Guide to completing the Tier 4 student online application from overseas

We have dealt with the most common questions that students ask us in this guide. However, please email immigration@sussex.ac.uk if anything is unclear or you have additional questions.

You will need to register for an account first at:

https://www.visa4uk.fco.gov.uk/

You would generally choose “Apply for Myself”.

If you have dependants who want to apply for Tier 4 dependant visas you would need to complete separate applications for each individual by selecting “Apply for someone else”.

Important Information

Supporting Documents

Please click on the link below to help you decide which documents will be useful in supporting your visa application.

Guide to supporting Documents.

False documents

It is better to explain why you do not have a document than to submit a false document with an application. Your application may be refused and you may be banned from traveling to the UK for 10 years if you use a false document, lie, or withhold relevant information. You may also be banned if you have breached immigration laws in the UK.

Travelers to the UK who produce a false travel document or passport to the UK immigration authorities for themselves and/or their children are committing an offence. If you are found guilty of this offence, you face up to two years in prison or a fine (or both).

FAQ’s

Please click on the link below for help with common problems.

Eg: What is the process to extend my visa?

General Visa Information and Guidance

Please click on the link below for help in selecting the correct visa.

Eg: Visa and Immigration website
If you are under 18 on the date of your application you will be asked more questions on the form about your accommodation and care in the UK. Please contact us at immigration@sussex.ac.uk if you have any questions.

Please note you can only apply for the visa up to 3 months before the course start date stated on your CAS.

You can only travel to the UK as follows:

- For courses of 6 months or more or for a pre-sessional course – 1 month before the course start date
- For course of less than 6 months – 1 week before the course start date

Also, due to the new system for issuing visas from overseas (see Receiving your visa) your 30 day visa to enter the UK will be granted starting one month before the course start date specified on your CAS or 7 days before the date of intended travel you state here, whichever is later.

The online form asks you to specify which type of Tier 4 application you are making:

- Tier 4 (General): for most applications
- Tier 4 (sponsored): for applicants with an official financial sponsor. This DOES NOT include using your parent’s/legal guardian’s money. An official financial sponsor is the UK Government, your home government, the British Council or any international organisation, international company, university or an Independent School. Please contact us if you are unsure whether your sponsor meets these requirements
- Tier 4 (Chevening, Marshall and Commonwealth Scholars Only) Student: for applicants with a Chevening Scholarship or Fellowship, a British Marshall Scholarship, a Fulbright Scholarship, or a Commonwealth Scholarships and Fellowships Plan
This is the order of the application process.
Please click on “Go to application” to begin the process.
When you have completed everything you will go on to BRP collection, book an appointment and pay. It is important that you have all your supporting documents ready before you submit the application, including a TB certificate if necessary (see visa application documents).

You need to complete each section correctly before submitting. You can save your application at any point and come back to it by logging in again.

You will usually need at least 6 months remaining on your passport validity and ideally it should be valid for the whole duration of your course at Sussex (so you will not need to renew it when overseas). You will also need blank pages in your passport for the visa.
Please enter your UK accommodation address if you know it. If you don’t yet have one you can enter the University of Sussex main address:

University of Sussex, Sussex House, Southern Ring Road, Falmer, Brighton, BN1 9RH

Tel: 01273 606755

You will normally be applying in the country of your nationality. However, if you are currently residing in another country (for work or study maybe) it may be possible to apply from there. Please see the following link for guidance:

https://www.gov.uk/government/publications/where-to-apply-ecb05/ecb5-where-to-apply-the-policy

Please note it is not possible to apply from another country if you are there on a tourist visa.

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Please enter your UK accommodation address if you know it. If you don’t yet have one you can enter the University of Sussex main address:

University of Sussex, Sussex House, Southern Ring Road, Falmer, Brighton, BN1 9RH

Tel: 01273 606755

You should enter your address in your home country here (or the address where you are living in a different country if you qualify to apply from there).
This is asking if you have ever applied from within the UK for a visa.

You will only have a national insurance number if you have worked in the UK before.

You should answer this question honestly and give details of any criminal convictions. Page 8 (Good character) of the *Naturalisation as a British citizen - a guide for applicants: guide AN* gives an overview of the type of convictions you should include. This guidance is aimed at those applying for British nationality, but the information about criminal convictions is relevant to those applying for a visa.

<table>
<thead>
<tr>
<th>Travel and Criminal History</th>
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<tbody>
<tr>
<td>Have you been issued any visa for the UK, UK Overseas Territories or Commonwealth Country in the last 10 years?</td>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Have you ever travelled to the UK in the last 10 years?</td>
<td>Have you ever travelled to the UK in the last 10 years?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Have you made an application to the Home Office to remain in the UK in the last 10 years?</td>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Have you been refused entry to the UK in the last 10 years (for example at a UK airport or seaport)?</td>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Have you been refused a visa for any country, including the UK in the last 10 years?</td>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Have you been deported, removed or otherwise required to leave any country including the UK in the last 10 years?</td>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Have you ever voluntarily elected to depart the UK?</td>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Have you, or have you been subject to, an exclusion order from the UK?</td>
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<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever travelled outside your country of residence, excluding the UK, in the last 10 years?</td>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Have you ever been issued with a UK National Insurance Number? E.g. QO 123456A</td>
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<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been convicted of any criminal offence in the UK or any country?</td>
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<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been arrested and charged, or found guilty of an offence in any country, and are awaiting, or are currently on trial?</td>
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<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been involved in, supported or encouraged terrorist activities in any country? Have you ever been a member of, or given support to, an organisation that has been connected with terrorism?</td>
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<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever, by any means or medium, espoused views that justify or glorify terrorist violence, or that may encourage others to commit acts of terrorism or other serious criminal acts?</td>
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<tr>
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</table>

See here for a list of commonwealth countries: [http://thecommonwealth.org/member-countries](http://thecommonwealth.org/member-countries)

You would only answer yes if you have been refused a visa in the UK, not applied again or appealed the decision but opted to leave voluntarily.
You will need your CAS to complete this section. This will either have been emailed to you or is available through your online application account if you are a postgraduate student.

The University of Sussex sponsor license number is: P2W0CWJX9

Full address is:
University of Sussex, Sussex House, Southern Ring Road, Falmer, Brighton
Postcode: BN1 9RH
Tel: 01273 606755

This is your educational sponsor so write University of Sussex.

Please refer to your CAS for this section and enter the details exactly as they are on the CAS.

Use the same address for the university as above.
If you are applying to extend your visa and are part way through your Sussex course and in the evidence section of your CAS it states “Suitability has been assessed on academic progress”, you can answer yes to this question. In the box below you should write “assessed on progress on current course”.

All other students (including new students) should answer No. In the evidence section of your CAS it will list the qualification used to gain admission onto your course. You will need to provide this original certificate or official transcript with your application (unless you qualify to show fewer documents—see visa application documents).

Your CAS will state whether you require an ATAS certificate. Further details here: [http://www.sussex.ac.uk/international-support/immigration/atas](http://www.sussex.ac.uk/international-support/immigration/atas)

This question only appears if you answer No to the course fees question.

If relevant, answer yes.

Financial sponsorship is where you are given money to cover some or all of your course fees and/or living costs. An official financial sponsor is the UK government, your home government, the British Council or any international organisation, international company, university or an Independent School. If you answer yes to this question you will need to give details of how much money the sponsor is paying towards your course fees and/or living expenses (maintenance). You need to include an original sponsor letter with your application unless you qualify as a low risk national or Sussex is your sponsor (in which case scholarship details will be included on your CAS). Please note that US Federal Loans are not considered financial sponsorship as they are loans.
Money can be held in your name or your parent/legal guardian’s name. If money is in your parent/legal guardian’s name you should answer “no”.

This should always be:
- 30 (CAS)
- 10 (Maintenance)
- 40 (Total)

This question is badly worded. Rather than “due for payment” is should say “still to demonstrate”.

After the information given above concerning payments already made to Sussex and financial sponsorship, do you still have money to demonstrate out of your total requirement (tuition fees PLUS maintenance)?

Unless you are receiving full financial sponsorship (which covers all tuition fees and maintenance), most students will answer “yes”.

Write the amount of course fees, maintenance (living expenses) and the total you still have to demonstrate here. You should deduct any payments already made to Sussex or financial sponsorship you are receiving (as you have detailed above) from this calculation. Please note you can only deduct up to £1265 paid towards University managed housing from the maintenance requirement.

For maintenance (living expenses), students need to show £1015 per month, up to a maximum of 9 months (£9135). See proof of funds for more details.

Please list the financial documents you are including with the application to demonstrate this money. This may be your own or your parent/legal guardian’s bank statements, or details of loans. Remember, if using your parent’s money you will need your original birth certificate and a letter from them. See Acceptable proof of funds evidence.

Incorrect financial documentation is the main reason for visa refusal. Please check the above link carefully and email immigration@sussex.ac.uk if you are unsure.

If you qualify under different document requirements for some nationals you do not need to provide any financial documentation with your application and should write “Evidence is not required under guidance but held by applicant”.

Points Claimed
- Confirmation of Acceptance for Studies
- Do you have fees?
- Maintenance
- Total
- Total Points

Confirm Application
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 the postcodes you entered for your residential address and the University address. 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.

If your visa is for less than six months, it is issued as a vignette (sticker) in your passport. Make sure you check the end date on your visa is correct.

If your visa is for longer than six months, you receive a 30-day vignette (sticker) in your passport which will allow you to enter the UK. When you arrive in the UK, you collect a biometric residence permit (BRP). This is your visa.