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To extend a Tier 4 visa or make a PBS Dependants visa application in the UK you must begin the process online. This guide will show you how.

Before we show you the steps involved over the page we will briefly describe the two types of application commonly made and answer some important questions.

Before we explain the steps involved in making a Tier 4 visa application, we will briefly describe the two types of application commonly made and answer some important questions.

Type of application

There are three types of application:

1. Standard Application

A standard application is made online. You must then submit your documents by post within 15 working days of your application date. The Home Office will then write to you and invite you to make a Biometric Appointment to have your photograph and fingerprints taken at a local Post Office. This should be done within the time specified on the letter. For this type of application, most applicants receive a decision on their application within eight weeks (however this can take longer during busy periods)

2. Priority Application

A priority application is made online. You must fill in a request form before you can use the priority service and send it to the e-mail address on the form. Only the first 60 requests received each day after 8:30am (Monday to Friday) are accepted- you'll get an email saying if you've been successful. Once you've been accepted for the priority service, you should either submit your online application that you may have begun in advance, or now begin, complete and submit the online application for you and any dependants within 24 hours of the email. You must then submit your and any of your dependant's supporting documents by registered post or courier to the address given in the priority acceptance email so that the Home Office receive them within two days of your application date. The Home Office will also provide you with your biometric enrolment letter at the end of your online application for you to print out or post you a letter to invite you to make a Biometric

Appointment to have your photograph and fingerprints taken at a local Post Office. This should be done within the time specified on the letter. Priority applications are more expensive than standard applications but less expensive than premium applications. In most cases, the application should be processed in ten working days.

3. Premium Application

A premium application begins using the same online method as the standard application. This type of application differs in that while you are online, you book an appointment with a UKVI caseworker at a location, date and time convenient to you. However, you should note that there are limited UKVI processing offices in the UK and none currently located in Manchester. Your biometric details are taken at this appointment and any payment errors as part of the Immigration Health Surcharge are rectified. You get a same-day decision on your visa application and your supporting documents are returned to you on the day. This method is more expensive than the standard route due to the speed of processing involved. Here a successful decision is issued, new visas should arrive one to two weeks after the appointment.

Answers to important questions

I must apply before my visa expires, so what is the 'date' of my application?

For all Premium, Priority & Standard applications made online, the date of application is the date that you pay for your application online. It is not the date you post documents, or attend an interview.

Occasions when an application is made on a paper form are now very rare. One example is if you apply to extend a visa with 10 dependants or more. Paper applications are not covered by this guide.

How long will my online application be saved for if I do not finish it?

All online applications are saved online for up to 56 days.

When must I post my documents, or attend my Interview?

Priority Applications must have their documents posted to UKVI in 2 working days. Standard Applications must have their documents posted to UKVI within 15 working days. Premium Applications must book a face-to-face interview in less than 45 days of paying online.

Can you help me with my application?

Yes. We recommend that you use the Check & Send Scheme if you are choosing to go through the Standard or Premium Application. **You must book your Check & Send Appointment at least 2 weeks in advance of your visa expiring to be able to use this service.** The Check & Send Scheme is an essentially a thorough application checking service

which is free of charge for University of Salford students. More details are on our [website](#). You cannot use this service for a Priority Application.

The next page is on 'Getting Started'. We will look at all of the steps taken when you apply.

Getting Started

You will need your immigration documents such as your passport, BRP and your Confirmation of Acceptance for Studies (CAS) number to be able to complete the online form.

These are the main stages;

- A. Access the UKVI online application system for applications from within the UK.
- B. Begin your application.
- C. Progress through each stage/screen of the application, answering as many questions as are applicable to you. Please note: You cannot move on to the next page without completing the page you are on.
- D. If you wish to use the University's Check & Send scheme, progress up to the Declaration page. DO NOT submit the declaration or complete the payment and progress past this page, as we will not be able to make any amendments if this is done.
- E. If you wish to use the University's Check & Send scheme download the saved online application form by clicking the "Download your part-completed application (PDF)".
- F. If you wish for the University to manage your application for you, complete the Check & Send online application form via Salford Advantage below. Please ensure you upload the correct documents to the system as prompted.
<http://www.askus.salford.ac.uk/page/checkandsend>
- G. Check the "Documents" section of the downloaded application. Ensure you have all the ORIGINALS of the documents stated in your application as these will be required to be sent to UKVI.
- H. To apply independently, complete the Immigration Health Surcharge and visa application payment fee on the online system. To apply as part of the Check & Send scheme submit the Salford Advantage Check & Send online application form and await our communication.

Access the UKVI online application system for applications from within the UK.

- ☐ Visit the 'Apply Online' portal which is currently at <https://visasimmigration.service.gov.uk/product/tier-4-student>
- ☐ Bookmark this page.
- ☐ Click onto 'Apply Now' at the bottom of the screen (Your browser will need to enable cookies).

This is what the page should look like:

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Tier 4 (General) student

Apply to extend or switch to Tier 4 (General) student.

How to apply

To apply to extend or switch to a Tier 4 (General) student you need to:

- fill in the application form
- have your documents ready
- pay the application fee
- pay the health surcharge
- have your biometrics taken (fingerprints and a photo)

[Find more information](#) on the requirements for a Tier 4 (General) student, including the documents you will need to submit with your application.

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it another time if you need to.

Postgraduate studies

If you are taking a postgraduate course in certain subjects you might need an Academic Technology Approval Scheme (ATAS) certificate. [Find out if you need an ATAS certificate](#).

You can [apply online](#) if you need an ATAS certificate.

Fees

Standard service	Priority service	Premium Service
A decision within 8 weeks	A decision within 10 working days	Most decisions within one working day
£448.00	£823.00	£948.00

Healthcare surcharge

You'll also have to [pay a healthcare](#) surcharge (called the 'immigration health surcharge' or IHS) in addition to your visa fee.

The exact amount you have to pay will depend on the length of your visa. [Check how much you'll have to pay](#) before you apply.

Biometric information

As part of the application process, you are required to apply for a biometric residence permit. If you choose Standard or Priority service you will be required to pay an additional fee of £19.20 per applicant to have your biometrics collected.

Apply now

When you enter the application system you will be presented with the following screens;

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Do you want to start a new application?

 You already have another application open in your browser. You can only work on one application at a time.

If you start a new application, we will save and exit you from the other application you are working on.

Start a new application

Open my other application

The application system is significantly easier to use than previous versions and each screen is clearly laid out with simple options to choose, from which you must state your own or your dependant's situation.

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Your location

Are you currently in the UK?

☒ Yes ☐ No

Save and continue



You cannot bypass or skip pages, you must work through them in the order that the system presents them to you. It is important that each page contains a full and clear picture of your situation so please make sure you have entered as much information as possible. You must click “Save and Continue” to move through each section when you are happy with your answers.

You must then declare if you have any other applications currently being considered by the Home Office and if so, you will have to provide a reference number for these.



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Other Home Office applications

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.

☐ Yes

☐ No

Save and continue

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You will then be prompted to declare if you have any legal representation for your application.

PLEASE NOTE: If you are using the University’s Check and Send scheme, we are **NOT** your legal representative, so you can select “No” for this question.

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Legal representation

Do you have a legal representative for this application?

[Legal representatives](#) are qualified to advise you on immigration law and your immigration status.

If you do not know your representative's details, answer No - you can complete this information later.

☐

Yes

☐

No

Save and continue

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Shortly after accessing the system you will need to enter an email address and a password before you complete all your personal information. An email containing a web-link will then be sent to you in order to access your application in the future. You can use the same system to complete multiple applications; you do not need to enter new email and password details each time.

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Your email and password

Email address

You need an email address and password so you can save your application and go back to it later.

Create a password

Your password must:

- be at least 8 characters long
- contain at least one letter
- contain at least one number or symbol such as @ or %

Repeat your password

[Save and continue](#)[▶ Show your answers](#)

At the end of each section in the application you will be able to review your answers. Please see below. At this point you can alter any answers that are incorrect. Once you are happy with your answers, please click “Continue”.

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Contact email



Warning: We may use email to contact you about your application, for example, we may send your decision by email. We will also use email to contact you about your immigration status after your application has been decided. You must notify us immediately if any of the email addresses change. Find out how at www.gov.uk

Where you provide both a personal and legal representative email address, either or both may be used to contact you. We will not contact legal representatives or immigration advisers for overseas applications and will not contact unregulated immigration advisers in the UK.

@hotmail.com

Who does this email address belong to



You



Your legal representative or immigration adviser



Someone else

Save and continue

[Return to this application later](#)

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It is advisable for you to include both your personal and your University e-mail address as a secondary e-mail contact for yourself.

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Additional contact email

Add your other email address

XXX@edu.salford.ac.uk x

Save and continue

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You will be given the opportunity to select your preferred e-mail address as your main point of contact with the Home Office.

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Preferred email address

Which email address would you prefer us to contact you on?

☐ sweetnumsparxx@hotmail.com

☐ XXX@edu.salford.ac.uk

Save and continue

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Check your answers

Check the information below before you continue to the next section.

Personal information

Are you currently in the UK? Yes [Change](#)

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision? No [Change](#)

Legal representative

Do you have a legal representative for this application? No [Change](#)

Personal information

Email address @hotmail.com [Change](#)

Who does this email address belong to You [Change](#)

Do you have another email address? Yes [Change](#)

Additional email address XXX@edu.salford.ac.uk [Change](#)

[Add additional email](#) [Add](#)

Preferred contact email address @hotmail.com [Change](#)

Continue

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All applicants

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the 'all applicants' button at the top left of each page.

Tier 4 (General) student

The applicant

Not started

Answer questions about this applicant

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select 'Continue'.

I would like to add a:

Add this applicant



The questions in each section are clearly worded; please consider your own situation when answering. You may be asked to provide answers in either multiple choice format, by choosing from drop-down lists, or by typing information into text boxes;



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Tier 4 (General) student

The applicant

Not started

Your name

What is your name, as shown in your current passport or travel document?

Title

Given names

Family name

[I am not sure how to enter my name](#)

Save and continue

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PLEASE NOTE: If you are married and were **previously known by another name**, Or have changed your name for any other reason on your legal documents, you must make sure you select “**Yes**” when asked if you have previously ever been known by another name, as you will NOT be able to amend this answer once you save it. Enter your previous name in the field provided as it appeared in your previous immigration document.

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Tier 4 (General) student
Miss Abc Xyz
Part complete

Any other names

Are you now or have you ever been known by another name?
This includes your maiden name and other names you use or have used in the past.

☐ Yes ☐ No

Save and continue

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Tier 4 (General) student
Miss Abc Xyz
Part complete

Details of your other name

What is your other name?

Other title

Miss ▼

Other given names

ABC

Other family name

Zyx ✕

▶ [I am not sure how to enter my name](#)

Save and continue Remove this name

[Return to this application later](#)

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If you need to make alterations to your answers please DO NOT use the “Back” button on your web browser. Please use the “Show your answers” link as shown on the application form or wait until the section is complete. You will then be able to review and alter all your answers at the same time without risking losing any information.

You do not have to complete the whole application all at once if you do not have the time. You may save your answers and return to the application whenever you want by using the “Return to this application later” link.

PLEASE NOTE: If you are using Check and Send, as a part of this, during your appointment we will select for you to “receive mail at a different address” and put in our University correspondence address here so that the Home Office Compliance Team will receive your documents and BRP card when they are returned from the Home Office and we will contact you to collect these.

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▼ Abc Xyz

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Tier 4 (General) student
Miss Abc Xyz
Part complete

Applicant contact details

Telephone number

Home address
This must be in the UK
Enter a UK postcode

[Search for address](#)
Address

Town/City

☐ I want to receive mail at a different address.

[Return to this application later](#)

[▶ Show and edit answers](#)

PLEASE NOTE: If at the time of your entry clearance application, you were married, you must declare this again, even if your spouse may not be joining you. If you are now married after your first application and arrival in the UK, you must declare your marriage at this point so that if you apply for your spouse to join you as a dependant at a later date, you have been truthful at the point of your application.

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Tier 4 (General) student

Miss Abc Xyz

Part complete

Your gender and relationship status

What is your gender, as shown in your passport or travel document?

- ☐ Male
- ☐ Female
- ☐ Unspecified

What is your relationship status?

Save and continue

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Enter the following details as they appear in your passport. If you are a dual-citizen, be sure to declare any other nationality that you may hold.

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Tier 4 (General) student
Miss Abc Xyz
Part complete

Your nationality, date and country of birth

You must enter all the nationalities you hold.

Country of nationality

+ Add another nationality?

Date of birth
For example, 23 12 1976
Day Month Year

Country of birth

Place of birth
Tell us your place of birth as shown in your passport

Save and continue

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Tier 4 (General) student
Miss Abc Xyz
1 January 1980
Part complete

Your passport

Do you have your passport, or a copy of the information on the photo page?

☐ Yes ☐ No

Save and continue

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Tier 4 (General) student

Miss Abc Xyz

1 January 1980

Part complete

Your passport



You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Place of issue

This will be a city or province.

Issue date

For example, 23 12 1976

Day Month Year

Expiry date

Day Month Year

[Save and continue](#)

[Return to this application later](#)

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It is assumed that you will currently be on a Tier 4 visa as you are able to use this type of application to extend your Tier 4 visa while in the UK. You will then need to enter your most recent immigration document details. This will be found either on your BRP card or on your vignette in your passport.



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Tier 4 (General) student

Miss Abc Xyz

1 January 1980

Part complete

Your current UK immigration status

Do you currently have a visa or leave to remain?

☒ Yes

☐ No

What type of visa or leave to remain do you have?

Tier 4 (General) leave to remain

▼

▶ [I have a different visa or leave to remain](#)

Save and continue

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Tier 4 (General) student

Miss Abc Xyz

1 January 1980

Part complete

Your current visa or leave to remain

What is the start date of your current visa or leave to remain?

For example, 23 12 1976

Day Month Year

What is the end date of your current visa or leave to remain?

Day Month Year



You must submit your application before your current leave expires

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Sometimes the system may recognise that an answer you have input is not correct or if you provide an answer which has consequences to your visa situation. In these circumstances the system will give you an information statement such as the one below. Please note, this is an example, and will not apply to your own application.

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 Tier 4 (General) student
5 March 1979
Part complete

Your current visa or leave to remain

What is the start date of your current visa or leave to remain?
For example, 20 3 1976

Day Month Year

What is the end date of your current visa or leave to remain?

Day Month Year

 **You must submit your application by 29 March 2016**

Save and continue

[Return to this application later](#)

You will now be asked to declare if you have ever had your current visa revoked, cancelled or curtailed. You must answer these questions truthfully and in the case of any refusals, you must include the refusal details/reference number where possible.

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▼ **Abc Xyz**

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Tier 4 (General) student
Miss Abc Xyz
1 January 1980
Part complete

Revocation, cancellation or curtailment

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

☐ Yes ☒ No

Save and continue

Cancel

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If you were most recently a Tier 4 student, the answer to the next question would be “Yes”

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Miss Abc Xyz
1 January 1980
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Your most recent leave

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

☒ Yes ☐ No

Save and continue

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If during your most recent leave, you were issued with a BRP Card, you should declare this next and you will be prompted to enter your BRP card number. If you have lost your BRP card and not applied for a replacement within 30 days of losing it but this visa application falls within the 30 days of losing it, you should select “No, I had a biometric residence permit for my most recent leave, but I do not have it now”. If you never had a BRP card and only ever had your visa as a vignette in your passport, you should select “No, I did not have a biometric residence permit for my most recent leave”

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Tier 4 (General) student

Miss Abc Xyz

1 January 1980

Part complete

Biometric residence permit (BRP)

Do you have a biometric residence permit?

This is a card with your name, nationality and picture. It describes your entitlement to be in the UK.

☒

Yes, I have a biometric residence permit

Enter your permit number

☐

No, I had a biometric residence permit for my most recent leave, but I do not have it now

☐

No, I did not have a biometric residence permit for my most recent leave

Save and continue

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If you have a National Insurance Number, you will need to enter it here. You must make sure you enter the correct number and if you are using the Check and Send service, as a part of this, during your appointment we will ask to see evidence of your National Insurance Number to verify that you have entered it correctly.

If you have never applied for a National Insurance Number, you can leave the text box empty and just select “I do not have a National Insurance number, or I have a temporary one”



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Tier 4 (General) student
Miss Abc Xyz
1 January 1980
Part complete

Your National Insurance number

What is your current National Insurance number?
Example QQ 12 34 56 C

AA123456B

☐ I do not have a National Insurance number, or I have a temporary one

Save and continue

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You will now need to declare if you have ever studied in the UK as a Tier 4 (Child) student. This is if you have studied in the UK previously under the age of 18 and held a Tier 4 visa for that period.



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Tier 4 (General) student

Miss Abc Xyz

1 January 1980

Part complete

Study as a Tier 4 (Child) student

Have you studied in the UK as a Tier 4 (Child) student?

☐

Yes

☐

No

Save and continue

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The next question can be answered by using the information on your CAS



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English language assessment

If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

☒ Yes

☐ No

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You will now be asked to declare if you have ever been refused a visa to the UK or to any other country. You must answer these questions truthfully and in the case of any refusals, you must include the refusal details/reference number where possible. If you have never had any of these, you can select “No” and save and continue.

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Problems with immigration to the UK

Have you ever been:

- refused a visa for the UK
- deported from the UK
- removed from the UK
- required to leave the UK
- refused entry at the UK border

☐ Yes ☐ No

Save and continue

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Problems with immigration to countries other than the UK

Have you ever been:

- refused a visa for any country other than the UK
- deported from any country other than the UK
- removed from any country other than the UK
- required to leave any country other than the UK
- refused entry at the border of any country other than the UK

Give details of any time you were refused a visa or had to leave a country (other than the UK) for any reason.



Yes



No

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You will next be asked to declare if you have ever received public funds in the form of any benefits from the government. Most visa categories restrict the holders ability to access public funds however if you have done so, you must declare this at this point. If you have never done this, you can select “No” and save and continue.

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Public funds

Have you ever received any public funds (money) in the UK?

This includes benefits for people on low incomes, such as housing or child benefits.

☐ Yes

☐ No

Save and continue

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You will also be asked if you have EVER had any convictions or penalties. You must declare these at this stage. If you have never had any of these, you can select “No, I have never had any of these” and save and continue.

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Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- ☐ A criminal conviction
- ☐ A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- ☐ An arrest or charge for which you are currently on, or awaiting trial
- ☐ A caution, warning, reprimand or other penalty
- ☐ A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- ☐ A civil penalty issued under UK immigration law
- ☐ No, I have never had any of these

You must tell us about spent as well as unspent convictions.

Save and continue

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The next set of questions are to do with any involvement in any War crimes and terrorist activity.



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War crimes

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

War Crimes are grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict.

The types of acts that may constitute a war crime include:

- wilful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- the taking of hostages
- Crimes against humanity
- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons
- Genocide
- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [legislation.gov.uk](#). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

☐ Yes ☐ No

Save and continue

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Terrorist activities

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

Terrorist activities are any act committed, or the threat of action designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that:

- involves serious violence against a person
- may endanger another person's life
- creates a serious risk to the health or safety of the public
- involves serious damage to property
- is designed to seriously disrupt or interfere with an electronic system

☐

Yes

☐

No

Save and continue

[Return to this application later](#)

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The application will then ask you to complete information about the “Sponsor Licence number and address”. As the University of Salford will be your Tier 4 visa sponsor, you will enter our details in this section. You will find this information on your CAS.



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Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

9DFMKXFW4

Sponsor's address

The University of Salford

The Crescent

Town/City

Salford

Postcode

M5 4WT

×

Save and continue

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Your primary site of study with us will be the main address you have provided, so you can select “Yes” to this.

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Primary site of study

Is the main address of your school, college or university the same as your Tier 4 sponsor's?

☒ Yes ☐ No

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UCAS details

Did you apply for your course through UCAS?

☐ Yes ☐ No

[▶ What is UCAS?](#)

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The ATAS requirement will be noted in your CAS.



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Academic Technology Approval Scheme (ATAS)

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

☐ Yes

☐ No

▶ [I am not sure](#)

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If you are currently receiving money from an official financial sponsor - or if you have received money from an official financial sponsor in the past 12 months, you need to declare this here. If you have received financial sponsorship within the last 12 months and your sponsor has agreed to continue their financial sponsorship for you for your extended period of study, you will need to submit a new Financial Guarantee/ Financial Sponsorship letter as part of your Tier 4 visa application.

If you have received financial sponsorship within the last 12 months, however, you will now be changing to be a self-funded student, you will need to obtain written permission from your previous financial sponsor saying that they allow you to continue with your course of study as a self-funding student. You will need to submit this original letter document as part of your Tier 4 visa application.

PLEASE NOTE: If you are/have previously been paying for yourself from your own bank account (and you are submitting your personal bank statement that you used to obtain your CAS) **or** if you are being paid for by your parents (and you are submitting their personal bank statement that you used to obtain your CAS, together with a letter of consent and an original birth certificate and translation if necessary), you are **NOT** considered as being “financially sponsored”.

PLEASE NOTE: if you are using a personal UK bank account to demonstrate your funds, if you bank with Barclays Bank- “Barclays Bank has replaced their process for verifying bank statements - moving from a rubber stamp process to a 'digital stamp'. Barclays customers can obtain digitally stamped statements by using special kiosks located in branches of Barclays Bank.

Paragraph 219 of the [Tier 4 guidance](#) states that "an electronic bank statement bearing the official stamp of the bank in question will be accepted. This stamp must appear on every page of the statement."

Students may continue to submit statements with the official Barclays Bank Digital Stamp to show the money available to them.

We are not currently aware of any other UK banks that are operating a digital stamp service. We will continue to require wet ink stamps on electronic bank statements from other banks.”

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Current or past official financial sponsor

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

☐ Yes ☐ No

▶ [What is an official financial sponsor?](#)

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Occasionally you will have to answer a question where you may not understand certain words or phrases. In these circumstances the system provides guidance which might help you understand what is being asked, please see an example below;



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Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

☐ Yes

☐ No

[▶ What is an official financial sponsor?](#)

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If you are self-funding for your future period of study you can select “No” to this section. If you are receiving financial sponsorship for your future period of study you can select “Yes” to this section. You will then be asked if your sponsor is sponsoring you wholly or in part and to declare how you are proving this. If the information has been confirmed in your CAS, or if you have an official letter, you will be required to show evidence of financial sponsorship in the form of a Financial Guarantee/ an official Financial Sponsorship Letter with either option. You will need to submit ALL ORIGINAL DOCUMENTS as part of your visa application.



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Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

☒ Yes ☐ No

▶ [What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?

☐ My Tier 4 sponsor has confirmed this information on my CAS

☒ Letter of official financial sponsorship

☐ I am not being wholly sponsored

Save and continue

[Return to this application later](#)

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If you are being wholly sponsored (for both your maintenance and tuition fees) and you have an official financial sponsorship letter to prove this, even if you expect to receive the funds in your personal bank account at a later stage, you should select “No” in this section. If you are being Financially Sponsored and you select “yes” in this section, the Home Office will ask for you to submit your personal bank statement expecting the funds to be in your bank account- when they might not necessarily be at this point in time.

If you are wholly funding yourself and all your funds are in your own personal bank statement (and this is what you used in order to obtain your CAS), you can select “Yes” in this section.



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Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in a bank account with your name on it?

☐ Yes ☒ No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

☐ Yes ☒ No

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If your parents/legal guardians are funding you and you expect to receive the funds in your personal bank account at a later stage, you should still select “No” in this section. If your parents/legal guardians are funding you and you select “yes” in this section, the Home Office will ask for you to submit your personal bank statement expecting the funds to be in your bank account- when they might not necessarily be at this point in time.

But you will be able to select that you are relying on money held in an account under your parent(s) or legal guardian(s) name.



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Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in a bank account with your name on it?

☐ Yes ☒ No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

☒ Yes ☐ No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

☒ Yes ☐ No

How can you prove they are your parent(s) or legal guardian(s)?

☒ Birth certificate

☐ Adoption certificate

☐ Court document

Save and continue

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The next stage will ask you to enter your course information. This information can be found in your CAS. Your Course start date may differ slightly from what is written on the CAS, so always read the text box in your CAS for further details if this applies to you.

PLEASE NOTE: RQF and NQF level qualifications are the same. Your CAS may state “QCF_NQF6” so you will need to select “RQF6/SCQF9/10”

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Course information

Institution name

The University of Salford

×

Are you applying to be a Student Union Sabbatical Officer?

☐ Yes

☐ No

Course start date
If there are two course start dates listed on your Confirmation of Acceptance of Studies (CAS), use the later date.
For example, 23 12 2020
Day Month Year

Course end date
Day Month Year

Save and continue

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If you are applying for the Doctorate Extension Scheme, you are required to go through the Check and Send scheme. If this current application is not for a visa for a doctorate extension scheme, you can select “No”



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Doctorate Extension Scheme

Are you applying for the Doctorate Extension Scheme?

The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur

☐ Yes

☐ No

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As the University of Salford does not own any accommodation, you should select “No” here.



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Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation.

☐ Yes ☐ No

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In this section, you will need to enter your course fee details and how much has been paid to date. This information can be found in your CAS. If you are financially sponsored or if you or your parents or legal guardian have not paid anything towards your fees, this will be confirmed on your CAS and you can select “No”.

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Course fees

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

☐ Yes ☐ No

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If anything has been paid to the University before the issuance of your CAS, you must select “Yes”, type in the amount specified on your CAS.

If anything has been paid to the University after issuance of your CAS, you must select “Yes” and type in the amount and select that you have an original receipt to prove this. This can be obtained from the Finance Office at University House.



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Course fees

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

☒ Yes ☐ No

How much has been paid?

£

How can you prove this amount has been paid?

☐ My sponsor has confirmed this information on my CAS

☐ Receipts

Save and continue

[Return to this application later](#)

You have to have a CAS number in order to submit a Tier 4 visa application. The CAS Number can be found on your CAS document.

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Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

☒ Yes ☐ No

Confirmation of Acceptance for Studies reference number

Save and continue

Cancel

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When you have completed all the information relevant to your own application you can check and edit your answers and then add your **DEPENDANTS** to the application. Dependants can only be your husband/wife/legal partner and children under 18 years old holding immigration permission to be in the UK.



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All applicants

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the 'all applicants' button at the top left of each page.

Tier 4 (General) student

Miss Abc Xyz

1 January 1980

Completed

Edit responses about this applicant

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select 'Continue'.

I would like to add a:

▼

Add this applicant

Continue

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When you have completed all the details for yourself and any dependants you will be asked about the supporting documents you intend to submit as part of your application. Special care and consideration must be taken with the financial documents you intend to submit as the UKVI have very strict financial requirements which have no flexibility.

PLEASE NOTE: If your parents are paying for you and you are submitting their bank statements, they are NOT your financial sponsor. If you are financially sponsored by a government or other institution and you will be submitting a “Financial Guarantee” as part of your application, put your financial sponsor’s name as the “Financial Institution” and select “Letter from a bank, building society or other recognised financial institution”.

BETA This is a new service - your [feedback](#) will help us to improve it.

1. [Start](#) 2. [Application](#) 3. **[Documents](#)** 4. [Declaration](#) 5. [Pay](#) 6. [Download and print](#)

Proving you have enough money to be in the UK

You must provide documents showing that you have the required funds to cover living costs for you and any dependants joining you while you are in the UK.

- ▶ [How much money do I need to show?](#)
- ▶ [How long do I need to show I have held this money](#)

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

- ▶ [What financial documents can I use?](#)

Financial institution (such as a bank or building society)

Type of document

- ☐ Statements from a personal bank or building society account
- ☐ Building society passbook
- ☐ Letter from a bank, building society or other recognised financial institution

[Save and continue](#)

[Return to this application later](#)

Following the “Financial Document” page you will be presented with a summary of the documents you MUST submit as part of your visa application. The summary has been created based on the answers you have provided in the application and you must not submit your application if you have not got the ORIGINAL documents. Please complete the tick boxes to confirm to UKVI the documents that you are going to submit. Your online application will not be considered without all the listed supporting documents being received by UKVI.



Visas and Immigration

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1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Documents

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

☐ The passport or travel document for

☐ A passport photo for

Your passport photo must:

- have your name written on the back
- meet all of the [passport photo requirements](#)

☐ The biometric residence permit for

Other documents

If you do not provide these documents, your application may be delayed or refused.

☐ Statements from a personal bank or building society account (Barclays Bank)

☐ Transcript of results proving English language requirement

Providing your documents

If you choose Standard or Priority Service, you must send your documents within 10 days to the address on your supporting document checklist (provided when you have completed your application payment).

If you choose Priority Service, sending in your documents within 2 days will allow enough time for your application to be processed within 10 days.

If you choose Premium Service, you must bring your documents to your Premium Service Centre appointment.

If you do not provide all mandatory information your application may be rejected. Your application will not be considered and an administration fee for each person included in the application, will be deducted from your refund.

Save and continue

[Return to this application later](#)

[Show your answers](#)

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1. [Start](#) 2. [Application](#) 3. **[Documents](#)** 4. [Declaration](#) 5. [Pay](#) 6. [Download and print](#)

Add another financial document

Do you want to add another financial document?

The documents you send in need to prove that you have the full amount. If the documents you have already added do not show this, you should add more documents now.

☐

Yes

☐

No

Save and continue

► [Show and edit answers](#)

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You will then be shown a document checklist, like the example below, which lists all the original documents you will need to provide as a part of your Tier 4 visa application. The documents listed are based off the answers in your application. There will also be instructions on how and when to submit your supporting documents, but this will be confirmed once you reach the application payment stage.



Visas and Immigration

▼Abc Xyz

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1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Documents

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

☐ The passport or travel document for Miss Abc Xyz

☐ Two passport photos for Miss Abc Xyz

All passport photos must:

- have the applicant's name written on the back
- meet all of the [passport photo requirements](#)

☐ The biometric residence permit for Miss Abc Xyz

Other documents

If you do not provide these documents, your application may be delayed or refused.

☐ Statements from a personal bank or building society account (Barclays)

☐ The birth certificate for Miss Abc Xyz

This must be a full birth certificate that shows the names of both of your parents.

☐ Letter to prove official financial sponsorship

☐ A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you

☐ If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.

☐ A letter from your current or past official financial sponsor confirming you have their permission to continue your studies in the UK

Providing your documents

If you choose Standard or Priority Service, you must send your documents within 15 days to the address on your supporting document checklist (provided when you have completed your application payment).

If you choose Priority Service, sending in your documents within 2 days will allow enough time for your application to be processed within 10 days.

If you choose Premium Service, you must bring your documents to your Premium Service Centre appointment.

If you choose Super Premium Service, a courier will pick up your documents. Your documents must be received at least 3 days before your visit.

If you do not provide all mandatory information your application may be rejected. Your application will not be considered and an administration fee for each person included in the application, will be deducted from your refund.

Save and continue

[Return to this application later](#)

► [Show and edit answers](#)

When your online application and supporting documents have all been completed and are ready for submission to UKVI please read and confirm the UKVI's "Declaration". This is essentially the UKVI's terms and conditions of using the Tier 4 application system.

PLEASE NOTE: If you are using the University's Check and Send Scheme, please stop here and do not complete this page.



Visas and Immigration

▼Abc Xyz

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1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting documents
- the photograph is an accurate likeness

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, the application will be refused and the applicant may be banned from the UK and prosecuted.

I confirm that:

☐ I am the applicant

☐ I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

I accept the above

[Return to this application later](#)

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When you have accepted the terms detailed in the “Declaration”, you will then have to pay the Immigration Health Surcharge (IHS) and will be taken to the IHS webpage. This is part of the Tier 4 application and you cannot submit your Tier 4 application without paying the relevant IHS fee. The system will direct you to the IHS webpage automatically. Please do not leave the application system and manually attempt to find the IHS payment page.

Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.



Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.

[Check your answers](#)

[Go to IHS website](#)

[Save and continue](#)

[Return to this application later](#)

Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests](#). [↗](#)

Cost

The healthcare surcharge is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the healthcare surcharge is £150 per year.

Example

A person making a 5-year visa application would pay £200 x 5 = £1000.

Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

- your passport or travel document
- your payment card



You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

[Continue](#)

Again, you will be asked to provide information about your own individual circumstances. This information is straightforward and only basic questions are asked, some of which you might find have already been answered with information you entered in the online application. Please see below. Information requested will usually be found in your CAS and passport. Following this you will be asked to review your answers before paying the IHS fee

Summary

Missing Details

Your details

[Add where you are planning to stay](#)
[Add your course start date](#)
[Add your course end date](#)

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

Your details

Applying from UK	Yes
Staying in Isle of Man, Jersey or Guernsey?	Add where you are planning to stay
Full name	Abc Xyz
Email	
From	
Visa route	Tier 4
Visa type	Tier 4 (General)
Course start date	Add your course start date
Course end date	Add your course end date
NQF7 Course	Change
Masters Degree Course	Change
Course at specified locations	Change
Course less than 13 Months	Change
Passport or travel document number	A123456
Date of birth	01 January 1980

You don't have any dependants

 [Print these answers](#)

 [Download these answers \(PDF\)](#)

When you have completed your answers to the IHS payment section above, you will see a “Summary” screen like the one below. Please continue through this screen.

Immigration health surcharge

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Summary

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

Your details

Applying from UK

Yes

Staying in Isle of Man, Jersey or Guernsey?

No

[Change](#)

Full name

Email

From

Visa route

Tier 4

Visa type

Tier 4 (General)

Course start date

[Change](#)

Course end date

[Change](#)

If you are going to submit your application independently and for only yourself, click the box entitled “These details are correct” which will be shown at the bottom of the screen and continue to the IHS “Declaration” page. Again this is part of the UKVI’s terms and conditions to be able to use the online application system. The system will calculate the amount of IHS fee you are due to pay based on the answers you have provided.

Declaration

I confirm that, to the best of my knowledge and belief, my details are correct and complete.

If I give false information, I, or a person named on this application could be:

- stopped from entering the UK now or in the future
- required to leave or removed from the UK
- required to pay extra for healthcare in the UK

I agree to the [terms and conditions](#) and [how my information will be used](#).

I agree

If you are going to use the University’s Check & Send scheme, this stage will be done with you during your Check and Send Appointment.

If you are not using the University’s Check & Send scheme and are submitting your application individually, enter the “Declaration” screen and click “I agree”. There is no way of progressing through the application if you do not agree to the terms of the IHS payment.

You will then be taken to the UKVI's secure payment page to pay the IHS fee using a valid credit/debit card. Pay the stated fee using a valid credit/debit card. Please enter all your details as they appear on the credit/debit card. The address you state on the payment page must be the address that your credit/debit card is registered to with your bank (ie; the address that the bank sends your statements to).



Immigration Health Surcharge

Immigration Health Surcharge Payment

Secure Payment Page

Payment reference

Payment method

Description

Amount

Visa

Immigration Health Surcharge Payment

GBP



Card details

* Indicates a required field

* Card number

* Security Code

* Expiry date

-- ▾ -- ▾

* Cardholder's name

Cardholder details

* Town/City

Region

* Postcode/ZIP code

* Country

United Kingdom ▾

Telephone

Once your transaction is successfully processed, confirmation screens like those below will appear and show a unique reference number to confirm that your IHS payment has been received by UKVI. It may be useful to print or record this number for your own information. A confirmation of your IHS payment will also be e-mailed to you to the e-mail address you entered in the application.

Immigration health surcharge

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✓ Payment successful

 We have sent a receipt to your email address.

You have made a payment of (GBP).

Continue to confirmation screen

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Immigration health surcharge

ALPHA This is a new service – your [feedback](#) will help us to improve it.

 **Complete**
Your IHS reference number is

 We have sent you a confirmation email.

What you need to do next

Finish your visa application. We'll make sure your IHS reference number is included.

If you're applying in person at a premium service centre, you'll need your IHS reference number when you attend your appointment.

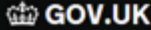
Find out more

[Contact UKVI](#)

[Immigration health surcharge](#)

Return to my visa application

Following the payment of the IHS fee you will be directed back to the visa application form by clicking “Return to my visa application”.

Visas and Immigration

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Continue your application

Your IHS reference number is Your number will be shown on your checklist and application form.

 You must now pay for your application.

Continue

As detailed earlier in this guide, you will then have to choose which processing method you wish to use for your visa application.

You will be presented with the screen below. The vast majority of applicants use the UKVI's 'Standard' (Postal) service. Occasionally students may be required to use the '[Premium](#)' ([One-day decision](#)) service due to the time constraints they may be under. Please note, this guide does not detail the UKVI's 'Super Premium Service' as this is a very expensive service which will only be available to a very small percentage of students nationally. If you wish to

use this service please contact the University's Home Office Compliance team using homeofficecompliance@salford.ac.uk

Please select the processing option you wish to use by using the buttons and clicking "Save and continue"

The screenshot shows the 'Choose a service' page on the UK Visas and Immigration website. At the top, there's a black header with the 'GOV.UK' logo and 'Visas and Immigration' text. Below this is a blue bar with a 'BETA' label and 'This is a trial service'. A progress bar shows six steps: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay (highlighted), and 6. Download and print. The main heading is 'Choose a service'. There are four radio button options for different service levels: Standard service (8 weeks), Priority service (10 working days), Premium Service (same day), and Super Premium or Mobile Premium Service (24 hours). Each option includes a price field and a description. Below the options, a note states that UK Visas and Immigration will contact the user if processing takes longer, with a list of reasons: supporting documents need verification, need to attend an interview, or the application is complex.

GOV.UK Visas and Immigration

BETA This is a trial service

1. Start 2. Application 3. Documents 4. Declaration **5. Pay** 6. Download and print

Choose a service

☐ **Standard service : pay** [] in total, most people get a decision within 8 weeks

☐ **Priority service : pay** [] in total, most people get a decision within 10 working days

☐ **Premium Service : pay** [] in total, most people get a decision on the same day

☐ **Super Premium or Mobile Premium Service : pay** [] in total, most people get a decision within 24 hours. You will have to pay an additional £8,750 once you have completed your application and we receive your supporting documents.

UK Visas and Immigration will contact you if it will take longer to process your application. This might happen if:

- your supporting documents need to be verified
- you need to attend an interview
- your application is complex

You will then be directed to a secure payment screen to allow you to pay for the visa application itself. You may use any credit/debit card for this transaction as long as it is valid. It does not have to be the same card as you used for the IHS payment.

The screenshot shows the 'Your payment provider' screen. It has the same progress bar as the previous screen, with '5. Pay' highlighted. The heading is 'Your payment provider'. Below it, it says 'You are paying' followed by a text input field containing '£' and a label 'for Tier 4 (General) student'. Below this is a line for 'in total'. Then, it says 'Choose your card provider' with four radio button options: Visa (selected), MasterCard, American Express, and Maestro. Below these is a warning icon and the text 'Before you continue'. A note says 'You should only pay for a service now if:' followed by two bullet points: 'you are ready to submit your application' and 'you do not need to make any changes to your application'. At the bottom, a small text block says 'Continue to Worldpay to make a secure payment. You will be able to download a copy of your application form after payment has been taken.'

1. Start 2. Application 3. Documents 4. Declaration **5. Pay** 6. Download and print

Your payment provider

You are paying

£ for Tier 4 (General) student

in total

Choose your card provider

☒ Visa

☐ MasterCard

☐ American Express

☐ Maestro

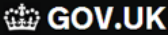
! Before you continue

You should only pay for a service now if:

- you are ready to submit your application
- you do not need to make any changes to your application

Continue to Worldpay to make a secure payment. You will be able to download a copy of your application form after payment has been taken.

Again you will receive a transaction confirmation screen with a unique reference number. You will also receive an email sent to the address you stated on the visa application to confirm that the payment has been processed. Please print this confirmation for your records.



Visas and Immigration

BETA This is a trial service

1. Start

2. Application

3. Documents

4. Declaration

5. Pay

6. Download and print

Payment successful

Reference number

Date of payment

Name

Visa

Tier 4 (General) student

Fee paid

Your confirmation has been sent to

Print confirmation

!

You have a few more steps before your application will be complete.

Save and continue to final tasks

The screenshot shows the GOV.UK 'Visas and Immigration' portal. At the top, there's a navigation bar with the GOV.UK logo and 'Visas and Immigration'. Below it, a progress bar indicates the current step: '6. Download and print', with previous steps '1. Start', '2. Application', '3. Documents', '4. Declaration', and '5. Pay' listed. The main heading is 'What to do next' followed by 'Application for Tier 4 (General) student'. Under the heading '1. Send in your checklist and documents', there's a text block explaining that documents must be sent by post as soon as possible. Below this, there's a button labeled 'Download and print supporting document checklist' with a 'Download' link next to it. Another text block states that documents should be sent within 15 working days for the Standard Service. A second 'Download' button is provided for the application form. At the bottom, there's a link to 'Take a 1 minute survey to help us improve the service' and a 'Sign out' button.

GOV.UK Visas and Immigration

BETA This is a trial service

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

What to do next

Application for Tier 4 (General) student

1. **Send in your checklist and documents**

You need to send your checklist and supporting documents in the post as soon as possible. You can find the address and list of documents you need to send on the checklist.

[Download and print supporting document checklist](#) [Download](#)

You have chosen the Standard Service. You should send your documents within 15 working days so that we can make a decision within 8 weeks.

If you do not send your documents within 15 working days your application may be rejected.

[Download a copy of your application form](#) [Download](#)

[Take a 1 minute survey to help us improve the service](#)

[Sign out](#)

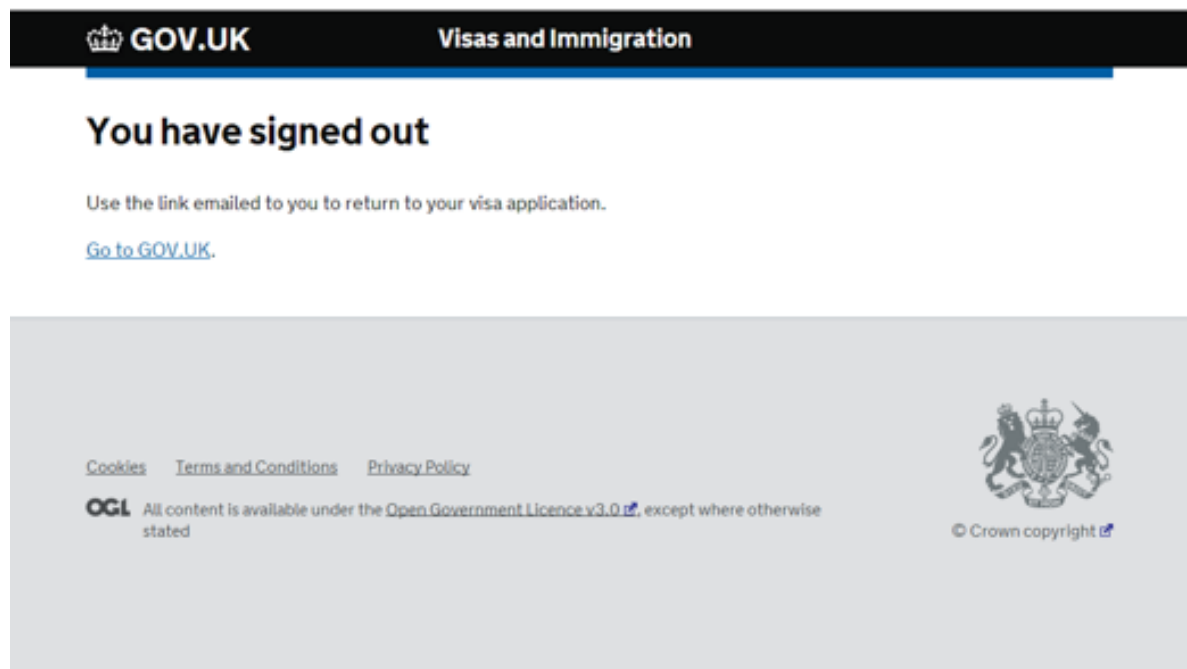
When your application payment has been processed, you will then need to send all the supporting documents detailed in the application summary to the UKVI.

- Please download and print a copy of the application form for your records.
- Please download and print a copy of the **Supporting Document Checklist to send with your documents to UKVI.**
- Please download and print a copy of the Biometric Enrolment Letter that you will need to keep and take with you to enrol your Biometrics at a Post Office. This letter **does not** need to be posted to the Home Office.

If you are submitting the application on your own, you will need to show us all three of the documents listed above, as well as receipts from the Post Office for posting your supporting documents (if you have chosen the standard or priority service) and from you completing your biometric enrolment. If you are using the premium service, in addition to the documents above, you will also need to show us your Premium Appointment Booking Confirmation.

This is so we can update your record to accurately reflect your current immigration status and keeping us informed of this is a condition of your Tier 4 visa.

Please ensure that you sign out of the UKVI application system as per the below screen.



Please use the postal address detailed on the supporting document checklist to send your ORIGINAL documents to UKVI. Please ensure that you use a tracking method from the Post Office (Special Delivery) and include enough postage (500g) on both envelopes to ensure the documents successfully reach their destination and are returned to you securely. Once you have posted your application, please come see the Home Office Compliance team at University House with your document checklist, application form copy and postal receipt for when you posted your documents so we can update your record.

You can then expect to receive a biometric enrolment letter in the post following your online application submission. Please ensure you enrol your biometrics as soon as you receive this letter at a Post Office that has this facility. You can find further information on this here- <http://www.postoffice.co.uk/foreign-nationals-enrolment-biometric-residence-permit>

Your original documents will be returned to you in due course.