



Please click on each (?) question mark symbol to get information on each section.

APPLICATION FOR A GRANT OF LEAVE A BIOMETRIC IMMIGRATION DOCUMENT UNDER TIER 4 (GENERAL) STUDENT MAIN APPLICANT

This form is for students who are already in the United Kingdom to apply to study under Tier 4 (General).

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 4 July 2011


Please check on the website at www.ukba.homeoffice.gov.uk that this is the current form for use on the date that you apply.

You are advised to read the help text and separate guidance notes that are available to help with this form. Please read them before making your application. If you do not already have them, you can download them from our website.

Applications made on this form may be made by post, courier or in person at one of our Public Enquiry Offices. To apply in person you must make an appointment.

Details of our Public Enquiry Offices can be found on our website: www.ukba.homeoffice.gov.uk/contact/applyinginperson/

Postal address:

UK Border Agency 
Tier 4
PO Box 500
Durham
DH99 1WJ

Courier address:

UK Border Agency
Tier 4
Millburngate House
Millburngate
Durham
DH97 1PA

Please note, that this version is a GUIDE only.


Please make sure you are using the current version of the form online here:

www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier4generalapplication

This form is specified for applications made on or after 4 July 2011

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TIER 4 (GENERAL) APPLICATION FORM

C6. Please give details of the student's current passport or travel document and any others that he/she has used to travel to and remain in the United Kingdom and which shows his/her current leave. Please note that for the application to be valid and complete the student's current passport/travel document must be provided unless it is not available for one of the reasons specified below (i). 

Current passport or travel document						
Passport/ Travel Document number	Nationality	Issue date	Expiry date	Place of issue	Passport / Travel document enclosed	If not enclosed then location of Passport/ Travel Document
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question C7 <input type="checkbox"/> Stolen - go to question C8 <input type="checkbox"/> Expired - returned to national authorities go to question C7 <input type="checkbox"/> Elsewhere in the UK Border Agency - go to question C7

Previous passport or travel document						
Passport/ Travel Document number	Nationality	Issue date	Expiry date	Place of issue	Passport / Travel document enclosed	If not enclosed then location of Passport/ Travel Document
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question C7 <input type="checkbox"/> Stolen - go to question C8 <input type="checkbox"/> Expired - returned to national authorities go to question C7 <input type="checkbox"/> Elsewhere in the UK Border Agency - go to question C7 <input type="checkbox"/> Other - go to question C7

Please photocopy this page if additional space is needed and enclose the photocopy with this application form.

Q4. What date was the entry clearance or visa valid from?

D	D	M	M	Y	Y	Y	Y
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D5. What date is the student's current leave (or permission to stay) valid until?

D	D	M	M	Y	Y	Y	Y
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D6. Is the student's current passport or travel document missing from this application?

Yes - go to annex for part D – question AD1

No - go to question D7

D7. Is the student's previous passport or travel document that he/she used to travel to the United Kingdom for their current period of leave missing from this application?

Yes - go to annex for part D – question AD1

No - go to question D8

Please note for the application to be valid and complete the student's current passport or travel document must be provided unless it is not available for one of the reasons specified on the application form.

D8. What is the student's current immigration status in the United Kingdom? (i)

- a Tier 4 (General) Student; ?
- a Tier 4 (Child) Student;
- a Tier 1 (Post-study Work) Migrant;
- a Tier 2 Migrant;
- a Participant in the International Graduates Scheme (or its predecessor, the Science and Engineering Graduates Scheme);
- a Participant in the Fresh Talent: Working in Scotland Scheme;
- a Postgraduate Doctor or Dentist;
- a Prospective Student;
- a Student; ?
- a Student Nurse;
- a Student Re-sitting an Examination;
- a Student Writing-Up a Thesis;
- a Student Union Sabbatical Officer; or
- a Work Permit Holder.
- Other (i)

D9. Will the student be getting official financial sponsorship, or has he/she previously had official financial sponsorship for his/her recent studies in the United Kingdom, from the British Government, any other government, or an international scholarship agency?

Yes - go to annex for part D - question AD6

No - go to question D10

D10. Has the student ever stayed in the United Kingdom beyond the end of his/her period of leave (i)? 

Yes - go to question D11

No - go to question D12

D11. Give the reason(s) why the student has stayed beyond the end of his/her period of leave and the dates of the overstay:



D12. Has the student ever worked in the United Kingdom without immigration permission to do so (that is, contrary to his/her conditions of stay)? 

Yes - go to question D13

No - go to question D14

D13. Give the reason(s) why the student worked in the United Kingdom without immigration permission to do so and the dates this work was undertaken:

D14. Has the student ever illegally entered the United Kingdom? 

Yes - go to question D15

No - go to question D16

D15. Give the details and dates when this happened:

D16. Has the student ever used deception when seeking leave to enter or leave to remain (i)?

Yes - go to question D17

No - go to question D18



D17. Give the details and dates when this happened:

D18. Has the student ever been removed or deported from the United Kingdom?



Yes - go to question D19

No - go to question D20

D19. Give the details and dates when this happened:

D20. Does the student currently have any other applications with us (on which he/she is awaiting a decision) OR an appeal with the Asylum and Immigration Tribunal (which is yet to be heard)?

Yes - go to annex for part D -question AD9 if you have an outstanding application.

No - go to part E

-go to annex for part D –question AD12 if you have an outstanding appeal.

E. Personal History (criminal convictions, war crimes, etc.)

The student must complete section E. If it is not completed the application will be invalid and will be returned to the student.

Please answer every question in this section (i). It is an offence under Section 26(1) (c) of the Immigration Act 1971 to make a statement or representation which is known to be false or is not believed to be true. Information given will be checked with other agencies.



E1. Has the student had any criminal convictions in the United Kingdom or any other country (including traffic offences) or any civil judgments made against them (i)?

Yes - go to question E2

No - go to question E3

E2. If question E1 above has been answered “yes” please give details below for each criminal conviction and/or civil judgment, starting with the most recent one - but first see Note 1 about criminal convictions. If the student has received more than two convictions and / or civil judgments, please photocopy this page and enclose it with this form.

Note 1: Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about this Act is given towards the end of this section.

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Questions E3 to E8 below must be answered, even if question E1 has been answered "No". For help in answering these questions, please see the definitions at the end of this section.

E3. Has the student ever been charged in any country with a criminal offence for which he/she has not yet been tried in court?

Yes

No

E4. In times of either peace or war has the student ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?

Yes

No

E5. Has the student ever been involved in, supported or encouraged terrorist activities in any country?

Yes

No

E6. Has the student ever been a member of, or given support to, an organisation which has been concerned with terrorism?

Yes

No

E7. Has the student ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

Yes

No

E8. Has the student ever engaged in any other activities which might indicate that he/she may not be considered to be a person of good character? 

Yes

No

E9. If question E3, E4, E5, E6, E7 or E8 above has been answered "yes" please give further details in the space provided below. If more space is needed continue on a separate sheet and enclose it with this form.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline 020 7840 6464 or by obtaining a free copy of their leaflet on 020 7840 6427.

Definitions

For the purpose of answering questions **E4** to **E8**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

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 www.opsi.gov.uk/acts/acts2001/ukpga_20010017_en_1 or purchased from The Stationery Office (telephone 0870 600 5522). It is the applicant's responsibility to satisfy him/herself that he/she is familiar with the definitions and can answer the questions accurately.

War crimes

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 and 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, ethnical, racial or religious group.

Terrorist activities

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; that 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.

Organisations concerned with terrorism

An organisation is concerned with terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.


Now go to part F

F – BIOMETRIC ENROLMENT (i) 

The student must complete section F. If it is not complete the application will be invalid and will be returned to the student.

F1. Has the student used any name(s) other than the one given in part B of this application form in previous UK immigration applications made in the UK or abroad?

Yes - go to question F2

No  - **go to question F3**

F2. What other name(s) did the student use?

Please state when the application(s) were made

Please give the British Diplomatic Post(s) involved if the application(s) was/were made abroad.

If more space is required please continue on a separate sheet and enclose it with this application form.

F3. Has the student had his/her fingerprints taken as part of a previous UK immigration application made in the UK or abroad?

Yes  - go to question F4

No - **go to part G**

F4. Please state below when the fingerprints were taken

Please state below where they were taken, including the town or city and country.

Please give the British Diplomatic Post(s) involved if the application(s) was/were made abroad.

If more space is required please continue on a separate sheet and enclose it with this application form.

K. Attributes

The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

Students should refer to the Immigration Rules and the Tier 4 of the Points-Based System - Policy Guidance. Students require 30 points from this section, or the application will be refused.

K1. Please give the student's Confirmation of Acceptance for Studies (CAS) number.

K2. Is the student:

Studying

- go to question K3

Undertaking a post as a Sabbatical Officer

- go to question K8

Undertaking a foundation course as a Postgraduate Doctor or Dentist

- go to question K9

K3. The student must send us the evidence we need to support his/her application. He/she must get this information from his/her Tier 4 sponsor.

The student must send us each of the original certificate(s) of qualification and/or original transcript(s) of results that have been used as the basis of the offer of the place as explained by their Tier 4 sponsor.

Please tick to confirm that all of the qualification certificates and/or original transcripts of results that have been used as the basis of the offer of the place have been provided with the application.

I am a low risk student and am not required to include this document with my application.

Or

If the student has been assessed by the Tier 4 sponsor by other means there is no need to submit evidence (i).

Please tick to confirm that the student was assessed by the Tier 4 sponsor by other means.

English Language Course

K4. Is the student applying in order to study English as a foreign language only? (If unsure please consult the education provider.)

Yes

- go to question K5

No

- go to question K6



K5. If the student has been assessed by means of an academic/professional reference he/she must send us each original reference document used by their education provider as the basis of the offer of a place. Please tick to confirm what has been provided:

The original reference

A copy of the reference together with an original letter from the applicant's Tier 4 sponsor confirming that it is a true copy

Not applicable

I am a low risk student and am not required to include this document with my application.



ATAS certificate

K6. Is the student required to obtain permission from the Academic Technology Approval Scheme (ATAS)?

Yes

- go to question K7

No

- go to part L

K7. Students should provide a copy of their Academic Technology Approval Scheme (ATAS) clearance certificate:

Academic Technology Approval Scheme clearance certificate included

Now go to part L

Sabbatical Officer

K8. If the student will be a Sabbatical Officer we will use the information from their CAS as evidence, provided in K1

Now go to part L

Postgraduate Doctor or Dentist

K9. If the student will be a Postgraduate Doctor or Dentist we will use the information from their CAS as evidence, provided in K1.

AND

The student must send us each of the original certificate(s) of qualification and/or original transcript(s) of results of their United Kingdom qualification in Medicine or Dentistry that are listed by their Tier 4 sponsor on their CAS.

Please tick to confirm that all of the qualification certificates and/or original transcripts of results that have been used as the basis of the offer of the place have been provided with the application.

I am a low risk student and am not required to include this document with my application.

Now go to part L

L. Maintenance (funds)

The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

The student must have a minimum level of money to cover their course fees and support themselves. Students require 10 points from this section, or the application will be refused.

Before filling in this section of the form, the student should refer to the Immigration Rules <http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/part6a/> the help text leaflet available with the form and the Tier 4 of the point-based system – Policy Guidance <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>

L1. How much money does the student owe to the Tier 4 sponsor for his/her course of study as stated in his/her CAS? (i).

£

If no fees are owed please put £0.00.

The specified evidence for fees is the information from the CAS. We will use the evidence provided in section K for this.

L2. How much of this course fee has the student already paid

£

Or

For Study Abroad students only (i) - Paid to an overseas Higher Education Institution (Zero fee shown on the CAS).

Yes - go to next question No - go to L4

L3. Please tick to confirm how the student can show these payments:

- Available from the CAS record
- An original paper receipt from the Tier 4 Sponsor.
- I am a low risk student and am not required to include this document with my application.

L4. Is the student making an:

Initial application (i)

- Go to question L5

Application for a further period of study but does not qualify for the reduced maintenance level (i)

- Go to question L5

Application for a further period of study and qualifies for the reduced maintenance level (i)

- Go to question L8

L5. The student's primary site of study is in:

Inner London (i) - go to question L6

Outer London or anywhere else in the United Kingdom (i) - go to question L7

L6. The student must have £800 for each calendar month of their course up to a maximum of 9 months (i). Please state what this amount is:

£ - go to question L11

L7. The student must have £600 for each calendar month of their course up to a maximum of 9 months (i). Please state what this amount is:

£ - go to question L11

L8. The student's primary site of study is in:

Inner London (i) - go to question L9

Outer London or anywhere else in the United Kingdom (i) - go to question L10

L9. The student must have £800 for each calendar month of their course up to a maximum of 2 months (i). Please state what this amount is:

£ - go to question L11

L10. The student must have £600 for each calendar month of their course up to a maximum of 9 months (i). Please state what this amount is:

£ - go to question L11

L11. Has the student paid any fees to their Tier 4 sponsor for accommodation?

Yes - go to question L12

No - go to question L14

L12. How much has the student paid to their Tier 4 sponsor for accommodation (i)?

£

Or

For Study Abroad students only (i) - Paid to an overseas Higher Education Institution.

Yes - go to next question

No - go to L14

L13. Please tick to confirm how the student can show these payments:

- Available from the CAS record
- An original paper receipt from the Tier 4 sponsor.
- I am a low risk student and am not required to include this document with my application.

L14. Does the student receive support from a financial sponsor that meets the UK Border Agency definition of an **official financial sponsor (i)?**

- Yes - go to question L15 No - go to question L17

L15. The student must supply confirmation in a letter from the official financial sponsor or Government. (i)

- Please tick to confirm that the document from the official financial sponsor has been provided
- I am a low risk student and am not required to include this document with my application.

L16. How much is the official financial sponsor or Government sponsor paying towards the student's (i):

Course fees:	£									
Maintenance:	£									

L17. Will the student receive financial sponsorship (e.g. a scholarship or bursary) from their Tier 4 sponsor?

- Yes - go to question L18 No - go to question L20

L18. The sponsor must give this information on the student's CAS record.

- Please tick to confirm that the sponsor has agreed to show this on the CAS record

L19. How much is the Tier 4 sponsor paying towards the student's:

Course fees:	£									
Maintenance:	£									

L20. Does the student have any fees and maintenance still owed?

- Yes - go to question L21 No - go to question L22

L21. Please give a summary of how much money the student still needs to show for the rest of the fees and maintenance?

Course fees:

£									
---	--	--	--	--	--	--	--	--	--

Maintenance:

£									
---	--	--	--	--	--	--	--	--	--

Total:

£									
---	--	--	--	--	--	--	--	--	--

If no money is left to show please put £0.00

L22. Does the student have this money in their own name (i)?

Yes - go to question L24

No - go to question L23

L23 Please tick to confirm that the student has provided a letter from the parent and

Please tick to confirm that the student has provided one of the following pieces of evidence of the relationship:

- Birth certificate naming student and the parent(s)
- Certificate of adoption naming the student and the adoptive parent(s)
- Court document naming the student and the legal guardian(s)
- I am a low risk student and am not required to include this document with my application.

L24. Please tick to confirm the documents submitted as supporting evidence to show the student has access to the required amount of money for maintenance and funds.

- Personal bank or building society statements
- Building society pass-book
- Letter from a bank or building society confirming funds
- Letter from a regulated financial institution confirming funds
- Letter from a regulated financial institution confirming the agreement of a loan
- ?** No money owed, no evidence needed
- ?** I am a low risk student and am not required to include this document with my application.

M. Public Funds **?**

The student must complete part M. If it is not completed the application will be invalid and will be returned to the student.

M1. Is the student receiving any public funds?

These are:

Attendance Allowance, Carer's Allowance, Child Benefit, Child Tax Credit, **?** Council Tax Benefit, Disability Living Allowance, Housing and Homelessness Assistance, Housing Benefit, Income-Based Jobseeker's Allowance, Income Support, Severe Disablement Allowance, Social Fund Payment, State Pension Credit, Working Tax Credit, Income related Employment & Support Allowance

Yes **?** - go to annex for question AM1

No **?** - go to part N

SECTION N (a) - CONSENT FOR THE UK BORDER AGENCY TO REQUEST VERIFICATION CHECKS

If the account with the bank or utility company relates to another person who is to provide the applicant with financial support, that person* should sign the following declaration :

I am a friend or relative whom the above-named person ('the applicant') has stated will provide financial support. The UK Border Agency (UKBA) is verifying this by checking the documentation which the applicant has supplied about my accounts with banks or utility companies (a 'company'). The company may thus reveal information about me to UKBA or to the applicant.

I agree to the company giving UKBA relevant personal data it holds about me in relation to my account. This is limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give UKBA details of any inaccuracies / discrepancies in the information that the applicant has provided, and may also disclose to UKBA the correct information that they have on record about the account.

I understand that this may involve the applicant obtaining further details about the account.

I agree that this information may be used as part of the decision making process about the application and may, if necessary, be disclosed to a court.

Name and address of third party

This section is used if the bank account belongs to another person entirely.

For example: if the parents of the student applicant are providing financial evidence

Signature

postcode

date

*If the account is a joint account, all customers should sign.

N. Student Declaration

The student must complete part N. If it is not complete the application will be invalid and will be returned to the student.

The student must sign below to show that he/she has read and understood the following declaration. It must be authorised by the student and not by a representative or other person acting on his/her behalf. If the student is under 18, his/her parent or legal guardian may sign.

The information I have given in this application is complete and is true to the best of my knowledge.

The photographs I have submitted with this application are a true likeness of myself and have my name on the back of each and I have had the opportunity to see the UK Border Agency photograph guidance.

As required by The Biometric Registration Regulations, I confirm that I am also applying for a biometric immigration document for myself and any dependants who are applying with me; this includes attending an appropriate place to have my biometrics recorded. If any dependant child under the age of 16 is applying with me, I understand that the Home Office may make enquiries about any responsible adult nominated by me to be present when their fingerprints and/ or a photograph are taken.

If there is a material change in my circumstances or any new information relevant to my application becomes available before it is decided, I will inform the UK Border Agency.

I agree to co-operate with UK Border Agency officials, or any other officials charged by the Secretary of State for the Home Office, with conducting pre-issue and post-issue checks on compliance with points based system applications.

I agree to my representative (where applicable) tracking my application with the UK Border Agency, or the UK Border Agency updating my representative on the progress of my application including whether the application has been granted or refused.

I understand that if I knowingly submit any document or documents which are forged, fraudulent or not genuine, and the Secretary of State has sought to verify the documents using processes specified by him, and has been unable to verify conclusively that they are genuine, the application will be refused.

I understand that if the UK Border Agency has reasonable cause to believe that any document or documents I have submitted with this application are forged, fraudulent or not genuine, and the UK Border Agency has sought to verify the documents using processes specified by it but has not been able to verify them, no points will be awarded for these documents even if the UK Border Agency cannot prove that they are not genuine.

I am aware that the rules and regulations governing points based system applications may change in the future and do not assume that the requirements covering any future applications will be the same.

I understand that the UK Border Agency may make enquiries of the organisation (sponsor) named in this form in order to establish whether I meet the requirements of the Immigration Rules with regard to satisfactory education or employment. I agree to the organisation (sponsor) named in any of these sections disclosing details of my education or employment to the UK Border Agency on their own initiative if I cease to comply with the conditions for which I have been granted leave to remain in the United Kingdom.

O. Representative's Details and Declaration

O1. Are you a third party, such as a representative, dealing with the application on behalf of a student?

Yes - go to annex for part O for question AO1

No - (using a solicitor, tick 'No')

All students, unless using a solicitor, tick 'No'

Registered Tier 4 sponsors who are helping their own students to fill in this section. If you are unsure whether or not you need to fill in this section, check with the Office of the Immigration Services Commissioner (OISC) on their website www.oisc.gov.uk/how_to_become_an_immigration_adviser/do_i_need_to_apply or call 0300 123 1000 for more information.

SUMMARY SHEET

Fill in this part of the form to help us to make sure that we have received the student's documents and to keep a record of them while they are with us.

At "A", tell us how many of each of the listed documents the student has sent with this application. This is a standard list, students should only send in the documents from this list that are required for their application.

At "B", list any other documents and state how many in each case. Continue on a separate sheet if necessary.

Part A - Type of document	How many?	Part B - Listed Items	How many?
Passports		2 photographs	
Biometric Residence Permits and/or travel documents			
Police registration certificates	List ALL your documents	Letter of consent from parent/guardian	
Marriage or civil partnership certificates			
Birth certificates			
Driving Licences			

Fill in the summary sheet below listing the points the student has claimed and the supporting evidence (documents) sent. Students must send the required evidence as specified in this application form and the Tier 4 of the points based system Policy Guidance. Failure to submit required evidence is likely to lead to refusal of the application.

Points Scoring Area	Points Claimed	Documents provided (please list)
Possession of a Confirmation of Acceptance for Studies (CAS) (30 points)	30 10 ----- 40	List your evidence CAS number
Maintenance (Funds) (10 points)		Sponsor letter / bank statements as appropriate
Total		

Finally please ensure that your application is addressed correctly, as given on the front of this form.

Annex for part C

AC1. Please give details of the student’s Biometric Residence Permit. Please note for the application to be valid and complete the student’s current Biometric Residence Permit must be provided, unless it is not available for one of the reasons specified on the application form (i).

Current Biometric Residence Permit (BRP)						
BRP Document number	Nationality	Issue date	Expiry date	Place of issue	BRP document enclosed	If not enclosed then location of BRP
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> Complete ONLY if you have a biometric Residence Permit </div>					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question AC3 <input type="checkbox"/> Stolen - go to question AC4 <input type="checkbox"/> Expired - returned to UK Border Agency – go to question AC2 <input type="checkbox"/> Elsewhere in the UK Border Agency - go to question AC2

AC2. If the required BRP is not enclosed then please give details why the student is unable to provide it.

AC3. If the BRP was lost, please give date this was reported to The UK Border Agency Card Management Service

D	D	M	M	Y	Y	Y	Y
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AC4. If the BRP was stolen, please give the police report number, the crime reference number, the police station and the date reported to the police.

Police report number	Crime reference number	Police station	Date reported to the Police

Now go to part D in the main section of the form

Annex for part D

AD1. How did the student enter the United Kingdom?

<input type="checkbox"/> By air	Complete ONLY if your current or previous passport is missing/lost.	<input type="checkbox"/> By the channel tunnel	<input type="checkbox"/> Travelling overland via the Republic of Ireland
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AD2. At which port (this includes airports) did the student enter the United Kingdom (i)?

--

AD3. Give details of the journey, including where the student travelled from, ticket booking or reference number, and transport operator.

Details of journey	Ticket booking or reference number	Transport operator

AD4. For what purpose did the student enter the United Kingdom?

--

AD5. When did the student arrive in the United Kingdom?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Now go to part D in the main section of the form for question D8

AD6. Are there any restrictions imposed on the student's length of stay as a result of this official financial sponsorship (i)?

More information on these restrictions are in the Immigration Rules found on www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/part6a/

No - go to question AD7 Yes - please explain what the restrictions are:

Complete ONLY if you are a sponsored student or receiving a scholarship.

If there is an end date of your sponsorship, you should write it here using your sponsor letter.

AD7. Is the student's current immigration status any of the following categories: student, postgraduate doctor, postgraduate dentist?

Yes - go to question AD8 No - go back to part D in the main section of the form for question D10

AD8. Please tick to confirm the student has included the following evidence:

Original written confirmation from the applicant's official financial sponsor giving consent to this application

Now go to part D in the main section of the form for question D10

AD9. Give details of the other application, including the date the application was submitted, what the application is for (the category), and the payment reference number:

AD10. Was this application submitted before the student's leave expired?

Yes - go to question AD11 No - go to question AD12

AD11. Has the date of the student's leave, as stated in his/her passport, now passed?

Yes - the student is not able to submit a further fresh application. However, they can, if they wish, vary the grounds of the existing application. (i) No - go to question AD12

AD12. Does the student currently have an appeal with the Asylum and Immigration Tribunal which is yet to be heard?

Yes - go to question AD13 No - go to part E

Complete these questions ONLY if you have an outstanding visa application appeal.

AD13. Give details of the appeal, including the date the appeal was submitted, what the appeal is for (the category), and the payment reference number for the original application (where applicable):

AD14. Has the date of the student's leave, as stated in his/her passport, now passed?

Yes - the student is not able to submit a further fresh application. However, they can, if they wish, provide additional grounds to the outstanding appeal. (i) No - go to part E

Now go to part E in the main section of the form

Annex for part G

AG1. Fill in the following details for any dependant(s) who are applying at the same time as the student.

First name(s) or given name(s)	Last name(s) or family name(s)	Date of birth	Nationality, passport number and BRP (if applicable)	Relationship to main applicant
<div style="border: 1px solid red; padding: 5px;"> Complete ONLY if you have dependants </div>				

Please ensure a separate application form is completed for each dependant. Please see the UK Border Agency website for further details.

Now go to part G in the main section of the form

Annex for part M

AM1. The public funds which are relevant for the purposes of the Immigration Rules are listed below. Tick the relevant box(es) to show which of these are being received.

<input type="checkbox"/>	Attendance Allowance,	Complete ONLY if you have been receiving public funds.	<input type="checkbox"/>	Carer's Allowance,
<input type="checkbox"/>	Child Benefit,		<input type="checkbox"/>	Child Tax Credit,
<input type="checkbox"/>	Council Tax Benefit,		<input type="checkbox"/>	Disability Living Allowance,
<input type="checkbox"/>	Housing and Homelessness Assistance,		<input type="checkbox"/>	Income Related Employment & Support Allowance (ESA (IR)),
<input type="checkbox"/>	Social Fund Payment,		<input type="checkbox"/>	Housing Benefit,
<input type="checkbox"/>	Income-Based Jobseeker's Allowance,		<input type="checkbox"/>	Income Support,
<input type="checkbox"/>	Severe Disablement Allowance,		<input type="checkbox"/>	Working Tax Credit
<input type="checkbox"/>	State Pension Credit,			

AM2. If the student is in receipt of Housing and Homelessness Assistance give details of whether this housing is provided by the local housing authority, a housing association, or other organisation and the name of the relevant authority and details of the arrangement.

AM3. If the housing is provided by the student's local council or housing authority or part of an agreement between the student's employer and the housing authority, give details below and enclose evidence of this from the local housing authority.

AM4. Tick to confirm that you have sent:

An original letter from the local housing authority

AM5. If the student thinks that he/she is eligible to claim public funds give details below and enclose evidence of this eligibility, if appropriate.

Now go to part N in the main section of the form

