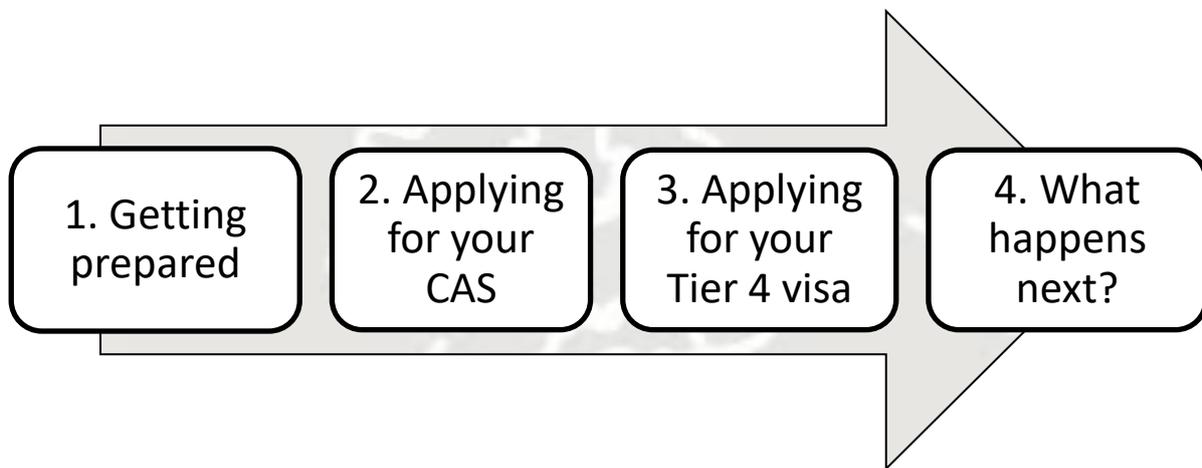




Prepare for your visa application, protect your immigration status

Use our step-by-step check list to make sure you are prepared to apply for your Tier 4 visa from outside of the UK. See the following pages for more detail on how to meet each requirement and mark each section once it is complete so that you can track where you are up to.

 You should always refer to the most recent Home Office [rules](#) and [guidance](#) before making a Tier 4 Visa application. Please see [our website](#) for more guidance.



Action required		Check when complete
1.	Getting prepared	
	a. Do I have enough time to complete my course?	<input type="checkbox"/>
	b. How do I get Academic Technology Approval Scheme (ATAS) clearance? (if required)	<input type="checkbox"/>
	c. Do I need a tuberculosis (TB) screening certificate?	<input type="checkbox"/>
	d. How do I show I have enough money to support myself whilst studying in the UK?	<input type="checkbox"/>
	e. What supporting academic documents do I need?	<input type="checkbox"/>
2.	Applying for your CAS	
	a. How do I get a CAS?	<input type="checkbox"/>
3.	Applying for your Tier 4 Visa	
	a. Can I bring my family with me to the UK?	<input type="checkbox"/>
	b. Do I need to pay the Immigration Health Surcharge?	<input type="checkbox"/>
	c. How do I complete the Tier 4 application?	<input type="checkbox"/>
	d. How do I prepare for my credibility interview?	<input type="checkbox"/>
4.	What happens next?	
	a. How do I collect my Biometric Residency Permit (BRP)?	<input type="checkbox"/>
	b. What should I bring to my International Check-in appointment?	<input type="checkbox"/>



1. Getting prepared

a. Do I have enough time to complete my course?

Before starting the Tier 4 visa application process, you need to make sure you will be able to get a Tier 4 visa to cover the length of your course.

There are strict time limits on the total amount of time you can spend in the UK studying on Tier 4 visas. The restrictions for study at Undergraduate and Postgraduate study can be found [here](#).

You must therefore declare **all** previous study in your application to the University of Salford. This must include time spent studying on student visas in the UK prior to the introduction of Tier 4.

b. How do I get an ATAS? (if required)

Non [EEA nationals](#) applying to study in certain subjects will need Academic Technology Approval Scheme (ATAS) clearance.

If your subject area requires an ATAS certificate this will be a requirement of your offer and you will need to obtain this before you can receive an unconditional offer. There will be a Joint Academic Coding System (JACS) code on your offer letter and you must use this to apply for your ATAS. If you cannot see this code please contact applications@salford.ac.uk so that they can advise you further.

For more information on ATAS, and to apply online, please see [here](#). The Foreign and Commonwealth Office aim to process ATAS applications within 20 working days, but this can take longer during busy periods. Once you have received your ATAS clearance, this certificate is valid for six months from the date of issue. Please see below for details on when you should apply for your ATAS:

Start date of course	When should I apply for my ATAS?
1 st July 2017	After 1 st January 2017
25 th September 2017	After 25 th March 2017
1 st October 2017	After 1 st April 2017
1 st January 2018	After 1 st July 2017

c. Do I need a tuberculosis screening certificate?

You will need to have a tuberculosis (TB) test at a [UKVI approved clinic](#) if you are coming to the UK for more than six months and are a resident in any of these [listed countries](#). If your test shows you don't have TB you will be given a certificate that is valid for six months. You will need to include this certificate with your UK visa application. For more information, please see [here](#).

You do not need to apply for a TB certificate if:

- You're a diplomat accredited to the UK;
- You're a returning UK resident and haven't been away for more than two years;
- You lived for at least six months in a country where TB screening is not required by the UK and you've been away from that country for no more than six months



d. How do I show I have **enough money** to support myself whilst studying in the UK?

As part of your Tier 4 visa application, you must submit original evidence showing you have enough money to support yourself whilst studying in the UK. You can find information on how much money you need to show to meet the Home Office's requirements and how to demonstrate this on the [UKCISA website](#) and in the [Home Office's Tier 4 Policy Guidance](#).

It is likely that you will be asked to provide evidence of required funds when applying for a Confirmation of Acceptance for Studies (CAS) number so you should gather this evidence in advance. When submitting financial evidence for your visa application, you must use the same evidence that we checked before issuing you a CAS number if the bank statement has been issued within the last 31 days. If your financial situation has changed or you have a different bank statement than the one used to get your CAS, please contact Salford-CAS@salford.ac.uk immediately.

- **Evidence of funds:** If you are sponsored by an official financial sponsor, you will need an official sponsor letter as evidence. If you are supporting yourself, you will need to show that the [required maintenance amount](#) and any outstanding tuition fees have been held in your bank account for 28 consecutive days. The bank statement you submit with your CAS and visa application must also have been issued within 31 days of the date you submit and pay for your visa application. An example of a suitable bank statement is available [here](#).
- **Tuition fees payment:** Your CAS will show the fee for your first year of study and how much you have paid. If there are still fees left to pay, your financial evidence must show that you have this money (in addition to your maintenance fees).
- **Required Maintenance Funds:** You will be required to show you have £1,015 per month of your course, up to a maximum of nine months. Therefore, for a course lasting nine months or more, you will be required to show £9,135 (in addition to your tuition fees).

For each dependant you bring with you, you will also be required to show you hold £680 per month for the total amount of time your dependant's visa will last for. This will be up to a maximum of nine months. Therefore, if your visa will last for nine months or more you will be required to show £6,120 per dependant.

- ⚠ If your financial evidence is not in English or Welsh, you will need to submit an [original certified translation](#). Over the next two pages you will see an example of an acceptable and an unacceptable bank statement.



Acceptable Bank Statement

Account Transaction Details

Mr Salford Student
134 University Street
Manchester
M1 2AB

The bank statement issue date must be no older than one month. You will need to hold the required funds for at least 28 consecutive days up to this date



Salford Precinct
1 Business Lane
Salford
M3 4AB

Branch Sort Code: 12-34-56
Account Number: 12345678

UK Visa and Immigration will be looking at the latest balance. In this example the latest balance shows that at the latest date the balance is above £9135.00

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Date	Type	Description	Withdrawn	Paid In	Balance
24-Jun-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121	£20.00		£9397.83
18-Jun-2017	POS	Shop	£7.14		£9417.83
17-Jun-2017	POS	Foodstore	£3.59		£9424.97
16-Jun-2017	Telephone/Online	Call Ref No 0000 to	£50.00		£9428.56
15-Jun-2017			£100.00		£9478.56
14-Jun-2017			£575.00		£9578.56
09-Jun-2017			£23.99		£10153.56
08-Jun-2017			£45.00		£10177.55
06-Jun-2017			£575.00		£10222.55
05-Jun-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121		£125.62	£10797.55
03-Jun-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121		£125.62	£10671.93
02-Jun-2017	Direct Debit	Water Bill	£35.00		£10546.31
01-Jun-2017	POS	Shop	£23.99		£10581.31
01-Jun-2017	POS	Foodstore	£50.25		£10605.30
01-Jun-2017	POS	Clothestore	£100.00		£10655.55
27-May-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121		£2000.00	£10755.55
21-May-2017	POS	Shop	£25.00		£8755.55

You may be asked to explain the source of deposits from a third party into your bank account during an interview with UK Visas and Immigration. You should ensure you are prepared to provide an honest and accurate answer.

You need to ensure that over the 28 day period none of the "Balance" lines drop below the minimum maintenance requirements during the 28 day period. In this example each balance line stays above £9135.00

In this example, 28 days back from the 25th June 2017 would be the 28th May 2017. As no transactions take place on this date, you would need to refer to the first transaction on the statement before the 28th May 2017, therefore your 28 day period will start on the 27th May 2017.

Had the bank statement in this example have been issued earlier than the 25th June 2017 then the application may have been refused if the 28 day period began on the 21st May 2017 as the balance was below £9135.00 on this date

ADDITIONAL NOTES

1. The bank statements or evidence you show for funds must also show any outstanding tuition fees not paid to the University – this will be indicated on your CAS
2. Any additional payments you make to the University after your visa application has been submitted can and will not be taken into account by the Home Office
3. If you are using an online bank statement, the bank statement must be stamped on every page by your bank branch
4. Any additional payments to tuition fees made after your CAS has been issued are not automatically updated. Please ensure you are advising Salford-CAS@salford.ac.uk of any additional payments made after your CAS has been issued to you



Unacceptable Bank Statement

Account Transaction Details

Mr Salford Student
134 University Street
Manchester
M1 2AB

At 25th June 2017

The bank statement issue date must be no older than one month. You will need to hold the required funds for at least 28 consecutive days up to this date



Salford Precinct
1 Business Lane
Salford
M3 4AB

Branch Sort Code: 12-34-56
Account Number: 12345678

Page 1 of 1

Date	Type	Description	Withdrawn	Paid In	Balance
24-Jun-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121	£20.00		£9432.83
18-Jun-2017	POS	Shop	£7.14		£9452.83
17-Jun-2017	POS	Foodstore	£3.59		£9459.97
16-Jun-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121	£50.00		£9463.56
15-Jun-2017	POS	Clothestore	£100.00		£9513.56
14-Jun-2017	Standing Order	Mrs S Student	£575.00		£9613.56
09-Jun-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121	£23.99		£10188.56
08-Jun-2017	POS	Shop	£45.00		£10212.55
06-Jun-2017	Standing Order	Mrs S Student	£575.00		£10257.55
05-Jun-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121		£125.62	£10832.55
03-Jun-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121		£2125.62	£10706.93
02-Jun-2017	University of Salford	Tuition Fee	£2000.00		£8581.31
01-Jun-2017	POS	Shop	£23.99		£10581.31
01-Jun-2017	POS	Foodstore	£50.25		£10604.30
01-Jun-2017	POS	Clothestore	£100.00		£10655.55
27-May-2017	Telephone/Online	Call Ref No 0000 to A/C 91011121		£2000.00	£10755.55
21-May-2017	POS	Shop	£25.00		£8755.55

In this example, 28 days back from the 25th June 2017 would be the 28th May 2017. As no transactions take place on the this date, you would need to refer to the first transaction on the statement before the 28th May 2017, therefore your 28 day period will start on the 27th May 2017.

In this example, although the required amount was in the account by the end of the 28 day period, the visa application would be refused as the account dropped below the minimum amount during the 28 day period on this date

ADDITIONAL NOTES

1. The bank statements or evidence you show for funds must also show any outstanding tuition fees not paid to the University – this will be indicated on your CAS
2. Any additional payments you make to the University after your visa application has been submitted can and will not be taken into account by the Home Office
3. If you are using an online bank statement, the bank statement must be stamped on every page by your bank branch
4. Any additional payments to tuition fees made after your CAS has been issued are not automatically updated. Please ensure you are advising Salford-CAS@salford.ac.uk of any additional payments made after your CAS has been issued to you.



University of
Salford
MANCHESTER

ask

Home Office Compliance Team
University of Salford

E-mail:

HomeOfficeCompliance@salford.ac.uk

Tel: + 44 (0) 161 295 0023

e. What supporting academic documents do I need?

The University of Salford will state on your CAS which qualifications were used when assessing if you were suitable for an offer on your course, for example your degree certificate. If any qualifications are listed, **you must** submit the original documents with your application.

English Language: If your CAS states that the University of Salford assessed your English language ability using a specific English language test (for example, a UKVI IELTS), you will have to submit the original certificates with your Tier 4 application.

Please note: if your certificates or transcripts are not in English or Welsh, you will need to submit an [original certified translation](#).



2. Applying for your CAS

a. How do I get a CAS?

What is a CAS?

To be granted Tier 4 immigration permission you need to score 40 points: 30 points are achieved by having a valid Confirmation of Acceptance for Studies (CAS) and 10 points are awarded for meeting tuition fee and maintenance requirements.

A Confirmation of Acceptance for Studies (CAS) is a unique reference number that you must have before making a Tier 4 application. You must write the CAS number in the appropriate field on the Tier 4 application form. The Home Office will check this number to confirm that you have been given an unconditional offer for study at the University of Salford.

How do I apply for my CAS?

Once you have received an unconditional offer from the University of Salford, you will be sent an email inviting you to apply for your CAS.

As part of the CAS application, it is likely you will be asked to provide [proof that you have enough money](#) to support yourself whilst studying in the UK.

How long will it take for my CAS to be issued?

The CAS team will need to complete various checks before your CAS can be issued. Your CAS will therefore take ten working days to issue once all required information has been provided. If you have any questions about your CAS, please email Salford-CAS@salford.ac.uk or telephone +44 (0)161 295 4493.

Checking my CAS

Your CAS will be emailed to you. When you receive this, please check all the information carefully to make sure everything is correct. If there are any errors, please let the CAS team know as soon as possible by replying to the original email detailing the amendments required.

You must also check that the financial information on your CAS is correct. Any further tuition fee payments need to be confirmed to the admissions team if they are paid **after** your CAS has been issued. You can contact the CAS team via email on Salford-CAS@salford.ac.uk or by telephone on +44 (0)161 295 4493. If you have requested your CAS to be updated to show a further tuition fee payment, you may wish to wait to submit your Tier 4 application until you have received confirmation that your CAS has been updated.



3. Applying for your Tier 4 visa

a. Can I bring my family with me to the UK?

Some Tier 4 students are allowed to bring their partner and children with them to the UK whilst they are studying. In this case, the partner and children will have Tier 4 dependant visas. The following categories of new Tier 4 students can bring dependants:

- Tier 4 students who are government-sponsored and starting a course which is over six months long; or
- Tier 4 students who are self-funded and starting a postgraduate course which lasts 12 months or more.

I'm not eligible to bring dependants

If you do not meet either of these categories, and you are applying for your first Tier 4 visa, you cannot apply to bring your family member with you as a Tier 4 dependant. If you are not permitted to have Tier 4 dependants, or if you have other family who you wish to come and visit you, you can arrange visits of up to six months using the [Standard Visitor Visa route](#).

I'm eligible to bring dependants

If you are eligible to bring Tier 4 dependants and wish to bring your child, please note that they must be less than 18 years old **and** both parents should be in the same country as the child. The Home Office will not permit you to bring your child away from his/her other parent, unless you have sole responsibility for the child.

-  If you are applying with dependants, you must elect to collect any BRPs for your dependants from a nominated Post Office.

b. Do I need to pay the Immigration Health Surcharge?

The [Immigration Health Surcharge](#) (IHS) is a financial contribution to the UK's National Health Service. If you are a Tier 4 applicant and are applying for more than six months leave, you may need to pay the surcharge as part of your immigration application. You can find out [here](#) if you need to pay the IHS and how much you need to pay.

The fee for Tier 4 applicants is currently £150.00 for every 12 months your visa will be valid for and £150.00 per year per dependant that you will be bringing to the UK with you. You will be required to pay £75.00 if your application includes part of a year that is less than six months. You'll pay for a whole year if your application includes part of a year that is more than six months.



f. How do I complete the Tier 4 application?

To apply for a Tier 4 (General) visa you will need to complete an [online application](#).

Preparing and completing the application

1. Before completing your Tier 4 Visa application, please familiarise yourself with the most recent Home Office [rules](#) and [guidance](#).
2. Look at the process for submitting the application in [your country](#). You will be able to find out whether you need to make an appointment or complete an online form.
3. Complete the [online application form](#) using our [application guide](#).
4. Submit the completed application as directed for your country.

Submitting the application

The Tier 4 application costs £328 (paid in the equivalent of your local currency) but some visa application centres do charge an additional 'User pays fee' of £55.

In some countries you can pay an additional 'priority fee' of £150 or, in some cases, an additional 'super priority fee' of £750 to have your Tier 4 application processed quicker. To find your local visa application centre and check which services are available, select your home country from the [list of visa application centres](#).

 If you have ever overstayed and/or breached any of the conditions of your immigration permission during a previous stay in the UK, you must disclose this on all applications you submit to the Home Office. If you do not disclose this information, you risk being given a lengthy ban.

e. How do I prepare for my credibility interview?

Tier 4 applicants must attend a credibility interview at a visa application centre. This interview is to ensure you are entering the UK for genuine reasons. Your interview will be with a staff member at the visa application centre you are attending and you will be asked a variety of questions. You should make sure that you are fully prepared for your credibility interview. More information about the credibility interview can be found by visiting here.

The report of your credibility interview will be sent to the entry clearance officer who is making a decision on your Tier 4 application.



What happens next?

e. How do I collect my Biometric Residency Permit (BRP)?

Your entry clearance will be issued as a vignette (sticker) in your passport. If your Tier 4 application was for six months or less, your vignette will be valid for your whole period of leave. Otherwise, your vignette will only be valid for 30 days. Your vignette will be valid 30 days before the course start date on your CAS or seven days before the date that you specified on your application as your intended date of travel to the UK, whichever is later. You will receive your 30 day vignette with a 'decision letter'. When you enter the UK you should show the border force officer your 30 day vignette and this letter.

Where you should collect your BRP from and when it will be available is stated on your decision letter. You must ensure you collect your BRP within **ten days** of arriving in the UK. You can also request to collect your BRP from the University of Salford. When completing the visa application you will need to select the "Alternate Location" option when prompted. You will need to provide a code to collect your BRP from the University. **This code is 2HE637.**

Once you have received your BRP, you need to check it carefully to make sure it includes all the [correct information](#) and that there aren't any errors. If there are any errors on your BRP, please contact the Home Office immediately with details of the error and provide supporting documentation as required. Instructions on how to do this are provided on the letter you receive with your BRP or you can visit the UK Visa and Immigration website [here](#).

i. What should I bring to my International Check-in appointment?

In order to complete International check-in and registration for your course you must provide the University with all of the following documents (where applicable):

- The **original** copy of the qualifications used to obtain your offer (including any English Language qualifications);
- A valid ATAS certificate;
- An in date passport;
- 30 day vignette visa in your passport;
- Decision letter used to obtain your BRP;
- Original BRP.

If you do not have these documents because you have made a Tier 4 visa application, you must bring your Tier 4 cover sheet and proof that you have posted your documents (Post Office receipt).

h. How do I get to the University of Salford?

You can request a Taxi transfer from Manchester Airport directly to the University of Salford. You can either book your Taxi in advance by clicking [here](#) or by visiting the Arrow Cars desk in your arrival terminal. Please ensure you bring your offer letter or Taxi booking confirmation with you.