Guide to Online Tier 4 Visa Application – in the UK
INTRODUCTION

• Before using this guide it is important that you establish that you are eligible to make the application from within the UK.

• This guide is only for students who are applying for Tier 4 General Student leave to remain (visa extension, in the UK) on their own.

• Dependants can be added to the main applicants visa application, (however, this guide does not answer any dependants questions). Further guidance is available from the following UKVI website:
  [https://www.gov.uk/tier-4-general-visa/family-members](https://www.gov.uk/tier-4-general-visa/family-members)

• You are strongly advised to also read the Tier 4 Policy Guidance document, before starting your visa application, as it contains detailed information for assistance:

• This guide and details contained within, are for demonstration purposes and does not relate to any individual person’s real details.

• Some additional questions may appear on your visa application. This may happen, when your nationality or circumstances are different to those in this example. We cannot provide a guide for every scenario, if you require further assistance, please check our Frequently Asked Questions (FAQ) page first, if your query is not answered, then email visas@le.ac.uk.

• We cannot guarantee the successful outcome of any applications, due to following this guidance, as other factors are also taken into consideration when UKVI make a decision on your visa application.

• The immigration rules can change at any time of the year and this guidance is correct as of July 2018. You are advised to check the UKVI webpages, for up to date information and guidance:
Getting Started

• Go to: https://www.gov.uk/tier-4-general-visa
• Click on ‘Extend your visa’ section.
• It is important to read the information on the whole of this page. Including: the full Tier 4 guidance before you apply.

Please note at the end of each page you will see a green button ‘Save & continue’.

You do not need to complete the visa application in one go. You are able to use, the ‘return to this application’ button link.

Extend your visa

You may be able to stay longer to continue your course or study a new one.

You must:
• meet the eligibility requirements of this visa
• be in the UK
• have a sponsor
Ensure you read all the information on this page.

Tier 4 (General) student

Apply to extend or switch to Tier 4 (General) student.

How to apply

To apply to extend or switch to a Tier 4 (General) student you need to:

- Fill in the application form
- Have your documents ready
- Pay the application fee
- Pay the health surcharge
- Have your biometrics taken (fingerprints and a photo)

Find more information on the requirements for a Tier 4 (General) student, including the documents you will need to submit with your application.

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

Postgraduate studies

If you are taking a postgraduate course in certain subjects you might need an Academic Technology Approval Scheme (ATAS) certificate. Find out if you need an ATAS certificate.

Decide how quickly you want the visa application to be processed & what fees to pay

### Fees

<table>
<thead>
<tr>
<th></th>
<th>Standard service</th>
<th>Priority service</th>
<th>Premium Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>A decision within 8 weeks</td>
<td>475.00 GBP</td>
<td>952.00 GBP</td>
<td>1085.00 GBP</td>
</tr>
<tr>
<td>A decision within 10 working days</td>
<td>475.00 GBP</td>
<td>952.00 GBP</td>
<td>1085.00 GBP</td>
</tr>
</tbody>
</table>

A super premium service is also available. The fee for this service is £10,500 for your visit, plus the premium service fee for your application type.

Healthcare surcharge

You will also have to pay a healthcare surcharge (called the ‘Immigration health surcharge’ or IHS) in addition to your visa fee.

The exact amount you have to pay will depend on the length of your visa. Check how much you have to pay before you apply.

Biometric information

As part of the application process, you are required to apply for a biometric residence permit. If you choose Standard or Priority service you will be required to pay an additional fee of £19.20 per applicant to have your biometrics collected.

You will only be considered for Tier 4 (General) leave to remain. You will not be considered for any other type of leave to remain. You must use a different form if you want to stay for another reason.

If you want to apply for a Standard or Premium application, then press the ‘Apply Now’ button
Location and other applications

You should only use this form if you are applying for your visa within the UK.

You should not have any other pending visa applications. Speak to an adviser if unsure.
You should tick 'No', even though an adviser maybe helping you with the application form.

Remember to write the password down in a safe location. In case you forget, as you will need this, to log into your application.
If you are posting your application through the university, please type: visas@le.ac.uk

Use your university email.
Once you have completed all the registration steps above, you will receive an email from the Home Office like this:

**UK Visas & Immigration**

Your visa application has been saved.

Use this link to sign in to your application: [Tier 4 (General) student](#)

**UK Visas and Immigration**

PLEASE DO NOT REPLY TO THIS EMAIL

This email was sent to you as a user of the UK Visas and Immigration (UKVI) visa application service. Read our Privacy Policy. Information about the visa application process is available on the [visas and immigration pages of the gov.uk website](#). This service is provided by [GOV.UK](#), the website for the UK government.
You can review & amend the information you have entered, (if necessary) by clicking on 'Change' at the end of each section.

The UKVI will liaise with us, using this email for any queries they may have.

You can either press the green button to continue, or save & return to this application later.
If you are making an application with a family member or dependant, you can also add them here. Although, this guide is for a single applicant.

Enter all first names stated in your passport. No 'nickname's'.

If you are submitting your application through the university, you should STOP at the end of this page. If you complete the 'Declaration' page, we will not be able to correct any mistakes you may make. You will then need to start another application.

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.

Service Update

We are aware that a small number of customers may be experiencing delays in their payment being processed. If you are having problems with your payment being processed, please exit the application and then log back in after 24 hours. We are working urgently to resolve this, and apologise for any inconvenience this may cause.

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 an additional applicant:

Add this applicant

Enter your name, as shown in your current passport or travel document.

Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include these with your given name. If your name has a prefix (e.g. Mrs), include this with your given names. If you have a patronymic name include it with your given names. You must tell us all your given names.

If you cannot enter your name using a current passport or travel document,

Title

All given names:

Julie

Family name:

Wang

Save and continue

Return to this application later
Please read carefully, if this does not apply to you, press 'No'.

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

- Yes
- No

Save and continue

Return to this application later

Please enter this number if you are submitting your application through the university, SIAC team.

Telephone number
01102297400

Home address
This must be in the UK

Enter a UK postcode
LE2 3TE  Find UK address
If you are posting your application through the university please tick the box and enter the post code and the following address:

**FIRST LINE OF ADDRESS:**
FAO. ADVISER, SIAC, 5TH FLOOR, CITYSIDE.

As mentioned, you should enter gender as stated in your passport.
Your nationality, country and date of birth

You should send your current original passport and also apply before your visa expiry date.

All details on these pages, should be entered as stated in your passport. If you have dual nationality, please speak to an adviser for further guidance.
If you cannot remember your ID number or do not have it with you in the UK, answer 'no'.

If you do not have dual nationality with another country, please tick 'No'. Otherwise you can add details for multiple nationalities and passports that you hold.

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.

If you cannot remember your ID number or do not have it with you in the UK, answer 'no'.

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.

If you do not have dual nationality with another country, please tick 'No'. Otherwise you can add details for multiple nationalities and passports that you hold.
This should be ‘yes’, as we do not issue a CAS statement to applicants whose visa has expired & are an ‘overstayer’

Your current UK immigration status

Service Update

We are aware that a small number of customers may be experiencing delays in their payment being processed. If you are having problems with your payment being processed, please exit the application and then log back in after 24 hours. We are working urgently to resolve this, and apologise for any inconvenience this may cause.

Do you currently have a visa or leave to remain?

- Yes
- No

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

- Tier 4 (General) leave to remain

If you have a BRP, then enter the date it was issued & valid until date

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

Day: 01, Month: 04, Year: 2018

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

Day: 14, Month: 09, Year: 2018

You must submit your application before your current leave expires
You will need to answer this question honestly. This may apply to you if you completed your course early.

Check what type of visa you have.

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

Service Update
We are aware that a small number of customers may be experiencing delays in their payment being processed. If you are having problems with your payment being processed, please exit the application and then log back in after 24 hours. We are working urgently to resolve this, and apologise for any inconvenience this may cause.

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
Please read this information carefully & ensure that your Police Registration Certificate, if applicable, is up to date (if applicable). This is also called ‘BRP’, if you have one enter the number from the top right hand corner of the card.
This is also called 'NI' number & is used for the UK taxation system, when you work. Tick the box if you do not have one.

Only tick 'yes' if you have studied in the UK on a Tier 4 Child visa whilst under the age of 18.
Tick ‘yes’ if you are studying at degree level or above. The university will confirm they have assessed you on the CAS. Tick ‘No’ if studying below degree level, you will be required to provide evidence of your English language level.
You should answer this question honestly. If you tick yes, then you will need to provide further details. Please refer to UKVI for further details on what Public Funds are: https://www.gov.uk/government/publications/public-funds-2/public-funds

Listing details of a refusal will not automatically mean your application is refused. However, failing to list a refusal will likely mean that you have used deception and will result in a visa refusal and a ban from 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.

- [ ] Yes
- [ ] No

Save and continue

Return to this application later
- Show and edit answers
You must the answer the questions on the next few pages honestly. If you are unsure, please speak to an adviser.

**Convictions and other penalties**

**Service Update**

We are aware that a small number of customers may be experiencing delays in their payment being processed. If you are having problems with your payment being processed, please check the application and then log back in after 24 hours. We are working urgently to resolve this, and apologise for any inconvenience this may cause.

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

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

**Save and continue**

Return to the application later

- Show and edit answers

**War crimes**

**Service Update**

We are aware that a small number of customers may be experiencing delays in their payment being processed. If you are having problems with your payment being processed, please check the application and then log back in after 24 hours. We are working urgently to resolve this, and apologise for any inconvenience this may cause.

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

War Crimes are grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include:

- wilful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- the taking of hostages
- Crimes against humanity
- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population, with a knowledge of the attack. This would include offences such as murder, torture, sexual violence, deprivation of liberty, in violation of fundamental rules of international law and enforced disappearance of persons
- Genocide
- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 on legislation.gov.uk. It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

- Yes
- No

**Save and continue**

Return to the application later

- Show and edit answers
You must answer the question honestly. If you answer ‘yes’, then state the full details.

**Terrorist activities**

**Service Update**

We are aware that a small number of customers may be experiencing delays in their payment being processed. If you are having problems with your payment being processed, please exit the application and then log back in after 24 hours. We are working urgently to resolve this, and apologise for any inconvenience this may cause.

Have you ever been involved, supported or encouraged terrorist activities in any country?

Terrorist activities are any act committed, or the threat of action designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that:

- Involves serious violence against a person
- May endanger another person's life
- Creates a serious risk to the health or safety of the public
- Involves serious damage to property
- Is designed to seriously disrupt or interfere with an electronic system

[Radio buttons: Yes, No]

Save and continue

Return to this application later

[Expander: Show and edit answers]

**Terrorist organisations**

**Service Update**

We are aware that a small number of customers may be experiencing delays in their payment being processed. If you are having problems with your payment being processed, please exit the application and then log back in after 24 hours. We are working urgently to resolve this, and apologise for any inconvenience this may cause.

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

An organisation is concerned with terrorism if it:

- Commissions or participates in acts of terrorism
- Prepares for terrorism
- Promotes or encourages terrorism (including the unlawful glorification of terrorism)
- Is otherwise concerned with terrorism

[Radio buttons: Yes, No]

Save and continue

Return to this application later

[Expander: Show and edit answers]
This can be found on your CAS, stated as JTV8BV799.

You must answer the question honestly. If you answer ‘yes’, then state the full details.
Primary site of study

Service Update

We are aware that a small number of customers may be experiencing delays in their payment being processed. If you are having problems with your payment being processed, please exit the application and then log back in after 24 hours. We are working urgently to resolve this, and apologise for any inconvenience this may cause.

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

UNIVERSITY OF LEICESTER
UNIVERSITY ROAD
LEICESTER
LE1 7RH

Yes  No

Save and continue

This is usually the Primary site of study

Tick this box, if you will be studying at this or any other university.
Select No if you applied directly to the university & not through UCAS. Otherwise, if you applied through UCAS, you will need to enter your UCAS number. This is normally sent by email/s.

Check if you need one. If you do, apply in plenty of time, as it can take a minimum of 20 working days & longer in busy times of the year. We cannot issue your CAS statement without one.

**What is UCAS?**

The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the ucas.com website.
You will need to answer these questions honestly.

You will need to answer these questions honestly.

Tick yes, if you have, or are receiving money from an official financial sponsor, within the last 12 months. Check examples given, this is not your parents. You will need to submit a letter from your sponsors to confirm this.

Tick No, if you received money longer than 12 months ago.

If you are going to be receiving full financial sponsorship, tick how you will submit evidence of this, for example sponsor letter. However, if your sponsorship doesn't cover all of your fees and living expenses, then tick 'I am not being wholly sponsored'.
If you receive full or partial sponsorship or you are self-funding, tick ‘yes’. You must show that you have held the required funds for 28 consecutive days.

Tick ‘no’, if you are using your parent/s or legal guardian/s funds. The form will then ask you to confirm that you have permission (letter of consent from parent/legal guardian) and proof of your relationship such as original birth certificate/ adoption certificate or court document naming your parent(s)/legal guardian(s).

All information can be found on your CAS statement. The qualification information is stated differently. However, the NQF level on your CAS, is the same as the RQF/SCQF. For example: NQF7 = RQF7, NQF8 = RQF8.

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

Save and continue

Return to this application later

Show and edit answers
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.

Answer ‘No’ if you are applying for Tier 4 visa extension application only.

Save and continue

Any money you have paid for university accommodation, should be stated on your CAS. You can then subtract up to a maximum of £1265 (regardless if you have paid more), from the remaining amount of living expenses that you need to be able to demonstrate for your visa application.
After stating your course fees, ensure you enter any amounts paid. This can be shown your CAS or on a receipt.

- You must have a CAS statement, in order to apply for a Tier 4 visa.
- Only one CAS can be used for your visa application.
- Please check that all details are correct, before using it.
- To avoid any errors, please copy & paste the number from your CAS statement.
This page will show all the answers on your application. You will be able to amend any details, by clicking on the 'change' button.
Please note the documents you need to submit will depend on your previous answers.

- If you are a low-risk national (see webpage below for relevant nationalities) you will be asked if you want to submit your application under the differentiation agreement—if you are a national included in the agreement, you will not need to provide evidence of your money or qualifications with your application. However, these documents MUST be available upon request.


- Those students eligible for submitting their visa application as part of the Tier 4 Pilot Scheme, will only need to submit a reduced number of documents, similar to low risk nationals, as above. However, UKVI does have the right to request any documents for security reasons.

- Document that MUST be submitted, if applicable include, ATAS certificate, a TB screening certificate, or your financial sponsor’s consent to pursue/complete the course.

- Documents NOT required to be submitted are: English language qualification (SELT) or confirmation that you have successfully completed your previous UK course, academic qualification & financial evidence, with your Tier 4 visa application.

Press this link and you will receive an email similar to the one on page 9, allowing you to access your application.
Only continue with the application if you are submitting the form yourself.

*Declaration*

**Service Update**

**Scheduled Maintenance**

The Access UK service will be unavailable between 09:00 and 18:00 GMT on Saturday 26th April for scheduled maintenance. You will not be able to submit applications during this time. If you are applying from outside the UK and your application is urgent, you can apply using Visa4UK.

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

Tick to confirm you are the applicant & then press the green button to accept.

I accept the above

Go to IHS website

Press the green button to continue onto the I.H.S portal for payment

Return to this application later

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**Immigration Health Surcharge (IHS)**

**Service Update**

**Scheduled Maintenance**

The Access UK service will be unavailable between 09:00 and 18:00 GMT on Saturday 26th April for scheduled maintenance. You will not be able to submit applications during this time. If you are applying from outside the UK and your application is urgent, you can apply using Visa4UK.

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

⚠️ 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

Return to this application later
Please read the information carefully and then press the green button to continue.

Click on the red link and answer ‘No’, as you are not applying from the locations stated.

Please enter the dates as stated on your CAS statement.
Answer these questions, check your passport and date of birth are entered correctly. Then click ‘Save and Continue’ button.
Carefully check the details on this summary page. If they are correct, click on the green button to confirm.

### Your details

<table>
<thead>
<tr>
<th>Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying from UK</td>
<td>Yes</td>
</tr>
<tr>
<td>Staying in Isle of Man, Jersey or Guernsey?</td>
<td>No</td>
</tr>
<tr>
<td>Full name</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>From</td>
<td>China</td>
</tr>
<tr>
<td>Visa route</td>
<td>Tier 4</td>
</tr>
<tr>
<td>Visa type</td>
<td>Tier 4 (General)</td>
</tr>
<tr>
<td>Course start date</td>
<td></td>
</tr>
<tr>
<td>Course end date</td>
<td></td>
</tr>
<tr>
<td>NQF7 Course</td>
<td>Yes</td>
</tr>
<tr>
<td>Masters Degree Course</td>
<td>Yes</td>
</tr>
<tr>
<td>Course at specified locations</td>
<td>No</td>
</tr>
<tr>
<td>Course less than 13 Months</td>
<td>Yes</td>
</tr>
<tr>
<td>Passport or travel document number</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
</tbody>
</table>

### You don't have any dependants

- These details are correct
- Print these answers
- Download these answers (PDF)
Once you confirm all the details are correct, you will be directed to the Immigration Health Surcharge (I.H.S) page. The amount you pay will depend on the course length.

Once you have successfully paid the I.H.S a reference number will be generated and automatically included in your visa application. You should click on the green button at the bottom of the page, which will take you to the next page for paying for your visa application.
Standard Service

- Is a postal service. Once you submit your application online, you will be required to post (preferably by ‘Recorded or Special Delivery’) your supporting documents together with the checklist, within 15 days, (address on the checklist).

Priority Service

- Is a postal service. You will need to complete a request form (available on UKVI website), before you can use the priority service and send it to the email address on the form. You must have your CAS number to apply. Only the first 60 requests received each day after 8:30am (Monday to Friday) are accepted.
- You will get an email confirming if you have been successful and a reference number, that should be entered onto the application form. You must apply for your visa online within 24 hours.
- You will then need to post your supporting documents, together with the checklist, within 2 days, (address on the checklist).

Premium Service

- In person application. Once, you submit the application online, you will be prompted to book an appointment at a Premium Service Centre within 45 days. There are various locations & additional fees for early morning or weekend appointments.
- Biometric information will be taken at the Premium Service Centre
- A decision usually made the same day of your appointment
- BRP Card will be posted within 7 – 10 working days from the appointment

PLEASE NOTE: THE VISA APPLICATION FEE IS PAYABLE IN ADDITION TO THE I.H.S. FEE.

Your BRP card will be posted to the correspondence address on the form, within 7 – 10 working days.
Enter all your credit/debit card details and the address your card is registered to.

You will be emailed a confirmation.

Click on green button to continue to the final tasks.
Standard Service

- Post (preferably by ‘Recorded or Special Delivery’) your supporting documents together with the checklist, within 15 days, (address on the checklist).
- At this final stage of the application, you will need to print your Biometric Enrolment letter and go to the Post Office located inside WHSmith (in the city centre) to provide a digital scan of your face and fingerprints (biometric information), you will need to pay a fee of £19.20. The Home Office service target for making a decision on your application is 8-10 weeks, but this can take longer during busy periods.

Priority Service

- Post your supporting documents, together with the checklist, within 2 days, (address on the checklist).
- At this final stage of the application, you will need to print your Biometric Enrolment letter and go to the Post Office located inside WHSmith (in the city centre) to provide a digital scan of your face and fingerprints (biometric information), you will need to pay a fee of £19.20. This should be done as quickly as possible or the decision time will increase, from the current Home Office service target of 10 days.

Premium Service

- You will need to take all your supporting documents and checklist to your appointment at the Premium Service Centre.
- Biometric information will be taken at the Premium Service Centre
A decision usually made the same day of your appointment
BRP Card will be posted within 7 – 10 working days from the appointment

REMEMBER TO TAKE COPIES OF ALL YOUR SUPPORTING DOCUMENTS, ESPECIALLY YOUR PASSPORT AND BRP.