

Applying for a UK Student visa:

A guide for students and parents

In order to be able to come to the UK, students will need to apply for a [Tier 4 visa](#). There is a lot of information available online; however, for updates and process information we advise parents and students to only follow advice from these webpages:

- [UK Government - General Student Visa \(Tier 4\)](#)
- [UKCISA \(UK Council for International Student Affairs\) – Student Immigration](#)

Step by step application guide

1

Collect all the necessary documents

See the UK Visa Document checklist below for information and use it to keep track of the documents that you will need to submit in support for your application.

2

Complete the [Online Application Form](#)

The University of Salford has created a useful guide on [how to complete the application form](#). All applicants should also read the [Home Office's Tier 4 policy guidance](#) before applying.

Please ensure all the information is correct before submitting. The earliest students can apply is 3 months before the start of their course.

3

Make payment of the application fee and Immigration Health Surcharge (IHS)

It costs £348 to apply for the visa from outside the UK.

All international students will be required to pay a healthcare fee which allows them to access to the National Health Service (NHS) in the UK. The IHS is payable as part of the online application. Find out how much you will have to pay: <https://www.gov.uk/healthcare-immigration-application/how-much-pay>.

4

Book an appointment at a Visa Application Centre (VAC)

At the appointment, students will need to submit all supporting documents that show their eligibility to apply. Students will also be asked to provide their biometric information (fingerprints and photograph).

Find the closest Visa Application Centre (VAC) <https://www.gov.uk/find-a-visa-application-centre>. Note that some VAC's may charge an additional fee for their services.

Students may be asked to attend a credibility interview as part of their appointment. They will be notified of this prior to the appointment. It is important to prepare well for the interview - [click here](#) to read more about the credibility interview and some [common interview questions](#) collated by the University of Sheffield.

5

Students receive their visa and arrange for travel to the UK

You will receive a letter with the outcome of your application. More information on what happens next can be found [here](#). Make sure you are aware of the [visa decision waiting times](#) at your VAC.

6

Collect your [Biometric Residency Permit \(BRP\)](#)

Following arrival in the UK, students will need to collect their BRP from the collection point that was selected during the application. This is the ID card they will then be using to prove their identity during their stay in the UK. Students must collect this within 10 days of arrival, or before the vignette sticker in their passport expires. The Universities will help students collect their BRP – please check emails regularly!

Important weblinks:

UK Government – General Student Visa (Tier 4): <https://www.gov.uk/tier-4-general-visa>

UKCISA – Student Immigration: <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-immigration-the-basics>

Online Application Form: <https://visas-immigration.service.gov.uk/apply-visa-type/tier4>

University of Salford – How to complete the application: <https://www.salford.ac.uk/askus/immigration-visas/before-you-arrive/applying-for-a-visa-from-outside-the-uk>

University of Sheffield - common credibility interview questions: <https://www.sheffield.ac.uk/ssid/immigration/tier-4-application/outside-uk/credibility-interviews>

Visa Documents Checklist

IMPORTANT! Please visit <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements> to find out about the right format of all the documents below. This is extremely important as evidence in the wrong format will result in visa rejections.

Document required	Timeline	Tick here when your document is ready ✓
<p>CAS - Confirmation of Acceptance for Studies Universities will issue the CAS electronically after the student's offer has been made unconditional. The CAS letter will include the CAS number which students need to provide as part of their online visa application.</p> <p>Universities will contact students via email with information on how to obtain a CAS. Students may be required to provide copies of their passport and/or school certificates and transcripts. Some universities require students to pay a deposit.</p> <p>Remember that NCUK and your Student Counsellor at the Study Centre will help you to request the CAS from universities!</p>	<p>July/August Please get in touch with the Study Centre or NCUK directly if you think the process is taking too long.</p>	
<p>A valid passport A blank page is needed in the passport for the visa. The passport will need to be valid for at least 6 months after the start of the course.</p>	<p>September - January</p>	
<p>NCUK Final Certificate Final certificates and transcripts will be provided by the NCUK Study Centres.</p>	<p>July/August</p>	
<p>Evidence of qualifications listed on your CAS You will need the original as well as an official English translation of your documents (stamped by an official translator).</p>	<p>January- June</p>	
<p>Evidence that you meet the English language requirement For most students, this will be their NCUK certificate and transcript, showing their EAP/EAPPU as proof of English.</p> <p>If students are using WASSCE/WAEC/KCSE/IELTS or any other English proof agreed with NCUK and the university, they will need to bring the original certificate/slip with them to the appointment.</p>	<p>July/August (for students using EAP/EAPPU) December – June (for students using alternative qualifications)</p>	
<p>Proof of Funds Students need to prove that they have enough funds to pay for the first-year tuition fees and living costs (also called <i>maintenance cost</i>).</p> <ul style="list-style-type: none"> This money must be in the student's or parents' bank account for at least 28 consecutive days. The bank account must be a current or savings account (NOT A BUSINESS ACCOUNT) The balance must always be above the amount students must demonstrate (be vary of currency fluctuations if the money is kept in a different currency and make sure to keep more to allow for sudden dips in the exchange rate). <p>If a personal bank account is used that is not in the student's name (parent's or guardian's name or names), evidence of their relationship to the student must also be presented at the appointment.</p> <p>More details can be found on UKCISA: https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements#layer-3004 Link to a useful immigration factsheet from the University of Huddersfield: https://www.hud.ac.uk/media/assets/photo/international/immigration/Factsheet-Self-fundedstudents.pdf</p>	<p>July/August The money will need to be in the account for at least 28 consecutive days.</p> <p>The bank statement you use to provide prove of funds cannot be older than 31 days at the day of the visa appointment.</p>	

Visa Documents Checklist

<p>Receipts for any tuition fees and/or accommodation costs that you have already paid to your institution</p>	<p>July/August</p>	
<p>2 passport sized photographs</p>	<p>May/June</p>	
<p>Tuberculosis test results (if applicable) Please visit https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk to access the list of all nationalities that need to present a TBC test results. You can also find a medical centre near you that is authorised to issue the certificate.</p>	<p>May/June The test cannot be more than 6 months old at the time of the visa appointment.</p>	
<p>Proof of parental or legal guardian consent (for under 18 students) This is a letter from parent/legal guardian confirming their relationship to the student and stating that they consent to the study, living and travel arrangements to and in the UK. <i>You can find a sample letter of consent on the website of the University of Huddersfield: https://www.hud.ac.uk/media/assets/photo/international/immigration/Factsheet-Self-fundedstudents.pdf.</i></p>	<p>June Prepare this letter ahead of time, but leave space for a date, so that you can enter a date not older than 31 days at the time of the student's visa appointment.</p>	
<p>Proof of your relationship with your parent or guardian (for under 18 students) These will need to be either the original birth certificate or the original certificate of adoption.</p>	<p>January – June Don't forget to get an official translation if your original document is not in English.</p>	
<p>ATAS clearance certificate Students who are intending to study in certain Science subjects will be required to apply for an Academic Technology Approval Scheme (ATAS) certificate before they can study in the UK. Once students have made their Firm and Insurance choice, they will get a notification from the university if they require ATAS. If unsure, contact your NCUK Study Centre or visit https://www.academic-technology-approval.service.gov.uk/ to find out whether ATAS is required.</p>	<p>April/May The ATAS certificate is valid for 6 months from date of issue. Please allow at least 4 weeks to obtain the ATAS certificate. IMPORTANT - There is no fast-track option for ATAS!</p>	

Please contact your Student Counsellor at the study centre or email student@ncuk.ac.uk with any questions you might have about the visa application process.