



HOW TO MAKE A TIER 4 APPLICATION IN THE UK

1. DOES YOUR COURSE REQUIRE ATAS?



Apply online for ATAS at least 8 weeks prior to your visa expiry date. Check if ATAS is required by visiting:

<https://www.gov.uk/academic-technology-approval-scheme>

2. PREPARE FUNDS

At least one month in advance of your visa expiry date make sure you have the relevant sum of money in a bank account in your or your parent's name. Find out how much you will need to demonstrate here: <https://bit.ly/2EAMcEw>



3. CREATE AN ONLINE ACCOUNT ON THE UKVI WEBSITE



Go to <https://visas-immigration.service.gov.uk/product/tier-4-student> and click on the 'Apply Now' button to begin the application.

For guidance on completing the application please refer to our website <https://bit.ly/2HyPBJx>

Do NOT click and confirm on the Declaration page or pay until you have had your application and documents checked by an adviser..

4. SUPPORTING DOCUMENTS

Collect any outstanding documents (eg. original Bank Statement and/or Scholarship Letter).



5. ATTEND A VISA APPLICATION CHECK APPOINTMENT



Attend an International Student Support visa extension appointment and bring your passport, photos and supporting documents. The adviser will check your online form and documents.

6. At your appointment you will complete your payment and submit the application online with the help of an adviser.



7. BIOMETRICS

Have your biometrics (fingerprints and photograph) taken at an appointment at a visa application centre. Appointment is made during the online application submission.

8. We will contact you to collect your new BRP card and any supporting documents from the International Student Support Office once they have been returned to us.



DOCUMENT CHECKLIST

- Passport (s)
- Biometric Residence Permit (if applicable)
- Police Registration Certificate (if applicable)
- ATAS Certificate (if required)
- Scholarship Letter (If applicable)
- Original evidence (final transcript / degree certificate) of previous qualifications, as listed on CAS (if applicable)
- Bank Statement as proof of funds held in a UK or overseas bank account for at least 28 days.
- If you are using parents bank statements you will need additional documents: birth certificate, letter from your parent(s)

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