Applying for a Student visa from within the UK

- Since 5th October 2020 the ‘Tier 4 General’ visa has become the ‘Student visa’

- The earliest you can apply for a Student visa is 3 months before your course starts. You must apply before your current visa expires and your new course must begin within 28 days of your current visa expiring. You’ll usually get a decision within 8 weeks. You should not travel outside the UK while you are waiting for a decision on your visa unless you want to withdraw your application.

- The process is to submit your application online, pay the immigration health surcharge fee, biometric enrolment fee (currently £19.20) and the application fee. Once you have submitted the online application you will be directed to Sopra Steria’s website to upload your documents.

- You may be able to book an appointment at a UKVCAS core or enhanced service centre to give your biometric information. Depending on the availability of appointments and your current immigration status, you may be emailed by UKVCAS to download an app by which you can update your biometric information.

- Before you start your application, it’s important that you check you can apply from within the UK. For guidance, please refer to our Can I apply in the UK web page and contact ISAT if you are unsure.

- You will need your CAS number before you can submit your application. For guidance on how to get this, please go to our How to get your CAS web page. We advise that you refer to the information in your CAS document when completing your visa application. It’s important that what you include in the form matches your visa application

- EU Students- If you’re from the EU, Switzerland, Norway, Iceland or Liechtenstein and you started living in the UK on or before 31 December 2020, you can apply to the EU Settlement Scheme. If you’re coming to the UK from 1 January 2021, you’ll need to apply for a visa to study in the UK. The earliest date your Student visa will start from is 1 January 2021.

- Please use this document to help you complete the online visa application form and contact ISAT if you unsure about anything. You can access online the Student visa application form at the UKVI Student visa web page
Student visa

Contents

— Overview
— Your course
— Money you need
— Knowledge of English
— Documents you’ll need to apply
— Apply
— Your partner and children
— Extend your visa
— Switch to this visa

You’ll need your Confirmation of Acceptances of Studies (CAS) number before you start the application. Please see How to get your CAS on the ISAT website.

If you have been in the UK for less than 12 months you will need to show you have enough money to support yourself. For detail and guidance please see ISAT’s Financial evidence for a Student visa. If you have been in the UK for more than 12 months you will not need to show financial evidence but if your previous visa was not Tier 4 or a Student visa please check with ISAT to make sure you can switch from this visa in the UK.

Oxford Brookes University will have assessed your knowledge of English when they made you an offer for your course. You will need to provide the documents you used as part of your Oxford Brookes application with your visa application.

Please refer to our Supporting documents web page to make sure you have all the documents that are required.

If you are studying at postgraduate level on a course that is longer than nine months you can apply to have your dependants on your Student visa. Please see our Dependents webpage for more information.

Use this link if you are already on a Tier 4/ Student visa

Use this link if you are switching into the Student visa. You cannot switch into the student visa in the UK if your current visa is a

- Short term student visa
- Visit visa
- Parent of a Student Child / Tier 4 Student child visa
- Seasonal worker visa
- Domestic worker visa
- Leave outside of the immigration rules.
• Read the instructions on UKVI’s How to apply on the Extend or Switch to Student webpage

How we use your data
The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the Privacy Notice for the Borders, Immigration and Citizenship system. This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Click here to start your application

• You will be asked if you are currently in the UK-

Are you currently in the UK?

[ ] Yes  [ ] No

Save and continue  Cancel

You must be in the UK to complete this application, if you are not you should refer back to https://www.gov.uk/student-visa/apply to apply outside of the UK

• You will be asked to provide an email address which will be linked to your application. You will then be required to verify your email address by opening a link in the email that will be sent by noreply@visas-immigration.service.gov.uk. After you have verified your email address you can start the application form.

• You will then be asked if you have an Immigration Adviser in the UK.
You will be asked to enter your **name** exactly as it appears in your passport. If you do have a passport or travel document you can use a Biometric Resident Permit, immigration Certificate or birth certificate.

You will be asked to enter a first name and a family name. If you only have one name, click here and you will have the option to enter a single name.

- **I do not have both a given name and a family name**

Enter your name(s)

- Any other names
In addition to the names already provided, are you now or have you ever been known by another name?
You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

- Yes
- No

If you have been known by another name then you **must declare it** and you will be asked for further details. If you have been known by another name but can’t remember if you used it in a previous visa application please [contact ISAT](mailto:contact.ISAT@brookes.ac.uk).

- You will be asked for your **contact email address and telephone number** and whether these details can be used in the UK.

Provide your telephone number
Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. [Find out how to change your details here](mailto:contact.ISAT@brookes.ac.uk).

- I cannot be contacted by telephone

Where do you use this telephone number?
You can select more than one option

- [ ] For use whilst in the UK
- [ ] For use whilst out of the UK

**Can we use this email address to contact you?**

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a [biometric residence permit (BRP)](https://www.gov.uk/government/publications/biometric-residence-permits) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes. [Find out how to change your details here](mailto:contact.ISAT@brookes.ac.uk).

- Yes
- No

[Save and continue]([#](#)) [Cancel](#)
• You will then be asked for your postal address. This is where your new Biometric Residence Permit (BRP card) will be posted.

When you receive your BRP card it’s important that you check the information on it is correct.

Your BRP card will state the hours you are allowed to work, this should be either 20 or 10 hours per week depending on the level of your course.

Check the expiry date of your visa.

**Courses 12 months or longer** should get a visa that lasts until 4 months after the course end date.

**Courses from 6 up to 12 months** long should get a visa that lasts until 2 months after the course end date.

**Courses less than 6 months long** should get a visa that lasts until 7 days after the course end date - unless it is a pre-sessional course, in which case the visa should end one month after the course end date.

If you think you may not have been given the correct time, please contact ISAT.

• Once you have received your new BRP card, please send a copy of both sides of the card is issct@brookes.ac.uk immediately as the International Student Compliance Team need a copy of this to update your record.
• **Your relationship status**

What is your gender, as shown in your passport or travel document?

- [ ] Male
- [ ] Female
- [ ] Unspecified

What is your relationship status?  
- [ ] Single
- [ ] Unmarried partnership
- [ ] Married
- [ ] Divorced
- [ ] Widowed
- [ ] I am unsure of my current relationship status

Please give your relationship status even if you are not applying with your partner as a dependant.

'Single' means that you have never been married or in a civil partnership, and that you do not currently consider yourself in a relationship.

'Unmarried partnership' means that you currently consider yourself in a relationship but are not married or in a civil partnership.

• **Your nationality, country and date of birth**

Country of nationality  
If you have previous or additional nationalities, you will be able to add these later in the application.

Country of birth

Place of birth
Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth
For example, 31 3 2020
Day  Month  Year

If your place of birth is not given in your passport, enter the location that you know to be true. If you do not know this information you can enter ‘unknown’.
- **Your passport**

  Do you have a valid passport?
  Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

  [Circle] Yes [Circle] No

  **Passport number**
  
  **Issuing authority**
  On your passport this could also be referred to as 'country of issue' or 'place of issue'.

  **Issue date**
  For example, 31 3 2020
  Day  Month  Year

  **Expiration date**
  For example, 31 3 2020
  Day  Month  Year

  Confirm you can provide this passport
  [Circle] I can provide this passport if required

  [Save and continue]

- **Your identity card**

  Do you have a valid national identity card?
  This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

  [Circle] Yes [Circle] No

- **Your other nationalities**

  Do you currently hold, or have you ever held, any other nationality or citizenship?
  You must provide all the nationalities that you currently hold or have ever held.

  [Circle] Yes [Circle] No
Your current 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

‘Leave to remain’ is a visa granted in the UK

If you are extending your Tier 4 visa, select Tier 4

If you are switching from a different visa that is not listed in the drop down options you can click here to type in the visa you are currently on. You should also provide a covering letter to explain your situation. You will be able to upload this, along with your BRP, at the end of the application. ISAT can help you with this.

You cannot switch into the Student visa if you are currently on a Visit visa, Short term Student visa, Parent of a Student Child / Tier 4 Student child visa, Seasonal worker visa, Domestic worker visa or you have leave outside of the immigration rules.

This information will be in the front on your Biometric Residence Permit (BRP) card or in the vignette in your passport. If you do not have access to your card please contact ISAT as we have a record of these details

Revocation, cancellation or curtailment

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

- Yes
- No

This may apply to you if you did not complete a previous course or you have finished a course early, for example if you cancelled a placement.

You visa may have also been cancelled if you have been on approved or unapproved temporary withdrawal.

If you are unsure please contact ISAT. It’s important that you declare any previous cancelled visas.
- **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

*‘Leave’ means visa*

- **Time in the UK**

How long have you lived in the UK?

[ ] Year(s) [ ] Month(s)

*Enter the total time you have lived in the UK*

- **Parents** - you will need to provide your parents' detail. You’ll need to give details about both parents if you know them, if you can't provide all the details, complete as much as you can

  - **What if I do not have my parents' details?**

  - [ ] I do not know any details about my parents

  *If you do not know your parents details you will be able to tick a box to bypass this question*
- **Biometric Residence Permit**
  - Yes, I have a biometric residence permit
  - Enter your permit number
  - 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

  This is the number in the top right hand corner on the front of your BRP

- **National Insurance Number**
  - What is your current National Insurance number?
    - Example: QQ 12 34 56 C
  - I do not have a National Insurance number

  You will have needed to get a National Insurance number if you have worked part time in the UK

  This is not a mandatory document in the visa application so if you don’t have a National Insurance number this will not be a problem

- **Driving Licence**
  - You only need to answer yes if you have a UK driving licence. If you do you will need to provide the driving license number.
- **World travel history.** You will need to provide details if you have visited any of the counties you have visited that are not on the list. You will be asked for details of which countries, the reason for your visits and the dates you were in those countries.

Have you been to any other countries in the past 10 years?
Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

- Which countries are part of the European Economic Area (EEA)?

  - Yes
  - No

- **English Language Assessment**

  Have you provided evidence of your English language ability in a previous application?
  You must have provided evidence that you either:
  - scored level B1, B2, C1 or C2 on an approved English language test which assessed your reading, writing, speaking and listening skills
  - have a degree which was taught in English
  - have an English GCSE, A level or Scottish National 4 or 5, Higher or Advanced Higher qualification

  - Yes
  - No

  If you select no you will be asked the following:

  If you are on a visa where you previously had to meet the English Language requirement you must chose ‘yes’. You should not have to provide documents to show this as the Home Office will look at your previous application.
Do you have an English language or literature qualification from a UK school?  
This must be from a school you attended when you were under 18. You will need to provide your exam certificate.
You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.

- Yes  - No

If you select ‘no’ to the previous two questions, you should be answering ‘yes’ to the next question - If you are studying at a Higher Education Provider, 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.

- Yes  - No

Oxford Brookes University has a track record of Compliance so you should answer ‘yes’ to this question.
**Immigration history**

For either the UK or any other country, have you ever been:
- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

[Yes] [No]

Save and continue  Cancel

Save and continue

**Breach of UK immigration rules**

Have you ever:
- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

[Yes] [No]

Save and continue

It’s very important that you answer these questions honestly, as if you withhold information your visa will be refused. If you are unsure if these problems apply to a situation that you have been in please contact ISAT who will be happy to discuss this with you.

If you answer ‘yes’ to this questions you will be asked details on the next page. These details include of where you received the medical treatment and when you started and finished the medical treatment.

You do not need include prescriptions. The Home Office need to know if you have outstanding debt the National Health Service. If you have had to pay for treatment you will be asked if you have completed the payment. If you answer no to this questions please contact ISAT.

**Medical treatment in the UK**

Have you ever been given medical treatment in the UK?
For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment

[Yes] [No]

Were you told that you had to pay the hospital, clinic or doctor’s surgery for your medical treatment?
This does not include the Immigration Health Surcharge

[Yes] [No]

Save and continue
• **Public funds**

Have you ever received any public funds (money) in the UK?
This includes benefits for people on low incomes, such as housing or child benefits.

☑ Yes ☐ No

*Save and continue*

*Return to this application later*

- Show and edit answers

If you are on a student visa in the UK you are not entitled to public so you should be entering ‘no’. If you think you have received public funds in the past please discuss this with ISAT.

Council tax exemption (which students are entitled to) is **not considered** a public fund.

• **Local authority care** – If you answer ‘yes’ to this question you will need to provide a letter from your local authority with your application confirming that you are living in their care. If you do not provide a letter with your application, it may be rejected as invalid. If you book a premium appointment, you must bring this letter to your application.

• **Convictions and other penalties**
On the next three pages you will be asked if you have had any involvement or been suspected of involvement in war crimes, terrorist activities, terrorist organisations or hold any terrorist views. Please answer these questions honestly as your visa application will be refused if you are found to have withheld any information. If you have any questions or concerns please contact ISAT.

You will be asked questions relating to you being a person of good character. You will be asked to declare any involvement you have in activities that would indicate if you are not a person of good character. Again it is important to be honest and contact ISAT if you are unsure how to answer.

You will be asked about your employment history. If you have worked (either paid or unpaid) for any of the types of organisations listed you will be asked you give details. Make sure you are honest in your answers. If you have not worked for any of the listed organisations you can tick ‘I have not worked in any of the jobs listed above’. It’s very important that you answer these questions honestly as if you withhold information your visa will be refused. If you are unsure if these problems apply to a situation that you have been in please contact ISAT who will be happy to discuss this with you.
• **Sponsor license number and address** - this information will be on your CAS document.

![Sponsor license number and address form]

- **Sponsor licence number is V2244NC83**

- **Our address is:**
  - Oxford Brookes University
  - Gipsy Lane
  - Oxford
  - OX3 0BP

• **Place of study**

![Place of study form]

- Oxford Brookes University is a Higher Education Institution with a track record of compliance
• **Primary site of study**

Is this the site where the majority of your study will take place?

- [ ] Yes
- [ ] No

If you are studying at Headington campus select yes.

If you are studying at Wheatley, Harcourt or Swindon campus you will need to select no and enter the relevant addresses.

If you are not sure of these details please contact ISAT

• **UCAS details**

Did you apply for your course through UCAS?

- [ ] Yes
- [ ] No

What is your UCAS personal identification number?

[123456789]

If you applied for your undergraduate course using the UCAS website (UCAS has nothing to do with your CAS) you can select ‘yes’ and enter your number.

For most postgraduate or foundation courses you will not have applied through UCAS.

▶ What is UCAS?
• Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can find out if you need an ATAS certificate here.

Do you need to obtain permission from the ATAS?

☐ Yes  ☐ No

Save and continue

If you need an ATAS certificate this will be indicated on your CAS document. If you do need to obtain permission from ATAS you will need to apply for a certificate before applying for your visa. Please see the Home Office guidance applying for an ATAS certificate. You will need to provide this certificate as part of 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

Save and continue

ATTENTION: If in the last 12 months, you have completed a course of study in which you received a scholarship or sponsorship from a Government or international sponsorship agency, you need to get a letter from that sponsor that confirms they give their consent for you to extend your immigration permission in the UK. If you do not provide this letter with your application it may be refused.

What is an official financial sponsor?

An official financial sponsor will be one of the following:

- The British government
- The government in your home country
- An international organisation
- The British Council
- An international company with a trading presence in more than one country (contact ISAT if you are not sure)
- A university
- An UK independent school

Save and continue

Return to this application later
**Future 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 being wholly sponsored by an official financial sponsor how will you prove this?

- My Tier 4 sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship
- I am not being wholly sponsored

A ‘scholarship’ from Oxford Brookes (for example the International student scholarship) is **not the same as an official financial sponsor**. If you are being funded by an official financial sponsor you will need to have a letter confirming this. Details of the information this letter should include are given on our [financial evidence for a Tier 4 application](#) web page.

**Course information**

Name of sponsor institution (school/college/university)

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course. If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

Are you going to be a student union sabbatical officer?

- Yes  
- No

This is not the same as ‘official financial sponsor’. Your sponsor institution will be Oxford Brookes University.

You CAS document will show the qualification level you will get.

Undergraduate = RQF6/SCQF9/10

Masters = RQF7/SCQF11

PhD = RQF8/SCQF12

Your CAS will give your RQF not SCQF level, please make sure you give the correct RQF level here.
• Course dates

Course start date
Provide the start date of your main course of study, but do not include any other courses you may be taking before.
Enter date in the format DD MM YYYY
Day Month Year

Course end date
Day Month Year

You will find this information on your CAS document.
Please make sure you enter the original start date of your course.

• Doctorate Extension Scheme

Are you applying for the Doctorate Extension Scheme?
The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur.

☐ Yes  ☐ No

You can only apply for the Doctorate Extension Scheme (DES) if you have completed a PhD.
If you have completed a PhD and are applying for DES, please make sure you have discussed your application with ISAT and you are applying at the right time.

Save and continue
**Accommodation payments**

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

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance here.

- Yes
- No

If you have not paid Oxford Brookes any money for accommodation, select no.

Oxford Brookes is your Tier 4 sponsor, so if you have paid Oxford Brookes directly for accommodation in any of the University halls you can select yes.

The most money you can show is £1265, the amount you have paid will be indicated on your CAS. You can subtract any accommodation payments from the amount you need to show for your maintenance costs up to £1265.

How much has been paid?

£1275

How can you prove this amount has been paid?

- My sponsor has confirmed this information on my CAS
- Receipts

You will need to provide receipts of any accommodation payments you have made.

**Course fees**

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£12000

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

- Yes
- No

Your CAS should show the figure for your Tuition fees.
**Student loan**

Are any of the maintenance funds required for this application in the form of a student loan?
- [ ] Yes
- [x] No

**Maintenance funds**

This will be £1023* for each month of your course up to nine months (unless you are applying for the Doctorate Extension Scheme for which you £2046)

Please refer to [ISAT’s financial evidence for a Student visa application](#) website for details on what documents you need to provide as evidence. Please contact ISAT to have your documents checked before you submit your visa application.

If you have already made a tuition fee payment or you have paid a deposit you can select yes and enter the amount you have paid below.

Make sure this is indicated on your CAS. If it isn’t please contact ISAT as your CAS will need to be updated.

This refers to a loan from a UK Student Loan company. Most international students are not eligible to apply for one of these. Please select no.
You must show that you have enough money to cover your course fees and living costs. Read the guidance document to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

- [ ] Yes
- [x] No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

- [ ] Yes
- [ ] No

How can you prove they are your parent(s) or legal guardian(s)?

- [x] Birth certificate
- [ ] Adoption certificate
- [ ] Court document

If your financial evidence is in your name select ‘yes’

You can only show financial evidence in yours or your parents/legal guardians’ name so only select ‘yes’ if you are using your parents/legal guardians’ funds

You will need to provide this proof as part of your financial evidence, please check with ISAT to make sure that it meets UKVI requirements.

Your Confirmation of Acceptance of Studies number

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

- [x] Yes
- [ ] No

Confirmation of Acceptance for Studies reference number

This is combination of 14 letters and numbers that you will find in the first section of the document. You should copy and paste this code into the online form to avoid error.

If you have not yet received your CAS please see your How to get your CAS web page

Continuing students will need to have had their financial evidence checked by ISAT before they receive their CAS.
Applicant(s)- You can now check and edit your answers and you will have the option for you add dependants to your application.

Documents- You will now need to give details about the type of evidence you are using.

If you are a nationality that qualifies for the differentiation arrangements you will not be asked to provide financial evidence with your application. To check if you are from a country that qualifies for these arrangements please see [Differential evidence requirements on the Home Office Appendix ST: Student web page](https://www.homeoffice.gov.uk). However, make sure you are have access to documents showing you have the required amount of money as you could be asked by the Home Office for this information as part of a 'spot check'. Your application could be refused if you are not able to provide the required documents.

If you are not from a country that qualifies for the differentiation arrangements and you have been in the UK for less than 12 months you will need to have your financial documents checked by ISAT before getting your CAS. Please make sure you are using the same documents you have had checked by ISAT.
The following guidance is for students who do not qualify for differentiation arrangements and need to provide evidence of finances and qualifications and have been in the UK for less than 12 months

- **Documents showing the required maintenance funds**

  Are all of the maintenance funds required for this application in a bank account with your name on it?
  - [ ] 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

If you are using your parents’ funds as your financial evidence select ‘yes’ here and indicate that you can show you have their permission and you can prove your relationship with them. If you cannot, please contact ISAT.

- **Documents- you will then be asked to confirm the mandatory documents you will provide for your application**

  You will be able upload copies of these documents later in the application. You can provide originals or copies. **All passports must be originals**
Verification Consent

You will be asked to provide other documents depending on the answers you gave in your application.

This list may not include the financial evidence you need to provide if you have been in the UK for less than 12 months, or if you do not qualify for the differentiation arrangements. However, you will still need to upload these at the end of the application.

You may need to provide a Police registration certificate. Please see our Police Registration web page to find out if you are from a country where this is required. On this page you will also find details on how to update your certificate.

You will need to download and complete this form to give permission for the Home Office to request verification checks on the financial evidence you provide with your application.

You will need to sign part 1

If you are using evidence of joint bank account, the other bank holder will need to sign part 2

If you are using your parents bank statements, they will need to sign part 3
You will be asked to confirm you understand the conditions of a Student visa. We recommend you use the information on UKCISA’s Protecting your Student status web page to familiarise yourself with these conditions.

This is a legal declaration so you should make sure that the answers you have given are truthful throughout the visa application.
• You will then be given the opportunity to check your answers before you continue to the next section.

• **Immigration Health Surcharge (IHS) -** You will now be redirected to the IHS payment site. You will be asked to review your answers from your application and add additional information.

  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 and pay for 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.

<table>
<thead>
<tr>
<th>Your details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applying from UK</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Staying in Isle of Man, Jersey or Guernsey?</strong></td>
<td>Add where you are planning to stay</td>
</tr>
<tr>
<td><strong>Full name</strong></td>
<td>Example Student</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td></td>
</tr>
<tr>
<td><strong>From</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Visa route</strong></td>
<td>Tier 4</td>
</tr>
<tr>
<td><strong>Visa type</strong></td>
<td>Tier 4 (General)</td>
</tr>
<tr>
<td><strong>Course start date</strong></td>
<td>Add your course start date</td>
</tr>
<tr>
<td><strong>Course end date</strong></td>
<td>Add your course end date</td>
</tr>
<tr>
<td><strong>Continuing course</strong></td>
<td>Add whether you are continuing a course</td>
</tr>
</tbody>
</table>

  *‘Are you applying to stay in Jersey or the Isle of Man?’ **Select NO**
  
  *‘Are you applying in the UK?’ **Select YES**

  Enter the course start and end dates given on your CAS.
The amount you need to pay for your Immigration Health Surcharge will then be calculated and you will need to make this payment to proceed with the visa application.

If you believe you have been overcharged then please contact ISAT as they can help you get a refund.

You will then need to pay for your visa application.
Once you have completed the payment you will be prompted to ‘Save and continue to final tasks’
This will take you to the ‘Sopra Steria’ website which is the appointment booking service for UK Visa and Citizenship Application Service Centres.

Once you have submitted and paid for your application you will need to set up an account with ‘Sopra Steria’ to access the booking system and book your appointment.

You will receive an email from Sopra Steria with a link to their appointment website and a unique access code. If the email does not arrive, check your junk mail folder.
Create a password to set up an account

Set up your account

Enter the access code and choose a password to set up your account.

Access code
Enter the 8-digit access code that was emailed to you:

Verified Access Code

Password
Passwords must be at least 8 characters and contain at least 1 uppercase character, 1 lowercase character, and 1 number:

Password:

Re-enter password:

Log in to your account

Email address

Password:

Login

Remember to accept cookies or you will not be able to proceed.
Due to delays caused by COVID-19, it is likely you will not be able to book an appointment. You may find that there are ‘no available appointments’ when you search. Make sure you check all the locations near you (Croydon, Birmingham, Reading) for any available appointments.

If you are able to book an appointment please see our [How to apply in the UK](#) web page for information about what will happen at your appointment.

If you are not able to book an appointment you will be contacted by UKVCAS and they will let you know if you are eligible to submit your biometric information using the UK Immigration: ‘ID Check’ app, meaning that you will not need to attend an appointment in person.

It is likely that you will be invited to use the UK Immigration: ‘ID Check’ app if you have already been granted a visa in the UK.

If you are not able to book an appointment, or have not been contacted by UKVCAS to use the UK Immigration: ‘ID Check’ app within 2 weeks of submitting and paying for your visa application please contact ISAT and we can make an enquiry with UKVI about the status of your application.

If you made an in time application then you are legally permitted to remain in the UK while you wait for an appointment and the decision of your visa application.
• Document upload

Click on ‘Document upload’ to upload the documents you listed in your application. These will be listed in the checklist you can download after submitting your visa.

The mandatory documents will be Proof of Identity (your most recent BRP) and Proof of Application (your passport).
You can upload the rest of the documents listed on the checklist under ‘optional documents’.

- Residence in the UK
- Finances

Upload a file
Choose file | No file chosen

Description (optional)
For example, year or other description

My uploaded files
Birth certificate.pdf
Parent cons... letter.pdf
Finance Document 2.pdf
finance document 1.pdf

Birth Certificate
Parents consent letter
HDFC Fixed Deposit 2
HDFC Fixed Certificate 1

Qualifications that you would have provided to get your CAS (e.g. certificates or transcripts) should go under ‘Educational’. If you are not sure, these should be listed in the document you were sent that contained your CAS.

Financial evidence such as bank statements and can go under finances. If you are using your parents’ funds, your birth certificate and parental consent letter can also go here.
If you are unsure where to upload other documents that are included on your checklist please [contact ISAT](#).

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Residence in the UK</td>
<td></td>
</tr>
<tr>
<td>Finances</td>
<td>UPLOADED 4 FILES</td>
</tr>
<tr>
<td>Proof of Business</td>
<td></td>
</tr>
<tr>
<td>Life Events</td>
<td></td>
</tr>
<tr>
<td>Medical Information</td>
<td></td>
</tr>
<tr>
<td>Sponsors / Employment</td>
<td></td>
</tr>
<tr>
<td>Educational</td>
<td>UPLOADED 5 FILES</td>
</tr>
</tbody>
</table>

When you have finished you should be able to see the total number of files uploaded.