TIER 4 (GENERAL) STUDENT VISA APPLICATION

GUIDE TO COMPLETING THE ONLINE FORM

This guide is to help applicants aged 18 years or over apply for their Tier 4 student visa.

Step 1 Register for an account at www.visa4uk.fco.gov.uk

Step 2 Follow the link that will be sent to your email and log in

Step 3 Click on **Apply for Myself**

Step 4 Read the guidance, then click on **Continue**

Step 5 Complete the **Applicant Details** section, including your passport details and your intended date of travel

Step 6 Complete the **Select Visa Type** section.

- The Reason for Visit is 'Study'
- The Visa Type is 'PBS Tier 4 Student'
- The Visa Sub Type is 'Tier 4 (General) Student'

Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit	Study
Visa Type	PBS Tier 4 Student
Visa Sub Type	Tier 4 (General) Student

To apply for this visa you must hold a valid Confirmation of Acceptance for Studies (CAS) Further information can be found at: www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk/

Visa Confirmation Question(s)

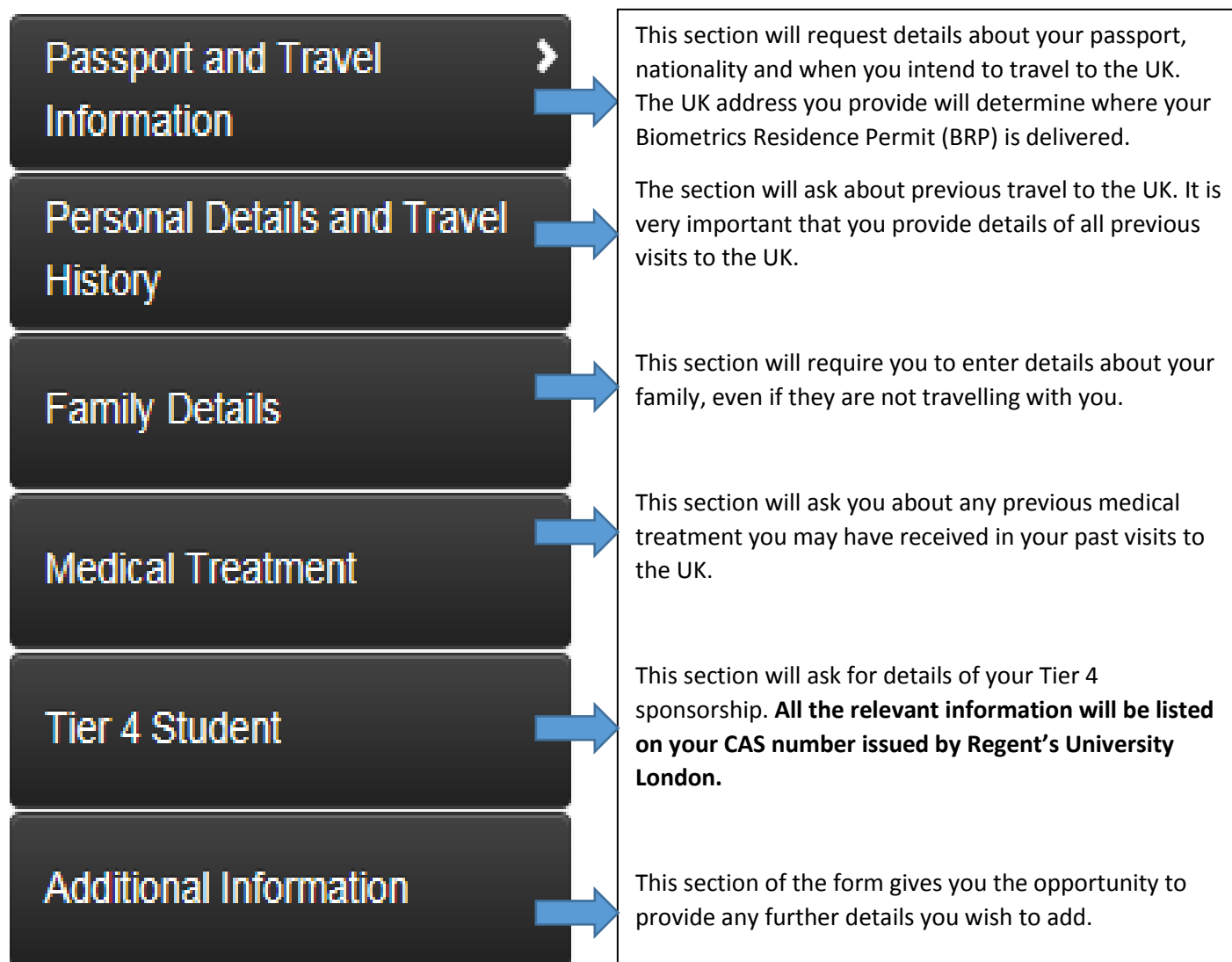No confirmation questions are required.

Create Application

Step 7 Click on **Create Application**. Make a note of your unique application reference and complete each section of the form.

The following links will help guide you completing the relevant sections on the form:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/273841/vaf9-guidance.pdf

www.gov.uk/government/uploads/system/uploads/attachment_data/file/540421/T4_Migrant_Guidance_July_2016.pdf

Step 8 Complete each section of the application. Please ensure you save the form regularly.

Passport and Travel Information	This section will request details about your passport, nationality and when you intend to travel to the UK. The UK address you provide will determine where your Biometrics Residence Permit (BRP) is delivered.
Personal Details and Travel History	The section will ask about previous travel to the UK. It is very important that you provide details of all previous visits to the UK.
Family Details	This section will require you to enter details about your family, even if they are not travelling with you.
Medical Treatment	This section will ask you about any previous medical treatment you may have received in your past visits to the UK.
Tier 4 Student	This section will ask for details of your Tier 4 sponsorship. **All the relevant information will be listed on your CAS number issued by Regent's University London.**
Additional Information	This section of the form gives you the opportunity to provide any further details you wish to add.

Key tips for completing the form

What is the main address and contact details of where you will be staying whilst in the UK?

Enter the postcode below and click on 'find address'.

UK Postcode: [_____] Find Address

[--- Please enter a postcode --- ▼]

Name of Person / Hotel [_____]

Line 1: [_____] *

Line 2: [_____]

Line 3: [_____]

Line 4: [_____]

Postcode: [_____]

Primary contact no: [_____] *

Secondary contact no: [_____]

Email: [_____]

If you have not yet secured accommodation in the UK when completing this part of the form, we strongly recommend that you list:

**Regent's University London
Inner Circle
Regent's Park
London
UK Postcode: NW1 4NS
Contact number: 020 7487 7700**

Sponsor

Give your Tier 4 Sponsor's licence number

[_____] **NV71MM1N4**

What is your Tier 4 Sponsor's Licence Number?

What is the name of your sponsor?

[_____] * **Regent's University London**

What is the name of your sponsor?

Please ensure you refer to your CAS letter when completing this form

Studies

What is your Confirmation of Acceptance for Studies Number?	What is your Confirmation of Acceptance for Studies Number?
[_____] *	
What is the title of your course?	What is the name of the course?
[_____] *	
What is the level of the course and qualification?	What level of qualification is expected?
[_____] *	**This is the NQF Level stated on your CAS**
Start Date of course	When does the course begin?
[_____] 🗓 *	
End Date of course	When is the course expected to finish?
[_____] 🗓 *	
Have you already started studying this course?	Have you already started studying this course?
○ Yes ○ No	
What is the address of the main site of study?	Please enter details of the address and contact details of your place of study. You must enter at least one contact phone number
Enter the postcode below and click on 'find address'. UK Postcode: [_____] Find Address --- Please enter a postcode --- ▼	

Maintenance and Fees

How much are the fees for your course of study?

Have any of your course fees been paid?

-- Select -- *

Have any of your accommodation fees been paid to your sponsor?

-- Select -- *

The course fees and the amount payable must match what is stated on your CAS letter.

If you make a payment after your CAS is issued, you must inform us and we will update the CAS online.

Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor?

○ Yes *
○ No

If you are financially sponsored by your government, an international company, or University, tick 'Yes', otherwise tick 'No'. Your parents do not count as a UKVI official sponsor.

Do you have any remaining fees and maintenance still due for payment?

○ Yes *
○ No

Do you have money in your own name?

○ Yes
○ No

If the money is in your own bank account, you must tick 'Yes'. If the money is in your parent's bank account, you must tick 'No'.

Points Claimed

Confirmation of Acceptance for Studies

Maintenance

Total

30 points for the CAS

20 points for a CAS number

The total = 40 points

Once you are ready to submit your application, you will be prompted to:

- Complete an online declaration
- Enter a code for the delivery of your visa (see below)
- Book an appointment at your nearest visa application centre or UK Embassy
- Pay the Immigration Health Surcharge
- Pay for the application online
- Print your own record of the application

IMPORTANT

You will be asked to enter a code for the delivery of your visa, which will be in the form of a Biometric Residence Permit (BRP) card (see screenshot on the next page). You must enter the correct code to ensure that your BRP card is delivered to Regent's University London, where you will collect it on arrival.

The University ACL code is **2HE957**

The screenshot below shows where you must enter the code for the delivery of your Biometric Residence Permit (BRP) card.

- Please ensure you enter the correct code, so that the BRP card can be safely delivered to the University
- The unique Regent's University London ACL code is: **2HE957**

If you have any questions about the online visa application form, please contact CAS@regents.ac.uk