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**ONLY for students who are allowed to apply for a visa extension in the UK – some students must return to their home country to apply - if you are unsure then check here: www.sussex.ac.uk/internationalsupport/immigration/applyinginsidetheuk (Can I apply in the UK)**

**Can I have a document check with an International Student Advisor?**

**All students need:**

Current passport or other valid travel document

2 passport-sized colour photographs with your name written on the reverse side

CAS (confirmation of acceptance for studies)

**Original** qualification certificates/ other education documents used by Sussex when we made our offer to you. This information is on your CAS statement.

Original qualification certificate as proof you’ve completed your previous course OR highly likely to pass letter (Masters students only)

**Original** financial evidence e.g. bank statements or official financial sponsor letter.

**Some students need:**

Translations - If a document is not in English, it must come with a fully certified translation

Original birth certificate and parental letter of support - If you are using a parental bank account

Police registration certificate(if needed) – this needs to be up to date with your current address

ATAS certificate (if needed)

Proof of parental or other legal guardian consent if you’re under 18

IF you are LOW RISK (your country will be listed in [Appendix H](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements) of the immigration rules) you do not need to submit **all** documents with your Tier 4 visa application, if you are applying in the UK or your country of nationality, please see here for more information: <http://www.sussex.ac.uk/study/international-students/visas-immigration/tier-4-student-visa-within-uk> **if this applies to you,** **you do not need a document check**

**If YES** – book a document check at our front desk – a 15 minute appointment where we will check your above documents are ready for submission with your visa application. Do not book a document form check until you are ready – being ready means having all the required documents in the required UKVI formats.

**NAME:**

**DOCUMENT CHECK APPOINTMENT DATE/TIME:**

**LOCATION & ADVISER:**

**What should you bring? –** all of the **ORIGINAL** documentsabove.

**PLEASE DON’T BE LATE AS WE WON’T BE ABLE TO SEE YOU.**

**Can I come back if I forgot a document or don’t yet have it?** – No, you only get 1 document check with an advisor, so make sure you don’t book for one until you have everything

**Will you be helping me with the visa application form and submitting the application?** – This year we have produced a full guide to helping you set up your UKVI application account and how to complete the application form, so we will not be checking individual application forms. The guide to applying can be found here [www.sussex.ac.uk/internationalsupport/immigration/applyinginsidetheuk](http://www.sussex.ac.uk/internationalsupport/immigration/applyinginsidetheuk) . You should complete your form online and submit your application yourself. However, **UNLESS YOUR VISA WILL EXPIRE BEFORE YOUR DOCUMENT CHECK WITH US, DON’T SUBMIT YOUR FORM** until you have had your documents checked by an advisor at a document check session, details above.

**If NO - you have not got all of your documents:**

See our handout called “Tier 4 visa application – documents required” or ask us to email it to you. This tells you everything you need and includes the relevant links to our web advice and the Tier 4 policy guidance. If you are still not sure, please email us for advice – [immigration@sussex.ac.uk](mailto:immigration@sussex.ac.uk)

**THEN CHECK THE LIST AGAIN AND MAKE A DOCUMENT CHECK APPOINTMENT ONCE YOU HAVE EVERYTHING YOU NEED.**

**Other frequently asked questions**:

**How much money do I need to show?**

Take a “my Tier 4 visa calculation” handout and do your own personal calculation

**When do I need to make my visa application?**

If you have a current Sussex Tier 4 visa (e.g. SCLS) , you need to make your visa application before your visa expires or within 6 weeks of enrolment, whichever is the earlier. If you have a visa for another institution (e.g. ISC) then you must make your visa application before you can register with Sussex and start your course. This is likely to be much earlier than your visa expiry date.

**I studied in the UK before and have a Police registration certificate, do I need to update my details with the Police before I make my application?**

Yes you do, you should ensure your address is up to date on your certificate and will need to make an appointment with the Police to do this. Ask us for our police registration amendment handout.

**September 2017**