



APPLYING FOR PBS TIER 4 - CHILD STUDENT

Before applying, please refer to the Tier 4 Policy Guidance at <http://www.ukba.homeoffice.gov.uk/studyingintheuk>

All applicants must submit the following documents

- Your passport or travel document. Please make sure the passport has at least one clear page
- The correct fee
- One recent passport – size colour photograph with a white background.
- Application form VAF 9 and Appendix 9 fully completed in English and signed by the applicant
- A Visa Letter (see the attached template) issued by a registered education provider no more than 6 months before the date of application before the date of the application
- Any relevant diplomas or educational certificates as listed in the Visa Letter. The documents must be the originals
- Evidence of payment if course fees / accommodation have been paid
- Evidence that you have enough money to pay your fees and monthly living costs as set out in this table:

Type of Study / Accommodation	Where you will Study	Amount Required
Residential Independent School	All UK	Boarding fees (Being course fees and board or lodging fees) for the first year
Child under 12 accompanied by a parent / legal guardian	All UK	First year's course fees and £1333 per month to cover parent and child up to a maximum of nine months
		Additional children - First year's fees and £533 per month up to a maximum of 9 months per child
		Please check guidance if the course is less than 9 months
16 /17 year olds living independently	In London	Nine months or less- Full course fees and £800 per month to cover living costs
		More than 9 months-First year fees plus £7200 to cover living costs
	Outside London	Nine months or less- Course fees plus £600 per month for living expenses
		More than 9 months-First year fees plus £5400 to cover living costs

Those seeking to remain with an **intended carer** in the UK should refer to policy guidance for specific requirements

- If you apply before 1 October 2009 you will only need to show proof that you have the money needed, on the day that you apply. If you or your family are paying for your studies then the financial evidence must be in an account with the student's name (joint accounts are permitted) or your parent (s) or legal guardian's name.
- If you have **official sponsorship** then you must provide an Official Sponsorship letter. An official financial sponsor is Her Majesty's Government, your home government, the British Council or any international organisation, company or University. The **letter must include** your name; the name and contact details of your official financial sponsor; the date of the letter; the length of your sponsorship; and the amount of money you have or a statement that your official financial sponsor will cover all of your fees and living costs.

ALL DOCUMENTATION MUST BE SUPPLIED IN ENGLISH. PLEASE PROVIDE TRANSLATIONS OF ARABIC DOCUMENTS.

Important Note: The list above covers the basic documents likely to be necessary for the visa officer to check that you have met the immigration rules. It does not cover every single situation, and producing all the documents on it will not guarantee you a visa. It is up to you whether you submit these documents, different ones, or additional ones. It is your responsibility to make sure that you have read the available information on the category of visa you want to apply for. Please make sure that you include all supporting papers with your application, and do not send or fax us any papers separately. The UK Border Agency may take a decision on your application based on the information contained here without interviewing you. Therefore please ensure you submit all relevant **original documents**, with a set of photocopies.

DECLARATION

I am aware that the visa fee is non refundable.

Comments: _____

Name _____ **Contact No.** _____ **Date** ____/____/____

Applicant's Signature _____

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- The applicant has confirmed that he/she has no other document to submit **OR** has submitted the supporting documents/completed VAF above.
- I have advised him/her that failure to submit all the necessary documents may result in the application being refused, but he/she has chosen to proceed with the application.

VFS Officer's Signature _____

Visa Letter Guidance (Tier 4- Child Student)

Your Visa Letter must be an original document on official headed paper. It must be issued no more than six months before the date you apply for your visa. We will refuse applications where the Visa Letter is more than six months old, or where it does not contain all the required information.

IT MUST CONTAIN

Information about you:

- Student's name (as it appears in the passport)
- Nationality
- Student's passport or travel document number (optional)
- Contact details of the child's parent(s) / legal guardian of the applicant
- Route – Child Student

Details about your school or college:

- Licence number
- Address (if different from the letterhead)
- Contact details (if different from the letterhead)
- The name and address of any partner institution if you will be studying at another institution as part of this course
- The name and address of any overseas higher education institution if the time of your United Kingdom study is part of an overseas higher education course

Details about your course:

- Title of course or curriculum to be studied or confirmation that the course or curriculum meets the independent school education inspection standards (if applicable)
- Start date of main studies, or of induction or preparatory course
- Expected end date
- Address of main place of study if different to the approved education provider's main address
- Address of the organisation offering a work placement, if known and applicable

Details of fees

- Non-boarding and day students: course fees for the first year, or the length of the course (as stated on your visa letter); course fees paid so far (if applicable); accommodation fees paid so far (if applicable). Those seeking to remain with an **intended carer** in the UK should refer to policy guidance for specific requirements of details to be included in the visa letter.
- Boarding students: boarding fees (being course fees and board or lodging fees) or the first year; boarding fees already paid (if applicable).

Documents provided to obtain the Visa Letter:

- For applicants aged 16 or 17 only - you must provide each of the documents that you provided to get your visa letter from the approved education provider (the details of the documents must be listed in the visa letter) such as educational certificates and references. If your suitability for the course was not based on a qualification or a reference then the Visa letter must explain how your approved education provider assessed you were suitable for your course.

The Visa letter must be signed and dated by an authorised official.

We will refuse applications where the visa letter does not contain the mandatory information. If the letter your school or college has provided does not contain all the mandatory information please contact them for a replacement before submitting your application