Instructions for using the Tier 4 Student online application form outside the UK

A student would generally select “apply for myself”

If a student is intending to bring their spouse/partner and children to the UK they would need to complete a separate application for each individual by selecting “apply for someone else”

Whilst this link may be helpful, Tier 4 students for the University of Nottingham are advised to refer to our guidance here:

www.nottingham.ac.uk/go/student-visa

If you have any technical problems with your application, such as problems with logging in etc, you can refer to this link:

www.visa4uk.fco.gov.uk/Home/ViewFAQ
If you are under 18 years old at the time of your Tier 4 visa application, you are likely to be asked more questions in the form about your accommodation arrangements / care in the UK than is shown on this form. In this case, if you have specific questions you can email immigration-support@nottingham.ac.uk with any questions.

When completing this section, please note that you cannot apply for the Tier 4 visa more than 3 months prior to your course start date.

You can only travel to the UK as follows:

- **1 month prior to the course start date**
  - For courses of 6 months or more and for pre-sessional courses
  - **1 week prior to the course start date**
  - For courses of less than 6 months

This is the selection you should make if you are applying for the Tier 4 student visa. Even if you hold a scholarship or are sponsored, we encourage all students to select this option, so that you are given the full range of relevant questions within the online form.
Here you can see the order of the application process. The first stage is the online application form. You will then book an appointment and pay online with a debit or credit card.

Here is a summary of the sections you are required to complete on the online application form.
You need at least 6 months remaining on your passport validity to apply for the UK visa. You also need to ensure that you have spare pages inside your passport (i.e. that it is not full).

There are rules based on where you are permitted to apply. Essentially, you need to make your visa application from your country of residence. Please see here for the rules: www.gov.uk/government/publications/where-to-apply-ecb05

Some students who already have a valid UK visa (note: not in the visitor category) may be eligible to apply for their visa in the UK. Please check with us by email: immigration-support@nottingham.ac.uk

Here you can enter your term term accommodation address if you know it. If you do not know this, you can enter the University of Nottingham main address:

Postcode: NG7 2RD

University Park
Nottingham
0115 951 5247
You will only have this if you have previously worked in the UK.

Please make sure you are honest.

You must give details of all criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. It includes all drink driving offences.

Traffic offences can include:
- driving without insurance or MOT
- driving without a licence
- driving without a seat belt

If you are married, you must provide information about your spouse and whether they will accompany you to the UK or not.

Details of your father and mother must be provided here.

If you do not know certain information, it may be possible to put “unknown” and provide an explanation under the “additional information” section at the end of the form.
If you have children, you need to give the information here. You will be asked for more detail, such as if they will travel with you, etc.

We feel that it is best to declare any hospital treatment you have received in the UK, even if you were eligible for that.
Please use your CAS to complete this section. Make sure your CAS shows all the payments you have made and the passport number of the passport you will use with your visa application.

The University of Nottingham sponsor licence number as confirmed on your CAS is RFDX42DB2.

Please note that this is your immigration sponsor, rather than financial sponsor, so the answer should always be "The University of Nottingham".

Full address of Tier 4 sponsor (University of Nottingham) is:
Postcode: NG7 2RD
University Park
Nottingham
0115 951 5247

Here, refer to your CAS and enter the Academic Level of study showing on your CAS

UG = NQF 6 / Masters = NQF 7 / PhD = NQF 8

For CELE courses, this could be CEF level B1 or B2

Use the exact start and end dates referred to in your CAS

Here, mention the main study address as confirmed on your CAS.

If you study on University Park, your study address will be the same as already stated above.

If you study at Sutton Bonington, Jubilee campus or at another site such as the QMC or City hospital, you will be asked to write the alternative address noted as your MAIN site of study in your CAS.
### Current/Continuing Students Only

If you are partway through a course at the University, you can answer "yes" and then state "progress to date on current course". This means that you don’t need to show your previous qualification when you apply for the visa overseas.

### All Other Students/New Applicants

Select "no".

Degree level students should tick "Your sponsor is a HEI and has made its own assessment of your English Language Ability" and are not required to show any evidence of English at the visa application stage.

1 year Foundation and CELE students should tick I can provide an “English language test”.

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### Maintenance and Fees

- **Travel Fee**: 10
- **Course Fee**: 30
- **Total**: 40

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### As cited on your CAS, this is the fee charged for the first/current year of studies only.

### The answer should be "no" as we do not include accommodation payment on the CAS and students are advised not to pay anything other than the deposit until they have secured their Tier 4 visa.

### An official financial sponsor is the UK government, your home government, the British Council or any international organisation, international company, university or UK independent school.

### This question is badly worded. Rather than “due for payment” is should say “still to demonstrate”.

Out of the total requirement (tuition fees for the first/current year plus living costs of 1015 x 9 months) do you still need to demonstrate some funds?

Unless you have a full scholarship or full sponsorship, mostly this answer will be "yes".

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Tuition fee scholarships showing on the CAS as fees paid should be mentioned here as fees paid.

Money can only be held in your name, or your parents. A sponsor letter, or scholarship would be considered as being "in your name".

If money is in your parents bank statements, you answer "no".

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If you wish to clarify anything about your application form / situation, you can use this section to do that.

Please use our ACL (alternative collection location) code: 2HE427 in order that your BRP visa card is delivered to The University of Nottingham directly. Full details on this process is given in our guidance here: www.nottingham.ac.uk/go/applying-for-visa