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/2EAMxEw

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/2HyP8Jx
   Do NOT click and confirm on the Declaration page or pay until you have had your application and documents checked by an adviser.

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

4. 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.

8. BIOMETRICS

Have your biometrics (fingerprint and photograph) taken at a designated Post Office as advised by letter from the Home Office.

9. We will contact you to collect your passport, ID card and documents from the International Student Support Office once they have been returned to us.

**DOCUMENT CHECKLIST**

- Passport (s)
- 2 recent passport size photos (cream/light grey background NOT white!!!)
- 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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