|  |  |
| --- | --- |
|  | International Student Checklist: Applying for your Tier 4 visa |
| UC_black_white |

|  |
| --- |
| You must refer to the [Home Office (UKBA)](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/) website for information on visa requirements, application procedures and requirements and application forms. Read the information carefully, especially as it changes frequently. For that reason, the Home Office overrides any information provided here. The application process, forms, processing times and costs are different, depending on whether you are applying in your home country or in the United Kingdom (UK). All applicants are required to submit your biometric data (fingerprints and facial image).  |
| **Consider the following when preparing for & applying for your Tier 4 visa** |
| [ ]  | Read and understand the Home Office’s [Tier 4 of the Points Based System – policy guidance](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf) |
| [ ]  | Check that you have not exceeded any government [time limit](http://www.ukcisa.org.uk/International-Students/Immigration-/Making-a--new-Tier-4-application/Time-limit-cap-on-study/) on studying on a Tier 4 visaIf you feel that you have exceeded your limit or would exceed it before completing your proposed studies at Cambridge, contact the International Student Team |
| [ ]  | Check if the Home Office allows your [dependants](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/family/) to apply to stay in the UK whilst you study. (Dependants of undergraduates and those studying Master’s courses of less than 12 months are not eligible to apply.)If you hope to bring dependants, and the University has approved this, then review the application procedure and costs. |
| [ ]  | Determine where you will make your application, ensuring that you are eligible to apply in that country. |
| [ ]  | Understand the application procedure, costs and processing times in the country where you will make your Tier 4 application. |
| [ ]  | Check that you can provide the evidence in the exact format required, as explained in the policy guidance and on the application form |
| [ ]  | Consider when to make your application.Take into account: your course start date, Tier 4 processing times, ATAS processing times (if required), time to collate the documents required to make your application. You can only use your CAS three months before your course start date. |
| [ ]  | Check your offer letter (or self-service page if graduate student) to see if you are required to obtain Academic Technology Approval Scheme (ATAS) clearance from the Foreign and Commonwealth Office to study your course. If required, you must hold an ATAS certificate before submitting your Tier 4 application. |
| [ ]  | Receive a Confirmation of Acceptance for Studies (CAS) by e-mail from Cambridge. Your CAS is not an actual certificate or paper document but is a virtual document. You may find [Your CAS statement explained](http://www.admin.cam.ac.uk/offices/internationalstudents/documents/cas.pdf) useful. The Home Office requires your CAS number, and you require the detail from your CAS to complete your application, but the Home Office does not require your CAS statement. |
| [ ]  | Review the detail in the CAS. If you believe the CAS statement contains any errors (e.g. course end date) or omissions (e.g. fees paid recently) contact us immediately (by replying to the CAS e-mail). If you do not request any necessary corrections before making your visa application, we cannot be held responsible for any subsequent problems with your visa |
| [ ]  | Check whether you are required to obtain a certificate proving that you are free from tuberculosis (TB) before applying for your visa.  |
| [ ]  | Prepare your Tier 4 (General) Student application.Complete all sections of the form, fully and accurately.Collect all the required documents in the required format (as instructed by the UKBA). For example, you must evidence that you can meet the cost of the fees, and living costs set by the UKBA. The CAS shows the fees that you owe. The UKBA website details current living cost levels. Please read the UKBA's requirement on how you evidence this amount and for how long you must hold these funds in a valid bank account; |
| [ ]  | Submit your Tier 4 application once you have the required documents, including ATAS where necessary (but no sooner than three months before the course start date) |
| [ ]  | When invited, submit your biometric details data (finger scans and a full-face digital photograph). You will have to visit a UK visa office or visa application centre in person, and with any dependantsYou may also be required to attend a ‘credibility interview’, which focusses on reasons for coming to the UK. The outcome of this interview will be considered alongside your visa application and supporting documents |
| [ ]  | Receive the outcome of your visa application. Your visa may follow up to two weeks later. |
| [ ]  | Check that your visa has the correct amount of leave. Your visa/BRP should cover the full duration of your course (according to the end date shown in your CAS) plus two additional months (for courses more than six but less than 12 months) or four additional months (for courses 12 months or more). |
| [ ]  | Contact us immediately if the dates are not correct as we may be able to request an error correction. |
| [ ]  | Within seven days of arrival, present your immigration documents to your College for uploading into your student record. This is a requirement of you and the University.If you are a visiting student, without College affiliation you must provide this to your host institution. |
| [ ]  | If your visa application is refused, inform the International Student Team [**visa advice service**](http://www.admin.cam.ac.uk/offices/internationalstudents/studentvisas/visaadvice.html) immediately. Only this office can inform you of the options available to you. |