

# **TIER 4 (GENERAL)**

## **Guidance to completing the online extension/switching application form**


*(last updated on 26/04/2016)*

**Always read all the relevant official Home Office guidance to make sure you submit a valid application; you will find these at: <https://www.gov.uk/tier-4-general-visa>.**

**Our guidance documents have all been carefully checked but we accept no responsibility for their accuracy after the date of publication.**

This guidance to filling in the online application form was created for straightforward Tier 4 (General) student visa extension/switching applications in the UK. It may look a bit lengthy, but it only is because the live online form itself has single questions on each page.

Our guidance is also not a strict, step by step instruction manual because depending on your individual circumstances you may have to answer questions that are not included in our guidance (or you may be able to skip sections as well). If we do not cover something, it does not mean that you will not be able to fill in your form. It just means that no cases are identical; some students need to give more information than others.

The online form is clear and mainly only requires you to copy information from your supporting documents into the form. However, for further clarification to certain questions, you will find some pop up notes in the guidance that you will be able to view by hovering your mouse pointer over the yellow question marks .

As a general rule, however, you are strongly advised to meet our advisors before you submit your visa application, if you have previously had any visa refusal, made any invalid application or if any of your UK visas have previously been curtailed.

To be able to meet one of our advisors for a personal Tier 4 application and supporting documents checking appointment, you first need to attend an askBU Tier 4 visa workshop: <https://www1.bournemouth.ac.uk/students/help-advice/international-students/immigration-visas/workshops>

For additional BU specific guidance about a Tier 4 visa application, the required supporting documents and to find out what support BU offers, please visit the BU Student Portal <http://studentportal.bournemouth.ac.uk/>

For more information and guidance, you can also visit the UK Council for International Student Affairs (UKCISA) website <http://www.ukcisa.org.uk/>

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Includes pay, contracts and hiring

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Includes flooding, recycling and wildlife

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## [Money and tax](#)

Includes debt and Self Assessment

## [Passports, travel and living abroad](#)

Includes renewing passports and travel advice by country

## [Visas and immigration](#)



Visas, asylum and sponsorship

## [Working, jobs and pensions](#)

Includes holidays and finding a job

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## Visas and immigration

### Arriving in the UK

Entering the UK, going through customs and moving your belongings

### Asylum

Claiming asylum as a refugee, the asylum process and support

### EU, EEA and Commonwealth

EEA family permits, UK residence cards, UK Ancestry visas

### Family visas

Visiting the UK for 6 months or more, including visas for partners (eg spouse) and family members

### Immigration appeals and legal advice

Appeal against a visa, settlement or asylum decision, legal advice

### Manage your application

Visa processing times, biometric information, premium services, report a change

### Settle in the UK

Get indefinite leave to remain



AtoZ


## Student visas

[Short-term study visa](#)
[Tier 4 \(Child\) student visa](#)
[Tier 4 \(General\) student visa](#)

## Detailed guidance

[Visas and immigration operational  
guidance](#)

# Tier 4 (General) student visa

1. [Overview](#)
2. [Eligibility](#)
3. [Knowledge of English](#)
4. [Documents you must provide](#)
5. [Apply](#)
6. [Extend your visa](#) 
7. [Switch to this visa](#)
8. [Family members](#)

## 6. Extend your visa

You may be able to apply to extend your stay to continue your course or study a new course.

You must:

- meet the [eligibility](#) requirements of this visa
- be in the UK

You should include any dependants who are on your current visa on your application to extend - including children who have turned 18 during your stay.

You should read the full [Tier 4 guidance](#) before you apply.

## When to apply

## Student visas

[Tier 4 \(Child\) student visa](#)

[More](#)

## Visas and immigration

[Visa processing times](#)

[Visa fees](#)

[More](#)

## Elsewhere on GOV.UK

[Register of licensed sponsors: students](#)



## Ways to apply

If you want to get a decision more quickly than the standard 8 weeks, you can apply:

- for priority service - there's a limited number of places each day
- to use a [premium service centre](#) - you'll need to go in person

Application type	Time for a decision	Cost per person
Standard	8 weeks	£448
Priority	10 days	£823
Premium	Same day	£948

You'll also need to provide biometric information and pay the healthcare surcharge.

### Apply for the standard or premium service



You can [apply online](#): 

- for the standard service
- to book an appointment at a premium service centre

Pay the appropriate fee at the same time.

### Apply for the priority service

You must fill in a [request form](#) before you can use the priority service. Send it to the email 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.

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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 days	Most decisions within one working day
£448.00	£848.00	£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](#)

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## Your location

Are you currently in the UK?



☒ Yes

☐ No

Save and continue

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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

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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.



An email will be sent to:

youremail@yourdomain.com

### 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 %

Your password is good

Repeat your password

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](#)

### Legal representative

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

### Personal information



Email address [Change](#)

Continue



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Tier 4 (General) student

**The applicant**

**Part complete**

[Answer questions about this person](#)



► [Would you like to add another person to this application?](#)

**Tier 4 (General) student**

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**The applicant**

**Part complete**

## ? 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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**Part complete**

## Your name

Are you also known by another name?

☐ Yes

☒ No

[Save and continue](#)

▶ [Show your answers](#)





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Mr askBU

Part complete

## Applicant contact details

Telephone number



Home address

This must be in the UK.

Town/City

Postcode



I want to receive mail at a different address.

Save and continue



☒ I want to receive mail at a different address.

Tell us the address where you want us to write to you

This must be in the UK.

c/o Barbara Montagna, AskBU

Bournemouth University

Fern Barrow

Town/City

Poole

Postcode

BH12 5BB

[Save and continue](#)

[Cancel](#)

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Mr askBU

Part complete

## ? Your nationality, date and country of birth

You must enter all the nationalities you hold, but only the first one you enter will be taken into consideration under the immigration rules.

Country of nationality

[+ Add another nationality?](#)

Date of birth

For example, 20 3 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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## Your passport

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

☒ Yes

☐ No

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## 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, 20 3 1976

Day    Month    Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Expiry date

Day    Month    Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Save and continue

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## 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](#)

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**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

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

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

Day    Month    Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

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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

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## ? 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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## Completed course of study



Have you completed the course of study for which your most recent leave was granted?



Yes



No

Was the course more than 6 months in length?



Yes



No

**Save and continue**

[Return to this application later](#)



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**Part complete**

## Completed course of study

Have you completed the course of study for which your most recent leave was granted?



Yes



No

Was the course more than 6 months in length?



Yes



No

How can you prove that you have completed a course that was more than 6 months in length?



Degree certificate



Official transcript or letter

Save and continue

Cancel

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## Completed course of study

Have you completed the course of study for which your most recent leave was granted?



☐ Yes

☒ No

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[Return to this application later](#)

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## **Started course of study**

Have you started the course of study for which your most recent leave was granted?

☒ Yes

☐ No

Have you completed more than 6 months of the course?

☒ Yes

☐ No

How can you prove that you have completed more than 6 months of the course?

You can select more than one option.



☒ My sponsor has confirmed this information on my CAS

☐ Letter from my sponsor

☐ Transcript of results to date

**Save and continue**

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## Police registration

During your current or last grant of leave in the UK, were you required to register with the police?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police station when you were granted your last period of leave in the UK. The requirement to register with the police also features on your visa or your Biometric Residence Permit, if you are required to have one.

☐ Yes☒ No[Save and continue](#)[Return to this application later](#)[▶ Show your answers](#)

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## Your 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

RX12345678

☐ 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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**Part complete**

## Your National Insurance number

What is your current National Insurance number?

Example QQ 12 34 56 C

[+ Add another National Insurance number?](#)



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

**Save and continue**

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## Study as a Tier 4 (Child) student

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

☐ Yes

☒ No

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Cancel

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## Degree from an English speaking country

Have you studied an academic course in a majority English speaking country that is equivalent to a UK degree or above?

☐ Yes☒ No[Save and continue](#)[Return to this application later](#)[▶ Show your answers](#)



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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[Save and continue](#)[Return to this application later](#)[▶ Show your answers](#)

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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

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► [Show your answers](#)



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## Your criminal or civil offences

Do you have any of the following, in the UK or in a different country?

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

- ☐ A criminal conviction, at any time
-  ☐ A driving offence, at any time, eg for speeding or no insurance
- ☐ I was arrested and charged, and I am currently on or awaiting trial
- ☐ A caution, warning, reprimand or fixed penalty notice
- ☐ A court judgment, eg for debt
- ☐ A fine for breaking UK immigration law (called a 'civil penalty')
- ☒ No, I have never had any of these

Save and continue

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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?

527XMHH75

Sponsor's address

Bournemouth University

Talbot Campus

Fern Barrow

Town/City

Poole

Postcode

BH12 5BB

**Save and continue**

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## Primary site of study

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

☒ Yes

☐ No

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## UCAS details

Did you apply for your course through UCAS?

☐ Yes

☒ No

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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](#)

Students applying for postgraduate study in certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction (WMDs) or their means of delivery, will need to apply for an Academic Technology Approval Scheme (ATAS) certificate before they can study in the UK.

**Save and continue**

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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?](#)

Examples of an official financial sponsor include the UK Government or your home government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

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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?](#)

Examples of an official financial sponsor include the UK Government or your home Government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

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## Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in an account in your name, or a joint account you share with another person?

☒ Yes

☐ No

[Save and continue](#)

[Cancel](#)

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## Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in an account in your name, or a joint account you share with another person?

☐ 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](#)[Cancel](#)

# Course information

Institution name

Bournemouth University

Are you applying to be a Student Union Sabbatical Officer?

☐ Yes

☒ No



Qualification you will get

This is the level of the qualification you will receive at the end of your course. It may not be the same level at which you are currently studying.

For example, many UK degree courses will incorporate studies at NQF levels 4, 5 and 6 but the level of qualification reached at the end of the course will always be NQF level 6.

Course name

Course start date

For example, 20 3 1976

Day Month Year



Course end date

Day Month Year

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Tier 4 (General) student

**Mr askBU**

1 January 1998

**Part complete**



## Doctorate Extension Scheme

Are you applying for the Doctorate Extension Scheme?

☐ Yes

☒ No

[Save and continue](#)

[Return to this application later](#)

► [Show your answers](#)

## ? Course fees

How much are your total course fees?

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or 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

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1 January 1998

**Part complete**

## 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[Save and continue](#)[Return to this application later](#)[▶ Show your answers](#)

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1 January 1998

**Part complete**



## 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**

[Return to this application later](#)

▶ [Show your answers](#)



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Tier 4 (General) student

**Mr askBU**

1 January 1998

**Complete**

## Check your answers

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

### Personal information

Title

[Change](#)

Name

[Also known by another name?](#)[Add](#)

Telephone number

[Change](#)

Home address

☐ I want to receive mail at a different address.

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Tier 4 (General) student

**Mr askBU**

1 January 1998

**Complete**[Edit answers](#)▼ [Would you like to add another person to this application?](#)☐ dependant child☐ dependant partner or spouse**Add****Continue**

# 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



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

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## 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 your answers](#)[Cookies](#) [Terms and Conditions](#) [Privacy Policy](#)

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# 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

☒ The official transcript or letter to prove level of qualification for

## 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 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.

## Differentiation arrangement

If you are a national of a [differentiation arrangement country](#) you do not have to provide the documents listed under 'Other documents' at this time. You do need to confirm below that you can provide them if requested.



- ☐ Check here to confirm that you, and any others on this application, are nationals of a differentiation arrangement country and would like to submit your application under this arrangement.

Save and continue

[Return to this application later](#)

▶ [Show your answers](#)

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## ? Check your answers

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

### Maintenance

Financial institution

[Change](#)

Type of document

Statements from a personal bank or building society account

[Do you want to add another financial document?](#)

[Add](#)

### Documents

Mandatory documents

- The passport or travel document for
- A passport photo for  
On the back of your passport photograph, please provide your full name. There are rules about what your photograph should look like. To find out more about these rules, go to <https://www.gov.uk/photos-for-passports>
- The biometric residence permit for Mr askBU

[Change](#)

Other documents

- Statements from a personal bank or building society account
- The official transcript or letter to prove level of qualification for

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## 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



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## 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](#)

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



## Summary

### Missing Details

#### Your details

[Add where you are planning to stay](#)

[Add your full name](#)

[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

[Add your full name](#)

Email

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

## Your Location

Are you applying from within the UK?

☒ Yes

☐ No

Are you applying to stay in the Isle of Man, Jersey or Guernsey?



☐ Yes

☒ No

Save and continue



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



## 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

[Change](#)

Email

From

Visa route Tier 4

Visa type Tier 4 (General)

Course start date

[Change](#)

Course end date

[Change](#)

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

## 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



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

## **Payment summary**

**askBU Students Service**

**(GBP)**

**Total**

**(GBP)**

**Pay now**

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## Immigration Health Surcharge Payment

### Secure Payment Page

Please review your purchase details, then select a payment method to continue.

Description	Immigration Health Surcharge Payment
Amount	GBP

#### Select your payment method

##### Cards



MasterCard



Visa




Amex



Maestro



JCB

Cancel 

payments powered by  
**WorldPay**

For help with your payment visit the: [WorldPay Help](#).




**BETA** This is a trial service

## 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.**

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## Choose a service

☒ **Standard service : pay £448.00** in total, most people get a decision within 8 weeks

☐ **Priority service : pay £823.00** in total, most people get a decision within 10 working days

☐ **Premium Service : pay £948.00** in total, most people get a decision on the same day

### You are paying

£448.00 - 's application for Tier 4 (General) student

**£448.00 in total**

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

[Save and continue](#)

[Cancel](#)

[Return to this application later](#)

**BETA** This is a trial service

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

## ? Your payment provider

### You are paying

£448.00 - 's application for Tier 4 (General) student

**£448.00 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.

# Payments for UK Visas and Immigration - services provided by WorldPay

You are paying for an application for **Tier 4 (General) student** for

Payment reference

Payment method

Description

**Tier 4 (General) student**

Amount

**GBP**

## Card details



*\* Indicates a required field*

\* Card number

\* Security Code

\* Expiry date

\* Cardholder's name



## Cardholder details



*\* Indicates a required field*

\* Address 1

Address 2

Address 3

\* Town/City

Region

\* Postcode/ZIP code

\* Country

Telephone

Fax

 **Cancel**

**Make payment** 

**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

**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



To keep your information safe, you will not be able to view your application form online after

# **TIER 4 (GENERAL)**

## **Guidance to completing the online extension/switching application form**

*(last updated on 26/04/2016)*

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Once you have submitted your Tier 4 (General) student visa application online, you must print out two copies of both your supporting document checklist and the application form. One copy of both of these needs to be posted to the UKVI with your supporting documents. Post all these to the UKVI as Recorded or Special Delivery and make sure you keep the receipt from the Post Office.

If your visa is not granted by the time of your enrolment, you will have to show us the Post Office receipt and the copies of your supporting document checklist and application form as evidence at enrolment.

For additional BU specific guidance about a Tier 4 visa application, the required supporting documents and to find out what support BU offers, please visit the BU Student Portal <https://www1.bournemouth.ac.uk/students/help-advice/international-students/immigration-visas>

For more information and guidance, you can also visit the UK Council for International Student Affairs (UKCISA) website <http://www.ukcisa.org.uk/>

**Always read all the relevant official Home Office guidance to make sure you submit a valid application; you will find these at: <https://www.gov.uk/tier-4-general-visa>.**

**Our guidance documents have all been carefully checked but we accept no responsibility for their accuracy after the date of publication.**