



Glasgow Caledonian
University

University for the Common Good



Guide to Tier 4 Online Visa Application: Outside the UK

**Visa Immigration Support and Advice
Advice from the Visa Team**

Immigration law and Home Office policies, fees, charges and maintenance amounts can change quickly so make sure that you are using the most up-to-date version of this guidance. The information in this document is correct as of November 2017.

Online Applications: Outside the UK Tier 4 (General) Student Visa

The Home Office has implemented a fully online application system. The process includes:

- Completing online application forms
- Paying the Immigration Health Surcharge (IHS) online as part of your visa application and paying the visa application fee online (some Visa Application Centres will take payment when you attend to give your biometric data). The availability of this service is shown on screen when you select where you wish to attend.
- Printing checklist
- Book an appointment at the Visa Application Centre (if an appointment is required).
- Your supporting documents are submitted at the visa application centre. In some countries this is done by post. Note: some countries require you to submit duplicate copies of your documents
- Attend an interview, if you are asked to do so.

Important

Those applying for a Tier 4 student visa from 6 April 2015 and coming to the UK for 6 months or longer will require to

pay an Immigration Health Surcharge as part of their visa application fee. The Immigration Health Surcharge is calculated at £150 per year. There will be a £75 charge for additional periods of up to 6 months and the full £150 will be charged for additional periods of up to one year. Use this calculator to find out how much you should pay: <https://www.immigration-health-surcharge.service.gov.uk/checker/type>

Support from the VISA Team

- You can contact the VISA team before you submit your visa application if you require any support or advice with your application. A VISA advisor can also check your supporting documents to ensure that they meet United Kingdom Visas and Immigration (UKVI) criteria. www.gcu.ac.uk/student/international/visainformation/visa-applyfromoutsidetheuk
- If you wish a VISA advisor to check your online application you will require to email your log in details to visa@gcu.ac.uk once you have completed the registration process. GCU London students can email advice@gculondon.ac.uk.

VISA 12 Step Tier 4 Student Visa Renewal Process Outside the UK

Step 1

Receive your unconditional offer from GCU

Step 2

Start preparing your finances

Step 3

Pay your deposit to GCU

Step 4

Apply for ATAS Certificate (if required) and provide to Admissions Team

Step 5

Receive and follow instructions on your CAS Data Check from Admissions Team

Step 6

Receive CAS Statement from Admissions Team

Step 7

Contact VISA Team if any support or guidance is required for your visa application

Step 8

Complete and submit your Tier 4 (General) Student visa application, ensuring correct Immigration Health Surcharge is paid

Step 9

Prepare for your credibility interview

Step 10

Await your decision from UKVI

Step 11

Book your travel arrangements when your visa has been granted and ensure you arrive in the UK before your latest course start date

Step 12

Collect your Biometric Residence Permit (BRP) within 10 days of arriving in the UK and present documents to GCU for Registration and collect student ID card

You are ready to start your application

Tier 4 (General Student) Application: <https://www.gov.uk/apply-uk-visa>
Read the information on the page and click **'Create an Account'** at the bottom of the page. You will need your passport and current/previous entry clearance or Biometric Residence Permit to complete the application (and these documents for any dependants applying with you). When registered follow the email instructions.

Register

Enter your details ensuring they are correct. Read the terms and conditions and agree by clicking the box.

Note: For 'Date of Intended Travel'- please note that you cannot apply any earlier than 3 months before your course start date.

Follow the email instructions sent to you by United Kingdom Visas and Immigration (UKVI).



Register

Please create an account that will give you access to the Visa4UK system and online application forms. Your account will enable you to view previous applications.

* Mandatory information

Personal Details

Given Name(s)/Forename(s)

Family Name/Surname

Date of Birth

Gender

You can click on these links provided for further advice, if required, otherwise click on 'Continue'.

Important Information

Supporting Documents

Please click on the link below to help you decide which documents will be useful in supporting your visa application.

[Check guidance for your visa type for information about the supporting documents you'll need](#)

False documents

It is better to explain why you do not have a document than to submit a false document with an application. Your application may be refused and you may be banned from travelling to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK. Travellers to the UK who produce a false travel document or passport to the UK immigration authorities for themselves and/or their children are committing an offence. If you are found guilty of this offence, you face up to two years in prison or a fine (or both).

FAQ's

Please click on the link below for help with common problems.

[FAQs](#)

General Visa Information and Guidance

Please click on the link below for help in selecting the correct visa.

[UK Visas and Immigration website](#)

Select Visa Type

From the drop down menu please ensure you select the choice as below for **Tier 4 (General) Student**. Then click '**Create Application**'. Then click '**Go to Application**' on right hand side of the page.

Select 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](#)

If asked to confirm any 'Visa Confirmation Questions', respond as appropriate.

Passport/Travel Document

Make sure to ensure you enter your details accurately as they appear in your passport/travel document.

Travel Information

This is only applicable if you are applying with dependants. If you are, please complete accordingly.

Click 'Yes' if travelling with dependants.

Travel Information

Are you travelling with anyone?	Are you travelling with anyone?
<input type="radio"/> Yes <input type="radio"/> No	
Date of planned arrival in the UK	On which date do you intend to arrive in the UK?
02 Sep 2017	
How long do you intend to stay in the UK?	How long do you intend to stay in the UK?
What is the main address and contact details of where you will be staying whilst in the UK?	What is the main address and the 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:	

Date of planned arrival in the UK – If you are coming to start a new course, please remember that **you cannot travel to the UK any earlier than one month before your course start date**. However please note, you are strongly advised not to book flights until you have received your visa.

How long do you intend to stay in the UK? – State the length of your course.

Main address and contact details – If you are returning you may already have an address you can provide. If you are new to Glasgow and do not yet have accommodation, you can use the university's main address: **Glasgow Caledonian University, 70 Cowcaddens Road, Glasgow, G4 0BA**. If you are studying in London the main address should be entered as: **GCU London, 40 Fashion Street, London, E1 6PX**.

Primary contact number – The university telephone number is 0141 331 3000 or 020 3369 3000 if you are studying in GCU London.

Permanent residential address – This is referring to your home address, not your university address. Please complete in full.

Travel and Criminal History – You must answer every question in this section. If you have ever had a UK visa refused you must declare on your visa application.

Family Details – Answer all questions. If you are married, additional questions about your spouse will be asked. If any dependants are travelling with you further questions will appear.

The image shows a screenshot of a web form with a purple and white color scheme. On the left is a vertical navigation menu with the following items: 'Passport and Travel Information', 'Personal Details and Travel History' (highlighted in green), 'Family Details' (with a right-pointing arrow), 'Medical Treatment', 'Tier 4 Student', and 'Additional Information'. Below the menu are four buttons: 'Save', 'Save & Quit', and 'Confirm Application'. The main content area is titled 'Spouse / Partner' and contains a dropdown menu for 'What is your marital status?' with the text 'Select your current marital status'. Below this is a section titled 'Father' with a dropdown menu for 'Nationality' and the text 'Nationality as stated in the passport or travel document'. The next section is for 'Family Name / Surname', with a dropdown menu and the text '(If they only have one name, please enter it here and in the Given Name box)'. To the right of this is a text input field with the text 'Family/Last Name as stated in the passport or travel document. If you only have one name, please enter it here and then re-enter it in the Given Name box.' Below this is a section for 'Given Name(s) / Forename(s)' with a dropdown menu and the text '(If they only have one name, please enter it here and in the Family Name box)'. To the right is a text input field with the text 'Given Names as stated in the passport or travel document. If you only have a Family Name re-enter the Family Name in this field.' The next section is 'Date of Birth' with a date picker and the text 'Date of Birth as stated in the passport or travel document'. The final section is 'Place of Birth' with a text input field and the text 'Place of Birth as stated in the passport or travel document'.

Passport/Travel Document – Make sure you enter your details as they appear in your passport.

Medical Treatment – Answer as appropriate.

Sponsor – The information you need for this section will also appear on your CAS statement and should be completed as follows:

- **Tier 4 sponsor licence number: J5TNG1750**
- **Name of sponsor:** Glasgow Caledonian University or GCU London (if studying in London)
- **Sponsor Address: Glasgow Caledonian University 70 Cowcaddens Road, Glasgow, G4 0BA** or **GCU London, 40 Fashion Street, London, E1 6PX**
- **Primary Contact number:** 0141 273 1244 (Glasgow) or 020 3369 3000 (if studying in London)

Maintenance and Fees – Please ensure you complete this section accurately.

Include the university sponsor license number J5TNG1750.

Ensure that you have the correct campus address here.



Studies – The information in this section will appear in your Confirmation of Acceptance for Studies (CAS). Please ensure you cross reference with your CAS as explained above and complete accurately.

- **CAS Number:** Copy this number from your CAS Statement, being careful to make clear the difference between any 'O's and '0's and '1's and 'l's. If you do not have a CAS number you cannot proceed with your application. To be valid, your CAS must be no more than six months old at the time you apply for your visa.

If you are reapplying following a visa refusal you will need a new CAS.

- **Title of your course:** you should enter the '**Programme Title**' from your CAS statement.
- **Level of the course and qualification:** you should enter the '**Course Level**' from your CAS statement (e.g. BSc, MSc, PhD etc).
- **Course start and end date:** enter the details as they appear on your CAS statement
- **Address of main site of study:** please enter the same address as for the Tier 4 sponsor address and check if you are studying in Glasgow or London as they are two different addresses
- **Options:** select '**Studying**'
- **Assessed by other means:** select '**No**'
- **English Language Requirement:** select '**Your sponsor is a Higher Education Institution (HEI), and has made its own assessment of your English language ability**'
- **Academic Technology Approval Scheme (ATAS) Certificate:** Your CAS statement will indicate whether or not you need an ATAS certificate. If your CAS statement says you require an ATAS certificate, you must get it before you get your CAS and submit your visa application – this can take 20 working days or more at busy times. You will receive your ATAS certificate by email – you must print this out and include it with your application. More information is available on the Visa Immigration Support and Advice page of the website: <https://www.gcu.ac.uk/student/international>

Enter your CAS number here ensuring it is entered accurately.

If you are a continuing student select '**Yes**'. If you are a new student select.



- **Fees for your course of study:** Please give details of the total tuition fees for your course for the current academic year, as stated on your CAS.
- **Have any of your course fees been paid:** select **'Yes, paid to UK Education provider'** or **'No'**, as applicable. If you have paid some or all of your tuition fees, please enter the amount you have paid here. Then select **'shown in the CAS'** or **'original receipt'**, whichever is applicable.

- **Have any of your accommodation fees been paid to your sponsor?** – you should only choose **'Yes'** if you are residing in Caledonian Court university campus accommodation.
- **Do you receive support from a financial sponsor that meets the UK Visas and Immigration (UKVI) definition of a financial sponsor:** **'Financial sponsor'** means a body that is funding your studies (course fees or living expenses or both). This could be the UK government, your home government, the British Council or any international organisation, international company, university or an independent school. If any of the above is sponsoring you, select **'Yes'** in the first box and then provide the necessary details below. If you are receiving funding from a source not listed above this does not count as an **'official financial sponsor'** and you should select **'No'**.
- **Do you have any remaining fees and maintenance due for payment:** – select **'Yes'** and fill in the boxes if you have any outstanding tuition fees or a financial sponsor is not paying all of your maintenance costs. Maintenance is calculated at **£1,015** per month up to a maximum for **nine** months if you are studying in Glasgow. If you are studying in GCU London maintenance is calculated at **£1,265** per month up to a maximum of **nine** months. If you are applying with dependants you must ensure that evidence of maintenance is included for them too.

Maintenance for dependants is calculated **per dependant** at **£680** per month up to a maximum of **nine** months if you are studying in Glasgow. If you are studying in London maintenance for dependants is calculated at **£845** per month for a maximum of **nine** months.

- **Do you have money in your own name:** – select **'Yes'** if you have the money you need to show in your own personal savings, or savings in an account you hold jointly and list the documents you will be providing, ensuring they are originals – copies are not acceptable. Select **'No'** if the funding is in a bank account in the name of a **parent or legal guardian**. You will then be asked what evidence you are supplying to prove sufficient funds and relationship. See Tier 4 Policy Guidance (p. 53 paragraphs 221 – 223) for more details on the documentation required when using parents bank account. If any of these documents are not in English you will have to obtain an official translation which meets the requirements stated in the Tier 4 Policy Guidance – p. 14 paragraph 17). For clarification on acceptable forms of evidence of funds please refer to Tier 4 Policy Guidance – p. 50 paragraph 213 – 220). <https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

Points Claimed – CAS = **30**, Maintenance = **10**, Total = **40**.

Maintenance is calculated at £1,015 per month up to a maximum for 9 months if you are studying in Glasgow. If you are studying in GCU London maintenance is calculated at £1,265 per month up to a maximum of 9 months.

Points Claimed	
Confirmation of Acceptance for Studies	
Maintenance	Maintenance
Total	Total Points you are claiming

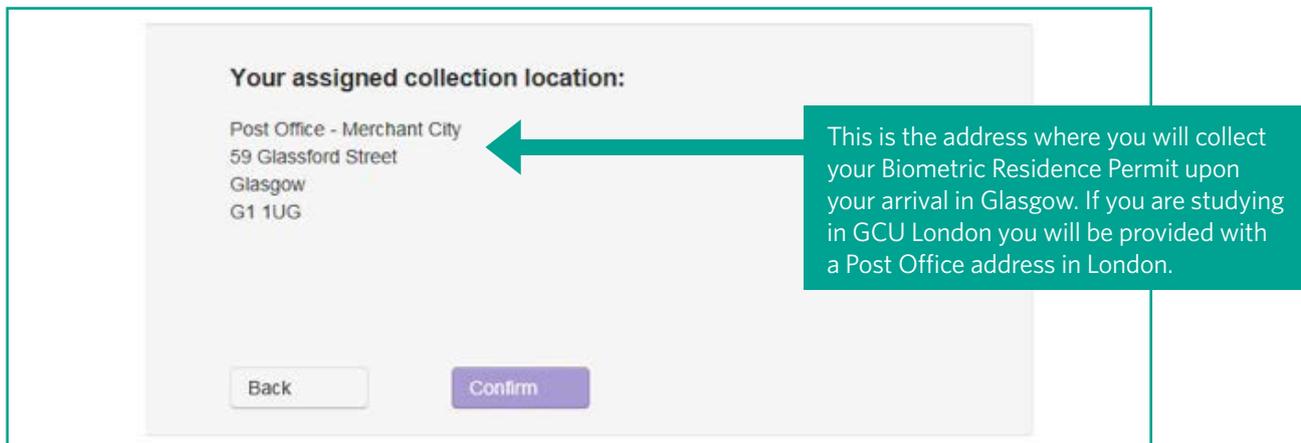
Enter points you are claiming

- CAS – 30 points
- Maintenance – 10 points
- Total – 40 points

Additional Information – This section is not mandatory but should be used for relevant points that require to be made. It is useful to list the supporting documents you are submitting with your application in this section.

Confirm Application – Check through the summary of your information. If incorrect, click on **'return to application'**. If correct click on **'submit application'**. You will then be returned to the Home Page, where you need to select **'Sign Declaration'** and type in your name in the signature box. Then click on **'Sign Declaration'** again.

BRP (Visa) Collection Location – The address given should appear as below then click to confirm:



Your assigned collection location:

Post Office - Merchant City
59 Glassford Street
Glasgow
G1 1UG

← This is the address where you will collect your Biometric Residence Permit upon your arrival in Glasgow. If you are studying in GCU London you will be provided with a Post Office address in London.

Back Confirm

Select Appointment Location – You must indicate which location you wish your biometric data to be taken. **'Book Appointment'** and indicate where you want to go to provide your biometric details. Select the **'Visa Appointment Type'** as appropriate to you. Dependants should also select this option. Select a suitable appointment time for yourself and any dependants. The availability of this service is shown on screen when you select where you wish to attend.

Immigration Health Surcharge

You will be required to pay an IHS fee of £150 per year for yourself plus any dependants. There will be a £75 charge for additional periods of up to 6 months and the full £150 will be charged for periods of up to one year. Use this calculator to find out how much you should pay: <https://www.immigration-health-surcharge.service.gov.uk/checker/type>

Pay for Application

Most students can make a payment online; however some visa application centres will take payment when you attend to give your biometric data. The availability of this service is shown on screen when you select where you wish to attend.

Print your Application

Submit your application with all original supporting documents, retaining a copy of everything that you send for your own records.

If you have any questions about your application, please contact us by email visa@gcu.ac.uk / www.advice@gculondon.ac.uk or alternatively via phone 0141 273 1244 / 0141 331 8975. Whether you are a new or continuing GCU student we look forward to seeing you.



Good luck with your application.

Visa Immigration Support and Advice (VISA) Team

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T: +44(0) 141 273 1244 E: visa@gcu.ac.uk

www.gcu.ac.uk/visa

GCU London VISA Team

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