



Guide to completing the Tier 4 online application from overseas

This document will assist you in completing the Tier 4 online form for applications made overseas.

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

Before starting 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
- Financial documentation
- Qualifications used to admit you onto your course at Sussex. These will be listed on your CAS
- Money to pay the visa application fees

When you have all the documentation ready you can follow the instructions on this guide to complete the online application. If you have any questions please email immigration@sussex.ac.uk.

Last updated June 2019

Part 1 – Selecting your visa type and location

The Tier 4 application form can be found at the following link <https://visas-immigration.service.gov.uk/apply-visa-type/tier4>.

Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

- Short-term student visa
- Tier 4 (General) student visa
- Tier 4 (Child) student visa
- Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)

Next

Most students will select Tier 4 (General) student visa. Chevening, Marshall and Commonwealth scholars should select the 4th option.

Select your location

Enter the country in which you are making your application

Next

Please select the country you are applying from. In most cases this will be your country of nationality. If you are NOT applying from your country of nationality, you need to ensure you have permission to reside there, for example for work or study purposes. Many countries issue overseas nationals with residency cards in these circumstances. If you have permission to stay in a country as a visitor for 6 months, for example, you are not a resident.

Tier 4 (General) student visa

Use this form to apply from outside the UK for a Tier 4 (General) student visa.

You cannot add family members ('dependants') to this application. You must complete a [separate form](#) for your dependants.

If you wish to bring your family with you they will need to complete a separate application. Only certain categories of student are eligible to bring dependants with them. Please see the following link for advice on who qualifies:

<http://www.sussex.ac.uk/internationalsupport/families>

Part 2 – Personal information and CAS

Your name

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

Given names

Family name

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

Save and continue

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

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

Save and continue

Your CAS number will be issued to you by our admissions office around 3 months before your course start date when your offer is unconditional. You should have a CAS statement which has your unique CAS number on and confirms personal information and course details.

Please note you can only use a CAS number once. If you receive a visa refusal you will need a new CAS number before making a new Tier 4 application.

Please answer the personal details questions that now follow.

Part 3 – Passport details

Your passport



You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Place of issue

This will be a city or province.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Enter your passport details as requested. Please check that your passport details match the details on your CAS. It is best if your passport is valid for the whole duration of your stay in the UK, although this is not a requirement.

Part 4 – travel information

Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day Month Year

How long do you intend to stay in the UK?

For example, 2 years 4 months

Save and continue

If your course is 12 months or longer or you are doing a pre-sessional course, you can arrive in the UK up to 1 month before the course start date stated on your CAS. If your course is less than 12 months you can arrive up to 7 days before your course start date.

Please use the course dates on your CAS to determine how long you intend to stay in the UK.

Part 5 – Language

If you are a [national of majority English speaking country](#) you will not need to answer all of the questions below.

Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

English

Other

Save and continue

You should answer English to this question as the requirements of your course require you to speak English to a certain level.

Study as a Tier 4 (Child) student

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

Yes No

Save and continue

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

English language assessment

Are you coming to the UK to study at a higher education institution?

A Higher Educational Institution (HEI) is an educational body in receipt of public funding that awards academic qualifications and professional certificates.

Yes No

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?

Yes No

Save and continue

Answer YES to the first part of this question.

You need to check your CAS and if it states "Higher Education Institution (HEI) sponsor has made assessment" answer YES to the second part.

Part 6 – dependants and family information

People financially dependent on you

Does anyone rely on you for financial support?

Include both those travelling with you and those who are not.

This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes No

▶ [Will these dependants be included in my application?](#)

Save and continue

Cancel

Give details of anyone who relies on your for financial support. If you answer YES you will be required to give details of the person and whether they are travelling to the UK with you. If your family are making dependant visa applications, this information will help UKVI to link your applications together.

Give details about your first parent

Give details about 2 of your parents.

▶ [What if I do not have my parents' details?](#)

What is this person's relationship to you?

- Mother
- Father
- Stepmother
- Stepfather

Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes No

Save and continue

Cancel

Please give details about 2 of your parents and any family who live in the UK.

Will you be travelling to the UK as part of an organised group?

This include travel companies or sports, work, or study groups.

Yes No

Save and continue

Answer NO to this question.

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

Yes No

Save and continue

Give details here of any other person you will be travelling with to the UK.

Part 7 – Accommodation

Accommodation in the UK

Have you already made arrangements for where you are going to stay in the UK?

Yes No

Save and continue Cancel

Answer YES to this question if you know the address you will be staying at when you arrive in the UK. You will give the address and dates you intend to live there on the next screen.

If you answer NO you will see the following question:

Accommodation plans in the UK

Where do you plan to stay in the UK?

Give as much detail as you can - such as in a hotel, with friends or in private housing.

Maximum of 500 characters

Save and continue

You will need to give information on what your plans are to find accommodation in the UK. If you have applied for University housing but this has not been confirmed you should state "I have applied for University housing but am waiting for this to be confirmed".

Part 8 – travel, immigration history and criminal convictions

The questions you see in this section depend on whether you have been to the UK before.

UK travel history

How many times have you been to the UK in the last 10 years?

- Zero
- Once
- 2 to 5 times
- 6 or more times

Save and continue

Cancel

If you have not visited the UK and answer zero you will be asked the following questions about UK visa applications:

UK visa applications

Have you been issued with a UK visa in the past 10 years?

- Yes No

Save and continue

Only answer YES to this question if you have been issued with a UK visa previously but not used it to travel to the UK.

If you have been to the UK you need to give details of how many times you have visited the UK in the last 10 years. You will only need to give details of your 2 most recent visits on the next page, even if you have visited more than twice.

If you have visited the UK, you will be asked the following additional questions about medical treatment, visa applications you may have made from within the UK and national insurance numbers:

Medical treatment in the UK

Have you ever been given medical treatment in the UK?

If you visited a doctor or were treated at a hospital, this counts as having medical treatment.

Yes No

Save and continue

If you have received medical treatment in the UK you will need to provide details. Try and remember the doctor/hospital you visited and approximate date. You could use google to look up the address details.

UK leave to remain

Have you applied for leave to remain in the UK in the past 10 years?

Yes No

▶ [What is leave to remain?](#)

Save and continue

You need to declare details of any visa application you have made from within the UK and whether it was approved or refused.

National Insurance number

Do you have a National Insurance number?

This does not include any temporary National Insurance numbers that have expired.

Yes No

Save and continue

A national insurance number is something you get if you have worked in the UK. If you did have a national insurance number but have no record of it, answer NO.

If you answer YES you will need to provide the number and give details about why you got the number (i.e. what job you did).

All students will then see the following questions:

International travel history

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Schengen area

Please answer these questions – you will only see this question if you have not been to the UK in the last 10 years.

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

Answer this question honestly. You must declare all visa refusals and any other UK immigration problems which are listed.

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

Answer this question honestly. You must declare all visa refusals and any other immigration problems which are listed.

Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

Please answer this question honestly. If you do not declare a conviction or other penalty, it can have serious implications for your application and immigration status. If you are unsure whether a conviction or penalty should be declared, please email immigration@sussex.ac.uk

Please then answer the questions related to terrorism and previous employers.

Part 9 – details about your Tier 4 sponsor (University of Sussex) and course

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

Town/City

Brighton

Postcode

BN1 9RH

Please fill in the details 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?](#)

Save and continue

Please select Higher education institution.

Primary site of study

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

University of Sussex
Sussex House
Brighton
BN1 9RH

Yes No

Save and continue

Please select YES.

UCAS details

Did you apply for your course through UCAS?

Yes No

▶ [What is UCAS?](#)

Save and continue

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.

Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

Yes No

Save and continue

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.

Part 10 – financial sponsor information

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?](#)

Save and continue

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 note that parents and United States Federal Loans do not count as official financial sponsorship.**

Please select YES to this question even if you are only being partially funded for your studies.

If you are being sponsored you will need to provide an original letter from your official financial sponsor. 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.

If you are NOT being wholly sponsored (for all tuition fees and more than £9135 for living expenses) then please select "I am not being wholly sponsored".

Part 11 – Course and CAS information

Course information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course.

If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

Are they going to be a student union sabbatical officer?

▶ [What is a student union sabbatical officer?](#)

Yes No

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.

Answer No to "Are you going to be a student union sabbatical officer".

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 (this does NOT include Abacus House) and a payment is showing on your CAS towards 'accommodation fees paid'.

If a payment is showing on your CAS for accommodation, answer YES, enter the amount and state “My sponsor has confirmed this information on my CAS”. Payments of up to £1265 can be deducted from the maintenance amount you need to show.

Course fees

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

Yes No

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 (including any desposits) 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.

Part 12 – Maintenance information

Maintenance funds

You must show that you have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

Yes No

[Save and continue](#)

Select YES if you are able to show the required funds in a bank account in your name. All applicants for University of Sussex are required to show the course fees for the first year of the course plus £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 wholly sponsored by an official financial sponsor who covers all of your course fees and living expenses. You should also select NO to the next question “Are you relying on money held in an account under your parent(s) or legal guardian(s) name”.

Select NO if you are using money held by your parent or legal guardian. You will then see the following questions:

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 16 of the [Tier 4 policy guidance](#).

Part 13 – additional information

Additional information about your application

If you have any additional information or clarifications you would like to make, you can do so here.

Part 13 – check your answers

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

Part 14 – Differentiation Arrangement

If you are a national of a [differentiation arrangement country](#) and are applying in your country of nationality, you should see the following at this point:

You do not need to provide evidence of your qualifications or finances as you are a national of a country mentioned in [Appendix H of the Immigration Rules](#). Occasionally, UK Visas and Immigration (UKVI) may request this evidence while your application is being considered. If the evidence is requested, your visa application may be refused if you do not provide it.

Part 15 – Documents

If you are being wholly sponsored by an official financial sponsor (meaning your official financial sponsor is covering all your tuition fees and living expenses) then you will not see the following questions. The only financial evidence you will need to include is an original letter from your sponsor or if your financial sponsor is the University of Sussex, this information will have been included on your CAS.

If you are NOT receiving official financial sponsorship or are not wholly sponsored, you will see the following section

Documents showing the required maintenance funds

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

For information on how much money you need to show, [refer to the guidance document here](#).

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

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

Financial institution (such as a bank or building society)

Type of document

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

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.

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.

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 passport or travel document for example example from China

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 documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.

Your checklist will have a list of other documents you might want to send in. You can print off the checklist and appointment details when you have finished your application.

Tuberculosis test results

You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application. [Check](#) if you need to get tested.

The application form will now list the documents that you need to provide with the visa application. For most students (apart from those who qualify under the differentiation arrangement) this will be:

- Passport
- 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.**

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.

Please pay close attention to the requirements for a [TB test certificate](#). You must provide a certificate if required.

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 paragraph 235 of the [Tier 4 policy guidance](#) for details.

Check these and confirm on the next screen.

Part 16 – 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 your application
- your supporting documents

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

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

I accept the above

You need to confirm 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 16 – 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 17 – Collecting your Biometric Residence Permit

Demonstrating your permission to be in the UK

If your application is successful you may need to collect evidence of your immigration status in the UK.

You will usually need to do this if you are given permission to stay in the UK for more than six months.

If you need a biometric residence permit (BRP) in the UK, where do you want to collect it from?

If you have a sponsor, they may have made arrangements to receive your BRP, and they will give you an Alternative Collection Location (ACL) code to enter below.

Otherwise, you will need to collect your BRP from a UK Post Office. Enter a UK postcode below to find out where your nearest UK Post Office will be.

- Collect from a UK Post Office
- Collect from an alternative location (for example, your sponsor)
-

You will be issued a 30 day entry visa in your passport which you will use to enter the UK. You will then need to collect a Biometric Residence Permit (BRP) on arrival in the UK and this will be your Tier 4 visa. In order to collect your visa from University of Sussex you need to enter the following ACL code in the Alternative Location box:

2HE534

You will receive more information about how to collect your visa on arrival at Sussex in our welcome/registration information which we will email you in the beginning of September. We strongly recommend you collect your visa from University of Sussex.

If you do not enter the code the application will suggest a Post Office based on a postcode you enter for an address in the UK. All campus accommodation postcodes (and the University main address postcode of BN1 9RH) will default to 82 London Road, Brighton BN1 4JF. The other available Post Office in Brighton for collection is 2-3 Churchill Square, Brighton BN1 2TA.

If you would like to collect your BRP from another Post Office in the UK (for example because you will be staying in London before coming to Sussex) you can enter an alternative postcode of where you will be staying. You will then be assigned the closest Post Office to that postcode.

Part 18 – booking your appointment and paying for your application

You will need to choose between 3 different services:

Standard – most people get a decision within 15 working days

Priority – most people get a decision within 5 working days

Super priority – most people get a decision within 24 hours

Please note not all locations offer the same services. You can find out more details on the services available in your country via the [Visa Application Centre](#) pages.

You will also need to book an appointment at the Visa Application Centre so you can enrol your biometrics (fingerprints and photo) and submit your documentation. In some countries you may be able to upload your supporting documents before the appointment.

You will be given more details on the next steps to take and what documents to print after payment is complete.