

It is only appropriate for students making a Tier 4 visa application from inside the UK.

This guide is best used alongside information available on our website www.warwick.ac.uk/go/immigration and the most recent version of the UKBA Tier 4 (General) Policy Guidance. The information shown here was correct at the time of writing, but immigration regulations are subject to change at short notice so always contact the Immigration Service if you are unsure of something relating to your visa application.

Throughout the online form you can access sections of the UKBA Policy Guidance and some of that information is shown here in yellow and white boxes. Where you see a blue text box with the **i** symbol, these are hints and tips from the Immigration Service which you may find helpful; orange text boxes contain information relevant to students applying with Dependant family members.

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APPLY ONLINE

i Click the link in the bottom left hand corner of the UKBA homepage
<http://www.ukba.homeoffice.gov.uk/>

UK VISAS AND RENEWALS

Do I need a visa?

- > Visiting the UK
- > Studying in the UK

BUSINESSES AND SPONSORS

This section is for businesses, employers of migrants, and providers of education courses to migrants.

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[Apply online](#)

APPLY ONLINE

You can apply here for immigration services such as visas, leave to remain, settlement and citizenship. We will help you to find and complete the form you need. Some forms are interactive; others must be printed and completed by hand.

Form 
finder

› Help me find the service I need

[Find forms](#)

› I already know the service I need

[Forms A-Z](#)

i From this page you can select which visa application form you require by clicking on the Forms A-Z box.



What we expect from you

You should:

- ensure that you meet the requirements for the service you wish to apply for;
- check that you are using the right form;
- only use forms from this web site;
- read and follow the guidance notes;



What you can expect from US

We will:

- help you find the right form;
- provide guidance notes to help you complete that form correctly;
- check that your application is complete and consistent before you send it to us;

T

- T -Application for registration as a British citizen of a person who was born in the United Kingdom and has lived in the United Kingdom for the first ten years of his or her life.
- TD112 -Application for a Home Office Travel Document
- TOC -Application for a transfer of conditions (TOC) stamp and a biometric immigration document by someone who already has limited leave to enter or remain in the UK.
- Tier 1 Entrepreneur -Application for leave to remain in the United Kingdom as a Tier 1 (Entrepreneur)
- Tier 1 (Exceptional Talent) Migrant paper form -Download this form to apply for leave to remain (permission to stay) in the UK, and biometric residence permit, as a Tier 1 (Exceptional Talent) Migrant. If you have dependants, they must complete the PBS Dependant (Tiers 1, 2 and 5) form.
- Tier 1 General -application for leave to remain in the United Kingdom as a Tier 1 (General) migrant
- Tier1 (Graduate Entrepreneur) Migrant paper form -Download this form to apply for leave to remain (permission to stay) in the UK, and biometric residence permit, as a Tier 1 (Graduate Entrepreneur) Migrant. If you have dependants, they must complete the PBS Dependant form.
- Tier 1 Investor -application for leave to remain in the United Kingdom as a Tier 1 (Investor)
- Tier 2 Migrant online application -Online application for leave to remain (permission to stay) in the UK, and a biometric residence permit, as a Tier 2 Migrant or as a dependant of a Tier 2 migrant.
- Tier 2 Migrant paper form -Download this form to apply for leave to remain (permission to stay) in the UK, and a biometric residence permit, as a Tier 2 Migrant. If you have dependants, they must complete the PBS Dependant form.
- Tier 4 (PTS) -Application to Switch Tier 4 Educational Sponsor
- Tier 4 Student 'print and send' application -'Print and send' application for leave to remain (permission to stay) in the UK, and a biometric residence permit, as a Tier 4 Student or as a dependant of a Tier 4 Student
- Tier 4 (General) Student paper form -Download this form for leave to remain (permission to stay) in the UK, and a biometric residence permit, as a Tier 4 (General) Student. If you have dependants, they must complete a separate form.
- Tier 4 (Child) Student paper form -Download this form for leave to remain (permission to stay) in the UK, and a biometric residence permit, as a Tier 4 (Child) Student.
- Tier 5 Migrant online application -Online application for leave to remain (permission to stay) in the UK, and a biometric residence permit, as a Tier 5 Migrant or as a dependant of a Tier 5 migrant.
- Tier 5 Migrant paper form -Download this form to apply for leave to remain (permission to stay) in the UK, and a biometric residence permit, as a Tier 5 Migrant. If you have dependants, they must complete the PBS Dependant form.

i Choose the Tier 4 Student 'print and send' application, highlighted here.

i This should also be used for any Dependants who are applying either at the same time as the main applicant or own their own, as in the case of a baby or child born in the UK.

You are here > [Home](#) > [Apply online](#) > Log in

- [Home](#)
- [Apply online](#)

i You must create an account to begin the online application process. You will be asked to provide a username, password, email address and memorable word. You should make a note of these and keep them safe, as you will need to log in each time you want to access your application.

You can access your online application to make changes at any time, but once you have agreed to the final declaration and payment has been taken, the application has been submitted and you will no longer be able to make amendments.

We suggest that you gather all the required documents before you begin the online application.

APPLY ONLINE

Log in



Log in

To log in to your account, please enter your user name and password.

If you do not have a user name, [register](#) to create an account.

* Indicates required information

User name *

Password *

[Recover my user name](#) | [Reset my password](#)

Once you have logged in, to protect your privacy, if you leave your computer for more than 20 minutes without entering data, you will be logged out.

By logging into our 'Apply online' system you accept the [terms and conditions \(opens in a new window\)](#).

Please ensure you read the terms and conditions before you use the system as they may have changed since the last time you logged in.

Log in

You are here > [Home](#) > [Apply online](#) > [Log in](#)

- Home
- Apply online

i Complete the log in process by entering details of your memorable word as requested.

The system will time-out after 20 minutes of inactivity, so you will need to log-in again if you leave your computer unattended for too long.

For security reasons, if you do not access your application for more than 56 days, it will be permanently deleted, all your data will be lost and you will not be able to recover it.

i You will use the same account for any family members who are making Tier 4 Dependant visa applications at the same time.

Dependants applying on their own, for example a baby or child born in the UK, will need to create an account for their application.

APPLY ONLINE

Log in



Confirm your identity

To protect your privacy, please enter the requested characters from your memorable word.

* Indicates required information

The fourth character of your memorable word *

The third character of your memorable word *

The fifth character of your memorable word *

[Recover my memorable word](#)

Confirm identity

In the first section you will be asked questions about you and about the Tier 4 application you wish to make.

i The information you give in this section will determine the contents of the rest of the online form, so make sure that you answer all the questions fully and accurately. You may also refer to the online UKBA help text shown here in the yellow and white boxes, if you do not understand one of the questions.

i You may only use this form if applying from inside the UK.

Student In Country Customisation

Are you applying from within the UK? *

☒ Yes ☐ No

What are you applying for? *

Tier 4 (General)

Are you eligible to bring dependants with you? *

☒ Yes ☐ No

Are any of your dependants included in this application? *

☐ Yes ☒ No

Is a representative acting for you in relation to this application? *

☐ Yes ☒ No

Who is completing this application? *

I am

Were you issued with a biometric residence permit for your current or last grant of leave? *

☒ Yes ☐ No

Which age group do you belong to? *

18 and over

i If you are/have a Dependant applying on their own without the lead applicant, i.e a baby or child born in the UK, select 'Points Based System Dependant' from the list (shown in the example below). The rest of the online form will be amended accordingly.

Points Based System Dependant

Check the current UKBA Policy Guidance or contact the Immigration Service if you are unsure whether you can have family members in the UK as your Dependants. Answer this 'Yes' if you are all applying together, 'No' if you have no Dependants.

The second question will only appear if you answer 'Yes' to the first.

i You will only have a biometric residence permit, or **BRP card**, if your most recent visa application was made inside the UK. If you applied for your current visa from overseas, select 'No'.

Select your age range from the drop down list.

i The Immigration Service are not acting as your representative .

Save

Previous

Next

7

Review section status

Now complete the following sections for you and any dependants applying with you. You may browse the sections before you begin and they may be completed in any order.

i If you have family members (spouse, partner or children) applying as your Dependants, you will be referred to as the **lead applicant**. You will need to complete each of the following sections for every individual family member applying at the same time as you (shown below in this example).

[-] hide all sections

✖ Lead applicant		Status
‣ Personal details		Section not yet started
‣ Contact details		Section not yet started
‣ Reference numbers		Section not yet started
‣ Travel document		Section not yet started
‣ BRP		Section not yet started
‣ Previous addresses		Section not yet started
‣ Personal history		Section not yet started
‣ Immigration history		Section not yet started
‣ Public funds		Section not yet started
‣ Course details		Section not yet started
‣ Maintenance		Section not yet started
‣ General attributes		Section not yet started
✖ Dependant 1		Status
‣ Personal details (D)		Section not yet started
‣ Contact details (D)		Section not yet started
‣ Reference numbers (D)		Section not yet started
‣ Travel document (D)		Section not yet started

i Extra sections will appear for each of the dependants you have stated are applying with you. These all need to be completed.

If you have no Dependants, there will be no additional sections.

i As you complete sections of the form, your progress will be updated on this home screen.

At the end of each section you can check what you have entered by clicking a button 'Check this section'. The form will highlight in red any question where information is missing or where you have failed to provide an answer. You will not be able to submit the form with any errors.

We would advise that you save each section after completion so that the information is stored whenever you log out.

You can review the form and make changes right up to the declaration, just prior to making the application payment.

Personal details

In this section you will be asked to provide information about your personal situation, for example your name, date of birth and nationality and information about any other names you have used, or other nationalities you have held.

Name as given in your passport or travel document *

Title *

Please select

Family name *

Given names *

Gender *

Please select

Relationship status *

Please select

Date of birth *

i The day section of the date of birth is shown here as being 'optional'. We advise that you enter your full date of birth as shown on your passport.

-- -- optional

Village, town or city of birth *

Country of birth *

Please select

Nationality *

Please select

Tell us which other nationalities you currently hold

Do you hold any other nationality? *

☐ Yes ☒ No

Tell us which previous nationalities you have held

Have you held any previous nationality? *

☐ Yes ☒ No

Other names that you are known by

Are you currently known by any other name? *

☐ Yes ☒ No

Previous names you have been known by

Have you ever used or been known by another name? *

☐ Yes ☒ No

i Select your title from the drop down list and enter your full name **as shown on your passport**.

If you only have one name in your passport you should enter your name as a Family name and add an asterisk * as your given name e.g:
Family name: Jones,
Given Name: *

i If you answer 'Yes' to any of these questions, additional boxes will appear and you will be asked to provide details of any previous names or nationalities, and the dates during which you held these.

Contact details in the UK

In this section you will be asked to provide information about how we can contact you, including your correspondence address in the UK, contact telephone numbers, email address, etc.

i When completing this section for Dependants, the first questions will ask 'Does this Dependant live with you?'

If you do not all live at the same address you will need to give your Dependants address and an explanation as to why you do not live together.

Where are you currently living?

Address *

House number or name *

Street name *

Town or city *

County *

Postcode *

When did you move to this address?

Your contact details

Home telephone number

Mobile telephone number

Work telephone number

Preferred contact number *

Fax number

Email address *

Correspondence address

Is this also your correspondence address? *

i If your address contains hyphens (-) or slashes (/), omit these from the form as they may not be characters recognised by the online system.

i Coventry is in the West Midlands!

Please select

-- --

i Select 'work' as your preferred contact number from the drop down list, so that the UKBA will telephone the Immigration Service if they have any queries.

024 7657 5229

Please select

i When submitting a visa application through Warwick Immigration Service, you should answer 'No' and give the following as your correspondence address:

**C O Heather Robson
International Office
University House
University of Warwick
Coventry
CV4 8UW**

immigrationservice@warwick.ac.uk

☐ Yes ☒ No

Reference numbers

In this section you will be asked to provide information about any UK Border Agency or Home Office reference numbers that you might have. These can be found on documents and correspondence we have previously sent to you. You will also be asked to provide any current and any previous National Insurance number(s).

* indicates required information

i If your current visa was obtained outside the UK, answer 'No'. You will not be asked any further questions about this visa in this section.

Tell us about the reference numbers that have been assigned to you

Have you ever had any Home Office or UK Border Agency reference number assigned to you? *

☒ Yes ☐ No

If you have previously made an application to the Home Office then you will have been given a reference number which you should enter here.

 Close

All Home Office applications are given an individual reference number. This allows us to track and link past applications. You should provide your full Home Office reference number if you have one. This number can be found on any previous Home Office correspondence relating to you. You may have numerous Home Office reference numbers and should provide all such numbers.

 Close

Your Home Office or UK Border Agency reference number *

i If you cannot remember the Home Office reference number for previous a visa application made inside the UK, you can enter 'Not known'

If you have more than one reference number, click 'Add another' to open a second box.

Add another

Do you have a National Insurance number? *

☐ Yes ☐ No

Have you previously had a National Insurance number? *

☐ Yes ☐ No

i If you undertake paid work in the UK you should have an National Insurance (NI) number for tax purposes. If you are unsure of whether you have an NI number, contact your employer's HR department for more information.

Check this section

Save

Previous

Next

Passport or travel document

In this section you will be asked to provide information about your current and previous passports or travel documents. If you have lost or had any passports or travel documents stolen then you should have reported this to the Police and you will be asked to provide information about this.

Your passport details

Can you provide a current passport or travel document with your application? *

☒ Yes ☐ No

If you have a current passport or travel document you will be required to submit it as part of the application process. If you do not have a current passport or travel document we will ask you why you do not have one.

Is the passport or travel document in your name? *

☒ Yes ☐ No

Passport or travel document

Passport or travel document number *

Country of issue *

i Answer these questions using the information as it appears on your passport or travel document.

Nationality *

Date of issue *

Date of expiry *

Issuing authority *

i If you do not have your current or previous passport, you should select 'No'.

Additional questions will appear so that you can provide details of why you do not have your travel document(s).

If your passport was stolen or lost, you will be asked if it was reported to the police, and if so, to provide a crime reference number.

If you have a photocopy of a previous lost or stolen passport, you should enter details from that, eg. passport number, expiry date.

Have you ever had any other passport or travel document? *

☒ Yes ☐ No

Previous passport or travel document

Can you provide a previous passport or travel document with your application? *

☐ Yes ☒ No

Where is this passport or travel document now? *

Biometric residence permit

In this section you will be asked to provide information about the Biometric Residence Permit(s) that have previously been issued to you.

i You will only see this screen if your last UK visa application was made inside the UK and you answered previous questions to confirm this. If your current visa was issued outside the UK (Entry Clearance) and you stated this in earlier questions, you will not see this screen.

* indicates required information

Please provide us with details of your Biometric Residence Permit (BRP)

Can you provide this biometric residence permit with the application? *

☒ Yes ☐ No

If you have a biometric residence permit you will be required to produce it as part of the application process.

Biometric residence permit (BRP) number *

i The BRP number is found on the front of the card, in the top right hand corner.

Nationality as shown on your biometric residence permit *

Nationality as shown on your biometric residence permit *

Please select

Date of issue *

-- --

Date of expiry *

-- --

i If you do not have your current BRP, you should answer 'No'. Additional questions will appear so that you can provide details of why you do not have your BRP.

If your BRP was stolen or lost, you will be asked if it was reported to the UKBA and police, and if so, when. If you have a photocopy of a lost or stolen BRP, you should enter details from that.

i When completing this section of the form for any Dependants you will be asked the same information, but you will also be asked to select their age range from a drop down box like this:

To which age group does this dependant belong? *

Please select
Please select
under 4
4 - 15
16 - 17
18 and over

Select their age as on the date of application.

Previous addresses

In this section you will be asked to provide information about any previous addresses in the UK, including Northern Ireland, where you have lived in the last five years.

* indicates required information

Please give details of your previous addresses in Northern Ireland and the dates you lived there

Have you previously lived in Northern Ireland? *

☐ Yes ☒ No

Your previous address details

Have you lived at any other address in the UK within the past 5 years? *

☒ Yes ☐ No

i If you have previously lived in Northern Ireland you should select 'Yes'. You will then be prompted to give further details.

After your application is processed, the UKBA will contact you to arrange for access to be granted to police records in Northern Ireland so that additional security checks can be done. The Immigration Service can help you with this.

You must provide all of the addresses that you have lived at in the UK within the past 5 years.

Your previous address details


Address *

House number or name *

Street name *

Town or city *

County *

Please select 

Postcode *

Date moved to this address *

--  -- 

14 Date moved from this address *

--  -- 

i You must complete all the fields with a red asterisk. You will be unable to submit the form if any essential information is left out.

If you enter a post code which does not belong to the county you have selected, it will register as an error.

Dates may be approximate if you cannot remember exactly when you lived somewhere.

If you have more than 1 previous address, click the 'Add another' button to enter additional details.

Add another

Personal history

In this section you will be asked to provide information about any criminal convictions you have, any civil judgements or immigration civil penalties against you and details of any involvement you may have had in war crimes, genocide, crimes against humanity or terrorism.

i You must answer all the questions in this section fully and honestly. It is a criminal offence to lie on a visa application.

* indicates required information

Personal history

i This first question also includes traffic offences, see note →

You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences. More guidance is available.

Have you been convicted of any criminal offence in the UK or any other country? *

☐ Yes ☒ No

Do you have any civil judgments against you or any civil penalty under the UK Immigration Acts? *

☐ Yes ☒ No

Have you ever been charged or indicted in any country with a criminal offence for which you have not yet been tried in court? *

☐ Yes ☒ No

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide? *

☐ Yes ☒ No

Have you ever been involved in, supported or encouraged terrorist activities in any country? *

☐ Yes ☒ No

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism? *

☐ Yes ☒ No

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts? *

☐ Yes ☒ No

[More guidance](#)

i Clicking on 'More guidance' will open a second window which provides more in depth information, as shown here in the above example.

If you answer 'Yes' to any of these questions, additional boxes will appear so that you can provide more information.

Additional guidance and definitions are available for each of the questions by clicking on the yellow boxes on the right hand side of the page, as in the example above. If you are unsure what a question means, we suggest that you check the UKBA guidance available.

In this section you will be asked to provide information about your current and previous immigration status in the UK, including previous applications that you have made.

* indicates required information

Current immigration status

i If applying while your current visa is still valid, select 'I have leave to enter/remain for a limited period'.

i If you have child who was born in the UK and this is their first visa application, select 'I am exempt from control' when answering this question on their Dependant form.

What is your current immigration status in the UK? *

Please select

Please select

I have leave to enter / remain for a limited period

I am an EU national / family member of an EU national

I am exempt from control

I have leave to enter / remain for a limited period, but this leave has now expired

None of the above

Entry clearance/visa

Did you have a visa/entry clearance when you came to the UK? *

Previous leave in the UK

Have you ever stayed in the United Kingdom beyond your period of leave? * ☐ Yes ☒ No

Have you ever knowingly used deception when seeking leave to enter or remain, entered the United Kingdom illegally or worked in the United Kingdom without immigration permission to do so (contrary to your conditions of stay)? * ☐ Yes ☒ No

Have you ever been refused entry clearance, leave to enter or leave to remain in the UK? * ☐ Yes ☒ No

Have you ever been removed, required to leave or deported from the UK? * ☐ Yes ☒ No

Outstanding applications

Do you currently have any other applications with the UK Border Agency on which you are awaiting a decision? * ☐ Yes ☒ No

Outstanding appeals

Do you currently have an immigration appeal before the ☐ Yes ☒ No

i If you answer 'Yes' to any of these questions, additional boxes will appear so that you can provide more information. **You must answer all questions truthfully.**

If you have ever had a visa application refused, either overseas or in the UK, you **must** answer 'Yes' and provide more details.

Additional guidance and definitions are available for each of the questions by clicking on the yellow boxes on the right hand side of the page. If you are unsure what a question means, we suggest that you check the UKBA guidance available or contact the Immigration Service for further advice.

Public funds

In this section you will be asked to provide information about whether or not you have claimed public funds (benefits and housing) in the UK .

i International students are not normally eligible to claim public funds: this will be stated on your visa or BRP card as a condition of your leave. However, you **must** answer this question truthfully. If you answer 'Yes', additional guidance and questions will appear as in the example below.

* indicates required information

Public funds

Have you ever claimed any public funds? *

☐ Yes ☒ No

You are required to answer all questions in this application truthfully. It is a criminal offence to make a false statement in this application, and it may also lead to refusal of your application. More guidance is available.

Close

The term "Public Funds" includes; Attendance Allowance, Carers Allowance, Child Benefit, Child Tax Credit, Disability Living Allowance, Housing or Homelessness Assistance, Housing Benefit, Income-Based Jobseekers Allowance, Income Support, Severe Disablement Allowance, Social Fund Payment, State Pension Credit, Working Tax Credit and Income Related Employment Support Allowance.

Close

Attendance allowance *

☐ Yes ☐ No

Carer's allowance *

☐ Yes ☐ No

Child benefit *

☐ Yes ☐ No

Child tax credit *

☐ Yes ☐ No

Council tax benefit *

☐ Yes ☐ No

Disability living allowance *

☐ Yes ☐ No

Housing or homelessness assistance *

☐ Yes ☐ No

i You will not see these questions if your first answer was 'No'.

If you answered 'Yes' in error, you can return to the previous question and change your answer to 'No' which will clear this screen.

The following link will direct you to the UK Border Agency's public funds guidance if you require more information on this:
<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/modernised/cross-cut/public-funds/funds.pdf?view=Binary>

Course details

In this section you will be asked to provide information about your sponsor, and the Confirmation of Acceptance for Studies (CAS) they have issued to you, further details about the course you are studying and about how you can demonstrate that you meet the English Language requirement.

T4 sponsor details

Sponsor's licence number *

Is this correct?

Sponsor's address *

House number or name *

Street name *

Town or city *

County *

Postcode *

T4 course details

Do you have a CAS? *

CAS number *

i You cannot submit your application without a valid CAS number.

If you are applying through the Immigration Service to extend your visa, we will assign your CAS number in your final appointment. Complete the rest of your application and we will help you add your CAS number before it is submitted.

We will also do this if you are attending an in-person visa appointment.

If your CAS was assigned by the Admissions department and you are applying by yourself, **copy and paste** the number from your CAS email.

C5MQDFPD0

University of Warwick

☒ Yes ☐ No

University of Warwick

Gibbet Hill Road

Coventry

Warwickshire

CV4 7AL

☒ Yes ☐ No

Please select

Look up

i Click 'Lookup' after entering the sponsor licence number to confirm that it belongs to Warwick.

i The NQF (National Qualification Framework) level of your course is shown in your CAS. Select the appropriate NQF level from the drop down box.

This is the level of the qualification you will be awarded at the end of your course and may not be the same as the level of course at which you are currently studying. More guidance is available.

What is the level of qualification you will be awarded when you successfully complete your course? *

Date the course starts *

-- --

Date the course ends *

-- --

Is the address of your primary site of study the same as your Tier 4 sponsor's address? *

☒ Yes ☐ No

Can you speak English to the required standard? *

☒ Yes ☐ No

i The start and end dates of your course of study are stated in your CAS. Ensure that you read your CAS statement carefully and enter these dates correctly as it will effect your grant of leave (length of visa).

Money #1 The amount of money, or **funds**, you need to show in your visa application is made up of your **tuition fees** and **maintenance** (money needed for daily living expenses).

* indicates required information

Maintenance (funds)

i If you do not owe any money for fees because you are a Postgraduate student in academic extension, you should enter £0 as your course fees, and answer 'No' to the next question.

How much are your course fees as stated on your Confirmation of Acceptance of Studies (CAS), in pounds sterling? *

In UK pounds

If you have already paid all or some of your course fees to your Tier 4 sponsor before making this application, this amount will be deducted from the total amount of money you will need for maintenance. You will be asked to provide evidence of this payment as part of the application process.

Have you already paid any of your course fees? *

☒ Yes ☐ No

How much have you paid? *

In UK pounds

Your Tier 4 sponsor must confirm that they have received your payment(s) for your course fees. They can do this by providing the information in your CAS or by giving you a paper receipt confirming payment. Please select how your Tier 4 sponsor has confirmed your payment.

What evidence are you providing with your application that this amount has been paid? *

- ☐ Information on the CAS
☐ Receipts

i Any money which you have paid to the University for your academic fees can be deducted from the total amount you need to evidence in your visa application. If you are paying something towards your fees you should wait to receive an acknowledgment email from Student Finance which confirms that the payment has been added to your CAS, before completing this section of the form.

Any payments made after your application has been submitted may be added to your CAS but not the visa application. Caseworkers will make a decision based on the information included in both the CAS and the application, but we would always advise that any fees payments are made before you submit your visa application to avoid possible complications.

Money #2 This part of the money section deals with whether the lead applicant qualifies as having an **established presence** in the UK. Students who meet the UKBA definition of being 'established' are eligible to show a reduced amount of funds in their visa application.

You must check whether you are an established student before answering this question. We use this information to advise you of the amount of money you will need for maintenance. If you do not provide accurate information, the figure you are given will not be correct.

Are you an established student? *

☒ Yes ☐ No

Close

You are an established student if you have current entry clearance, leave to enter or leave to remain as a Tier 4 migrant, as a student, or as a Post-graduate Doctor or Dentist and on the date of application you:

- have finished a single course that was at least six months long within your last period of entry clearance, leave to enter or leave to remain, or
- are applying to continue studying a single course and you have completed at least six months of that course.

You cannot combine two or more courses to make up the six months study.

i If you have a current Tier 4 visa which is still valid, and you have completed a course of study of more than 6 months duration **on this visa**, or are applying to extend your current Tier 4 visa to continue a course on which you have already completed 6 months on the date of your visa application, you will qualify as having an established presence in the UK, and can answer 'Yes' to this question.

- If you are switching into Tier 4 from any other visa category - you do not have an established presence.
- If you entered the UK on a Tier 4 visa issued by an institution and you have changed to a different course at another institution in under 6 months - you do not have an established presence.
- If you are applying after your Tier 4 visa has expired, such as after receiving a visa rejection - you do not have an established presence.

Dependants are also eligible for established presence where the lead applicant meets the UKBA criteria. If you have dependants and are unsure of whether they qualify for reduced maintenance, please contact the Immigration Service for further advice.

Where are you intending to study? *

Outer London or anywhere else in the United Kingdom

i Your study location also affects the amount of money you need to show for living costs, or **maintenance**. The University of Warwick is located in Coventry which is in the West Midlands, so you should select 'Outer London or anywhere else' from the drop down list.

Money #3 This section allows you to give details of any money you have paid towards **University managed accommodation**.

Have you already paid any money to your sponsor for accommodation? *

☒ Yes ☐ No

How much have you paid? *

What evidence are you providing with your application to show that this amount has been paid? *

☐ Information on the CAS

☐ Receipts

If you have already paid some money to your Tier 4 sponsor for accommodation before making this application, this amount will be deducted from the total amount of money you will need for maintenance.

We will only take into account money paid to your Tier 4 sponsor for accommodation they are providing or arranging.

i If you are living in University managed housing (either on or off campus) your accommodation fees will be stated on your CAS. If you have paid some of your accommodation fees, you should answer 'Yes' and state the full amount of money you have paid. If you are not in University housing, you should answer this question 'No'.

You can deduct a maximum of £1,000 paid to the University for accommodation from the total amount of money you need to evidence in your visa application. Any monies paid to the University can be added to your CAS. Any payments made after your application has been submitted may be added to your CAS but not the visa application. Caseworkers will make a decision based on the information included in both the CAS and the application, but we would always advise that any fee payments are made before you submit your visa application to avoid possible complications.

i If you are in receipt of a scholarship from the University of Warwick, or any other organisation as listed in the guidance below, answer, 'Yes'.

Official Financial sponsorship is where a student is given money to cover some or all of their course fees and/or living costs by an Official Financial Sponsor. This financial sponsorship can be used as evidence of money for maintenance.

Are you receiving money from an official financial sponsor? * ☒ Yes ☐ No

The Official Financial Sponsors are Her Majesty's Government, your home government, the British Council or any international organisation, international company, university or an Independent School.

i If you are funded by your Government or other agency as above, you will need to obtain an original letter stating how much money you receive towards your tuition fees and/or living allowance.

Your sponsorship letter should be stamped and dated, and on official headed paper. It should confirm:

- Your name
 - The name and contact details of your financial sponsor
 - The date of the letter
 - The length of your sponsorship
 - How much you receive towards your tuition fees (if you are fully sponsored, the letter can state 'full tuition fees')
- and/or
- How much your monthly allowance is
- and/or
- The total sum of money you have been allocated

i If you are applying with Dependants whose maintenance requirement is also covered by your financial sponsor, the letter will need to clearly state this. It should meet the criteria set out above, and should also confirm:

- That the sponsorship is also intended to cover any Dependant family members (eg. spouse, children)

If your financial sponsorship does not cover all of your Dependant's maintenance requirements, you will need to provide evidence of the shortfall.

Money #5 Evidencing your funds with your own bank account, or that of parent.

Are all of the funds in your name? *

☒ Yes ☐ No

i If you are using your own bank account, answer 'Yes'.

i You must show that you have held sufficient funds in your bank account for a period of **28 consecutive days** during which the balance must not go below the required amount. You may use either statements or a letter from your bank, but it must be no older than 31 days on the date that your visa application is submitted (date of posting application if using 'print & send' form, or date application submitted online if using online application). Please refer to the information below to ensure that your financial documents meet UKBA Policy Guidance:

Bank statements must show

- Your name
- The account number
- The date of the statement
- The financial institution's name and logo
- The amount of money available

Ad hoc bank statements printed by the bank on their letterhead are acceptable.

Electronic statements from an online account are acceptable provided they meet the requirements outlined and that each page bears an official stamp from the bank, or you submit a verification letter from the bank.

Bank letter must show

- Your name
- The account number
- The date of the letter
- The financial institution's name and logo
- The amount of money available
- That there is enough money in the account for the full 28 day period

Are all of the funds in your name? *

☐ Yes ☒ No

Are the funds in your parent or legal guardian's name? *

☒ Yes ☐ No

i If using a parent's financial documents, answer 'No' and then 'Yes' to the next question.

Do you have permission from your parent or legal guardian to use funds in their name? *

☒ Yes ☐ No

If any of the money you are using for maintenance is held by your parent(s)/legal guardians you will need to provide written permission from them for you to use this money.

i If you are using a parent's bank account to evidence your funds, you will need an original letter written, signed and dated by them which confirms that they give their consent for the money to be used to fund your studies in the UK. You will also need your original birth certificate/registration document or adoption certificate which proves your relationship. All documents not in English or Welsh will need to be accompanied by a translation which meets UKBA guidelines

The format of the bank statements or letter **must** meet the UKBA guidance as stated above. If the account shows funds in any currency other than GBP, you will need to provide a conversion from www.oanda.com which confirms that the equivalent funds are available for the required period.

General attributes

In this section you will be asked to provide information about the course you are intending to study.

T4 general attributes

What is the level of the course you are applying for? *

NQF6

i This will be stated on your CAS. Select the appropriate level from the drop down list

Do you need to obtain permission from the Academic Technology Approval Scheme (ATAS)? *

☒ Yes ☐ No

The Academic Technology Approval Scheme (ATAS) was introduced on 1 November 2007 and is designed to ensure those coming to the UK to study aren't involved in the spread of knowledge and skills that could be used in the proliferation or delivery of weapons of mass destruction

What is your Academic Technology Approval Scheme (ATAS) reference number? *

i If your course is subject to ATAS clearance it will be stated on your CAS. New students joining courses where ATAS is required must obtain clearance before their offer to study is made unconditional, and should enter the number on their ATAS certificate in the box above.

If you are a continuing students applying to extend your current Tier 4 visa and your course of study attracts ATAS, you must apply for new clearance before submitting your visa application. If you use the Immigration Service Batch scheme you may submit your visa application while a decision on your ATAS application is still pending and can enter '*Application pending*' in the box above. **You cannot do this if you submit your visa application independently, or at an in-person appointment.**

Are you being sponsored by a government or international scholarship agency - or have you been sponsored by one of these bodies within the past 12 months? *

☒ Yes ☐ No

You are sponsored by a government or an international scholarship agency if you receive financial sponsorship from them that fully pays for both your fees and your maintenance

If you are currently sponsored by a government or an international scholarship agency, or have been financially sponsored within the 12 months preceding this application, you will need their consent to you continuing your studies in the UK. If they do not give their consent, your application will be refused.

i Sponsored students who are applying to extend their Tier 4 visa (such as Government sponsored PhD students) will need to include an original letter from their financial sponsor which confirms consent to continue/complete their course of study.

In this section of the Dependant application you will be asked about your dependant's relationship to you. You can ignore this if you have no Dependants.

i Here you will need to define your relationship to the Dependant(s) applying with you by selecting the appropriate description from the drop down box. If you have multiple Dependants, we suggest that you complete one Dependant application at a time before moving on to the next.

How are you related to this dependant? *

Spouse

- | | | |
|---|---------------------------|--------------------------|
| Is your relationship with this dependant subsisting? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Do you intend to live with this dependant throughout your stay in the UK? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Does this dependant intend to stay in the UK beyond any period of leave that you are granted? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Does this dependant intend on taking employment as a doctor or dentist in training? * | <input type="radio"/> Yes | <input type="radio"/> No |

i ← These are the further questions asked for Dependants applying as a '**Spouse**' or '**Civil Partner**' of the lead applicant.

How are you related to this dependant? *

Unmarried or same-sex partner

- | | | |
|---|---------------------------|--------------------------|
| Have you and this dependant been living together in a relationship for at least 2 years? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Has this dependant ever been married or in a civil partnership? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Has this dependant ever lived in a relationship akin to marriage or civil partnership? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Apart from this partnership, are you related to this dependant? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Is your relationship with this dependant subsisting? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Do you intend to live with this dependant throughout your stay in the UK? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Does this dependant intend to stay in the UK beyond any period of leave that you are granted? * | <input type="radio"/> Yes | <input type="radio"/> No |

i ← Dependants applying as an '**Unmarried or same-sex partner**' of the lead applicant will be asked these additional questions.

A Dependant who is one half of an unmarried couple living together in a relationship for at least two years will need to provide evidence that the relationship is 'akin to marriage'. This could include, but is not limited to;

- Joint bank statements in both the Dependant and lead applicants names
- Historic utilities bills showing an address shared with the lead applicant
- Property rental agreement in both names

In this section of the Dependant application you will be asked about your dependant's relationship to you. You can ignore this if you have no Dependants.

How are you related to this dependant? *		They are my child and are under 18
Does this dependant intend to stay in the UK beyond any period of leave that you are granted? *	<input type="radio"/> Yes <input type="radio"/> No	
Is this dependant married or in a civil partnership? *	<input type="radio"/> Yes <input type="radio"/> No	
Has this dependant formed an independent family unit, or are they living an independent life? *	<input type="radio"/> Yes <input type="radio"/> No	
Are both of this child's parents included in this application? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	i If you answer 'No' here you will be asked further questions and prompted to give more information about your situation.
Has this dependant previously been granted leave as your dependant? *	<input type="radio"/> Yes <input type="radio"/> No	
How are you related to this dependant? *		They are my child and are aged 18 or over
Do you intend to live with this dependant throughout your stay in the UK? *	<input type="radio"/> Yes <input type="radio"/> No	
Does this dependant intend to stay in the UK beyond any period of leave that you are granted? *	<input type="radio"/> Yes <input type="radio"/> No	A child cannot be this dependant if they are 18 or older and it is considered that they: <ul style="list-style-type: none"> are married or in a civil partnership; have formed an independent family unit; or are living an independent life.
Is this dependant married or in a civil partnership? *	<input type="radio"/> Yes <input type="radio"/> No	
Has this dependant formed an independent family unit, or are they living an independent life? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	
i The UKBA might consider that there is an independent family unit if your child is living with his/her partner or has children of their own. Reasons why the UKBA might consider a child to be living an independent life could include: where they are living away from the family home (except where he/she is at boarding school); in full time employment; or appears to be financially independent (that is where the applicant's income exceeds their child's expenditure). If you are unsure about whether your child is eligible to be your Dependant, please contact the Immigration Service for further advice.		
Are both of this child's parents included in this application? *	<input type="radio"/> Yes <input type="radio"/> No	
Has this dependant previously been granted leave as your dependant? *	<input type="radio"/> Yes <input type="radio"/> No	

Once you have completed the online form for yourself (and any Dependants) you can ask the system to check for any mistakes...

Start | Customise | Home | Lead applicant | Dependant 1 | **Check**

Check your application

How to submit your application

1. Click the Check application button below. It will confirm your application is complete.
2. You will be told which supporting documents to provide and asked to confirm which ones you will provide.
3. You will be asked to complete a declaration of truth.
4. You will be asked to choose either Standard or Premium service, if appropriate.
5. If payment is required you will be asked to pay online.
6. You will be asked to print and sign a document. It will list the supporting documents you must provide and tell you what to do next.

You must print this document and:

- If you select Premium service you must bring this document and your supporting documents to your appointment.
- If you select Standard service you must post this document and your supporting documents to us at the address provided on this document. We will invite you to provide the biometric information (if required) for you and any dependants who are included in this application when we have received all the relevant documents.

! Your application has not yet been submitted. The next screens will tell you how to submit your application.

Check application

Some sections have errors, or are incomplete. Return to the Home page to review this.

i Click the 'Check application' button and the system will check for any questions you have missed. It will check all applications, and any errors will be displayed on the Home page so that they can be easily corrected (see example below).
It is not possible to submit a complete visa application with any errors.

✖ Lead applicant

Status

▷ Personal details

✖ Section has errors

▷ Contact details

✓ Section complete

▷ Reference numbers

✓ Section complete

▷ Travel document

✓ Section complete

This section gives details of the additional supporting documents you need to send to the Home Office so that your visa application can be considered. It uses the information provided in the online application form(s) to provide you (and any Dependents) with a checklist of documents.

Documents for International Student

Evidence of Identity - all of these documents must be submitted

Current passport(s) or travel document(s). This document is mandatory, if it is not submitted this application may be rejected as invalid. *

☐ Yes ☐ No

Biometric Residence Permit. This document is mandatory, if it is not submitted this application may be rejected as invalid. *

☐ Yes ☐ No

Two passport photographs *

☐ Yes ☐ No

Evidence of your finances - if there is any maintenance left to pay, one or more of the following documents must be submitted.

Your personal bank or building society statement *

☐ Yes ☐ No

Electronic bank statement and supporting letter. *

☐ Yes ☐ No

Electronic bank statement stamped by your bank *

☐ Yes ☐ No

Your building society pass book *

☐ Yes ☐ No

Letter from your bank or building society *

☐ Yes ☐ No

Letter from a regulated financial institution confirming funds held *

☐ Yes ☐ No

Letter from a regulated financial institution confirming a loan *

☐ Yes ☐ No

Documents used to obtain your CAS – if your sponsor listed one or more of the following documents on your CAS, each of these documents must be submitted.

Original certificate(s) of qualifications *

☐ Yes ☐ No

Translation(s) of the certificate(s) *

☐ Yes ☐ No

Original transcript(s) of results *

☐ Yes ☐ No

Translation(s) of the transcript(s) of results *

☐ Yes ☐ No

Academic Technology Approval Scheme (ATAS) Clearance Certificate – this document must be submitted.

28 ATAS certificate *

☐ Yes ☐ No

i When completing the documents checklist you must select 'Yes' for the documents you are sending, and 'No' for those you are not including with your application. For example, if evidencing your finances using a bank statement, you should select 'No' for all other financial document options.

You can access sections of the UKBA Policy Guidance from this page of the application form (see the example below for guidance about qualifications certificates). Using this additional information you can check that your supporting documents are in a format which will be acceptable to the Home Office

Original certificate(s) of qualifications

You must submit the qualification certificate(s) your sponsor used to offer you a place on your course as part of your application.

Each certificate you send us must be the original (not a copy).

Each certificate you send us must be the original (not a copy) and must clearly show the:

- applicant's name;
- title of the award;
- date of the award; and
- name of the awarding institution.

We will not accept original provisional certificates.

Maintenance declaration

Once you have completed your online application and checked it for errors, the next section shows how much money you (and any Dependants applying with you) need to evidence in your visa application(s). You must answer 'Yes' or 'No' for each applicant.

i The funds which you evidence in your application must remain available for the time taken to decide your visa application, unless used for living costs in the UK, eg. rent, utilities bills, in which case we would advise that you retain receipts for all transactions. It is, however, safer not to use these funds until your visa has been granted.

★ Indicates required information

Maintenance for International Student

I certify I have £ XXXX to cover my monthly living costs and my course fees for the first year (or for the length of my course if less than one year), that I have held this money for a consecutive 28 day period ending no more than 1 month before this application, and the money is available to me, in the manner specified in the Immigration Rules, for use in living in the UK and will remain so available unless used to pay for living costs in the UK ★ ☐ Yes ☐ No

i The total sum of money which you need to show in your visa application is calculated using the information you provide in the online form about your fees, money paid to the University, and whether or not you qualify as an established student.

Maintenance for International Student-Spouse

I certify I have £ XXXX to cover my monthly living costs, that I have held this money for a consecutive 28 day period ending no more than 1 month before this application, and the money is available to me, in the manner specified in the Immigration Rules, for use in living in the UK and will remain so available unless used to pay for living costs in the UK. ★ ☐ Yes ☐ No

i The total sum of money which any Dependant needs to evidence in their visa application is calculated according to whether the lead applicant qualifies as an established student, and is determined by the answers given to questions on their application.

Final declaration

After agreeing to the financial declaration(s) you must agree to a final declaration before you can submit your application.

Declaration

The information I have given in my application is complete and is true to the best of my knowledge and belief.

The photographs I have submitted with my application are a true likeness of me.

The documents I have submitted in support of my application are complete and correct to the best of my knowledge and belief.

I agree to co-operate with UK Border Agency officials, or any other person charged by the Secretary of State for the Home Office, with conducting pre-issue and post-issue checks in relation to my application.

If there is a material change in my circumstances or any new information relevant to my application becomes available before it is decided, I will inform the UK Border Agency.

I am aware that the rules and requirements governing applications may change in the future and that I should not assume the current rules and requirements will continue to apply.

Please read the following statements and confirm that you agree by placing a tick in the box below.

- I confirm that I have read and that I understand and agree the above declarations.
- I confirm that the information I have given in this application is complete and is true to the best of my knowledge and belief.
- I agree to the use of the data provided in this application in accordance with the UK Border Agency's Information Charter:

[Use of data \(opens in a new window\)](#)

- I consent to the UK Border Agency informing my sponsor of the outcome of my application.

☐ I confirm that I agree to all the above statements*

! After you click the Next button you will not be able to change the answers on your application. We encourage you to review your answers to ensure the information you have given is correct. You can do this by going to your Customer Account and viewing your application

i Agreeing to this online declaration is the same as signing a paper application form.

After you have read and agreed to the declaration and clicked the 'Next' button, you cannot go back through any of the application and make changes.

If you are applying through the Immigration Service we will check your application before you submit it, so please do not agree to the declaration and proceed to the next section until your final appointment with an International Student Adviser, who will ensure that you have completed the form correctly before submission.

Once you have submitted your application you will be taken to the payment screen to complete the process. **Your visa application will not be complete until you have paid the application fee online.** You will have approximately 10 minutes before the payment screen times-out for security reasons, so ensure that you have your debit or credit card to hand and that there are sufficient funds to cover the application fee(s).