Instructions for the Tier 4 online application form - UK based applications only

Please Read our guidance notes on the visa application process and the Home Office visa processing service and then follow the steps below to make your application.

Step 1
Request a CAS from the online store (https://store.nottingham.ac.uk/product-catalogue/official-documents-and-letters/cas-existing-students).

Step 2
Prepare your financial evidence. If you are a current student, we will check your financial evidence before we assign your CAS number. We do this to ensure that your visa application is likely to succeed. Advice about how to prepare your financial evidence is given in the guidance notes here. You can email your financial evidence to the Visa & Immigration team, or bring it to a drop-in session, so that we can check this before assigning your CAS.

Step 3
Verify the CAS. Once we assign your CAS you will receive a ‘CAS checking email’. Verify your CAS and print it if everything is correct. If it is incorrect, follow the instructions to correct any errors.

Step 4
Now you can go to the visa website (www.gov.uk/tier-4-general-visa/extend-your-visa) to begin your visa application, using the sample questions and guidance notes below. Before you pass the declaration section, please print your draft application form using the option in the top right corner of the web page.

Step 5
See an Immigration Adviser to have the visa application form checked. Bring your draft printed visa application form, documents and your CAS checking document to the Visa and Immigration Team. Documents can include:

- Current passport
- Current BRP card (if you have one)
- Police registration certificate (if applicable) ensuring that it has your current address
- Personal bank statements and/or sponsor/scholarship/loan letter
- Original previous qualification certificate or transcripts (if referred to in the CAS)
- ATAS certificate (if applicable)
- Documents relating to dependants (if applicable)

Step 6
Once you pay for your visa application you will be taken to another web site for a company called Sopra Steria. Here you should upload scans of your documents. You will also be able to search for and book a biometric appointment. The local centre at Nottingham library has
a £60 basic fee. You may also wish to look at other locations for appointments such as Birmingham, which sometimes has free appointments.

**Step 7**

Print out your document checklist and your appointment confirmation document (with QR barcode) and take it with your documents to your appointment at the UKVCAS Centre. The nearest UKVCAS Centre is at Nottingham Central Library (Angel Row, Nottingham NG1 6HP). You should report to the Reception desk on the 3rd floor of the Library. Please leave plenty of time for your appointment, and arrive in good time, as there may be a number of people queuing for the same time-slot. At your appointment, you will have your biometrics taken, your passport will be scanned, and your documents may be checked against the scanned documents you have uploaded.
Form Guidance

Tier 4 (General) student

Apply to extend or switch to Tier 4 (General) student.

How to apply

To apply to extend or switch to a Tier 4 (General) student you need to:
- fill in the application form
- have your documents ready
- pay the application fee
- pay the health surcharge
- have your biometrics taken (fingerprints and a photo)

Find more information on the requirements for a Tier 4 (General) student, including the documents you will need to submit with your application.

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 another time if you need to.

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

Postgraduate studies

If you are taking a postgraduate course in certain subjects you might need an Academic Technology Approval Scheme (ATAS) certificate. Find out if you need an ATAS certificate.

You can apply online if you need an ATAS certificate.

Fees

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<th>Priority service</th>
<th>Super priority service</th>
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<td>975.00 GBP</td>
<td>1275.00 GBP</td>
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<td>appointment</td>
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Your CAS will confirm if you need ATAS.

Please be aware that sometimes biometric appointment availability is unpredictable and this can delay the overall service time for your visa. Availability cannot be seen before paying the visa application fee.

Biometric information

As part of the application process, you are required to apply for a biometric residence permit. If you choose Standard or Priority service you will be required to pay an additional fee of £19.20 per applicant to have your biometrics collected.

You will only be considered for Tier 4 (General) leave to remain. You will not be considered for any other type of leave to remain. You must use a different form if you want to stay for another reason.

How we use your data

The Home Office will use the personal information you provide to consider 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 Borders, 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.
Your location

Are you currently in the UK?

☑ Yes  ☐ No

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

Show and edit answers

Other Home Office applications

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

☐ Yes  ☑ No

If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.

Save and continue  Cancel

Show and edit answers
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.

Emails sent to this address may contain personal sensitive information. We will send a verification email to this email address. This email address must be verified by clicking the link in the verification email before the application can be submitted.

**Email address**

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

**Repeat your password**

Save and continue

Show and edit answers

A verification email has been sent

We have sent a verification email to

This email address must be verified by clicking the link in the email before the application can be submitted.

Change email address
Resend verification email

Save and continue

Return to this application later

Show and edit answers

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

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, in order that the Visa and Immigration team may check it.

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

Who does this email belong to?

- The applicant
- An immigration adviser based in the UK
- Someone else

Save and continue

Return to this application later

Show and edit answers

Immigration adviser

Do you have an immigration adviser based in the UK?

Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click here.

- Yes
- No

You would only select ‘yes’ if you are using an immigration solicitor / lawyer for your visa application. This does not include the University Immigration Adviser role.

Save and continue

Return to this application later

Show and edit answers
Check your answers

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

**Personal information**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Change</th>
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<tbody>
<tr>
<td>Are you currently in the UK?</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?</td>
<td>No</td>
<td></td>
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</tbody>
</table>

**Immigration adviser**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Change</th>
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<tbody>
<tr>
<td>Do you have an immigration adviser based in the UK?</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Continue
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.

- I cannot enter my name as it is a current passport or travel document

Title

All given names

Family name

- I do not have both a given name and a family name

Save and continue

Return to this application later

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

Save and continue

Return to this application later

Show and edit answers

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.
International Student's contact email

Can we use this email address to contact you?

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes. Find out how to change your details here.

☐ Yes  ☐ No

Save and continue

Return to this application later:

► Show and edit answers
International Student's telephone number

Provide your telephone number

Include the dialling code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. Find out how to change your details here.

☐ I cannot be contacted by telephone

Where do you use this telephone number?

You can select more than one option

☐ For use whilst in the UK
☐ For use whilst out of the UK

Save and continue

Return to this application later

Show and edit answers
International Student's postal address

Provide your postal address

We may use this address to send sensitive personal information and important documents such as your biometric residence permit. If we can’t contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

You must notify us immediately if your postal address changes. Find out how to update your details here.

Enter a UK postcode

ng7 2RD

Enter address manually

Choose an address

UNIVERSITY OF NOTTINGHAM, UK

Address (line 1 of 3)

FAO: Hong Sun, Visa & Immigration team

Cherry Tree Lodge - Specialist Services

University of Nottingham, University Park

Town/City

NOTTINGHAM

Is this where you live?

☐ Yes ☐ No

Provide your living address

Enter a UK postcode

Enter address manually

When did you start living at this address?
Enter the date format in MMM YYYY

Month Year

Save and continue

Return to this application later

☑ Show and edit answers

If you are using the Visa and Immigration Team at the University to check and send your visa application, or you would like your documents returning to our office, please enter our address as follows:

FAO: Hong Sun
Visa and Immigration Team
Cherry Tree Lodge - Specialist Service
University of Nottingham
University Park
Nottingham
NG7 2RD

Then select 'No' and enter your own address as the place where you live.
Your gender and relationship status

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

- [ ] Male
- [ ] Female
- [ ] Unspecified

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

What is your relationship status?

- [ ] I am unsure of my current relationship status

Save and continue

Return to this application later

Show and edit answers
Your nationality, country and date of birth

Country of nationality
If you have previous or additional nationalities, you will be able to add these later in the application.

Country of birth

Place of birth
Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth
Enter date in the format DD MM YYYY
Day  Month  Year

Your place of birth may not be stated with your passport, in which case; just give the information you know to be true. If unknown, state 'unknown'.

Save and continue

Return to this application later

Show and edit answers
Your passport

Do you have a valid passport?
Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

- [ ] Yes
- [ ] No

**Passport number**

**Issuing authority**

On your passport this could also be referred to as 'country of issue' or 'place of issue'.

**Issue date**
Enter date in the format DD MM YYYY

Day   Month   Year

**Expiry date**
Enter date in the format DD MM YYYY

Day   Month   Year

Confirm you can provide this passport
- [ ] I can provide this passport if required

Enter the information from your passport page here.

Most people will be able to tick this box. Please speak to the Visa and Immigration Team if you cannot provide your passport and we will provide further guidance.

Save and continue

Return to this application later

Show and edit answers
Your identity card

Do you have a valid national identity card?
This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

- Yes  - No

Save and continue

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

Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship?
You must provide all the nationalities that you currently hold or have ever held.

- Yes  - No

Save and continue
Your current UK immigration status

Do you currently have visa or leave to remain?

- Yes
- No

Save and continue

Return to this application later

Show and edit answer

'Leave to remain' simply refers to a visa granted in the UK. We expect most people will have their most recent visa in the Tier 4 or student category. A small number of applicants may be switching from Tier 1 or Tier 2, for example. You need to check if you can make the switch here in the UK by referring to the Tier 4 policy guidance.

Your current visa or leave to remain

What is the start date of your current visa or leave to remain?
Enter date in the format DO MMMYYYY

Day Month Year

What is the end date of your current visa or leave to remain?

Day Month Year

You must submit your application before your current leave expires

Save and continue

You will need your current visa or BRP to hand to answer this question
Revocation, cancellation or curtailment

Has your visa or leave to remain ever been revoked, cancelled or curtailed?
This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

☐ Yes ☐ No

Save and continue

Return to this application later

Your most recent leave

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

☐ Yes ☐ No

Save and continue

Return to this application later

Show and edit answers
Police registration

During your current or last grant of leave in the UK, were you required to register with the police?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police station when you were granted your last period of leave in the UK. The requirement to register with the police may also feature on your visa or your Biometric Residence Permit, if you are required to have one.

☐ Yes  ☐ No

At this point, ONLY certain nationalities will be asked if they were required to register with the police before. This should be a straightforward yes or no answer.

It would be stated on your visa document (letter, sticker or BRP) if this applied to you.

Please ask the Visa and Immigration Team if you have any questions about this.
Biometric residence permit (BRP)

Do you have a biometric residence permit?
This is a card with your name, nationality and picture. It describes your entitlement to be in the UK.

- Yes, I have a biometric residence permit
- No, I had a biometric residence permit for my most recent leave, but I do not have it now
- No, I did not have a biometric residence permit for my most recent leave

Save and continue

Your National Insurance number

What is your current National Insurance number?
Example QG 12 34 56 C

- I do not have a National Insurance number, or I have a temporary one

Save and continue
Please note: students from a majority English-speaking country are not asked about English language, so not all students will see these questions about Tier 4 (child) visas and English language assessment, 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

If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a ‘gifted student’?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

- 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.
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

Please make sure that you are honest on this page and the next page as it can harm your visa application if you are later found to have withheld information.

Yes  No
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

Return to this application later

Show and edit answers

Public funds

Have you ever received any public funds (money) in the UK?

This includes benefits for people on low incomes, such as housing or child benefits.

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers

Student visa holders should not be claiming public funds (welfare/benefits), so most students should tick "no".

Please speak to an Immigration Adviser if you think you have been claiming public funds. Please note that Council Tax exemption which students are entitled to is not a public fund.
Tier 4 (General) student
Ms International Student
29 November 1999
Part complete

Convolctions and other penalties

At any time have you ever had any of the following, in the UK or in another country?
Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

☐ 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.

Save and continue

Return to this application later

Show and edit answers
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 8 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

Save and continue

Return to this application later

Show and edit answers
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

Save and continue
Terrorist organisations

Have you ever been a member of, 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

Save and continue

Return to this application later

Show and edit answers

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

Save and continue

Return to this application later

Show and edit answers
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  
The 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
- Higher education institution

Select "HEI"
Primary site of study

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

The University of Nottingham
University Park
Nottingham
NG7 2RD

☐ Yes  ☐ No

Address of your primary site of study

Town/City

Postcode

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 alternative address in here. This is noted as your MAIN site of study in your CAS. Please note that this is based on the location of the home school.
UCAS details

Did you apply for your course through UCAS?

- Yes
- No

What is UCAS?

Save and continue

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

Return to this application later

Show and edit answers
**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.

---

**Current or past official financial sponsor**

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

- [ ] Yes
- [ ] No

An official financial sponsor can be:
- The British Government
- The government in your home country
- The British Council
- An international organisation
- An international company with a trading presence in more than one country, which the Home Office can verify, for example by checking company stationery or websites
- A university (including funds provided or administered by the University of Nottingham)
- An independent school

**Warning:** If you are receiving or have received sponsorship in the last 12 months from a government or an international scholarship agency for all of your tuition fees and your living expenses, you must also provide a letter from your financial sponsor confirming that they give their consent for your immigration application. If you do not provide this letter, your application will be refused.**
Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

- [ ] Yes
- [x] No

What is an official financial sponsor?

- [ ] My Tier 4 sponsor has confirmed this information on my CAS
- [ ] Letter of official financial sponsorship
- [ ] I am not being wholly sponsored

*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 is paying for all of this, you are considered ‘wholly sponsored’.

If you are wholly or partially sponsored by an internal (University of Nottingham) scholarship/stipend it will be confirmed on your CAS. Please ensure this is the case.

If you receive an external scholarship from an official financial sponsor (see previous page) you will need a letter of official financial sponsorship confirming this. 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” You need to submit this document if you are partially or wholly sponsored.

If an official financial sponsor does not cover ALL of your fees and living costs, you may need to show personal bank statements as well. However you should still select YES to this question and then ‘I am not being wholly sponsored’. 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 they going to be a student union sabbatical officer?

- Yes
- No

Here, for the qualification you will get, check your CAS and enter the Academic Level of study showing on your CAS:

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

Doctorate Extension Scheme = RQF 8

For CELE courses, this could be CEFR level B1 or B2
### 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

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
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**Course end date**

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
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<td></td>
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</tbody>
</table>

This information is on your CAS. If you are a continuing student, please put the start date referred to on 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 will also be reflected on your CAS.

Save and continue

Return to this application later

Show and edit answer
Doctorate Extension Scheme

Are you applying for the Doctorate Extension Scheme?
The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur.

☐ Yes  ☐ No

Save and continue

Return to this application later

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 organization. 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

Save and continue

Return to this application later
Course fees

What are your course fees for your first year?
If your course is shorter than 12 months, state 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) or legal guardian(s) already paid any of your course fees?
Please select No if your course does not have a fee.

Circle Yes or No

- Yes
- No

Your CAS should show the amount that your tuition fees are (for the current academic year) and also any money that you have paid or that has been allocated towards your fees from an internal scholarship.

How much has been paid?
£

How can you prove this amount has been paid?

Circle Yes or No

- My sponsor has confirmed this information on my CAS
- Receipts

Save and continue

Return to this application later

- Show and edit answers
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

Save and continue

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*).

You can show these funds in a bank account with your name on it, or one or both of your parents’ names. If you use your parents’ bank account you will have to prove your relationship to your parents by providing a document eg, birth or adoption certificate and a ‘consent letter’ from them confirming they are happy for you to use these funds for study purposes.

*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).
Your Confirmation of Acceptance for Studies

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

- Yes
- No

Confirmation of Acceptance for Studies reference number

Save and continue

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

Current students continuing on their current course can only obtain the CAS number once they have been to show their financial evidence to the Immigration Adviser in the Visa and Immigration Team.

Check your answers

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

Personal information

Title
Ms

All given names
International

Family name
Student

Can we use this email address to contact you?
Yes
Applicant(s)

Once the questions for the main applicant have been completed, you will be able to add additional applicants to this application, such as a family member or dependant.

Tier 4 (General) student
Ms International Student
28 November 1988
Completed

Edit responses about this applicant.

Additional applicant
To add another applicant, select their relationship to you.

I would like to add a:

Add this applicant.

If you have dependant family members, this is when you should add them into the form.

Continue
Documents showing the required maintenance funds

You must provide documents showing that you have the required maintenance funds to cover living costs for you and any of your dependants while you are in the UK.

For information on how much money you need to show, refer to the guidance document here.

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

If your money is held in a different country, you can check whether your bank is on the list of acceptable and unacceptable financial institutions here.

Financial institution (such as a bank or building society)

Type of document

- Statements from a personal bank or building society account
- Building society passbook
- Letter from a bank, building society or other recognised financial institution

Save and continue

Return to this application later

Add another financial document

Do you want to add another financial document?

The documents you send in need to prove that you have the full amount. If the documents you have already added do not show this, you should add more documents now.

- Yes
- No

Save and continue

Return to this application later

Show and edit answers
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:

- The passport issued by Pakistan for International Student

Other documents

If you do not provide these documents, your application may be delayed or refused.

- Statements from a personal bank or building society account
- If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.

Providing your documents

You must provide your documents after you submit your application, these can be originals or copies. Any passports provided must be originals.

You will be able to upload copies of your documents on our commercial partner's website, or you can take your documents to your biometrics appointment to be scanned and uploaded by our commercial partner for a fee.

Your application may be rejected if you do not provide all mandatory documents. If your application is rejected due to documents not being provided, it will not be considered and an administration fee for each person included in the application will be deducted from your refund.

You are required to upload a copy of, and provide your passport at your biometric appointment. Where applicable, this section can also ask you to upload copies of:

- Bank statements/letter or evidence of relationship if using parents accounts
- Financial sponsor letter / consent to the application*
- ATAS
- IELTS certificate (for CELE or foundation courses only)
- Previous academic qualification (if you are starting a new course)
- Previous BRP
- Police Registration Certificate

We recommend you upload these yourself rather than paying a fee for a staff member to upload them at your biometric appointment.

If you are applying together with your spouse/partner (dependant) you will be asked to show one piece of evidence that the relationship is subsisting. A council tax letter or utility bill showing both names and the address or a joint bank account statement showing both names and the address will be required.

If you are under 18, you should show a letter of permission from your parent/guardian which gives consent to your care arrangements / accommodation in the UK.
Declaration

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

- the information relating to the application
- the supporting evidence

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

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

I confirm that:

☐ I am the applicant

☐ I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them.

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

When you reach this stage, please STOP so that the Visa and Immigration Team can check your application. If you proceed beyond this point, you cannot make amendments to your form.

Please PRINT your draft application form from the options in the top right of the form.

After you have had your visa application checked, you can continue to the I.H.S questionnaire and then pay the I.H.S fee.
Summary

Missing Details

Your details

- Add where you are planning to stay
- Add your course start date
- Add your course end date
- Add whether you are continuing a course
- Add the location of your course

The information taken from your visa application can’t be changed or removed. If you’d like to change or remove this information you must start your visa application again.

Your details

- Applying from UK: Yes
- Staying in Isle of Man, Jersey or Guernsey?: Add where you are planning to stay
- Full name: International Student
- Email:
- From:
- Visa route: Tier 4
- Visa type: Tier 4 (General)
- Course start date: Add your course start date
- Course end date: Add your course end date
- Continuing course: Add whether you are continuing a course
- Location of course: Add the location of your course

The CAS will confirm your NQF / RQF level. Typically, Masters level courses are NQF/RQF 7.

For the final question, whether your course is for more than 13 months, this means the total course duration (not just the period you are requesting for this visa extension)

You don't have any dependants

- Print these answers
- Download these answers (PDF)
**Declaration**

I confirm that, to the best of my knowledge and belief, my details are correct and complete.

If I give false information, I, or a person named on this application could be:

- stopped from entering the UK now or in the future
- required to leave or removed from the UK
- required to pay extra for healthcare in the UK

I agree to the [terms and conditions](#) and [how my information will be used](#).

This is a legal declaration (even though you are not required to sign anything). Take care that your answers have been truthful throughout the visa application form.

After this you will be directed to a payment page to pay the IHS fee.

This will be followed by a payment page to pay the Visa application fee.

After making this second payment you will be directed to the Sopra Steria website where you will see options for biometric appointments. **Please be aware that biometric appointment availability can be unpredictable, and availability cannot be seen before paying the visa application fee. You may wish to consider this when choosing between the standard and priority payment options.**

On the Sopra Steria website you will also be given the opportunity to upload the documents listed above, and any recommended by the Visa & Immigration team. We recommend you do this yourself rather than paying a fee for a staff member at the local centre to do this for you at your biometric appointment. The nearest centre is at Nottingham library and there is a charge of £60. Please be aware that there can be waiting times for appointments, so it may be worth checking other locations, or at shortly after midnight when new appointments are released.