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

Select your language

You can read the questions in a different language, but your answers must be in English.

All words used in any translation are there to help. The English version of the questions will be used to assess your application.

Please select your language:

- English - please select your language
- 简体中文 - 请选择您的语言
- हिंदी - कृपया अपनी भाषा कून
- 

Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the check if you need a UK visa tool, or see the visas and immigration guidance pages for information.

- Visit or transit visa
- Tier 4 (General) student visa
- Tier 4 (Child) student visa
- Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)
- Tier 2 (General) visa
- Tier 2 (Sportsperson) visa

Select your location

Enter the country in which you are making your application

Next

You can access the Tier 4 overseas visa application form here: https://visas-immigration.service.gov.uk/apply-uk-visa

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

Most students should select Tier 4 (General) student visa category as this is the only type of CAS we issue at the University of Nottingham.

Some students who qualify for the Chevening, Marshall or Commonwealth Scholarships can select this category and if eligible, the visa application fee won't be charged.

You must be applying outside the UK to complete this visa application form. If not, you should be referring back here: www.gov.uk/tier-4-general-visa/extend-your-visa

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-ech05. 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
Apply for a UK visa -

You must be able to attend an appointment at one of the visa application centres listed below.

Options for appointments will be specific to your part of the world

- I can go to an appointment at one of these visa application centres
- I cannot go to an appointment at one of these visa application centres

Are you a diplomat, official, or exempt from immigration control?

Next

Tier 4 (General) student visa

Use this form to apply from outside the UK for a Tier 4 (General) student visa.

You cannot add family members (‘dependants’) to this application. You must complete a separate form for your dependants.

Before you apply

Before you start your application, read the guidance on:

- eligibility
- how to apply and required documents
- fees

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 at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

You will get the opportunity to add dependants to the application again later, after completing questions about the main Tier 4 student applicant.

Please note, you are eligible to bring dependants if:
- you are studying a full time postgraduate course that lasts 12 months or longer at a higher education institution
- you are a government-sponsored student on a full time course that lasts six months or longer
Register your email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to “Return to this application later” in order to re-send the link to your latest saved application.

Email address

Create a password
Your password must be 8 characters or longer and include a letter symbol.

Repeat your password

Save and continue

Please make a careful note of your password, as you will need it to revisit your application.

Your name

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

Given names

Family name

I am not sure how to enter my name

Save and continue

Return to this application later

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

Return to this application later

[ ] Show and edit answers

Note at the top of the page where you can manage your application. From here you can print a PDF of your application at any time.

You can also log-out and resume the application later if you need to.

If you have ever been known by any other names you should answer ‘yes’ and you will be asked for further details. If you have been known by another name in the past but you are not sure if you declared this in previous UK visa applications, please contact the Visa and Immigration Team for further advice.
Your Confirmation of Acceptance for Studies

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

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers

Your home address

Home address


Town/Cit


Province/State


Postal code (if applicable)


Country


Save and continue

We advise that you have your CAS information to hand for completing the majority of this visa application form and that you also read our detailed guidance notes on applying for your Tier 4 visa: [www.nottingham.ac.uk/go/student-visa](http://www.nottingham.ac.uk/go/student-visa)

For information on obtaining your CAS, please see here: [www.nottingham.ac.uk/internationalstudents/obtaining-your-cas](http://www.nottingham.ac.uk/internationalstudents/obtaining-your-cas)
Your phone numbers

Telephone number

* Add another telephone number

Save and continue

Return to this application later

Show and edit answers

Living at your home address

How long have you lived at this address?

What is the ownership status of your home?

- I own it
- I rent it
- I live with my family
- Other

Save and continue

Return to this application later
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?

- 

Even if you are not applying for this visa with a current partner, please give your current relationship status

Save and continue

Your nationality, date and country of birth

You must enter all the nationalities you hold.

Country of nationality

> Add another nationality?

Date of birth

Enter date in the format DD MM YYYY

Day  Month  Year

Country of birth

Place of birth

Save and continue

*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 visa application form about your accommodation arrangements / care in the UK and you will have to show additional documents in this regard. Please refer to paragraphs 231-233 of the Tier 4 policy guidance if this applies to you.*
Your passport

To complete this section accurately you might need your passport and any previous passports issued to you.

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

Enter date in the format DD MM YYYY

Day
Month
Year

Expiry date

Day
Month
Year

Another passport or travel document

Do you have another passport or travel document?

This might be:

- a passport issued by another country
- an older passport which has expired but which contains more information about your travel history

Yes
No

Save and continue
National identity card

Do you have a national identity card?  
This is the identity card issued by your national government. Please select 'No' if your country does not issue national identity cards or you do not have your card.  
☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers

Your planned travel information

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 or for pre-sessional courses

- 1 week prior to the course start date
- For courses of less than 6 months
Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

- English
- Other

We feel it is preferable to show your willingness to discuss your application in English.

Please note: students from a majority English-speaking country are not asked about English language, so not all students will see the questions below about Tier 4 (child) visas and English language assessment below, since these questions relate to English language evidence.

Study as a Tier 4 (Child) student

Have you successfully completed a course of study in the UK as a Tier 4 (Child) student?

- Yes
- No

This is a specific type of student visa for 16 and 17 year olds. You should know if you've had this before.
English language assessment

Are you coming to the UK to study at a higher education institution?
A Higher Educational Institution (HEI) is an educational body in receipt of public funding that awards academic qualifications and professional certificates.

Yes ☐ No ☐

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?

Yes ☐ No ☐

All degree level students (Bachelor, Master and PhD) should select 'yes' since the CAS will confirm that English ability has already been assessed. You will not need to show any English evidence.

Foundation and CELT (pre-sessional English) students, please select 'no' - you will be asked for English evidence later - you will also need to show your IELTS for UKVI test with your visa application.

People financially dependent on you

Does anyone rely on you for financial support?
Include both those travelling with you and those who are not.
This could include:
- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes ☐ No ☐

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.
Give details about your first parent

Give details about 2 of your parents.

What if I do not have my parents’ details?

What is this person’s relationship to you?

- Mother
- Father
- Stepfather
- Stepmother

Given name:

Family name:

Date of birth
Enter date in the format DD MMM YYYY

Day

Month

Year

Country of nationality:

Have they always had the same nationality?

- Yes
- No

Save and continue

Return to this application later

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.
Give details about another parent

Give details about 2 of your parents.

What if I do not have my parents’ details?

What is this person’s relationship to you?

- Mother
- Father
- Stepmother
- Stepfather

Given names:

Family name:

Date of birth

Enter date in the format DD MM YYYY

Day  Month  Year

Country of nationality:

Have they always had the same nationality?

- Yes
- No

Save and continue

Return to this application later

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Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner’s family
- your child’s spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

- Yes
- No

Save and continue
Visas and Immigration


Back

Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?
This include travel companies or sports, work, or study groups.

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers

Travelling with another person

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers

Accommodation in the UK

Do you have an address for where you are going to stay in the UK?
If you do not have an address for your accommodation, select No and on the next page give details of what you intend to do.

☐ Yes  ☐ No

Save and continue  Cancel

Return to this application later

Show and edit answers

Please don’t worry if you don’t have your exact accommodation arrangements confirmed at the time of your tier 4 visa application.
You can select ‘no’ and then complete the following screen as shown below.
Accommodation plans in the UK

Where do you plan to stay in the UK?
Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends.

I have applied for University housing at the University of Nottingham and I am awaiting confirmation of my room in catered or self-catered halls.

300 characters remaining of 500 characters

UK travel history

How many times have you been to the UK in the last 10 years?

- Zero
- Once
- 2 to 5 times
- 6 or more times

Take your time with the following questions to ensure you answer with accuracy

UK visa applications

Have you been issued with a UK visa in the past 10 years?

- Yes
- No

Return to this application later
International travel history

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Schengen area

☐ Zero
☐ Once
☐ 2 to 5 times
☐ 6 or more times

Save and continue

Travel history

Do not include visits to the UK, USA, Canada, Australia, New Zealand or the Schengen area.

Have you visited any other countries in the past 10 years?

☐ Yes  ☐ No

Save and continue
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

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

Save and continue
Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country? Please make sure you are honest.

- [ ] 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.

Your previous employers

Tell us about work for the following types of organisation.

Include information for any paid or unpaid work for the types of organisation below. You can select more than one option.

- [ ] Armed Forces (including compulsory national or military service)
- [ ] Government (including Public or Civil Administration and compulsory national service)
- [ ] Media organisations
- [ ] Security organisations (including police and private security companies)
- [ ] Judiciary (including work as a judge or magistrate)

Or

- [ ] I have not worked in any of the jobs listed above.
**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?

RFDX42DB2 - COPY this number

It will be confirmed on your CAS checking document. The name of your Tier 4 sponsor is The University of Nottingham

Sponsor's address

University of Nottingham

University Park

Town/City

Nottingham

Postcode

NG7 2RD

COPY the address shown here.

Use this address EVEN if you study at another campus of the University of Nottingham

**Place of Study**

Will you be studying at a school or higher education institution?

- School
- Higher education institution

Select HEI

**Primary site of study**

Is this the site where the majority of your study will take place?

University of Nottingham

University Park

Nottingham

NG7 2RD

Yes

No

If you study on University Park, just tick 'yes' as your study address will be the same as already stated on the previous screen.

If you study at Sutton Bonington, Jubilee campus or at another site such as the QMC, tick 'no' and you will be asked to write the PRIMARY site of study address in here. This is noted on your CAS.
**UCAS details**

Did you apply for your course through UCAS?

- Yes
- No

>>> What Is UCAS?

**Save and continue**

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**Academic Technology Approval Scheme (ATAS)**

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can find out if you need an ATAS certificate here.

Do you need to obtain permission from the ATAS?

- Yes
- No

If you need ATAS, this will be confirmed on your CAS and you will need to apply online for ATAS before you can apply for your Tier 4 visa.

**Save and continue**

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

Maintenance funds

You must show that you have enough money to cover your course fees and living costs. Read the guidance document to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application 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 do you prove they are your parent(s) or legal guardian(s)?

☐ Birth certificate
☐ Adoption certificate
☐ Court document

Save and continue

If you are in receipt of funds from the University of Nottingham this information should be confirmed on your CAS. Please ensure this is the case.

If you are in receipt of any other official financial sponsorship, you should have an original letter confirming this arrangement to present with your visa application. The Tier 4 policy guide explains the requirements for the letter: search for the section “Documents needed to show official financial sponsorship or government sponsor”

If an official financial sponsor is paying for some or all of your tuition fees and/or living costs, you can deduct what they are paying from the amount you need to show.

*What does wholly sponsored mean?

To qualify for the Tier 4 visa you need to show that your full tuition fee for one academic year (as shown in the CAS) is covered, PLUS living expenses of £1015 per month (up to a maximum of 9 months).

If an official financial sponsor does not cover ALL of this, you are not being 'wholly sponsored' and will need to show further financial evidence to meet the requirements.

If you don't know exactly how much money you need to show, check with the Visa and Immigration Team before completing this visa application form.

The general rule is that you need to show that any unpaid tuition fees for one academic year (as shown in the CAS) are covered, PLUS living expenses of £1015 per month (up to a maximum of 9 months)*.

*where the course or period on the CAS is less than 9 months, you should calculate from the start date on the CAS to the end date on the CAS, rounding any partial months up to a full month's living cost (e.g. 31 July to 5 December would be 6 months).
The University of Nottingham is your sponsor institution. The other information is on your CAS.

Please use your CAS to complete this section as the information should match.

Course information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course.

If you are unsure about the level of your qualification, find out what qualification points mean here or ask your sponsor institution.

Course start date

Provide the start date of your main course, but do not include any 'pre-sessional' courses you may be attending.

Enter in the format DD/M/M/YYYY

Day Month Year

Course end date

Day Month Year

Are you going to be a student union sabbatical officer?

- What is a student union sabbatical officer?

Yes No

This information is usually exactly as stated on your CAS but there are two exceptions:

Pre-sessional students on integrated CASs during summer 2018 - please put the start date of your main course of study (24/09/2018 or 01/10/2018) not the start date of your pre-sessional course.

Current students continuing on the same course - please put the start date referred to in your CAS. This might not be your actual true course start date, but it will be the start date of your next visa period. The end date of your course should also be reflected on your CAS

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

How much has been paid?

£

How can you prove this amount has been paid?

- My sponsor has confirmed this information on my CAS

- Receipts

This question is asking if you have paid any money to the university (your Tier 4 sponsor) for accommodation.

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

Using receipts to demonstrate University accommodation payments is not advised.

We strongly advise students to make plans to show the full amount for living costs (£9135) in personal bank statements, by way of a sponsor letter or other valid form of financial evidence.
Course fees

What are your course fees for your first year?
If your course is shorter than 12 months, estimate the fees based on course fees. The
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

Additional information about your application

If you needed to add more information about your application but were not able to,
you can write it here.

If there is no further information you want to add, click the "Save and continue"
button.

Add further details:

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

Mandatory documents

In this list, you could see a number of possible documents including:

• Passport
• Original qualification evidence (as referred to in the CAS) *
• Evidence of your SELT (Secure English Language Test) but only if referred to in your CAS *
• ATAS (but only if referred to in your CAS)
• Financial evidence *

* You may not need to show this evidence if you qualify for differentiation arrangements based on nationality or the Tier 4 pilot scheme. Please see additional guidance below.

Tuberculosis test results

You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your test. Include this certificate with your UK visa application. Check if you need to get tested.

I accept the above

Return to this application later

Important!

The date that you PAY for your visa application, that will be considered as a date you MAKE your Tier 4 visa application. It

If you are self-funding, you should already have held your funds for 28 days prior to the date of your online application.
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 and pay for 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

The IHS will cost £150 per year, and £75 for any partial year. The calculation is done on the basis of the expected visa end date (not the end date in the CAS).

Go to IHS website

Save and continue

Return to this application later

We understand that after the IHS payment, you can enter our ACL (alternative collection location) code, which is 2HE427. This is 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](http://www.nottingham.ac.uk/go/applying-for-visa)