

Applying for a Tier 4 Visa outside of the UK:

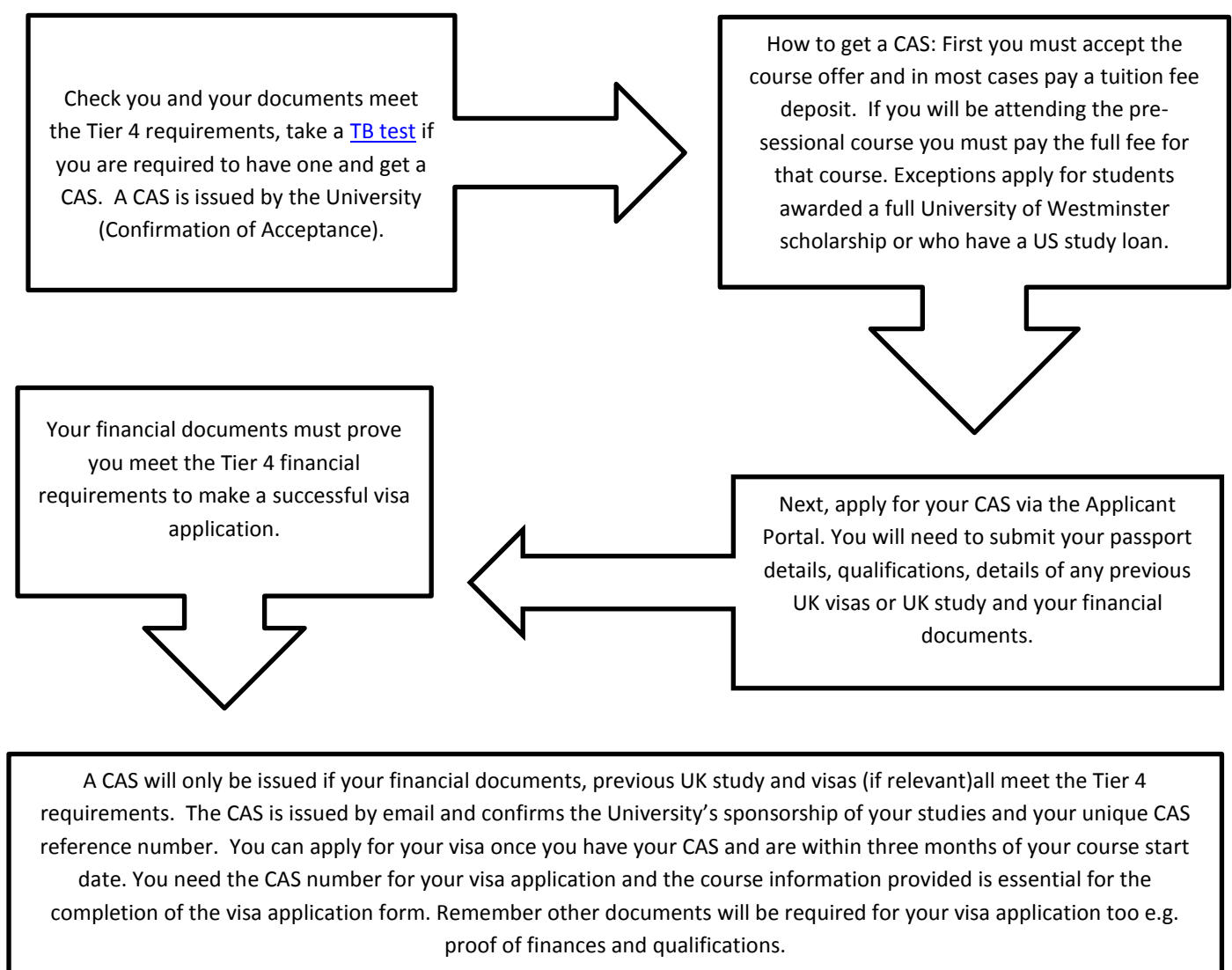
This guide is for students coming to study a full-time course at the University of Westminster who are funding their own studies, being funded by their parents, using a US study loan, have Official Financial Sponsorship or using a combination of any of these.

The Guide explains how to set up a Home Office online account and gives tips about completing the Tier 4 visa application form. It does not cover all the Tier 4 rules, requirements, list all the documents needed and does not explain how to complete the application if you are applying to bring dependants.

If you are a "Study Abroad Student" (this is a particular group of students who usually come to the UK to study for a semester or a year as part of their course in their home country) please contact the Education Abroad Team for a guide specific to your needs:
E: educationabroad@westminster.ac.uk or T: +44 (0)207 911 5166.

We believe this information to be correct at the time of writing in April 2017.

Before you apply for a visa:



The visa process can take several weeks so allow enough time for your visa application to be processed and issued in time to start your course.

You must make sure you have read and understood all the Tier 4 requirements and have all the correct documents in the correct format before you complete your visa application and have taken a TB test if required. Read our visa pages for information about this, visit: www.westminster.ac.uk/tier-4-visas and also read the Tier 4 Policy Guidance: www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

The UK Home Office general information about Tier 4 visas can be found here: www.gov.uk/tier-4-general-visa/overview

Important:

The application form is completed online, paid for online, and submitted electronically. The date of your application is the date you pay the application fee. You must meet the Tier 4 requirements on this date. This means your accompanying documentation must also meet the Tier 4 visa requirements on this date. Bank statements used to prove funds must show the required amount of money has been maintained in the account continuously for at least 28 consecutive days before the application fee is paid. Please make sure that the documents you showed to the University to obtain your CAS have not become too old to use for your visa application. They must be dated within the last 31 days and the closing balance should fall within the last 31 days too.

How to Create a Home Office Account

If you are logging in for the first time you will need to register an account with the Home Office at www.visa4uk.fco.gov.uk

You will need to complete some basic personal details to create your account. Remember to keep a record of your password. You will be emailed a link and must activate your account using this link. This email may go into your junk or spam folder, so please look for it carefully.

Once activated, you can set up your application and, if you are making the application yourself, choose 'Apply for Myself'.

You will first be asked to complete some **Applicant Details**. In this section make sure your name and passport information matches the information on your CAS.

Your date of travel is important. If you are applying for a visa for the pre-session course or to start a course that lasts more than 6 months, the earliest your visa can start is one month before the start of your course. Your date of intended travel should fall within this.

Now select your visa type.

Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask

Reason for Visit Study

Visa Type PBS Tier 4 Student

Visa Sub Type -- Select a Visa Sub Type --

The visa sub type you choose depends on how you intend to fund your UK study.

If you or your parents are funding your study or you are using a government study loan e.g. US study loan— choose

Visa Sub Type Tier 4 (General) Student

Choose this option if you have official financial sponsorship from one of the following: the UK government, your home government, the British Council, an international organisation, an international company (the Home Office has not defined this but it seems to mean a company with an Office in more than one country, any university, an Independent School).

Visa Sub Type Tier 4 (General)(Sponsored) Student

If you are a Chevening, Marshall or Commonwealth Scholar choose:

Visa Sub Type Tier 4 (Chevening, Marshall and Commonwealth S

Don't worry, there is very little difference in the actual form and the questions asked however you do this.

The next page shows confirmation of the application you have set up. On the right-hand toolbar, select “Go to Application” to continue to start completing the form.

Applicant: Lisa Adviser Reference: GWF036700251 Travel Date: 29 Jul 2015 Application Started: 07 Jul 2015	Status: Incomplete Next Step: Go To Application Study Tier 4 (General) Student	Go To Application Sign Declaration BRP Collection Location Book Appointment Pay For IHS Pay for Application Print Application Delete Application
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Remember to regularly ‘save’ your application so you do not lose any answers. If a section turns green it means all the questions in that section have been answered.

Completing the Application Form

PASSPORT AND TRAVEL INFORMATION	
Family Name / Surname	Last name
Given Name(s) / Forename(s)	First names – include all that are listed on your passport/CAS, including middle names. Make sure your CAS lists your correct names
Have you ever used, or been known by, any other names? This includes a married name, maiden name, name at birth, professional name	If yes, you will need to provide details.
Date of Birth	Use the calendar button to ensure the formatting of your DOB is correct. Make sure your CAS lists your correct date of birth.
Place of Birth	As it appears in your passport – for example, this may read ‘Pennsylvania, USA’, or may be a city such as ‘Sao Paulo’, or it may be a country name.
Gender	As written in your passport.
Nationality	As written in your passport.
Do you currently hold, or have you ever held, any other nationality?	If yes, you will need to provide these details.
Current passport or travel document number	This is the number at the top right corner of your passport photo page. Make sure your CAS lists the correct number too.
Place of Issue	Usually your home country, though this information will be on your passport.
Issuing Authority	Usually your home country.
Date of Issue	Use the calendar button to ensure the formatting of this date is correct.
Date of Expiry	Use the calendar button to ensure the formatting of this date is correct.
Country of Residence	This is where you normally live and are usually resident. You can only make your visa application in the country in which you normally reside. If you are resident in a country because of work or study purposes, you may be able to apply in that country.

Are you a national of the country in which you are applying?	You must normally be a national of the country to be able to apply from there. Otherwise you must return to your home country to apply unless you are resident there –see the previous question – and you will need to explain what immigration status you hold.
Is this your first passport?	If no, you will be asked for your previous passport details covering the last 10 years.
Are you travelling with anyone?	If you intend to travel with others to the UK, we suggest you provide their details.
Date of planned arrival in the UK?	<p>Check the course start and end date on your CAS are correct.</p> <ul style="list-style-type: none"> • If you are applying for a visa to attend the pre-session course, your visa (on a vignette) will start 30 days before the start of your course or 7 days before the date of your intended travel, whichever is later. It should end one month after the course completion date. • If you are applying for a course that lasts six months or more, your temporary visa (on a vignette) will start 30 days before the start of your course or 7 days before the date of your intended travel, whichever is later. You must travel to the UK within 30 days of your temporary visa issue date as it is only valid for this 30 day period. If the 30 days have ended before you travel, you must apply for a replacement vignette and a fee is charged for this. Once in the UK, you must collect your BRP card containing your full visa within 10 days of arriving in the UK. You must collect this from a location of your choice. This is explained later in this guide <p>If you are applying for a visa to resume a course following a period of absence please contact Student Advice.</p> <p>If your visa start or end dates are incorrect, we advise you ask for them to be amended before you travel.</p>
How long do you intend to stay in the UK?	We suggest you match the length of your course as stated on your CAS.
What is the main address and contact details of where you will be staying whilst in the UK?	You need to provide a UK address. If you have arranged accommodation in the UK, even if this is temporary, provide these details. If your accommodation changes once in the UK you should inform the Home Office using their Change of Circumstance form: www.gov.uk/change-circumstances-visa-brp You should do this if any other personal details change during your course too.

PERSONAL DETAILS AND TRAVEL HISTORY

This section has questions about your current residency, previous travel and visa applications to the UK, and any other international travel outside of your home country. If you answer 'yes' to any of these questions, you will be asked to provide specific details.

If you answer Yes to any of the questions that ask if you have been refused a UK visa, have previously been refused entry to the UK, have been excluded from or deported from the UK make sure you provide a clear explanation of why this happened. Also explain if this was corrected and/or a refusal was overturned.

The following questions often causes confusion:

Have you ever voluntarily elected to depart the UK?	This question is <i>not</i> referring to you leaving the UK after a vacation. It applies, for example, if you have been asked to leave the UK because you overstayed your visa or had a visa refusal and had to leave the UK. Please contact studentadvice@westminster.ac.uk if you are unsure how to answer this.
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Have you ever been issued with a UK National Insurance Number?	You will only have this number if you have previously lived in the UK .and you applied for this number because you wanted to work in the UK. This number links you to the UK tax system.
<p>The next series of questions are about any criminal convictions (including traffic offences), war crimes, terrorist activity, and other offences. If you answer 'yes' to any of these questions, you will be asked to provide details of the incident(s).</p> <p>The final question asks which language you would like to use in the Interview. We advise you choose English as the interview will be used to assess your English language ability as well as your credibility as a student.</p> <p>If you answer yes to any of the questions and are unsure how to proceed with your application contact Student Advice.</p>	
FAMILY DETAILS	
<p>This section will ask you a series of questions about your marital status, details of any children, and about your parents. The questions are basic so we do not go into details in this guide.</p>	
MEDICAL TREATMENT	
<p>If you have previously travelled to the UK and received any medical treatment, you will need to complete the details in this section, including treatment received, dates, and the name/address of the surgery or hospital where you received the treatment.</p> <p>If you have previously received NHS medical treatment in the UK you may have been given a bill to pay. If this is unpaid it can affect your visa application. Please contact studentadvice@westminster.ac.uk for advice if this applies to you.</p>	
TIER 4 STUDENT	
SPONSOR	<p>In this section, your "Sponsor" is the University of Westminster. The information needed for this section is in your CAS email. The address, contact details and Sponsor Licence Number are the same for all students – see below how to complete this section:</p>

Study - PBS Tier 4 Student - Tier 4 (General) Student

Passport and Travel Information

Personal Details and Travel History

Family Details

Medical Treatment

Tier 4 Student

Additional Information

Save

Save & Quit

Confirm Application

Sponsor

Give your Tier 4 Sponsor's licence number

KQ *****

What is the name of your sponsor?

The University of Westminster

What is the full address of your sponsor?

Enter the postcode below and click on 'find address':

UK Postcode: W1B 2HW [Find Address](#)

309 Regent Street, London, W1B 2HW

What is the full address and contact details of your sponsor?

Organisation: The University of Westminster

Line 1: 309 Regent Street

Line 2: London

Line 3:

Line 4:

Postcode: W1B 2HW

Primary contact no: 0207 911 5000

Secondary contact no:

Email: tier4visas@westminster.ac.uk

The full License number can be found on your CAS. It is 9 characters long and starts with KQ.


The postcode is W1B 2HW. Click on "find address" to populate the address details. Choose 309, Regent Street. You will need to type "University of Westminster" as the organisation.


Use 020 7911 5000 ext. 66085 as the contact number and use tier4visas@westminster.ac.uk as the email address.


STUDIES	<p>This section is about your course. Your CAS contains most of the information you need to complete this section.</p> <p>Copy your course details as they appear on your CAS. For example, if your course is called Master of Business Administration (MBA) on your CAS, write it the same way when answering "What is the title of your course".</p> <p>Use the course start and end date as listed on your CAS. If you think any details on your CAS are wrong contact tier4visas@westminster.ac.uk to get them amended before you complete your visa application.</p>
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Studies	
What is your Confirmation of Acceptance for Studies Number?	Your unique CAS number is approximately 14 digits long and is a combination of letters and numbers. Make sure you copy it from your CAS correctly. Do not confuse it with your course reference number.
What is the title of your course?	Make sure you write your course name as it appears on your CAS
What is the level of the course and qualification?	Check the course level on your CAS. It's called the "academic level" and usually looks something like QCF/NQF or RQF/NQF followed by a number.
Start Date of course	Make sure these dates are correct and match the dates listed on your CAS
End Date of course	
Have you already started studying this course?	Only answer "Yes" if you are already a University of Westminster student and are continuing on the SAME course.

What is the address of the main place of study?	This is the address where your course is actually held. This could be a Marylebone, Cavendish, Harrow or Regent Street address It is listed on your CAS as the "Main Place of Study".
Confirm which of the following options apply?	Choose "Studying"
Have you been assessed by the sponsor by other means, for example references or a portfolio of artwork?	Choose "No" as this does not usually apply.
Please indicate how you meet the minimum English language requirement relevant to your course?	<p>This will be confirmed on your CAS. Please refer to your CAS to help you answer this question. You will have to answer additional questions depending on the option you tick. These relate to qualifications, nationality and English language test depending on how we assessed your English language ability.</p> <p>The Tier 4 Policy Guidance lists which nationals count as a "National of an English Speaking Country". Only choose this option if this is listed on your CAS. You can check who qualifies in the Policy Guidance: www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf</p>

 If you are a PHD student, your CAS may state that you require an [ATAS certificate](#). If your CAS confirms this, you will need this certificate for your visa application. You must have this certificate BEFORE you apply for your visa. However the only time the visa application forms ask about ATAS is if you tick that the University has made its own assessment of your English language or states you are a gifted student. We are not sure why this. So just make sure you have an ATAS certificate if your CAS states you need one.

MAINTENANCE AND FEES	
How much are your Course Fees?	Put the total tuition fee for your course.
Have any of your course fees been paid?	<p>If you are applying for a visa to attend a pre-session course, you should have paid the full pre-session course tuition fee and should confirm this amount. Otherwise you will have paid a minimum of £4,000 towards your course tuition fee for your CAS to be issued.</p> <p>Choose “yes paid to UK Education provider”, then enter the amount of tuition fee you have paid. This amount should be confirmed in your CAS.</p> <p>If the CAS details are not correct, e.g. you have paid more, contact tier4visas@westminster.ac.uk to get your CAS amended BEFORE you continue further with your visa application.</p> <p>Always re-check all the details in your CAS are correct if you are sent a new or updated CAS.</p> <p> If you are receiving a University Scholarship that pays more than 50% of your course tuition fee, you are not required to make any fee payment for your CAS to be issued. However, your CAS should still confirm the amount of fees paid and you should use this information to answer this question.</p>
What document has been provided as evidence of payment?	In most cases you should choose “Shown in the CAS”. However if you qualify for the Differentiation Arrangement (See below in the “ Maintenance Fees ” section for further information about these arrangements) choose “Evidence is not required under guidance but is held by applicant”.
Have any of your accommodation fees been paid to your sponsor? (this means the University)	<p>Only choose “yes” if you have already paid money to the University towards accommodation for one of the following: Alexander Fleming Hall, Harrow Hall or Marylebone Hall AND your CAS confirms the payment. Answer “NO” for any other accommodation even if this was obtained through the University.</p> <p>If you answer Yes, the next question asks you to enter the amount paid for your accommodation. This should be confirmed on your CAS. However only £1,265 can be deducted from the total money you need to prove for your maintenance This is the maximum even if you have you have paid more e.g. £11,385 - £1,265 = £10,120. Therefore if you decide to pay more than £1,265 towards your accommodation ensure you still have sufficient funds in your bank account to prove you have £10,120 for your maintenance before you make your visa application.</p> <p>The next questions asks you to confirm the document you are using as proof of payment. This should be confirmed on your CAS. Please check and get your CAS amended if this information is missing. Do this before you apply for your visa.</p>

<p>Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor?</p> <p>The Tier 4 rules state that an Official Financial Sponsor must be one of the following:</p> <p>Her Majesty's Government, your home government, the British Council, an international organisation, an international company or a university.</p> <p>If you are a Chevening or Marshall and Commonwealth Scholar follow this guide from Section B too.</p>	<p>Answer No if you or your parents are funding your study. Also answer No if you are using an American Federal Loan to fund your studies and jump forwards to Section A to continue.</p> <p>If your fees and/or maintenance are fully or partly funded by an Official Financial Sponsor answer Yes, stop here and continue from Section B.</p> <p>NOTE: If your fees and maintenance are being fully covered by an Official Financial Sponsor e.g. the University, an international company or organisation. We suggest you set up a different Tier 4 visa application. When selecting the visa option sub type choose 'Tier 4 (General)(Sponsored) student'. However the forms are almost identical.</p>
<p>SECTION A continue from here if you or your parents are funding your study</p>	
<p>Do you have any remaining fees and maintenance still due for payment?</p>	<p>You should answer Yes even if all your tuition fees have been paid because you still have to prove you have money for your maintenance in your bank account (as well as money for tuition fees if you do still have any tuition fee still to pay).</p>
<p>Course Fees</p>	<p>State the amount you still need to pay or put 0 if all your tuition fee has been paid AND this is confirmed on your CAS. If your CAS does not confirm the correct amount of tuition fee paid, contact tier4visas@westminster.ac.uk to get this updated before continuing.</p>
<p>Maintenance</p>	<p>You need a minimum of £11,385 for your maintenance/ living/ study costs (this may be less if you have paid for University Accommodation as explained above).</p> <p>You need at least £1,265 for each month and need this amount for up to 9 months (9 x £1,265 = £11,385). This is in addition to the money for any unpaid tuition fees.</p> <p>If you are applying for a visa for the pre-session course only, you can show less. This is explained here: www.westminster.ac.uk/international/visas-and-advice/visas/pre-sessional-english-language-courses</p> <p> If you are applying to come to the UK for less than 9 months contact Student Advice to check the amount you need as you should be able to show less.</p>
<p>Total</p>	<p>Add together the Maintenance and unpaid Tuition Fee as stated in the last two questions. Put the total here.</p>
<p>Now go to Section C to continue.</p>	

SECTION B – continue here if you have an Official Financial Sponsor

What is the name of your Official Financial Sponsor?	Type the name of your Official Financial Sponsor (OFS) here, which is the name of the organisation or company.
How much in GBP (£) is the official financial sponsor or Government sponsor paying towards your expenses?	We suggest you put the total amount of money your OFS are paying (in £'s) towards your course tuition fees and maintenance (living/other study) costs.
Course Fees	We suggest you put the amount of money (in £'s) that your OFS are paying towards your course tuition fees.
Maintenance Fees	<p>You should put the total money your OFS is providing for your Maintenance/living/study costs excluding money for tuition fees.</p> <p>You require at least £1,265 per month but you need this amount for up to 9 months. So for your Tier 4 visa application you need a minimum of £11,385 (9 x £1,265) for your maintenance. This is in addition to the money for any unpaid tuition fees.</p> <p>If you are applying for a visa for the pre-session course only, you can show less. This is explained here: www.westminster.ac.uk/international/visas-and-advice/visas/pre-sessional-english-language-courses</p> <p>If your OFS letter only shows part sponsorship and does not cover all your fees and/or maintenance costs you will need to prove that you have the additional funds in your own or your parent's bank account. Remember you must be able to prove you have held the required amount in your own or your parents' bank account for a minimum of 28 consecutive days before you make your visa application (the date you pay your visa application fee).</p> <p>If you are applying to come to the UK for less than 9 months contact Student Advice to check the amount you need as you may be able to show less.</p>
Do you have any remaining fees and maintenance still due for payment?	<p>If your OFS is paying all your tuition fees and covering all your maintenance answer No, stop here and continue from Section C.</p> <p>If they are not covering all of these costs answer Yes and continue following this guide.</p>
Course fees	We suggest you put the amount of money (in £'s) that you need pay and contribute towards your course tuition fee. From the total tuition fee charged, deduct the amount your OFS is contributing towards this. If you have paid any tuition fees yourself and this is confirmed in your CAS, deduct this amount too. You should write the remaining fee balance here.
Maintenance	<p>If your OFS not covering any of your maintenance costs you will need to prove you have at least £11,385 so must be able to state this here.</p> <p>If your OFS are covering part of your maintenance, you will need to state the amount of money you have to contribute towards your maintenance. Deduct the amount your OFS is contributing from £11,385. You need to have the funds for the remaining balance and must state this amount here.</p>
Total	<p>Add up the course fees and maintenance figures from the previous two questions (above) and write the total.</p> <p>NOTE: You need to be able to prove that you have held this money in your bank account or your parent's bank account for at least the 28 consecutive days before you make this visa application.</p>

Now go to **Section C** to continue

SECTION C – all students continue from here

Do you have money in your own name?

Oddly, this question pops up for all students regardless of how any previous question is answered.

Note: always check your documents meet the Tier 4 requirements. Visit <http://www.westminster.ac.uk/international/advice-and-visas/visas/tier-4-visa> and look at the fees and maintenance information.

Answer **Yes** if you are using money in your own bank account or using a US Federal Loan. A new question will appear that asks you to list the original documents you are using 'as evidence of funds you have for your remaining fee to be paid' (we believe this is intended to mean your unpaid tuition fees and money for your maintenance). You will need to list your documents. For example, your bank statements, bank letter, your US Loan letter, University US Loan letter. However if you are also using a parents bank account to prove funds you will also need to list your parents banks documents and your original birth certificate and your parent's consent letter to prove your relationship to them.

Answer **No** if all the money for your unpaid fees and maintenance is held in your parent's bank account. A new question will appear that asks you to list the documents you are using' that shows both the amount of funds available and your relationship to your parents or legal guardians'. we believe this is intended to mean your unpaid tuition fees and money for your maintenance. You will need to list your parent's bank documents, your original birth certificate and your parent's consent letter to prove your relationship to them.

Students with Official Financial Sponsorship:

If **all your fees and maintenance** are covered by an OFS, answer **Yes** and list the document you are submitting to prove their sponsorship.

If you are being partly funded by an OFS and partly funding your studies yourself, answer **Yes** and list the document you are submitting to prove your OFS sponsorship AND list your own bank documents that prove your additional funds.

If you are being partly funded by an OFS and your parents are also funding your studies, answer **No** and list the document you are submitting to prove the OFS sponsorship AND your parents banks documents, your original birth certificate and your parent's consent letter to prove your relationship to them.

All students:

Remember:

All documents must be original.

You can only use parent's financial evidence. You cannot use financial evidence of any other family member. There is an exception for Official Legal Guardians. Please check the Tier 4 Policy Guidance for further information about this.

If any documents are not in English or Welsh you must provide an official translation. We suggest you list any translations in this section too.

Bank statements, birth certificates, parent sponsor letter and translations must all meet the Tier 4 visa requirements. Visit our visa page for further information: www.westminster.ac.uk/tier-4-visas




You do not need to include these documents with your visa application if you meet the Tier 4 Differentiation Arrangements **and**

	<p>you are applying for your Tier 4 visa in your country of nationality. This applies to nationals of the following countries only:</p> <ul style="list-style-type: none"> - Argentina - Australia - Barbados - Botswana - British Overseas National – but also see additional comment below - Brunei - Canada - Chile - Hong Kong – but also see additional comment below - Japan - Malaysia - New Zealand - Oman - Qatar - Singapore - South Korea - Taiwan (if you hold a passport issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan) – but also see additional comment below - Trinidad and Tobago - United Arab Emirates - United States of America <p>If you hold dual nationality for only one of these countries, you must be applying in that country using the passport relevant to that country.</p> <p>If you hold a British National (Overseas) passport, Hong Kong or Taiwanese passport (issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan) you must be applying for entry clearance in the territory related to the passport you hold.</p> <p>If you meet the differentiation arrangements, you should answer “I am a national of a low-risk country, and although I hold the evidence required, I am not required to provide documentation at the time of application as I fall under the differentiation arrangements.”</p>
POINTS CLAIMED	
Confirmation of Acceptance for Studies	Put “30” as you need to score 30 points
Maintenance	Put “10” as you need to score 10 points
Total	You need a total of 40 points
ADDITIONAL INFORMATION	
	<p>Use this space to explain anything unusual about your application or anything you felt unable to explain fully throughout the application, or which you feel was not covered in the application but which may be relevant to a decision. For example:</p> <ul style="list-style-type: none"> • if you have had previous immigration problems or refusals explain what happened, or • if you have ever been known by another name you should include these details and provide evidence or,

	<ul style="list-style-type: none"> • if you did not successfully complete your last course, briefly explain why. <p>Some of the questions in the form are mandatory. These are marked with a Red * and you have to answer these in order to proceed or complete your application but your answer may not give a true picture. For example it is mandatory to state your Mother and Fathers details. However if you never knew your Mother or Father and therefore provided incorrect details in order to be able to continue and complete your application, make sure you explain this here.</p>
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The Final stage

Confirm your application. The system will check you have answered all the relevant questions. If a question has been missed you are given the opportunity to complete it. Once all the questions have been answered, you can view a summary of all the questions and your answers and the application can be submitted.

 Once you submit your application you cannot go back and change your answers so if you are unsure about any of the questions, save and contact studentadvice@westminster.ac.uk before submitting.

If you are satisfied that you have answered the questions correctly, you are ready to **submit** the application.

You will be taken back to the “**My Applications**” page. You must complete the process by following the sections listed on the right:

Applicant: li mi	Status: Incomplete	<input checked="" type="checkbox"/> Application Completed
Reference: GWF038214313	Next Step: Sign Declaration	<input type="checkbox"/> Sign Declaration
Travel Date: 01 Jan 2016	Study Tier 4 (General) Student	<input type="checkbox"/> BRP Collection Location
Application Started: 19 Nov 2015		<input type="checkbox"/> Book Appointment
		<input type="checkbox"/> Pay For IHS
		<input type="checkbox"/> Pay for Application
		<input type="checkbox"/> Print Application
		<input type="checkbox"/> Delete Application

Sign Declaration: Electronically sign the form by typing your name.

BRP Collection Location:

This button will appear even if you are applying for a visa to come to the UK for 6 months or less so will not be issued with a BRP card e.g. you are a pre-sessional student. Regardless, you have to complete the BRP collection details in order to progress with your application.

Choose your BRP collection location. This is the UK address you must visit to collect your BRP visa card. You will be asked where you would like to collect your BRP card when you arrive in the UK. You must collect it within 10 days of arriving in the UK. We do not recommend you collect your BRP from a Post Office. Instead, choose to collect it from the University by selecting the “**Alternative Location**” option and inserting the code: **2HE447**. Choose “Find” and this should show the collection address as the University. See below for an example of the page:

Biometric Residence Permit (BRP) Collection

If you are granted leave to enter the UK for over six months, you will be given a BRP as proof of your leave and conditions of stay. You can read more about the BRP here <https://www.gov.uk/biometric-residence-permits>.

If you enter a UK postcode you will be assigned to a Post Office. If neither your Sponsor Address Postcode nor Residential Address Postcode gives you a suitable Post Office branch, you may enter another UK postcode in the "Alternative Location" field.

You can find details of the location and opening hours of any Post Office branch here: <http://www.postoffice.co.uk>.

If your sponsor offers collection from their own site, rather than the Post Office, they will have told you to use an **ACL code**. Please enter that code in the "Alternative Location" field. Your sponsor will tell you about the opening hours of their collection point.

If you are applying to enter a Crown Dependency (Jersey, Guernsey or the Isle of Man) you will not be given a BRP and will not need to visit a Post Office branch. If this applies to you, please enter SW1H 0AX in the "Alternative Location" field.

Residential Address Postcode:

Sponsor Address Postcode:

Alternative Location:

Find

Back

Continue

Your assigned collection location:

University of Westminster
Tier 4 Office
1st floor Cavendish House
101 New Cavendish Street
London
W1W 6XH

Choose the **Alternative Location** option and put code **2HE447** so you can collect your BRP card from the University

The next page confirms the collection address and states that you have completed your application. However you have not submitted your application until you have paid the IHS and visa application fees. Continue to make these payments. Do not stop here. You have not completed your application yet.

Book Appointment:

Next you must book your biometric appointment:

Applicant: new student	Status: Incomplete	<input checked="" type="checkbox"/> Application Completed
Reference: GWFF043668222	Next Step: Book Appointment	<input checked="" type="checkbox"/> Declaration Signed
Travel Date: 17 Jun 2017	Study Tier 4 (General) Student	<input checked="" type="checkbox"/> BRP Collection Location
Application Started: 18 Apr 2017		<input type="checkbox"/> Book Appointment
		<input type="checkbox"/> Pay For IHS
		<input type="checkbox"/> Pay for Application
		<input type="checkbox"/> Print Application

You will be given the choice to choose a location to provide your biometric data. You must choose visa type "PBS Tier 4 Student". The next two pages allow you to book an appointment date. You can also choose how you would like your documents returned to you.

Pay the Immigration Health Surcharge (IHS):

Once you have booked your biometric visa appointment you will be re-directed to a different portal to make your IHS payment. You must apply for this to proceed with your application. However you should only be asked to pay the IHS fee if your visa covers more than 6 months.

You will not have to pay the IHS fee if you are a pre-sessional student applying for a visa to attend your pre-sessional course because your visa for this course will last less than 6 months. We advise that pre-sessional students take out private health insurance to cover the time they spend in the UK on a visa for their pre-sessional course because they are not entitled to free UK National Health Service treatment.

The amount of IHS payable is calculated on the length of your visa, including any time granted before the start of your course and after the course end date. The charge is £150 per year plus £75 for any period of 6 months or less.

You will be issued with an IHS reference number. Keep a note of this for future reference. It should be printed on the Summary Sheet that you print out at the end of your visa application. Once you have completed the IHS process, you will be taken back to your Tier 4 visa application to pay the Tier 4 visa application fee.

Immigration Health Surcharge (IHS)

Application Reference Number: GWF036682313

PLEASE DO NOT USE THE BACK BUTTON ON YOUR BROWSER. X

If you use your browser back button during IHS payment it will cause an error message to appear ("Your changes have already submitted").

You are now being redirected to the immigration health surcharge (IHS) payment service.

IF YOU ENCOUNTER ANY PROBLEMS WHILE PAYING FOR YOUR IHS SURCHARGE:
Please contact the [UK Visas and Immigration Service](#)

[Continue](#) [Cancel](#)

Paying the Tier 4 Visa Application Fee:

Now you are ready to pay and submit the application. This is the date of your visa application. You must make sure that you meet the Tier 4 visa requirements on the day you pay this fee and can prove you have held the required funds for a minimum of 28 consecutive days on or before this date.

Once you have paid this fee you must print the form and sign where required.

You have now completed and submitted the online Tier 4 visa application form. However you have not completed the whole application process yet. From here, please follow the instructions provided online as you will need to complete your application by providing your biometrics and original documents.

Further advice

Contact Student Advice if you have questions about your visa application or the documents you need:

E: studentadvice@westminster.ac.uk T: +44 (0)207 911 5000 ext. 66080

If you need to change any details in your CAS contact: tier4visas@westminster.ac.uk