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

This document will assist you in completing the Tier 4 online form for applications made in the UK. Before using this guide it is important that you establish that you are eligible to make the application from within the UK. Please 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 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
- Current visa – either a sticker in your passport or your Biometric Residence Permit
- 1 UK passport sized photo – it needs to meet these guidelines https://www.gov.uk/photos-for-passports
- 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-sessional 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
- 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 would like an International Student Adviser to check your documents before you submit the visa application, please come to our office with a completed document checklist 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

The Tier 4 application form can be found at the following link https://visas-immigration.service.gov.uk/product/tier-4-student. Follow the screens below to get started creating your online application.

We advise using your personal email address and NOT your Sussex email.

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.

Select YES and click Save and continue.

You should answer No to this question.
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

Click ‘Answer questions about this person’ to begin the application.

Would you like to add another person to this application?

Click ‘Would you like to add another person to this application?’ to begin the application.

At this stage if you have any dependants (spouse and/or children) applying at the same time then please click on the link that says ‘Would you like to add another person to this application?’
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.


Back to people

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 (we have used Doctor University of Sussex!). Answer the question about whether you have been known by any other names.

Applicant contact details

Telephone number

Home address
This must be in the UK.

Town/City

Postcode

☐ I want to receive mail at a different address.

Enter your contact number and current home address. This should be the address that you are living in on the date you submit the visa application. If you have a police registration certificate, this address should be on there. If it isn’t, you will need to get the police to update the certificate - http://www.sussex.ac.uk/internationalsupport/immigration/policeregistration

If you will be moving from your current address soon and you know your new address, you can select ‘I want to receive mail at a different address’.

If you do not know the address you will be moving into then you can use the International Student Support address:

International Student Support
Bramber House Level 2
University of Sussex
Brighton
BN1 9QU

We will let you know if we receive mail for you by sending an email to your Sussex email address.
Part 3 – Passport details

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

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
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.

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
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 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.

Students who do have a Police Registration Certificate (PRC) must 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.

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 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.

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.

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.

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 you 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:
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**

As an international student you are not entitled to claim state benefits so you should 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

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)

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

P2W0CWXJ9

Sponsor’s address

University of Sussex

Sussex House

Falmer

Town/City

Brighton

Postcode

BN1 9RH

Answer as above.

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.
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

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.
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.

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.
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 16 of the Tier 4 policy guidance.

Course information

Institution name
University of Sussex

Are you applying to be a Student Union Sabbatical Officer?

Yes [ ] No [x]

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: NQF 6
Masters: NQF 7
PhD: NQF 8

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

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.

Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

- Yes
- No

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation.

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 and enter the amount.
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.

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.

Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Answer YES to this question and input your CAS number.
Part 9 – check your answers

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

Differentiation Arrangement

Do you want to submit your application under the differentiation arrangement?
You are a national of a differentiation arrangement country. You do not need to provide evidence of your money or qualifications with your application. You will need to provide them if asked.

Yes  No

If you are a national of a differentiation country then this question will appear, based on the nationality you stated earlier on the form. You should answer YES if you are one of these nationals. You will NOT need to provide financial documentation with your application. 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)
- if you’re applying for a visa extension in the UK: 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 or if you’re a 1+3 PhD student.

If you are NOT a national of one of these countries 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

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 China passport or travel document for Mr dsadstd sdsd
- A passport photo for Mr dsadstd sdsd

All passport photos must:

- have the applicant’s name written on the back
- meet all of the passport photo requirements

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 (Barclays Bank)

The application form will now list the documents that you need to provide with the visa application. For most students this will be:

- Passport
- 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. There is a problem with the visa application form so these documents may not be listed, but you do need to include the originals (and any necessary translations) with your application.

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 203-205 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 documents
- the photograph is an accurate likeness

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

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

I confirm that:

- [ ] I am the applicant
- [ ] I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

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.

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:

<table>
<thead>
<tr>
<th>Standard Service</th>
<th>Priority Service</th>
<th>Premium Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>A decision within 8 weeks</td>
<td>A decision within 10 days</td>
<td>Most decisions within one working day (on the day of your appointment)</td>
</tr>
<tr>
<td>£448</td>
<td>£823</td>
<td>£948</td>
</tr>
</tbody>
</table>

**Standard Service**

If you choose this option you will be directed to pay £448. After making the payment you will be prompted to print out a 2 page application cover sheet:

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**Document Checklist**

Unique Application Number: 1212-0000-0001-1207
Payment notification number: 2PAA01807445
Payment amount: 448.00 GBP
Immigration health surcharge reference number: IHS242835649 (manual)
Submitted date: 09 September 2016 12:48 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 providing it:

- The China passport or travel document for [redacted]
- The police registration certificate for [redacted]
- A passport photo for [redacted]
  
  On the basis 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](https://www.gov.uk/photos-for-passports)
- The biometric residence permit for

**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.
You will need to check the coversheet and then post it (along with all the required documents) to the address listed within 15 working days. You should post it as soon as possible so your application is not delayed. There is also the option to download a copy of the application form you have submitted, but this does not need to be posted to UKVI.

Go to the Post Office and send everything by special delivery.

**Make sure you print an extra copy of your coversheet and take a photocopy of your visa. You may need to show this as part of the registration process at Sussex.**

After posting the documents you should receive a biometrics letter to the address you stated on the application, within 1-2 weeks. Please follow the instructions in this letter. You will need to visit a Post Office to enrol your biometrics. The closest Post Office that offers this service to Brighton is Newhaven Post Office.

You should receive a decision on your application within 8 weeks. If you have been successful they will write to you with a letter and return your documents. Your visa (BRP) will be delivered by courier within 10 working days of you receiving the decision.

**Priority Service**

If you choose this option you will need to input a priority service reference number.

You must fill in a [request form](#) before you can use the priority service. Send it to the email address on the form.

Only the first 60 requests received each day after 8:30am (Monday to Friday) are accepted - you'll get an email saying if you've been successful.

Once you’ve been accepted for the priority service you should input the reference number and proceed to pay the £823 fee within 24 hours.
You then need to print your cover sheet and post your documents within 2 days to address in the priority service acceptance email.

After posting the documents you should receive a biometrics letter to the address you stated on the application, within 2 days. Please follow the instructions in this letter and enrol your biometrics within 2 days of receiving this letter. You will need to visit a Post Office to enrol your biometrics. The closest Post Office that offers this service to Brighton is Newhaven Post Office.

You should receive a decision on your application within 10 working days. If you have been successful they will write to you with a letter and return your documents. Your visa (BRP) will be delivered by courier within 10 working days of you receiving the decision.

**Premium Service**

If you choose this option you will be directed to book an appointment at a [Premium Service Centre](#). The closest one to Brighton is Croydon.

You should search for a suitable appointment. It does not matter if your visa expires before your appointment, as the date of your application is when you book the appointment and pay the fee. You will be legal to remain in the UK and study whilst your application is being processed.

Once the appointment is booked you need to print out your coversheet and attend the appointment with all your documentation. You will enrol your biometrics on the day of your appointment.

You should receive a decision on the day of your appointment (although this is not guaranteed). Your visa (BRP) will be sent to you by courier within 10 working days of a decision being made.

If no suitable appointment is available you can scroll to the bottom of the screen and click on ‘change your answers’. You can then select another method of application.