



# APPLYING FOR PBS TIER 4 - GENERAL 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 8 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 the application
- Any relevant documents (such as educational certificates, references) 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:

Length of Course	Where you will Study	Amount Required
Nine months or less	In London	Full Course Fees <b>and</b> £800 to cover living costs for each calendar month of the course
Nine months or less	Outside London	Full Course Fees <b>and</b> £600 to cover living costs for each calendar month of the course
More than nine months	In London	First year's course fees <b>and</b> £7200 to cover living costs for nine months
More than nine months	Outside London	First year's course fees <b>and</b> £5400 to cover living costs for nine months

- 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 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).
- 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** \_\_\_\_\_

### **FOR OFFICIAL USE ONLY**

- 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- General 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)
- Route – Adult / General 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
- The academic level of course or qualification awarded when finished for example, a bachelor's degree in chemical engineering
- Start date of main studies, or of induction or preparatory course
- Expected end date
- Hours per week (optional if studying a full-time degree course that leads to a United Kingdom recognised bachelors or postgraduate degree or an overseas higher education course equivalent to a United Kingdom higher education course)
- 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**

- Course fees for the first year, or length of the course
- Course fees paid so far (if applicable)
- Accommodation fees paid so far (if relevant)

#### **Documents provided to obtain the Visa Letter:**

- 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 this information please contact them for a replacement before submitting your application**