7 simple steps to obtaining your Tier 4 visa

www.nottingham.ac.uk/go/visaplication
Obtaining your Tier 4 visa to study at The University of Nottingham

Step 1
Firmly accept your unconditional offer.

Step 2
Pay any tuition fee deposits required by the University. To see if you have to pay a deposit, visit: www.nottingham.ac.uk/finance/depositsfaq

Step 3
Check the information in your CAS checking document, which you receive by email no more than four months before your course start date. Please note that accommodation fees on the CAS will always show as 0.00. Students are therefore advised to keep money for their living expenses (including accommodation) in their bank account until after their visa application is processed. Accommodation deposits must still be paid, but will not be included in the CAS.

Any tuition fees paid, including deposits and University scholarships, should show in your CAS. Please check this carefully as any outstanding funds need to be shown in your financial evidence with your visa application. You should not make any further payments once you have verified that the CAS is correct as new information may not be reflected in the final CAS.

Step 4
Confirm if the details in your CAS checking document are correct by following the onscreen instructions. Your CAS number will be sent to you by email upon completion of this process. You will need to enter the CAS number on the visa application form.

Step 5
Prepare your financial evidence and original documents. Ensure that funds are held for 28 consecutive days before you apply for your visa.

- Check that any bank statements meet the requirements by checking the Tier 4 Policy Guidance: www.gov.uk/tier-4-general-visa
- Check that you have all necessary documents: www.gov.uk/tier-4-general-visa/documents-you-must-provide
- Include your ATAS certificate if it is required
- Check if you need a TB test: www.gov.uk/tb-test-visa

Step 6
Complete your online visa application form: www.gov.uk/apply-uk-visa

Step 7
Submit your completed visa application. As part of the online visa application, you will book an appointment to attend in person and submit your documents. For more information, see: www.gov.uk/find-a-visa-application-centre

Remember: take extra time and care to ensure that your first visa application is your only visa application. See how to avoid a visa refusal: www.nottingham.ac.uk/internationalstudents/visa-refusals

What to do if your visa is refused

Email your visa refusal notice to international-support@nottingham.ac.uk so we can advise you. Students who receive a refusal need to be aware that the University’s latest date to issue a CAS is three working days before the official course start date or for CELE students, 11 working days before the course start date.