





You should read this information guide to help you decide which documents will be useful in supporting the statements that you have made on your visa application form.

您应阅读此信息说明,以帮助您决定何种文件将有助于支持您在签证申请表(VAF)上进行的陈述。

Please note that ALL the specified documents must be original and in English or Welsh otherwise you must include a certified English translation that can be independently verified by the UK Border Agency.

请注意<u>所有</u>提交的文件都必须为英语或威尔士语原件,否则您必须同时提供可供英国边境管理局(UK Border Agency)独立核查的英文翻译件。

Guide to supporting documents 文件说明

Points Based System Tier 4 (General) 计点积分制第四层级Tier 4(普通类)

You should also read the Policy Guidance: 您可以同时参考以下政策指南:

www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/evidence/

Information about you 个人信息

Completed visa application form: 填写完整的签证申请表 In some locations you can only apply by making an online application. You should check on our supported countries page to see if you should make an online application 在一些地区,您可以进行在线申请。您应查看所适用国家页面,确认您是否应进行在线申请。	 ➢ If your country does not support online applications you must complete and submit a VAF9 如果您的国家不适用在线申请,您必须填写并递交表格VAF9 ➢ If you make an <u>online application</u> you must also print it off and submit with your supporting documents 如果您进行<u>在线申请</u>,您也必须将申请表格打印出来,并同您其它的文件一起递交。
Completed Appendix 8 完成附表8	You must complete self assessment form <u>Appendix 8</u> and submit a printed copy with your application form. 您必须完成自我评估表格附表8 <u>Appendix 8</u> ,并打印出来与您的签证申请表格一起递交
A current and valid travel document or passport 一份当前有效的旅行证件或护照	You will not be issued a visa if you do not have one of these 如果您不提供此类文件,您将不会被签发签证
One passport sized colour photograph 一张彩色护照照片	This must comply with the requirements in our <u>photo guidance</u> 此文件必须满足我们 <u>照片说明</u> 中的要求
Evidence of your permission to be in the country where you are applying, if you are not a national of that country 如果您不是您递交申请所在国的公民,	This must show your current immigration status. It could be a residence permit, 'green card' or valid visa. 此文件必须显示您目前的居留身份,文件可以为居住许可、"绿卡"或有效签证。

您需要提供您进入此国家的许可文件	
Previous passports 旧护照	These are to show your previous travel history. 此文件意在显示您以前的旅行记录
Translations: The original translation must contain confirmation of the following from the translator: 文件翻译: 翻译的原件必须包括译者的如下确认:	 That it is an accurate translation of the original document 所提供文件是原始文件的准确翻译 The date of the translation 翻译日期 The translators full name and signature 译者的全名及签名 The translators contact details 译者的联系方式

Sponsor – evidence if you are not applying to study English language 担保方 – 申请非语言课程的材料

Confirmation of Acceptance for Studies. 学习录取确认(CAS)	Before you can apply for permission to enter or remain in the UK under Tier 4 (General), your education provider must assign a confirmation of acceptance for studies (CAS) to you. This confirms that you have been given an unconditional offer of a place on a course of study with a licensed Tier 4 sponsor. 在您申请第四层级 Tier 4(普通类)学生签证以前,您的英方接收院校必须给您出具一份学习录取确认(CAS)。这份确认是指您已经获得了具有开设Tier 4课程资格的担保方给您的无条件录取通知。
	Write your CAS reference number on your application form - your Tier 4 sponsor will give you the reference number. 您的Tier 4担保方会给您提供一个CAS号码,请将这个号码填写在您的签证申请表上。
Documents used to obtain your CAS. 用于获得CAS的材料	Send us the documents you used to obtain the CAS. You will need to know what evidence your Tier 4 sponsor has included on your CAS, so that you can include it with your application. You must get this information directly from your Tier 4 sponsor before you apply. Each certificate of qualification or transcript must be the original (not a copy). 请将您获得CAS时使用的材料提交给我们。您必须知道您的英国担保方在CAS中列明的材料,从而能将那些材料随签证申请一同提交。您必须在提交签证申请前与担保方直接联系而获得此信息。所有提交的证书或成绩单须为原件(不接受复印件)。
	Students of designated low-risk nationalities attending courses with highly trusted sponsor status do not routinely have to present documents at the visa application stage in respect of their educational qualifications, although UKBA reserves the right to ask to see the evidence.
	对于来自低风险地区的学生就读信誉最高英国教育机构时,学生在签证申请阶段则无需提交学历证明。但是UKBA(英国边境管理局)保留向其索要这些材料的权利。
	The current list of low risk nationalities is: Argentina; Australia; British National Overseas; Brunei; Canada; Chile; Croatia; Hong Kong; Japan; New Zealand; Singapore; South Korea; Taiwan; Trinidad and Tobago; and the USA.
	目前认定为低风险的地区为: 阿根廷、澳大利亚、英国国民(海外)、文莱、加

拿大、智利、克罗地亚、香港、日本、新西兰、新加坡、韩国、台湾、特立尼达 和多巴哥、以及美国。 There are additional requirements if you are applying to study a course that requires an ATAS clearance certificate, or if you are a postgraduate doctor or dentist. See below. 如果您申请的课程需要有ATAS证书,或您申请的是医学或牙医研究生课程,请 **参看以下**额外要求。 If your course is at National Qualification Framework (NQF) level 3 or above Assessment by other means. 其它评估方式 and you have been assessed by other means (such as references, a portfolio of artwork, interview, or the Tier 4 sponsor's own test or entrance exam), you do not need to include these documents with your application. However, your Tier 4 sponsor must include details of how they assessed you on the CAS. 如果您的课程是在国家资格证书框架(NQF)3级或以上,或您的担保方通过其 它方式对您进行了评估(例如:推荐信,作品集,面试或英国担保方本校的内部 测试),以上这些材料您则无需提供。但是,您的英国担保方必须在 CAS 里详 细列明评估的细节。 If you have been offered a place because of progress you have made on an existing course, your Tier 4 sponsor must include this information on the CAS. You will not need to send any documents if this is how you have been assessed. 如果您是继续就读的学生,而英国担保方根据您目前的学习进度而发一次录取, 您的英国担保方必须将此信息填写在您的CAS中。您无需再次提交任何当初入学 时被评估的文件材料。 Assessment of your English language If you are applying to study a course that is below level 6 of the revised NQF and is not a foundation degree, your Tier 4 sponsor may have used an English competence. 您的英语语言能力评估 language test or a course that you completed as a child student in order to confirm your English language skills. If so, you must send us the test or course qualification document with your application. 如果您申请的课程是 NQF6 级以下,同时又不是预科学历,您的担保方可以通过 英语测试,或完成语言课程来确认您作为儿童学生的语言能力。在这种情况下, 您在申请签证时必须同时提交相应英语成绩证书或课程结业证书等文件。 For details of approved providers please refer to: 有关被认可机构的详细细节请参考: New list of approved English language test providers 得到认可的英语语言测试机构新名单。

Sponsor – evidence if you are applying to study English language 担保方 – 申请英语语言课程的材料

Assessment based on your	If your Tier 4 sponsor has assessed your qualifications in order to assign your
qualifications.	confirmation of acceptance for studies (CAS), you must send us these
基于您目前的学历评估	qualifications with your application. Each certificate of qualification or transcript

	must be the original (not a copy).
	如果您的Tier 4担保方是根据您的学历而出具了CAS,您必须将那些学历材料随签证申请一同提交。所有提交的证书或成绩单须为原件(不接受复印件)。
	You will need to know what evidence your Tier 4 sponsor has included on your CAS, so that you can include it with your application. You must get this information directly from your Tier 4 sponsor before you apply.
	您必须知道您的英国担保方在CAS中列明的材料,从而能将那些材料随签证申请一同提交。您必须在提交签证申请前与担保方直接联系而获得此信息。
Assessment based on references. 基于推荐信的评估	If your Tier 4 sponsor has assessed you using one or more references, you must send us each of the original references assessed on the CAS. Each reference must contain:
	如果您的 Tier 4 担保方通过一个或几个推荐信来给您出具 CAS,您必须将所有推荐信的原件提供给我们。每份推荐信都必须包括:
	> Your name;
	您的姓名
	 Confirmation of the type and level of course or previous experience;
	您完成课程的种类以及等级或以往经历
	The dates of study or previous experience;
	学习或以往经历的日期
	> The date of the letter; and
	推荐信的日期;以及
	> The referee's contact details.
	推荐人的联系方式
	If you cannot provide the original reference(s), you can provide a copy, together with a letter from your Tier 4 sponsor confirming that it is a true copy of the reference they assessed.
	如果您无法提供推荐信原件,您可以提供复印件,并附上英国Tier 4担保方的证明信,证明该复印件是当初评估您时所使用原件的真实副本。
Assessment based on your progress 基于您学习进度的评估	If you have been offered a place because of progress you have made on an existing course, your Tier 4 sponsor must include this information on the CAS. You will not need to send any documents if this is how you have been assessed.
	如果英国担保方根据您目前的学习进度而发一次录取,您的英国担保方必须将此信息填写在您的CAS中。您无需再次提交任何当初入学时被评估的文件材料。

Assessment of your English language competence.

基于您的英语语言能力的评估

If you are applying to study a course that is below level 6 of the revised NQF and is not a foundation degree, your Tier 4 sponsor may have needed to assess your English language skills before assigning your CAS. If the assessment was based on a formal qualification that you hold, you must include the qualification certificate with your application to us.

如果您申请的课程是NQF6级以下,同时又不是预科学历,您的担保方则需要在给您出具CAS之前评估您的英语语言能力。如果评估的是您持有的正规证书,您在申请签证时必须同时提交该证书。

Further guidance on the CAS can be found at: 更多有关CAS的指南请参考:

www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/can-you-apply/cas/#

ATAS certificates

ATAS

Do you need an ATAS clearance certificate?

您是否需要ATAS?

You must obtain an Academic Technology Approval Scheme (ATAS) clearance certificate if you are applying for permission to do:

如果您申请的是以下课程,您必须同时获得学术技术审核计划证书(ATAS):

Postgraduate studies leading to a doctorate or master's degree by research in one of the subjects listed in <u>Appendix 6</u>, <u>paragraph 1 of the Immigration</u> <u>Rules</u>; or

硕博连读课程或在移民条例第一款, 附录 6 中列明的研究类硕士课程; 或

➤ Postgraduate studies leading to a taught Master's degree in one of the subjects listed in Appendix 6, paragraph 2 of the Immigration Rules; or

移民条例第二款, 附录 6 中列明的授课类硕士课程; 或

More than six months' study or research in the UK which is part of an overseas postgraduate-level course, in any subject listed in Appendix 6 of the Immigration Rules.

移民条例附录 6 中列明的任何研究生课程,需要有超过六个月在英国的学习或研究的海外学业。

You must apply for an ATAS clearance certificate online on the <u>Foreign and Commonwealth Office website</u>. This site also contains information about the scheme and the list of designated subjects. If your course requires you to have an ATAS certificate the CAS will show that this is the case.

您必须在英国外交部(Foreign and Commonwealth Office)网站上申请 ATAS。这个网站同时包含了有关计划和指定专业的信息。如果您的课程要求有 ATAS,您的 CAS 中应有所显示。

Post graduate doctor or dentist 医生或牙医研究生

If you are applying to take a recognised Foundation Programme as a postgraduate doctor or dentist. 如果您申请一个可认证的医生或牙医硕士预科课程

The qualification(s) you send with the application must include the original certificate and/or original transcript of results of the UK recognised degree in medicine or dentistry that you completed while in the UK as a student.

您递交签证申请时所提交的资格证书必须是您在英国正规院校学习医药或牙科而获得的学历证书和/或成绩单原件。

Evidence of your money 您的资金证明

Evidence of money already paid to your education provider. 已经付给英国院校费用的证明	You will be asked to declare at the application stage that you hold and will continue to hold the required maintenance funds to support yourself and pay for your course. You must show that you have enough money to pay your course fees for the first year of your course (or for the entire course, if it lasts less than a year).
	在申请签证阶段,您会被要求提供材料以证明您当前持有,并且会继续持有您在 英国学习所需的费用。您必须证明您有足够的资金用于支付您第一学年的学费 (如课程不足一年,则为全部课程学费)。
	When it assigns your CAS, your Tier 4 sponsor can include details of any money that you have already paid. If you have paid any money to cover your course and accommodation fees to your Tier 4 sponsor, but your CAS does not indicate that this has been paid, you must include evidence of payment in your application.
	英国 Tier 4 担保方可在您的 CAS 中列明您已支付给学校的费用。如果您已经支付了任何学费以及住宿费,但在您的 CAS 中并未标明,您则必须在签证申请材料中提交您已支付费用的证明材料。
Living costs.	You must provide evidence of your ability to meet living costs as follows:
生活费	您必须提供您有能力负担以下生活费用的材料:
	£1000 per month if you are spending more than half of your study time in inner London; or
	如果您有一半以上的学习时间在内伦敦(inner London),您每月的生活费 须为 £1000;或
	£800 per month if you are spending more than half of your study time outside inner London
	如果您有一半以上的学习时间不在内伦敦(inner London),您每月的生活 费须为 £800
Evidence of an official financial sponsor or government sponsor. 官方或政府资金资助证明	If your Tier 4 sponsor is giving you any official financial sponsorship, it can include details of this on your confirmation of acceptance for studies (CAS).
	如果您的 Tier 4 担保方给您提供任何官方资金资助,这些信息在您的 CAS 中将会被列明。
	In any other circumstances you must provide an official headed letter of confirmation bearing the organisation's official stamp. It must show:
	除此之外,您还必须提供资金资助方出具的正规抬头纸 确认函 并加盖公章。信函

中应注明:

Your name ;

您的姓名

> The official financial sponsor's name and contact details;

官方资金资助方的名称及联系方式:

> The date of the letter:

信函日期

> The length of the sponsorship; and

资金资助时限; 以及

- ➤ The amount of money that the official financial sponsor is giving to you; or 资金资助方给您提供的资金数额; 或
- A statement that it will cover all of your course fees and living costs.

陈述资金将用于负担您所有的学费和生活费。

Evidence of money that is available to you – general principles. 可用资金证明 – 通则

Students of designated low-risk nationalities attending courses with highly trusted sponsor status do not routinely have to present documents at the visa application stage in respect of their maintenance funds, although UKBA reserves the right to ask to see the evidence.

对于来自低风险地区的学生就读信誉最高英国教育机构时,学生在签证申请阶段则无需提交资金证明。但是UKBA(英国边境管理局)保留向其索要这些材料的权利。

The current list of low risk nationalities is: Argentina; Australia; British National Overseas; Brunei; Canada; Chile; Croatia; Hong Kong; Japan; New Zealand; Singapore; South Korea; Taiwan; Trinidad and Tobago; and the USA.

目前认定为低风险的地区为:阿根廷、澳大利亚、英国国民(海外)、文莱、加拿大、智利、克罗地亚、香港、日本、新西兰、新加坡、韩国、台湾、特立尼达和多巴哥、以及美国。

If you are a student of a nationality not included in this list, you must show that you have held the required money for a consecutive 28-day period (finishing on the date of the closing balance) ending no more than one month before your application.

如果不是来自以上地区,您必须提供证明显示规定的金额已有连续28天的存期,且最后一笔记录不早于申请日期前一个月(最末一笔记录日期为准)。

If you are providing your evidence of money from a single account, we will assess the funds available to you from the closing balance given on the document you provide as evidence.

如果您提供的资金是来自于个人账户,我们会根据您提供的文件上的最终账户余额来评估。

If you provide two or more pieces of evidence from a single account (for example, two consecutive bank statements), we will assess the money available to you from the closing balance of the most recent document. We will always use the closing balance date from the account that most favours you.

如果您提供两份或两份以上个人账户的资金证明(例如:两份银行对账单),我 们会以余额日期最近的一份材料为准。我们一般都会选择余额日期对您最有利的 材料。

The UK Border Agency (UKBA) has established a list of financial institutions which do not verify financial statements to their satisfaction and from whom they will no longer accept documents. This list is published on the <u>UKBA</u> website.

英国边境管理局已经公布了一份金融机构名单,由名单中列明的金融机构所出具的资金证明将不再被接受。该份名单已公示在英国边境管理局的网站上。

Note that property, shares, bonds pension funds, life insurance or similar savings accounts are not acceptable. This applies to your own and your parents accounts.

请注意房产,股票,养老基金债券,人寿保险或类似的储蓄账户无论是在您本人或父母的名下都不被接受。

The following documents, with the exception of the loan letter, must cover a consecutive 28-day period ending no more than a month before the date of your application.

以下材料除了贷款证明以外,都必须有 连续28天的存期,并且最末余额日期不 早于申请日期前一个月。 Personal bank or building society statements; Letter from a bank or building society confirming funds; Letter from a financial institution confirming funds or a loan (the financial institution must be regulated by the Financial Services Authority or, in the case of overseas accounts, the home regulator).

个人银行或房屋互助协会对账单;银行或房屋互助协会资金证明信;金融机构出 具的资金或贷款确认信函(金融机构由英国金融服务管理局监管或者如果是海外 账户则由当地监管机构监管)。

Loan letters must be dated no more than **six months** before the date of your application, and must show: your name; the date of the letter; the financial institution's name and logo; and the money (or funds) available as a loan.

贷款信件日期不得早于签证申请日期前 6 个月,同时须列明:您的姓名;信件日期;金融机构的名称及标志;以及贷款有效金额。

Loan funds must be available to you **before you travel** to the UK, unless the loan: is an academic/student loan from your country's national government; and will be released to you by your national government or your Tier 4 education provider when you arrive in the UK.

贷款资金必须在您**去英国之前**就生效,除非该贷款为:本国政府学术/学生贷款,须由政府或英国 Tier 4 教育机构在您抵达英国后方可授权生效。

Loans held in the name(s) of your parents(s) or legal guardian **cannot** be used as evidence of money held by you.

您父母(一方或双方)或法定监护人名下的贷款金额不能作为您的可用资金证

	明。
Money held by your parent(s) or legal guardian(s). 父母(一方或双方)或法定监护人名下的资金	A student relying on money held by his/her parents(s)/legal guardian must show that he/she is related to his/her parent(s)/legal guardian by providing an original legal document or a notarised copy of one of the following documents: 资金在父母(一方或双方)或法定监护人名下的学生,需出示与其父母(一方或
	双方)或法定监护人关系证明。请提供以下所列任一法律文件原件,如无法提供原件,则需提供复印件的公证材料::
	The student's birth certificate showing names of his/her parent(s); 显示父母姓名的出生证;
	The student's certificate of adoption showing names of both parent(s) or legal guardian;
	显示父母(一方或双方)或法定监护人姓名的领养证;
	A Court document naming the legal guardian of the student.显示法定监护人姓名的法院文书。
	You must also show that your parent(s)/legal guardian has given their permission for you to use this money by providing:
	您同样需出示您父母(一方或双方)或法定监护人允许您使用资金的证明,文件为:
	A letter from his/her parent(s) or legal guardian. 父母(一方或双方)或法定监护人出具的信函
	The letter must confirm:
	该信函需确认:
	 The relationship between the student and his/her parent(s) or legal guardian; and 您与父母(一方或双方)或法定监护人的关系,以及 That the parent(s) or legal guardian have given their consent to the
	student using their funds to study in the UK.
	父母(一方或双方)或法定监护人同意您在英国留学时使用其名下资金。

Further guidance on money requirements can be found at: www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/evidence/money/

更多资金要求指南,请参考 www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/evidence/money/

Evidence about your care arrangements for adult students aged 16 or 17

有关 16 或 17 岁成人学生照看安排的材料

If you are 16 or 17 years old, you must show that your proposed care arrangement is acceptable.

如果您是**16**或**17**岁,您必须证明您选择 的照看方式是被允许的。 You must have parental consent to travel to the UK. You must provide a **letter from your parent(s) or legal guardian**, confirming:

您必须在被父母允许的情况下才能前往英国。您必须提供**一封父母(一方或双方)或法定监护人的同意信**,信中确认:

Your relationship with your parent(s) or legal guardian (accompanied by your birth certificate, adoption certificate or Court issued guardianship document); 您与父母(一方或双方)或法定监护人的关系(请附上出生证,领养证或法院签发的监护文件);

Your parent(s) or legal guardian's consent to your application;

您的父母(一方或双方)或法定监护人同意您的申请;

Your parent(s) or legal guardian's agreement to your living arrangements in the UK; and

您的父母(一方或双方)或法定监护人对您在英国生活安排的肯定;以及

Your parent(s) or legal guardian's agreement to the arrangements made for your travel to and reception in the UK.

您的父母(一方或双方)或法定监护人同意您出行和到英国后被接送的安排。

If the letter is signed by only one parent or legal guardian, it must confirm that they have legal custody or sole responsibility for you. If they do not have sole custody, the letter must confirm that each parent or legal guardian agrees to the contents of the letter, and must be signed by each parent or legal guardian.

如果信上的签名只有您的父母单独一方或一位法定监护人,他们必须证明他们拥 有您唯一的法定监护权。否则,您的父母或法定监护人双方都必须分别签字并确 认他们同意您的出行安排。

Additional evidence for a 16- or 17year-old adult student living independently.

16或17岁成人学生独立生活的补充材料

If you are 16 or 17 years old, you have the legal right to live independently in the UK, and may make your own arrangements for accommodation. If you are living independently, you must provide a **letter from your parent(s) or legal guardian**, confirming that:

如果您是 16 或 17 岁,您有权利选择独立在英国生活,并且可以自主安排住宿。如果您是独立生活,您必须提供您**父母(一方或双方)或法定监护人的同意信**,信中确认:

- ➤ They have given their consent for you to live independently in the UK; and 他们允许您在英国独立生活;以及
- That they have given their consent for your independent travel to the UK.
 他们允许您独立前往至英国。

This information can also be included in the parental consent letter. 以上信息也可涵盖在父母同意信中。

Bringing your family (dependants)

携家人同行(家属)

Eligibility. 资格	If you will be studying in the UK for more than six months , you can bring your family members to the UK.
	如果您需要在英国学习 6个月以上 ,你可以携带您的家人。
Visa application form. 签证申请表	Dependants must complete VAF10 or an online form (if applicable).
	家属必须填写并递交表格VAF10或在线申请(如适用)。
Information about you. 个人信息	Dependants must also provide a current and valid travel document or passport, one passport sized colour photograph, evidence of their permission to be in the country where the application is made (if not a national of that country), previous passports & translations of any documents submitted that are not in English or Welsh.
	家属同样需要提供一份当前有效的旅行证件或护照,一张彩色护照照片,进入此国家的许可文件(如果申请人不是递交申请所在国的公民),旧护照以及所有非英语或威尔士语材料的翻译件。
Evidence of relationship to sponsor.	E.g. marriage certificate, civil partnership registration or birth certificate.
您与您的担保人关系的证明	例如: 结婚证,同性配偶关系证书,或出生证明。
Evidence of sponsor's permission to enter or stay in the UK. 您的担保人进入或在英国停留的许可证明	Copy of the pages of sponsor's passport showing their visa if issued or permission to stay if already in the UK.
	如担保人已在英国,请提供其护照签证页或居留许可的复印件。
	If you are a child, you should provide evidence of both your parent's status in the UK to show that they are lawfully present in the UK, or being granted entry clearance or leave to remain at the same time as you – please see paragraph 319H (f) of the immigration rules for details of this requirement.
	如果你是未成年人,你应该提供显示父母双方在英国是何种居留身份的相关文
	件,以证明他们目前是在英国合法居住,或者与你同时被授予入境签证或居留许可。有关该要求的细节,请查看 <u>移民条例段落 319H(f)</u> 。
F 11	
Evidence of money available to family members. 可供家人使用的资金证明	In addition to the funds required for the principal applicant, each family member will need to show that they (or you) have an additional £600 per month (for courses in London), or £450 per month (for courses Outside London) for each month of your course up to a maximum of nine months.
	除了主申请人的资金要求,每个家庭成员须证明他们(或您)每月有 额外的 £600(适用于 在伦敦 的课程),或每月 £450(适用于 伦敦以外 的课程)的资 金,最长时期为九个月。

Further guidance on family members can be found at: www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/family/#

更多关于家庭成员的指南,请参考: www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/family/#