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

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.

- Short-term student visa
- Tier 4 (General) student visa
- Tier 4 (Child) student visa
- Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)

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.

Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

Enter the country in which you are making your application and wish to provide your biometrics.

If you are 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-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
Check available biometric enrolment locations

You must check the available biometric enrolment locations for your country of application. You will not be able to change your country of application after you have submitted your application.

If you have entered a country where no biometric enrolment location is available, then you will be redirected to another country. If it is difficult for you to travel to the redirected country, then you can change the country where your will be providing your biometrics.

Options for appointments will be specific to your part of the world. You should follow this link to see the options for your country.

- I have checked available biometric enrolment locations and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country.
- I am unable to travel to a location in my selected country or, as there is no location available, to the redirected country.

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.

How we use your data

The Home Office will use the personal information you provide to decide whether to grant your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the Privacy Notice for the Border, Immigration and Citizenship system. This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.
Register an 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 and a number or symbol.

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

Repeat your password

Your name

Enter your name, as shown in your current passport or travel document.

Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.

All given names

Family name

I cannot enter my name using a current passport or travel document

Save and continue
Any other names

In addition to the names already provided, are you now or have you ever been known by another name?
You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

☐ Yes  ☐ No

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

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

For information on obtaining your CAS, please see here: www.nottingham.ac.uk/internationalstudents/obtaining-your-cas

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.
Your home address

- Home address
- Town/City
- Province/State
- Postal code (if applicable)
- Country

Save and continue

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

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

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
Enter date in the format DD MM YYYY
Day  Month  Year

Enter the information from your passport page here.

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

Although you are asked for ID card information, you are not required to submit the actual document as part of the visa process.

Your planned travel information

Date you plan to arrive in the UK
Enter date in the format DD MMM YYYY

Day  Month  Year

How long do you intend to stay in the UK?
For example, 2 years 4 months

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

Save and continue
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.

Show and edit answers
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 CELE (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. They will still also need to make a separate visa application. Please see: https://www.gov.uk/tier-4-general-visa/family-members
Give details about your first parent

What is this person's relationship to you?

- Mother
- Father

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

Details of your father and mother must be provided here.

If you only have partial details about a parent, it may be possible to enter 'Unknown' in any relevant fields and then explain more in the 'Additional Information' section later in the application form.

Give details about another parent

What is this person's relationship to you?

- Mother
- Father

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
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

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

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

Save and continue

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 next few sections, which are about your travel history, to ensure accuracy.
UK visa applications

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

- Yes
- No

Save and continue

Return to this application later

Travel to Australia, Canada, New Zealand, USA or the European Economic Area

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

- Australia
- Canada
- New Zealand
- USA
- European Economic Area (do not include travel to the UK)

Which countries are part of the European Economic Area (EEA)?

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

Travel history

Do not include visits to the UK, USA, Canada, Australia, New Zealand or the European Economic Area.

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

- Yes
- No
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

Please make sure that you are honest in this section and the following sections regarding your immigration history, as it can harm your visa application if you are later found to have withheld information.
**Convictions and other penalties**

At any time have you ever had any of the following, in the UK or in another country?

- 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.

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**War crimes**

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

War Crimes are 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:

- willful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- 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, ethnic, racial or religious group

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule B of the International Criminal Court Act 2001 at legislation.gov.uk. It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

- Yes
- No
**Terrorist activities**

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Terrorist activities are 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
- 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

☐ Yes ☐ No

**Terrorist organisations**

Have you ever been a member of, or given support to, an organisation which has been concerned in 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

☐ Yes ☐ No

**Terrorist views**

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

☐ Yes ☐ No
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

Sponsor’s address

University of Nottingham

University Park

Town/City

Nottingham

Postcode

NG7 2RD

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

COPY the address shown here.

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

Save and continue
**Place of Study**

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

- [ ] School
- [x] Higher education institution

[What is the difference between a school and a higher education institution?]

[Save and continue]

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**Primary site of study**

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

- [ ] Yes
- [ ] No

[Save and continue]

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.

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**UCAS details**

Did you apply for your course through UCAS?

- [ ] Yes
- [ ] No

[What is UCAS?]

This should only be 'yes' for students who are taking some specific Undergraduate courses.

[Save and continue]
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

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

"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 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 guidance 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.
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 levels mean here or ask your sponsor institution.

Are you going to be a student union sabbatical officer?

- Yes
- No

Course dates

Course start date
Provide the start date of your main course of study, but do not include any other courses you may be taking before.
Enter date in the format DD MM YYYY

Course end date

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

Pre-sessional students on integrated CASs during summer 2019 - please put the start date of your main course of study (eg. 23/09/2019 or 30/09/2019) 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. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance here.

- Yes
- No

Course fees

What are your course fees for your first year?
If your course is shorter than 12 months, enter the total course fee. This 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)/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

Your CAS should show the amount that your tuition fees are for the first year (or, for current students, this will be the current or next academic year as stated on the CAS)

The CAS should also any money that you have paid.

We do not advise that you present receipts as evidence of payment.
Student Loan

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

Are any of the maintenance funds required for this application in the form of a student loan?

☐ Yes  ☐ No

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

Do you rely on money held in an account under your parent(s) or legal guardian(s)

☐ Yes  ☐ No

Ask 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

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 1 December would be 6 months).
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.

Maximum of 1,000 characters

Save and continue

Check your answers

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

The content here will summarise your application so far. This is a good opportunity to check your application again before continuing.

You can click edit next to any section of the form, if you need to change some information.
Documents

You do not need to provide evidence of your qualifications or finances as you are a national of a country mentioned in Appendix H of the Immigration Rules. Occasionally, UK Visas and Immigration (UKVI) may request this evidence while your application is being considered. If the evidence is requested, your visa application may be refused if you do not provide it.

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:

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 above.

You will also see instructions relating to the process for preparing your documents for your biometric appointment. For applications where documents are processed digitally, we suggest that you should prepare and scan your documents according to these instructions to avoid any additional fees or delays at the Visa Centre.

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 x-ray. Include this certificate with your UK visa application. Check if you need to get tested.
Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to your application
- your supporting documents

Also, the application will be processed according to the privacy policy and terms and conditions.

If false information is given, your application will be refused and you may be banned from the UK and prosecuted.

I accept the above

Return to this application later

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 £300 per year, and £150 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

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

Before continuing to pay, please make sure:

1) Your answers are accurate and honest
2) Your financial evidence is ready, prepared and held in a manner specified by the immigration rules, even if you qualify for the differentiation arrangements*
3) Your other documentation is ready and prepared!

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

We understand that after the IHS payment, you will be given further guidance on your next steps. We believe that you will be prompted to enter our ACL (alternative collection location) code, which is 2HE427. Please make sure you enter this code so that your BRP visa card is delivered to The University of Nottingham directly.