



Guide to completing the Tier 4 online application from within the UK

This document will help you to complete the Tier 4 online form for applications made in the UK. Before using this guide please check whether you are eligible to make the application from within the UK or not. For more information see “Applying if you have Tier 4 (General) leave” to check this:

<http://www.sussex.ac.uk/study/international-students/visas-immigration/tier-4-student-visa-within-uk>

This guide will not go through every question on the visa application form. We highlight the questions which we feel need some additional explanation.

Before you start the application you need to make sure you have the following documentation ready:

- CAS from University of Sussex – this contains information about your course and course fees that you will need to input in your visa application
- Passport
- Current visa – either a sticker in your passport or your Biometric Residence Permit
- [Police Registration Certificate](#) (if you have one). Please note that if you have entered the UK on a visa of less than 6 months (for example for the 10 or 5 week pre-session course) you should not have been required to register with the police
- Financial documentation
- Qualifications used to admit you onto your course at Sussex. These will be listed on your CAS
- your original qualification certificates/official transcript confirming that you completed your previous course (as evidence that you're making academic progress). This may be the same as the certificates mentioned above.
- Money to pay the visa application fees

Follow the instructions on this guide to complete the online application. If you would like an International Student Adviser to check your documents before you submit the visa application, please come to our office to request a document check appointment:

International Student Support
Bramber House Level 2
T: 01273 67 8422
E: international.support@sussex.ac.uk

Part 1 – Creating your account

You can find the Tier 4 application form at the following link <https://visas-immigration.service.gov.uk/product/tier-4-student>. Follow the screenshots below to get started creating your online application.

We advise that you use your personal email address and NOT your Sussex email when applying for your visa.

Once you have entered your email address and created your password you will be sent an email with a direct link to your application form. Should you log out and wish to resume your application at a later time, please return to that link in the email.

On each screen there will be a link at the end of each section called '**Show my Answers**'. You can click on this and all completed answers will be shown and you can make amendments.

The screenshot shows the GOV.UK 'Visas and Immigration' website. At the top, there is a 'BETA' badge and a message 'This is a trial service'. Below this is a progress bar with six steps: 1. Start (underlined), 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. Download and print. The main heading is 'Your location'. The question is 'Are you currently in the UK?'. There are two radio button options: 'Yes' and 'No'. At the bottom of the form is a green 'Save and continue' button.

Select YES and click Save and continue.

The screenshot shows the GOV.UK 'Visas and Immigration' website. At the top, there is a progress bar with six steps: 1. Start (underlined), 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. The main heading is 'Other Home Office applications'. The question is 'Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?'. Below the question is explanatory text: 'If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.' There are two radio button options: 'Yes' and 'No'. At the bottom of the form is a green 'Save and continue' button.

Answer NO to this question, unless you have a visa application pending that you have submitted from within the UK.

Immigration adviser

Do you have an immigration adviser based in the UK?

Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click [here](#).

Yes No

You should answer **No** to this question, unless an immigration solicitor/lawyer is helping you with the application.

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Your email and password

Email address

You need an email address and password so you can save your application and go back to it later.

Create a password

Your password must:

- be at least 8 characters long
- contain at least one letter
- contain at least one number or symbol such as @ or %

Repeat your password

Enter your personal email address (not Sussex) and create a password.

Part 2 – Begin application and personal information

Applicant(s)

Once the questions for the main applicant have been completed, you will be able to add additional applicants to this application, such as a family member or dependant

Tier 4 (General) student

Mr test test

1 January 1970

Part complete

[Answer questions about this applicant](#)

Click 'Answer questions about this person' to begin the application.

You will be able to add any dependants (spouse and/or children) applying at the same time later:

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](#)

Please select the relevant category for your dependant and add the information requested. Note that this application guide covers information to be entered for the main applicant (student). If you have any questions about the dependant portion of the application please speak to an adviser in International Student Support.

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Download and print](#)

[Back to people](#)



Tier 4 (General) student

The applicant

Part complete

Your name

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

Title

Given names

Family name

▶ [I am not sure how to enter my name](#)

Enter your name exactly as it is in your passport. Answer the question about whether you have been known by any other names.

test test's postal address

Provide your postal address

We may use this address to send sensitive personal information and important documents such as your [biometric residence permit](#). If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

You must notify us immediately if your postal address changes. [Find out how to update your details here](#)

Enter a UK postcode

[Search for address](#)

Address (line 1 of 3)

Town/City

Is this where you live?



Yes



No

Enter your postal address here. UKVI will deliver your visa to this address. You may be living in this address now or this could be an address that you will move into soon (maybe when you begin your course at Sussex).

If you don't currently know the address where you will be living and want your BRP delivered to the University, you can use the Student Systems and Records office (SSRO) address:

Student Systems and Records office
Bramber House Level 1
University of Sussex
Brighton
BN1 9QU

If you are living in a different address to your postal address on the day you submit the visa application, answer No to the question "Is this where you live". If you have a police registration certificate, the address you are living in on the day you submit the application should be on the certificate. If it isn't, you will need to get the police to update the certificate - <http://www.sussex.ac.uk/internationalsupport/immigration/polliceregistration>

Part 3 – Passport details

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back to people](#)



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Doctor University of Sussex
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Part complete

Your passport

Do you have your passport, or a copy of the information on the photo page?

Yes No

Save and continue

Cancel

Enter your passport details as requested.

Part 4 – current status



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Part complete

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?

Tier 4 (General) leave to remain ▼

▶ [I have a different visa or leave to remain](#)

Enter your current visa details as requested here. Most students should have a current Tier 4 visa. If you have a different type of visa or your current visa has expired, please contact an adviser in International Student Support – immigration@sussex.ac.uk



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Part complete

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

Most students should answer No to this question. If you think your visa may have been withdrawn in the past, please contact an adviser for advice.



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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

Save and continue Cancel

If you have a current Tier 4 visa answer YES. If you have another type of visa please contact an adviser for advice to check you can switch to Tier 4 from within the UK – immigration@sussex.ac.uk



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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 also features on your visa or your Biometric Residence Permit, if you are required to have one.

Yes

No

Only nationals of certain countries coming to study for longer than 6 months are required to register with the police -

<http://www.sussex.ac.uk/internationalsupport/immigration/policeregistration>

The online form should automatically detect if you are a national of one of these countries when you entered your nationality details previously, so you may not see this question.

Answer NO if your current visa does not have a Police Registration condition. If you are an SCLS student on the 10 week or 5 week pre-sessional, you should normally answer No.

Students who do have a Police Registration Certificate (PRC) must answer YES and ensure that it is up-to-date and reflects the current address where you are currently living. If your address (or any other details) need updating on the certificate, see the above link on how to do this.



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Your 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

Select YES if your current visa was issued as a BRP, which looks like this:



If YES, enter the number in the top right hand corner of your BRP.

If you do not have a visa in the format of a BRP and it is a sticker in your passport, please select the final No option.



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Part complete

Your National Insurance number

What is your current National Insurance number?

Example QQ 12 34 56 C

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

A national insurance number is only issued to you if you request one from a Job Centre and are intending to work, or have worked in the UK. If you have been issued one enter it here. If not tick the box that says 'I do not have a National Insurance number...'

Part 5 - English Language

Please note that if you are a [national of a majority English speaking country](#), the application form will detect this from the nationality you inputted earlier, and you will not be asked the following questions.



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Study as a Tier 4 (Child) student

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

Yes

No

Answer this appropriately. A Tier 4 (Child) visa is only issued to someone under 18, so most students will answer No.



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Part complete

English language assessment

If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

Yes

No

Please check your CAS. If it states 'Higher Education Institution (HEI) sponsor has made assessment' then answer YES to this question. If you answer No, the following question will appear:



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Degree from an English speaking country

Have you studied an academic course in a majority English speaking country that is equivalent to a UK degree or above?

Yes

No

If you hold a degree or above from a [majority English speaking country](#), answer YES. You will need to input the details of the degree and what evidence you intend to submit.

Please note that you should have answered YES to one of these two questions if you are studying a degree level course or above with Sussex.

Part 6 – Additional Information

Problems with immigration to the UK

Have you ever been:

- refused a visa for the UK
- deported from the UK
- removed from the UK
- required to leave the UK
- refused entry at the UK border

Yes

No

Save and continue

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.

Yes No

Save and continue

Please read these two questions carefully and answer honestly. If you have ever received a visa refusal for any country you will need to answer YES and give details. Please contact an adviser if you think the refusal or any other immigration problem could affect this visa application.



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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

As an international student you are not entitled to claim state benefits so you should usually answer NO to this question. If you think you may have claimed state benefits, please contact an adviser in International Student Support.

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, e.g. disqualification for speeding or no 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

General questions

You must answer these questions honestly. You should disclose any parking or speeding tickets you have received, although they will not normally affect your application.

After this please also answer the questions relating to war crimes and terrorism.

Part 7 – Sponsor (University)



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Part complete

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?

P2W0CWJ9

Sponsor's address

University of Sussex

Sussex House

Falmer

Town/City

Brighton

Postcode

BN1 9RH

Answer as above.

Place of Study

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

School

Higher education institution

► What is the difference between a school and a higher education institution?

Sussex is a Higher education institution – answer as above.



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Primary site of study

Is the address of your primary site of study the same as your Tier 4 sponsor's address?

Yes No

Answer YES to this question.



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UCAS details

Did you apply for your course through UCAS?

Yes No

Undergraduate: All undergraduate applicants must select YES to this question and provide their UCAS number. If you don't know your UCAS number, please sign into your UCAS track account to get it.

Postgraduate: All masters and PhD students should answer NO.

Part 8 – Course details and Financial Information



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Part complete

Academic Technology Approval Scheme (ATAS)

Do you need to obtain permission from the Academic Technology Approval Scheme (ATAS)?

Yes

No

Certain courses require you to apply for and be granted an [ATAS certificate](#) before you are issued with a CAS number. Applicants who require ATAS would have been made aware of this requirement at the offer stage.

Where ATAS is required you must indicate YES and then provide the 6 digit reference number. You will need to submit a print out of the certificate with your visa application.



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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

▼ [What is an official financial sponsor?](#)

Examples of an official financial sponsor include the UK Government or your home government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

Answer YES to this question if you are currently receiving a scholarship or bursary from an official financial sponsor, or have been within the past 12 months. Please note that parents and United States Federal Loans do not count as official financial sponsorship.



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Future official financial sponsor

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

Yes

No

► [What is an official financial sponsor?](#)

If you are receiving a scholarship or bursary for your continued study or your new course of study please select YES and then provide details of how you will show evidence of this funding. Please select YES to this question even if you are only being partially funded for your studies.

If you are receiving a scholarship from University of Sussex then details of this should have been included in your CAS, and you should select this option.



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Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in an account in your name, or a joint account you share with another person?

Yes

No

Select YES if you are able to show the required maintenance funds in a bank account in your name. All applicants for University of Sussex are required to show £1015 for each month of your course, up to a maximum of 9 months (£9135).

You should use the course start and end dates on your CAS to calculate the length of your course and therefore how many months' maintenance you will need. If the length of your course includes a part of a month, the number of months' maintenance that you need will be rounded up. For example if your course dates are 30 May until 1 October 2016, this is four months and two days so you would need to show five months' of funds.

Select NO if you are using money held by your parent or legal guardian.

Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in an account in your name, or a joint account you share with another person?

Yes
 No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

Yes
 No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

Yes
 No

How can you prove they are your parent(s) or legal guardian(s)?

Birth certificate

Adoption certificate

Court document

If you are unable to show the required amount of maintenance in your own name then you are able to use bank statements in the name of your parent or legal guardian. You cannot use money held by any other family member or friend.

Where you will be using your parent's bank statements you will be required to show the following documents:

1. Original proof of the relationship between yourself and your parents/legal guardian (e.g. original birth certificate, court documents confirming legal guardian). You cannot use copies and must provide the original certificate.
2. An original letter from your parent/legal guardian confirming that you are their child and they are happy for these funds to be used for your study in the UK.
3. Any documents not in English must be translated. The translation should meet the requirements in paragraph 17 of the [Tier 4 policy guidance](#).

Course information

Institution name

Are you applying to be a Student Union Sabbatical Officer?

 Yes No

Qualification you will get

This is the level of the qualification you will receive at the end of your course. It may not be the same level at which you are currently studying.

For example, many UK degree courses will incorporate studies at NQF levels 4, 5 and 6 but the level of qualification reached at the end of the course will always be NQF level 6.

Course name

Course start date

If there are two course start dates listed on your Confirmation of Acceptance of Studies (CAS), use the later date.

For example, 23 12 1976

Day Month Year

Course end date

Day Month Year

Enter the information about your course exactly as it is stated on your CAS.

For 'Qualification you will get' select:

Undergraduates: RQF 6

Masters: RQF 7

PhD: RQF 8

Please enter the course title and course dates exactly as they appear on your CAS.



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Part complete

Doctorate Extension Scheme

Are you applying for the Doctorate Extension Scheme?

Yes

No

You should answer NO to this question. If you are a PhD student applying for the Tier 4 Doctorate Extension Scheme you must contact an International Student Adviser for assistance with submitting your application.



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Part complete

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

Only answer YES to this question if you will be living in University managed accommodation and a payment is showing on your CAS towards 'accommodation fees paid'.

If a payment is showing on your CAS for accommodation, answer YES and enter the amount.



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Part complete

Course fees

How much are your total course fees?

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or 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

Enter the total amount of your course/tuition fee for the first academic year as stated on your CAS.

If you have paid any money towards your tuition fee and this payment is showing on your CAS, answer YES and enter the amount you have paid.

If you have paid money towards your tuition fee and this is NOT showing on your CAS, you will need to contact [Student Accounts](#) to ask them to update your CAS.



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Part complete

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

Answer YES to this question and input your CAS number.

Part 9 – check your answers



Tier 4 (General) student
Doctor University of Sussex
1 January 1970
Complete

Check your answers

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

You are almost at the end of the application. Check your answers carefully and click CONTINUE.



IF YOU WOULD LIKE AN INTERNATIONAL STUDENT ADVISER TO CHECK YOUR ACCOMPANYING DOCUMENTS (E.G. BANK STATEMENTS, DEGREE CERTIFICATE/TRANSLATIONS) BEFORE YOU SUBMIT THE VISA APPLICATION, THEN DO NOT PROCEED ANY FURTHER. PLEASE VISIT THE INTERNATIONAL STUDENT SUPPORT OFFICE TO BOOK A DOCUMENT CHECK SESSION WITH AN ADVISER:

**INTERNATIONAL STUDENT SUPPORT
BRAMBER HOUSE LEVEL 2**

IF YOU HAVE HAD YOUR DOCUMENTS CHECKED, OR YOU ARE CONFIDENT EVERYTHING IS CORRECT, THEN YOU CAN CONTINUE.

Part 10 – Documents

You will not see the following question about finances if you are a national of a [differentiation country](#). This means that **you will NOT need to provide financial documentation with your application but you may be required to send these at a later date. It is still very important that you meet the financial requirements, as UKVI do carry out random checks.**

However, when you apply, **you must still include:**

- all other required and relevant documents including your ATAS or Police registration certificate (if these apply to you)
- your original qualification certificate/official transcript confirming you completed your previous course in the UK or a 'highly likely to pass' letter from your current institution if you're taking a second Masters.

If you are a national of a country NOT on the [differentiation country](#), then the following screen will appear:

Proving you have enough money to be in the UK

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

- ▶ [How much money do I need to show?](#)
- ▶ [How long do I need to show I have held this money](#)

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

- ▶ [What financial documents can I use?](#)

Financial institution

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

If you do need to provide financial documentation with your visa application, then you need to enter the name of the financial institution (bank) and type of document that you are using as evidence of your tuition fees and maintenance requirement.

If you are receiving official financial sponsorship then you should write the name of the official financial sponsor.

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

If you are using funds from more than one bank or financial institution, answer YES to this question to add another financial document. Otherwise answer NO.

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:

The biometric residence permit for Mr John Smith

The passport issued by India for Mr John Smith

Other documents

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

Statements from a personal bank or building society account (HSBC)

If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.

The application form will now list the documents that you need to provide with the visa application. What you need to provide will depend on whether you are a national of a [differentiation country or not](#) :

- Passport
- *Possibly* your national identity card
- BRP (if you have one)
- Police Registration Certificate (if you have one)
- Financial documents. If using parental funds you will need your original birth certificate and a consent letter from your parents
- Educational documents that the offer was based on – these are the qualifications that have been used to admit you onto your course at Sussex. They will be listed on your CAS.
- your original qualification certificates/official transcript confirming that you completed your previous course (as evidence that you're making academic progress). This may be the same as the certificates mentioned above.

If any translations of documents are required they should meet the following guidelines:

If you are in the UK, where a document is not in English or Welsh, the original must be accompanied by a fully certified translation by a professional translator/translation company. This translation must include:

- *details of the translator/translation company's credentials;*
- *confirmation that it is an accurate translation of the original document and the translator/translation company's contact details.*

It must also be dated and include the original signature of the translator or an authorised official of the translation company.

Under 18s – if you are under 18 on the date of your application you will need to submit additional documentation that may not be listed here. See paragraphs 235-237 of the [Tier 4 policy guidance](#) for details.

Check these and confirm on the next screen.

Part 11 – Declaration

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 evidence

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

You need to confirm that you are the applicant and that you have answered the questions truthfully.

Please note that when you accept the above you will not be able to alter any of the answers you have given on the visa application.

[Part 12 – Immigration Health Surcharge](#)

Immigration Health Surcharge (IHS)

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 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](#)

[Go to IHS website](#)

You now need to pay the Immigration Health Surcharge as part of the application. Click on 'Go to IHS website'.

Your Location

Are you applying from within the UK?

Yes

No

Are you applying to stay in the Isle of Man, Jersey or Guernsey?

Yes

No

[Save and continue](#)

Answer **No** to 'Are you applying to stay in the Isle of Man, Jersey or Guernsey'.

Course start date

For example, 20 3 1976

Day Month Year

| | | |
|--|--|--|
| | | |
|--|--|--|

Please enter a valid course start date**Course end date**

For example, 20 3 1976

Day Month Year

| | | |
|--|--|--|
| | | |
|--|--|--|

Please enter a valid course end date

Enter the course dates as stated on your CAS. You will be charged an amount based on the course dates you enter.

Please answer the additional questions about your course

Is your course at NQF 7?

 Yes No

Is your course a Master's degree?

 Yes No

Is your course at any of these locations: University of Oxford, University of Cambridge, University of Bath or Imperial College London?

 Yes No

Is your course for 13 months or less?

 Yes No

You need to answer the above questions based on your course.

Only Masters students should answer YES to the first two questions.

Once you have confirmed all the details you will need to pay the required amount. You will then be directed back into the visa application to pay the visa application fee.

Part 13 – Visa application fee and submitting the application

You now need to pay the visa application fee. You have 3 options on how to apply:

| Standard Service | Priority Service | Super Priority Service |
|---|--|---|
| A decision within 8 weeks after attending your biometrics appointment | A decision within 5 working days after attending your biometrics appointment | A decision the next working day following your biometrics appointment |
| £475 | £975 | £1275 |

After making the payment you will be prompted to print out a 2 page supporting document checklist.

Application for Tier 4 (General) student

Download and print supporting documents checklist

Download



UK Visas & Immigration



Document Checklist

Unique Application Number: 1212-0000-0001-1207
 Payment notification number: 2PAA001807445
 Payment amount: 448.00 GBP
 Immigration health surcharge reference number : IHS242899640 (manual)
 Email: [REDACTED]
 Submitted date: 09 September 2016 12:46 British Summer Time (BST)

Applicant

Product name/service: Tier 4 (General) student
 Applicant's full name: [REDACTED]
 Date of birth: [REDACTED]
 Nationality: China

Documents

All documents must be originals.
 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.
 You have agreed to include the following documents in your application. Please tick the box beside each document to confirm that you are enclosing it:

Mandatory documents

The China passport or travel document for [REDACTED]

The police registration certificate for [REDACTED]

A passport photo for [REDACTED]

On the back of your passport photograph, please provide your full name. There are rules about what your photograph should look like. To find out more about these rules, go to <https://www.gov.uk/photos-for-passports>

The biometric residence permit for [REDACTED]

Other documents

Statements from a personal bank or building society account (Industrial and Commercial Bank of China)

If you have received a new passport since your last leave to remain application, and your visa is in your old passport, you must include both passports.

Please keep a copy of this as you may need it to register for your course at Sussex.

Part 14 – booking your appointment and uploading supporting documents

Under the new system you submit your application online, pay the immigration health surcharge fee, biometric enrolment fee (currently £19.20) and the application fee.

After you have submitted the online application, you will be directed to Sopra Steria's website to book an appointment at either a UKVCAS Service Centre (the nearest to Brighton is **Croydon**) or at an Enhanced Service Centre. Attendance at a UKVCAS Service Centre during core hours will be free of charge, attending an enhanced service centre will incur an additional charge. We understand the additional charge to be between £60 to £125 depending on the selection of a prime time/ non-prime time slot or weekend appointment.

You can scan or upload your documents prior to your appointment or with assistance at your appointment. If you choose to scan and upload your documents prior to your appointment we advise you take a hard copy of all your original documents to your appointment in case there have been any issues uploading your documents.

If you choose to scan your documents at your appointment there will be a charge of £45.

You will be able to leave your appointment with all your original documents as you are no longer required to submit original documents with your application. Although your original passport will be returned to you at your appointment, you should not travel outside the UK until you receive a decision on your application, as this will result in your application being withdrawn (please see the information on [Travelling outside the UK when your application is being decided](#)). Please contact an International Student Adviser if you have any questions immigration@sussex.ac.uk.

You will be told what you need to bring to your appointment when you submit your application, this will include:

- appointment confirmation
- passport
- supporting evidence (unless you choose to self-upload)
- UKVI document checklist

At your appointment you will:

- Show your appointment confirmation (you will get this as an email containing a QR code) and ID documents to confirm your appointment.
- Enrol your biometric information (fingerprints, photograph) and digital signature.
- Submit your supporting evidence (unless you choose to self-upload this).
- Show your passport or travel document and have your identity checked.
- Speak to a member of staff who will check that your biometric information has been successfully enrolled and your passport and supporting evidence has scanned correctly.

Some Enhanced Service Centres offer additional charged services, such as checking or scanning your documents. Some of these services include document checking (£35), translation services (£75) and a premium lounge (available in London only £200-£260), please do not confuse a Premium Lounge with the Premium Service, this still means your application is standard service which takes up to 8 weeks to get a decision. Don't select anything you don't really want or need as

you will be charged. You can save yourself some money by asking the International Student Advisers to help you check your documents free of charge and then upload the documents yourself!

1. Start 2. Application 3. Documents 4. Declaration 5. Pay **6. Further actions**

Further actions you must complete

There are some more actions below that you must complete. **Your application may not be successful** if you do not complete the mandatory actions.

Mandatory actions

Attend an appointment to provide your documents and biometrics by [REDACTED]

[Book appointment](#)

You must book and attend an appointment with our commercial partner to provide your documents and biometrics (fingerprints and facial photograph). You must attend an appointment by 08 February 2019, but we encourage you to attend one as quickly as possible and will send you a reminder after 15 working days if you have not booked your appointment.

If you are under the age of 16, you must be accompanied by the responsible adult named on your application. You must both bring an acceptable form of ID. [Find out more information here.](#)

Optional actions

Download your supporting documents checklist

You can [download a copy of your supporting documents checklist](#). This document will only be available to download until [REDACTED]

Download a copy of your application form

You can [download a copy of your application form](#) for your records. [You do not need to take this to your appointment](#). This document will only be available to download until [REDACTED]

To keep your information safe and protect your privacy, you will not be able to view this page after [REDACTED]

[Take a short survey to help us improve the service](#)

[Sign out](#)

Next steps

- Scan your supporting documents and save them to your computer, ready to upload. Follow the guidance on the format of the scans – for example, they should be black & white or greyscale.
- Once you have selected your service and paid for your application, you will receive an email from Sopra Steria (who operate the UKVCAS service centres) with a link to their appointment website and a unique access code. If the email does not arrive, check your junk mail folder.
- To book your appointment please follow our guidance and screenshots below

sopra  steria UKVCAS

Official partner of  UK Visas & Immigration

Help and support

Get your access code

Click the button below to confirm your email address and setup an account with Sopra Steria.

Email address

[Redacted email address]

Email my access code

[Help](#) [Contact us](#) [Privacy & cookies](#) [Terms & conditions](#)

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Continue

Password

Password must be at least 8 characters and contain at least 1 uppercase character, 1 lowercase character, and 1 number

Password 

Retype password

Confirm Password 

I'm not a robot 
reCAPTCHA
Privacy - Terms

Set up account

We use cookies to make this website work better. If you continue to use this website you are agreeing to their use. Find out more in our [Privacy Policy](#)

Continue

Set up your account

Enter the access code and choose a password to set up your account.

Email address

Access code

Enter the 6-digit access code that was emailed to you

Access Code 

[Resend Access Code](#)

Password

Password must be at least 8 characters and contain at least 1 uppercase

Log in to your account

Email address

Password

[Forgot your password?](#)

I'm not a robot
 

reCAPTCHA
Privacy - Terms

Log in

- Select your preferred location for your appointment. Enter your postcode and you will see a list of locations and a map. Appointment times will be listed by date and price. There is a box to tick where you can search for “free of charge” appointments only.

Welcome to UK Visa and Citizenship Application Services

On this website you will be able to:

- select a location for your appointment
- choose a day and a time for your appointment
- buy additional services to assist with your application
- upload your supporting documents (recommended)

Arrange an appointment at a service point

Book an appointment to enrol your biometrics and have your supporting documents checked.

[Book an appointment >](#)

On-demand pop-up appointment

You need a pre-authorized account with a valid event code to use this service.

[On-demand pop-up >](#)



Arrange a VIP visit

With a VIP visit we will come to your home, office or other preferred location and enrol your biometrics and check your supporting documents.

[Book a VIP visit](#)

Choose a service point location

You can choose to book an appointment at a number of different service point types:

- **core** service points offer free of charge appointments and out of hours appointments
- **enhanced** service points offer an inclusive package of extra services
- **premium lounges** that offers a personalised customer experience

Enter your preferred postcode to find your nearest service point.

Postcode

For example, SW1A 1AA

Update results

[Please check our upcoming service points](#)



Please select a service point

Croydon Core Service Point (43 miles away)

Location

Bedford Point, 35 Dingwall Road
Croydon

[View on Google Maps](#)

Select this service point

Available services

Interpretation
Biometric Capture
Digitisation

Opening hours

Mon - Fri 8am to 6pm
Saturday
Sunday

Brighton Service Point (1 miles away)

Location

Jubilee Library, Jubilee Street
Brighton

[View on Google Maps](#)

Select this service point

Available services

Biometric Capture
Digitisation

Opening hours

Mon - Fri 8am to 6pm
Saturday
Sunday

Eastbourne Service Point (22 miles away)

Location

Eastbourne Library, Grove Road
Eastbourne

[View on Google Maps](#)

Select this service point

Available services

Digitisation
Biometric Capture

Opening hours

Mon - Fri 8am to 6pm
Saturday
Sunday

- Select whether you wish to use any of the additional services.
- If you have chosen to attend a paid appointment or to use any additional services, you will be asked to pay the supplement at this point. The system currently does not accept non-UK bank cards or American Express.
- Upload the scans of your documents. If the list you are presented with differs from the list generated in your visa application, always follow with the information in your visa application. In addition to the mandatory (compulsory) documents, you can select from various optional documents.

Call the Premium Support Line on 0900 165 6600 (Calls cost £2.50 per minute) [T&Cs](#)

Upload your documents

To upload your supporting documents click on the upload documents link for each member of your group to access their document upload page.

Visa applicants

| Name | Action | Status |
|------------|----------------------------------|--------|
| [REDACTED] | Upload documents | |
| [REDACTED] | Upload documents | |

Below is a list of mandatory document categories for your application route. Please ensure that you provide a document in each of these categories.

| Document Type | Status |
|--------------------------------------|-----------------|
| ▶ Proof of Identity / Travel History | UPLOADED 1 FILE |
| ▼ Proof of Application | |

The passport issued by [REDACTED]

Upload a file

Passport [REDACTED]

Description (optional)

For example, year or other description

My uploaded files

No files have been uploaded.

Optional documents

Below is a list of optional document categories. Please ensure you read the supporting document guidance on GOV.UK for your application route before including documents in the below categories. For some applications routes, 'Optional' documents offer you the ability to provide evidence in a number of categories at your discretion to satisfy immigration rules.

- You will receive a QR code, which you need to print off and bring to the appointment. You must also take your current passport and visa, your police registration certificate (if applicable). It is recommended that you also take the originals of all your documents to the appointment with you, just in case.
- At the appointment you will give your “biometrics”, which means that a photograph and your fingerprints will be taken.

Part 15 – receiving your decision

After you have successfully attended your appointment, UKVI will normally email you with a decision. They will also email you if they have any questions or want to request additional documentation. It is extremely important you monitor your email address for any communications from UKVI.

If you have not heard from UKVI within their service standards, please contact us.

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If, after reading our guide, you have any questions or concerns please email us:
immigration@sussex.ac.uk