank is on the list of acceptable and unacceptable financial institutions here.

Financial institution (such as a bank or building society)

Type of document

- Statements from a personal bank or building society account
- Building society passbook
- Letter from a bank, building society or other recognised financial institution

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.
Add another financial document

Do you want to add another financial document?

The documents you send in need to prove that you have the full amount. If the documents you have already added do not show this, you should add more documents now.

☐ Yes  ☐ No

You are able to use more than one form of financial evidence to prove you meet the Tier 4 financial requirements.

If you will be using additional evidence you should ‘select’ yes in this section where you will be asked further questions about the type of document you will be submitting.
Tier 4 leave to remain application

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.

If you have been officially financially sponsored within the past 12 months the form should prompt you that you will be required to submit a letter from your current or past official financial sponsor confirming you have their permission to continue your studies in the UK.

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 need to tick each box to demonstrate the documents you will be submitting with your visa application.
Tier 4 leave to remain application

Supporting Documents (continued)

If you are a national of one of the countries required to register with the Police and you have not kept your Police Registration Certificate up to date or have lost this document please contact the International Student Office.

Supporting Documents (continued)

If you no longer have one the required supporting documents for your visa application please contact the International Student Office.
**Tier 4 leave to remain application**

**Providing your documents**

If you choose Standard or Priority Service, you must send your documents within 15 days to the address on your supporting document checklist (provided when you have completed your application payment).

If you choose Priority Service, sending in your documents within 2 days will allow enough time for your application to be processed within 10 days.

If you choose Premium Service, you must bring your documents to your Premium Service Centre appointment.

If you choose Super Premium Service, a courier will pick up your documents. Your documents must be received at least 3 days before your visit.

If you do not provide all mandatory information your application may be rejected. Your application will not be considered and an administration fee for each person included in the application, will be deducted from your refund.

The method of submitting your documents varies depending on the service you use and the cost also varies accordingly:

- **Standard**: £475
- **Priority Postal**: £952
- **Premium**: £1,085

Please read through this information so that you are aware of the instructions for your situation.
Check your answers

Check the information below before you continue to the next section.

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<th>Change</th>
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<tbody>
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<td>Financial institution (such as a bank or building society)</td>
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<tr>
<td>Type of document</td>
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<tr>
<td>Do you want to add another financial document?</td>
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<th>Documents</th>
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<td>Mandatory documents</td>
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<tr>
<td>Other documents</td>
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Tier 4 leave to remain application

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

- the information relating to the application
- the supporting documents
- the photograph is an accurate likeness

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

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

I confirm that:

☐ I am the applicant

☐ I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

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.
After the declaration you will be asked to select the service you will be using. The cost and timeframe of each service will be confirmed at this point:

Standard Postal Service: £475 (decision within 8 weeks)
Priority Postal Service: £952 (decision within 10 working days)
Premium Service: £1085 (decision on the same day)

Please note that it can then take around a week to receive your BRP and this will be sent to you using a courier service.

Please consult the International Student Office webpages on Leave to Remain applications for further advice and guidance about the process: https://www.internationalstudents.cam.ac.uk/tier-4-leave-remain
After you have submitted the online form and paid the associated fee and HIS, you must attend a biometrics appointment and send your supporting documents to UKVI within the specified timeframe.

All documents you submit must be originals, and you should keep a copy for your own reference.

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 August 2018. Please note that immigration changes can be made to the visa 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.