

Applying for Tier 4 in the UK

This guidance is for those applying for a Tier 4 visa from within the UK – either because they are extending their current Tier 4 visa, or because they are switching into Tier 4 from another UK immigration category. Students should check key information stated on Home Office website <https://www.gov.uk/tier-4-general-visa/extend-your-visa> to make sure they are eligible to apply for Tier 4 in the UK before starting your applications.

Understanding the Tier 4 application process

The general process of a Tier 4 application in the UK includes the below steps:

- Apply for and obtain your ATAS certificate, if you need one;
- Complete the Tier 4 application form online;
- Pay the Immigration Health Surcharge (IHS) and visa application fee (this is done online);
- Book your appointments with UK Visa and Citizenship Application Service (UKVCAS) (you will be directed to the website to book appointments after you pay the visa and IHS fee)
- Upload the required visa supporting documents online before your appointment
- Attend appointments and have your biometrics (photograph and fingerprints) taken
- Receive a decision email from Home Office regarding your visa application outcome
- Receive Biometric Residence Permit (BRP) card through DX delivery

Before you submit the online application form, you must ensure you have all your documents ready, as these **must be dated on or before the date you submit your form** or they will not be acceptable as supporting evidence and your visa application will be refused.

Starting the application form

If all of your documents are ready, you can start the online application process on the Home Office's Tier 4 visa webpage: <https://www.gov.uk/tier-4-general-visa/extend-your-visa> . This webpage details the three different service options you have for the visa application, and the fees associated with each one.

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
- provide supporting documents
- pay the health surcharge, if applicable
- pay the application fee
- provide your biometrics (fingerprints and facial photograph)

[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

Standard service	Priority service	Super priority service
A decision within 8 weeks after attending your biometrics appointment	A decision within 5 working days after attending your biometrics appointment	A decision the next working day following your biometrics appointment
475.00 GBP	975.00 GBP	1275.00 GBP

Healthcare surcharge

You will also have to [pay a healthcare](#) surcharge (called the 'immigration health surcharge' or IHS) in addition to your visa fee.

The exact amount you have to pay will depend on the length of your visa. [Check how much you will have to pay](#) before you apply.

Biometric information

As part of the application process, you are also required to apply for a biometric immigration document, commonly known as a [biometric residence permit \(BRP\)](#).

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.

[Apply now](#)

Please understand the 'Time for a decision' stated here is a service standard from Home Office. They aim to consider applications within this time frame, but it is not guaranteed.

We see delayed decisions from time to time especially when it is on peak (August – October).

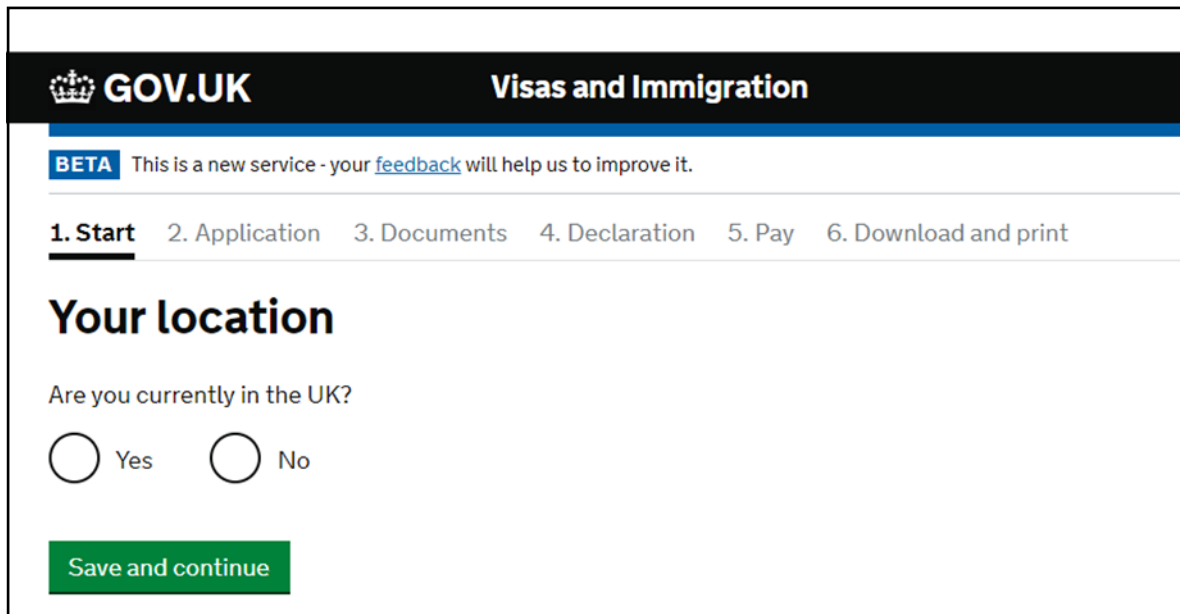
Completing your online Tier 4 application form

Following the above steps will bring you to the application page:

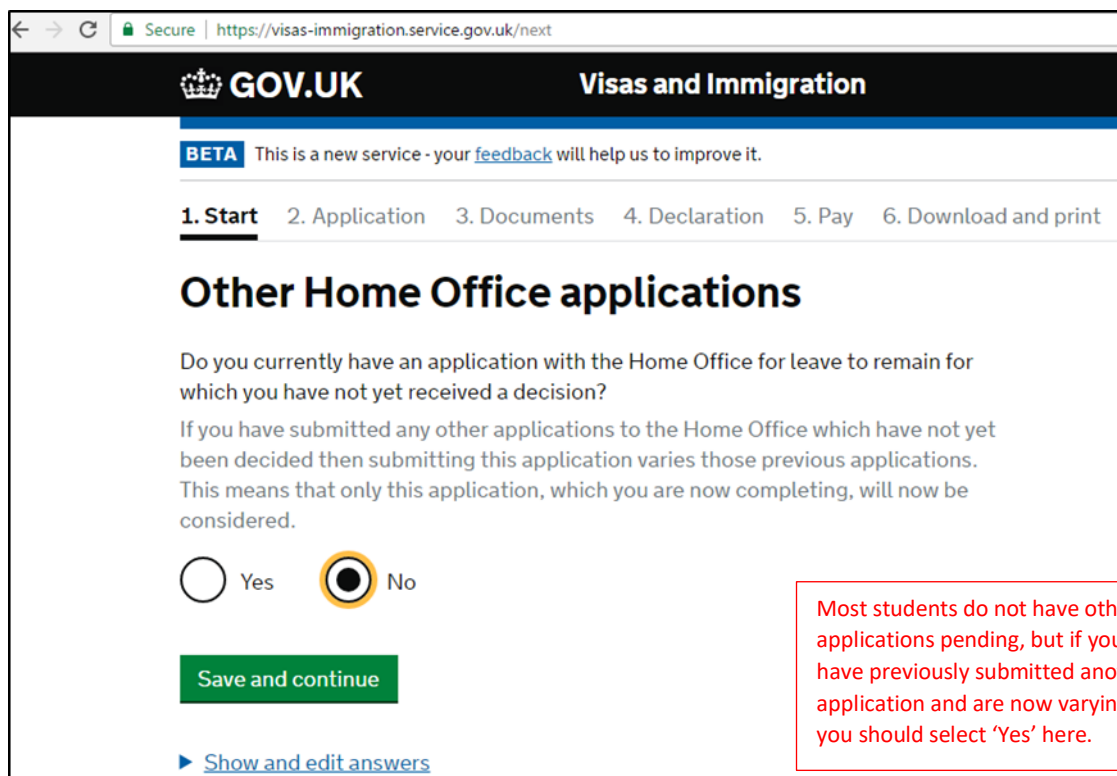
<https://visas-immigration.service.gov.uk/product/tier-4-student>.

Please read through the instructions and if you are happy with the information listed on this page, you can scroll to the bottom and click '**Apply now**' to start your online application form.

You will see the below questions when you start. Please refer to our step-by-step screen shots to assist your application.



The screenshot shows the GOV.UK 'Visas and Immigration' page. The header includes the GOV.UK logo and the title 'Visas and Immigration'. Below the header, a blue banner indicates 'BETA' status and mentions that feedback will help improve the service. A progress bar shows six steps: 1. Start (active), 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. Download and print. The main heading is 'Your location'. The question is 'Are you currently in the UK?'. There are two radio buttons: 'Yes' (unselected) and 'No' (unselected). A green 'Save and continue' button is at the bottom.



The screenshot shows the GOV.UK 'Visas and Immigration' page. The header includes the GOV.UK logo and the title 'Visas and Immigration'. Below the header, a blue banner indicates 'BETA' status and mentions that feedback will help improve the service. A progress bar shows six steps: 1. Start (active), 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. Download and print. The main heading is 'Other Home Office applications'. The question is 'Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?'. Below the question, there is explanatory text: '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.' There are two radio buttons: 'Yes' (unselected) and 'No' (selected). A green 'Save and continue' button is at the bottom. A blue link 'Show and edit answers' is at the bottom left. A red box on the right contains the text: 'Most students do not have other applications pending, but if you have previously submitted another application and are now varying it, you should select 'Yes' here.'

The next steps require you to leave your contact email for the visa application and confirm what email account it is. It is important that you ensure that this is an email account that you **check regularly**.

You will need to create a password for this application as well. You will receive an email with a link to your form. **It's important to keep this email** as you'll need to use this link to access your form in future. Please avoid using email accounts which are less accessible in the UK (for example, qq.com is not particularly good to use for this purpose).

The screenshot shows the 'Register an email' page on the GOV.UK Visas and Immigration portal. The page has a black header with the GOV.UK logo and 'Visas and Immigration' text. Below the header is a blue bar with 'BETA' and a feedback link. A progress bar shows steps: 1. Start (active), 2. Application, 3. Documents, 4. Declaration, 5. Pay, 6. Further actions. A 'Back' link is visible. The main heading is 'Register an email'. The text explains that an email address and password are needed to save answers and receive a unique link. It also states that emails may contain sensitive information and will be verified. There are input fields for 'Email address' and 'Create a password' (with a repeat field). A green 'Save and continue' button is at the bottom, along with a 'Show and edit answers' link.

GOV.UK Visas and Immigration

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1. **Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

[Back](#)

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

An email will be sent to:

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](#)

You will then be sent a verification email to the email address you provided above. You will need to make sure you click the link in this email to continue with your application.

The screenshot shows the 'A verification email has been sent' page on the GOV.UK Visas and Immigration portal. The page has the same header and progress bar as the previous page. The main heading is 'A verification email has been sent'. The text states that a verification email has been sent to the provided email address and must be verified by clicking the link in the email. There are links for 'Change email address' and 'Resend verification email'. A green 'Save and continue' button is at the bottom, along with a 'Return to this application later' link and a 'Show and edit answers' link.

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1. **Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

[Back](#)

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](#)

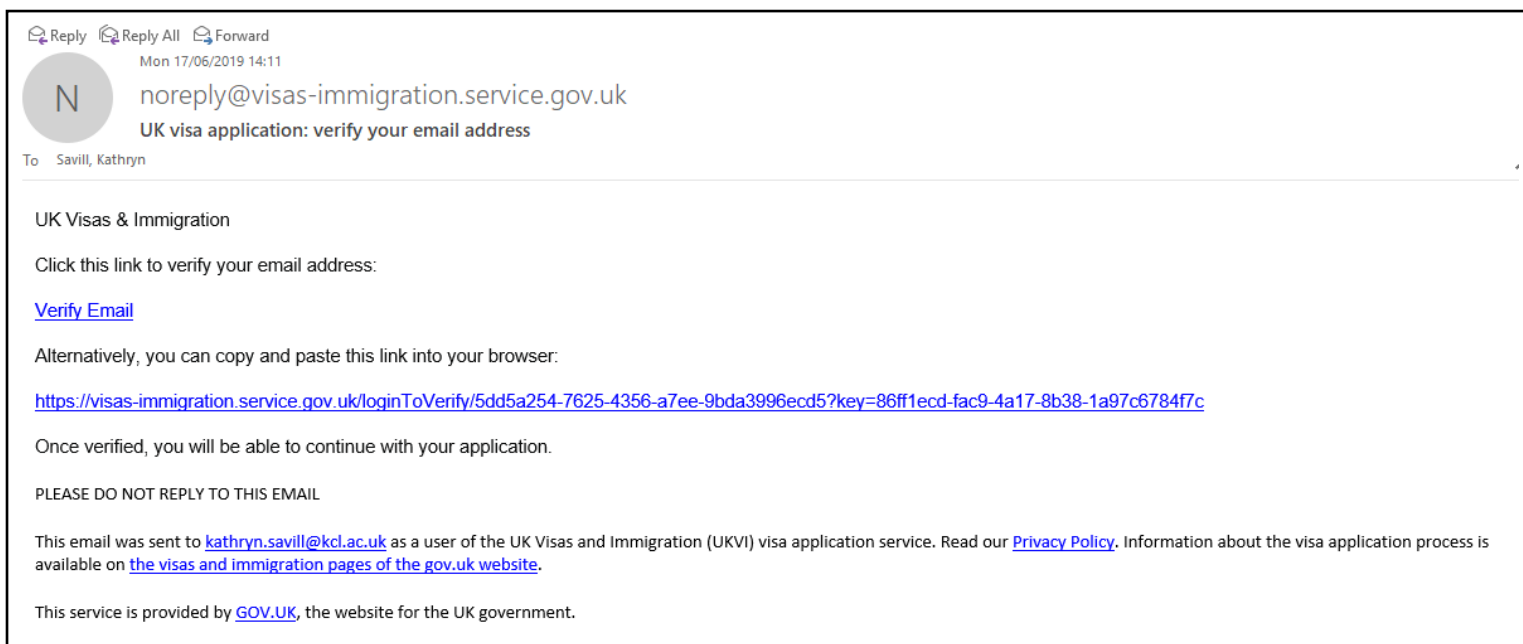
[Resend verification email](#)

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Example of verification email:



You will then be asked to sign back in using the password you created previously.

This is a screenshot of the 'Sign in to your UK visa application to verify your email' page on the GOV.UK website. The page has a black header with the GOV.UK logo and 'Visas and Immigration' text. The main heading is 'Sign in to your UK visa application to verify your email'. Below this, a message states: 'You can save the application form at any time and come back to it at another time. If you are inactive for 25 minutes you will be automatically logged out.' There is a text input field labeled 'Enter your password' with a password mask (dots). Below the input field is a green 'Sign in' button.

This is a screenshot of the 'Email address has been successfully verified' page on the GOV.UK website. The page has a black header with the GOV.UK logo and 'Visas and Immigration' text. The main heading is 'Email address has been successfully verified'. Below this, a message states: 'Thank you for verifying the email address [redacted]'. There is a green 'Continue' button.

You will then need to confirm that this is your email address.

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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](#)

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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

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have a legal representative, for example, a solicitor who advises you on this application, you should choose 'Yes' for this question.

SEEING AN ADVISOR AT KCL DOES NOT COUNT AS AN IMMIGRATION ADVISER – If you have spoken to an adviser at KCL you should still choose 'No' for this question

Now you have completed the first part of the application form. You will be able to check all answers when you see the below screen. If you would like to change any of these, please click 'Change' on the right-hand side links to modify your answers; if not, you can progress to the next stage.

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Visas and Immigration

Application menu

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1. Start

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Check your answers

Check the information below before you [continue](#) to the next section.

Personal information

Are you currently in the UK?

Yes

[Change](#)

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

No

[Change](#)

Email address

[Change](#)

Who does this email belong to?

The applicant

[Change](#)

kathryn.savill@kcl.ac.uk

Immigration adviser

Do you have an immigration adviser based in the UK?

No

[Change](#)

Continue

GOV.UK

Visas and Immigration

Application menu

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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

The applicant

Not started

Answer questions about this applicant

[Return to this application later](#)

You can start the application by clicking on the 'answer questions about this applicant' button. If you wish to return to the application later, you can click 'Return to this application later' or can use 'Save and continue' option at the bottom of each question. When you select this, you will see the page below.

Visas and Immigration

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Application saved

Use the link below to return to your application.

<https://visas-immigration.service.gov.uk/resume/5dd5a254-7625-4356-a7ee-9bda3996ecd5>

Email this link
Return to your application

to [\[redacted\]](#)

You must return to your application within 10 weeks, or it will be deleted to protect your privacy.

[Download your part-completed application \(PDF\)](#)

[Take a 1 minute survey to help us improve the service](#)

Sign out

We recommend you select 'Email this link' to send the link of your incomplete application form to your primary email account.

Following the link, you will be able to come back to your application form anytime later.

Once you have clicked on 'Email this link', you can either sign out to come back to your application later or click on 'Return to your application' to continue.

The next stage of the application form will ask you to provide your personal information.

For those who plan to apply for Tier 4 dependants (wife/unmarried partner, and children under 18), you should confirm whom you would like to add to your visa application. Before adding dependants to the application, please check whether you [can have any dependants](#) applying with you under Tier 4 category.

For students who are only applying for themselves, please select 'Answer questions about this applicant' only and continue your application from.

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1. Start
2. **Application**
3. Documents
4. Declaration
5. Pay
6. Download and print

All applicants

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the 'all applicants' button at the top left of each page.

Tier 4 (General) student
The applicant
Not started

Answer questions about this applicant

If applying for yourself only

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select 'Continue'.

I would like to add a:

Add this applicant

If you would like to include your family, please specify here.

[Return to this application later](#)

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 using a current passport or travel document

If you do not have a passport or travel document use a biometric residence permit, immigration document or birth certificate. For recognised refugees, stateless persons or beneficiaries of humanitarian protection without these documents, enter the name by which the Home Office knows you.

Title

Mr

All given names

ABCD

Family name

XYZ

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

Enter your name(s)

Save and continue

[Return to this application later](#)

BETA This is a new service - your [feedback](#) will help us to improve it.

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[◀ All applicants](#)

Tier 4 (General) student

Miss ABCD EFG

Part complete

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.

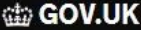
☐ Yes ☒ No

Save and continue

[Return to this application later](#)

► [Show and edit answers](#)

You will then be asked to confirm whether the email address you set up your account with is the one you want to be contacted by. We would advise you click 'Yes' here but if you would prefer that the Home Office contacted you with a different email address, they will send you an email to verify this account before you can continue with your application.

Visas and Immigration

BETA

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Tier 4 (General) student

Miss ABCD EFG

Part complete

ABCD EFG'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.](#)

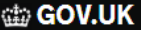
☒ Yes

☐ No

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Visas and Immigration

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Tier 4 (General) student

Miss ABCD EFG

Part complete

ABCD EFG'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.](#)

+ 44

12345678910

☐ 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](#)

Tier 4 (General) student
Miss ABCD EFG
Part complete

ABCD EFG'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

TU5 3LB [Find UK address](#)

[Enter address manually](#)

Choose an address

A ROAD, LONDON, TU5 3LB ▾

Address (line 1 of 3)

A ROAD

Town/City

LONDON

Is this where you live?

☒ Yes ☐ No

When did you start living at this address?

Enter the date format in MM/YYYY

Month Year

09 2018

[Save and continue](#)


[Return to this application later](#)

[► Show and edit answers](#)

You can input your postcode and then use 'Find UK address' to search for your specific room/flat under this postcode.

We recommend you use the auto search to complete the address as it will give the more accurate information and is best for document delivery.

Once all the above steps are completed, you can start the main part of the application form.

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Tier 4 (General) student
Miss ABCD EFG
Part complete

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?

[▼ I am unsure of my current relationship status](#)

'Single' means that you have never been married or in a civil partnership, and that you do not currently consider yourself in a relationship.

'Unmarried partnership' means that you currently consider yourself in a relationship but are not married or in a civil partnership.

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Tier 4 (General) student

Mr ABCD XYZ

Part complete

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

Save and continue

[Return to this application later](#)

► [Show and edit answers](#)

If you have more than one nationality, you can put the other nationality in later.

We advise you should put the nationality which you would like this application to be considered under as the first option here.

For example, if you have Canadian and Nigerian nationalities but would like to qualify under 'differentiation arrangement' using your Canadian passport, you may choose to input Canada as the first option.

For people holding Hong Kong passports, please select 'HK SAR' as your nationality.

Tier 4 (General) student

Mr ABCDXYZ

1 January 1999

Part complete

Your passport (China)

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

If you have had a previous application pending or being refused and your original documents are still with Home Office, you should choose 'No' and explain the situation in the later steps.

Passport number

G12345667

Issuing authority

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

Passports issued by various countries can be slightly different, and please refer to your passport for answers to this question.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

01

03

2011

Expiry date

Enter date in the format DD MM YYYY

Day Month Year

28

02

2020

Confirm you can provide this passport

☒

I can provide this passport if required

Save and continue

[Return to this application later](#)

► Show and edit answers

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Tier 4 (General) student
Miss ABCD EFG
2 May 1999
Part complete

Your identity card (China)

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

[Return to this application later](#)

Show and edit answers

You should indicate as to whether you have a national identity card.

If you have one but not with in the UK, you can still answer 'Yes' as you should not be asked to provide it as one of your documents.

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Tier 4 (General) student
Miss ABCD EFG
2 May 1999
Part complete

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

[Return to this application later](#)

Show and edit answers

For most students this would be 'No'

If you have ever had or currently hold another nationality, you need to let UKVI know. Once you select 'Yes', you will be brought to the next step to disclose details about your 2nd nationality.

Otherwise, please choose 'No' which is the case for most students, and you will then go to the next question.

BETA

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Tier 4 (General) student

Miss ABCD EFG

2 May 1999

Part complete

Your current UK immigration status

Do you currently have a visa or leave to remain?

☒ Yes
 ☐ No

What type of visa or leave to remain do you have?

Tier 4 (General) leave to remain

I have a different visa or leave to remain

Save and continue

Return to this application later

Show and edit answers

Generally, you should have a **valid Tier 4 or Tier 2 visa** to be eligible to apply in the UK.

If you fall into another category for any reason, please contact us on advice@kcl.ac.uk before proceeding with this application.

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Visas and Immigration

AB

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Tier 4 (General) student

Miss ABCD EFG

2 May 1999

Part complete

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 DD MM YYYY

Day

Month

Year

10

05

2019

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

Day

Month

Year

06

10

2019


You must submit your application before your current leave expires

Save and continue

Return to this application later

Show and edit answers

Please refer to your current BRP card or the visa sticker in your passport to fill out this question.

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Tier 4 (General) student

Miss ABCD EFG

2 May 1999

Part complete

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](#)

[Show and edit answers](#)

If you have withdrawn from another programme/university or previously were sponsored to work in the UK, you may have had a curtailment on your visa. The UKVI should have notified you of this.

In this case, please tick 'Yes'.

If you are unsure whether you have had one of these, please again get in touch through advice@kcl.ac.uk

With your consent, we would be able to check with UKVI as to whether any curtailment action has been taken against

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](#)

If you hold a Tier 2 visa, you should choose 'No' here.

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Tier 4 (General) student

Miss ABCD EFG

2 May 1999

Part complete

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

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

NB: for Pre-sessional English students:

If you are extending your first Tier 4 visa and it is less than 6 months long, you shouldn't have been asked to register with the police this time – regardless of your nationality.

Some pre-sessional students might have studied in the UK before and already registered with the police. If so, you should answer 'Yes'

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Completed

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

Enter your permit number

RH5562887

If you applied for your current visa from outside the UK before 2015, it is likely you don't have a BRP card.

☐ 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

Cancel

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Visas and Immigration

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Your National Insurance number

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


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

Save and continue

[Return to this application later](#)

► Show and edit answers

Students do not always have this number. It is mainly for people who work in the UK. If you have got an NI number, please fill it in.

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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

Save and continue

[Return to this application later](#)

► Show and edit answers

Please check if you have ever been granted Tier 4 (Child).

Tier 4 Child is normally issued for young students coming to study at schools. Most students have not been a Tier 4 Child in the UK 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'?

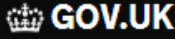
You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

☒ Yes ☐ No

Save and continue

[Return to this application later](#)

CAS's from King's normally state 'HEI sponsor has made assessment' which means you can tick 'Yes' here. Check your CAS details – if it doesn't save this, let us know by emailing advice@kcl.ac.uk.

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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

[Return to this application later](#)

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In most cases, our students do not have those listed in this question. However, if you have had any of those, you need to disclose the details by selecting 'Yes' and the form will lead you to a screen requesting you to tell UKVI your previous problems immigration to the UK.

If you are not sure about this question, you are welcome to contact us on advice@kcl.ac.uk

One of our team members will advise you further on how to answer this.

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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

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Show and edit answers

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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

Yes

No

Save and continue

Return to this application later

Show and edit answers

If you have ever had any public funds – definition of public funds can be found [here](https://www.gov.uk/government/publications/public-funds--2/public-funds) <https://www.gov.uk/government/publications/public-funds--2/public-funds> you will need to put 'Yes' and specify what you have received here.

For most students, the answer to this question will be "No".

NB: Council tax exemption (where you don't pay council tax as you are a student) is not counted as a "public fund".

The next part are about criminal convictions. You must answer these questions honestly and disclose all details if you answer “yes” to any of these questions. The only thing we would like to highlight for this section is, you will need to declare **ANY** convictions including these which are already spent by now.

Convictions 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, e.g. disqualification for speeding or no 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

The next screens are asking whether you have got any crimes related to wars or terrorist activities, which are not relevant for most of our students. If you are not sure on this question, please again get in touch by emails.

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:

- wilful 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](https://www.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

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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

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Part complete

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

Save and continue

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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](#)

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[Show and edit answers](#)

In the next section of the form, you will answer questions about the course you will be studying at King's. You should be able to find answers for all these questions on your CAS.

If you find some of the information missing on your CAS or you are unsure, please contact us on advice@kcl.ac.uk

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?

Sponsor's address

Town/City

Postcode

[Save and continue](#)

[Return to this application later](#)

Our sponsor licence number is:
NTMHWMOV3.

Our sponsor address is:
**James Clerk Maxwell Building,
57 Waterloo Road,
London SE1 8WA**

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Part complete

Place of Study

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

☐

School

☒

Higher education institution

► [What is the difference between a school and a higher education institution?](#)

[Save and continue](#)

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Part complete

Primary site of study

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

James Clerk Maxwell Building
57 Waterloo Road
London
SE1 8WA

☐

Yes

☒

No

Address of your primary site of study

FRANKLIN-WILKINS BUILDING

STAMFORD STREET

Town/City

LONDON

Postcode

SE1 9NH

Primary site of study is your 'main site of study' in the CAS. This refers to the campus where you will be primarily based for your course.

For most cases, this address is different from King's Sponsor Address as you have provided in the above question.

The answer provided here is just for illustrative purpose. Please check your CAS carefully for this question.

[Save and continue](#)

[Return to this application later](#)

► [Show and edit answers](#)

If you apply through UCAS for an undergraduate course, you should put your UCAS number (9 digits) in the next question; otherwise, please select 'No' and proceed to the next question.

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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

What is your Academic Technology Approval Scheme (ATAS) reference number?
This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

[Save and continue](#)

[Return to this application later](#)

► [Show and edit answers](#)

ATAS clearance is generally required for physics & engineering postgraduate programmes and a few integrated Master's undergraduate programmes. This should be stated in your offer letter from King's. You CAS should confirm this as well.

You should apply for ATAS well in advance if you need clearance for your course. It can take 28 days to receive your ATAS certificate by email from the ATAS team. Once you receive it, you should print it out as one of the supporting documents for your visa application.

The next few questions are about your tuition fee and maintenance funds.

For King's students, the required monthly living cost is £1,265.

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

▼ [What is an official financial sponsor?](#)

Examples of an official financial sponsor include the UK Government or your home government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

[Save and continue](#)

[Return to this application later](#)

If you currently receive or used to receive money from an official financial sponsor in the past 12 months, you must tick "yes" to this box. If you have been fully funded within the last 12 months, you will need permission from your financial sponsor to stay in the UK.

Please note, educational loans from a bank or US loans scheme, and money from parents or guardians do not count as official financial sponsorship.

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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?](#)

Examples of an official financial sponsor include the UK Government or your home Government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

[Save and continue](#)

[Return to this application later](#)

▶ [Show and edit answers](#)

This question is to answer whether for this application to study in the UK, you will have a financial sponsor.

Again, the above definition of financial sponsors applies here.

Course information

Name of sponsor institution (school/college/university)

Kings College London

Course name

International Management

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.

RQF7/SCQF11

Are you going to be a student union sabbatical officer?

► [What is a student union sabbatical officer?](#)

☐

Yes

☒

No

Save and continue

[Return to this application later](#)

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Please refer to your CAS for all these questions.

For course levels, bachelor's degrees should be RQF6, master's degrees should be RQF7, and PhDs should be RQF8.

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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

Day Month Year

23

09

2019

Course end date

Day Month Year

30

09

2020

Your course dates should appear on your CAS.

Save and continue

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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

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You should only tick 'Yes' if you are applying for the 1-year DES following your PhD study.

If you are extending your Tier 4 visa because you need more time to complete your PhD, this is different, and you should tick 'No'.

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

Save and continue

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This should also be clearly stated on your CAS. Please make sure you answer the question in line with your CAS.

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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.

☒ 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

[Return to this application later](#)

[Show and edit answers](#)

Again, all these can be found on your CAS.

For students studying more than one academic year, course fees refer to your 1st year fee in this application.

However, if you find what you have paid doesn't match what your CAS says, please contact Admission through your King's account <https://apply.kcl.ac.uk/> or email Compliance visa-reg@kcl.ac.uk to update the information for you.

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

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[Show and edit answers](#)

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Part complete

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 can you prove they are your parent(s) or legal guardian(s)?

- ☒ Birth certificate
- ☐ Adoption certificate
- ☐ Court document

Save and continue

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► Show and edit answers

If you are using your own bank account, then please tick 'Yes' for the first question.

This example is for those who are using their parents' account to show they have had enough money for at least 28 days. You will need to provide all the documents you have ticked 'Yes' for in this question.

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2 May 1999

Part complete

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

E4G7VK1F31C0W6


Save and continue

[Return to this application later](#)

► Show and edit answers

Everyone should have a CAS before the Tier 4 application. You will need to provide your unique CAS number which gives UKVI all the information about you and your course.

The 'Application' section of the form is now complete. You will be able to see a summary after this question. If you think you have made any mistakes, you are able to change your answers by clicking 'Change'.

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▼ ABCD EFG

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Completed

Check your answers

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

Personal information

Title	Miss	Change
All given names	ABCD	
Family name	EFG	
Add another name		Add
Can we use this email address to contact you?	Yes	Change
kathryn.savill@kcl.ac.uk		
Provide your telephone number	+44 12345678910	Change
Where do you use this telephone number?	For use whilst in the UK For use whilst out of the UK	
Provide your postal address	300 STRAND LONDON WC2R 1AE (address verified)	Change
Is this where you live?	Yes	
When did you start living at this address?	September 2018	
What is your gender, as shown in your passport or travel document?	Female	Change
What is your relationship status?	Single	

Nationality details

Country of nationality	China	Change
------------------------	-------	------------------------

If you have got dependants applying with you on this Tier 4 visa, you can now add information about your dependant in the next screen; if you are applying for yourself only, then please click 'Continue' to progress to next stage.

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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

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2 May 1999
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 plan to apply for dependants as well, don't forget to click here and complete the additional questions.

[Continue](#)

Next, you will go to a page which will tell you all **supporting documents** you need to provide for your Tier 4 application. You will need to tick the boxes of all the documents before clicking save and continue.

Financial evidence is part of the documents required for your visa application. It's very important that any bank statements you enclose with your application are less than 1 month old and demonstrate that you have held the required funds for at least 28 consecutive days. If you wish to check the suitability of your bank statements, do contact us or come to an International Student Advice drop-in.

Please note: if you are using your parents' bank statements to support your Tier 4 application, you will need to provide a consent letter from them confirming that you are their child + they give their permission to you using their funds for your studies in the UK, and your birth certificate which proves the relationship between the bank account holder and you, i.e. parent and child.

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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 if 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:

☒ The passport issued by China for Miss ABCD EFG

Other documents

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

☒ The ATAS clearance certificate 198090 for Miss ABCD EFG

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.

Save and continue

[Return to this application later](#)

Students who are listed as 'Low Risk Nationals' **do not** have to submit their financial evidence as part of their Tier 4 application and fall under the **Differentiation Arrangement**. If you fall under this arrangement, it will be automatically worked out before you reach this document page.

PLEASE NOTE: the UKVI can ask you at a later date to provide your qualifications and financial evidence so you should ensure that you still prepare these in advance of making your application.

You can find a list of Low Risk nationals and what documents they should provide [here](#).

Next, you will move to the 'Declaration'. You'll be asked to confirm that you are the applicant and that all the information on the form is correct. We recommend that students save a copy of your application form as a PDF for your records at this stage.

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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

[Return to this application later](#)

[I accept the above](#)

If your solicitor is filling out this form for you, then they should tick the second option.

You will then be forwarded to the Immigration Health Surcharge page. Once you have continued from this page you will not be able to amend your answers.

Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests](#).

Cost

The healthcare surcharge is £400 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the healthcare surcharge is £300 per year.

Please check on the Home Office's official website whether you can be exempted from the IHS: <https://www.gov.uk/healthcare-immigration-application/when-you-need-to-pay>

Most non-EEA students will need to pay for this surcharge.

Tier 4 student applicants should be paying £300 per year.

Example

A person making a 5-year visa application would pay £400 x 5 = £2000.

Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

- your passport or travel document
- your payment card

! You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

Continue

The Immigration Health Surcharge is an additional charge you must pay if you're applying for a visa in the UK or overseas after April 5th 2015. It gives you access to the National Health Service. For those in the UK, it will affect anyone who needs to extend their Tier 4 visa for a new course, a resit or for more time to complete their course.

For Tier 4 students, the charge is £150 per 6 months of study, according to the **length of Tier 4 visa granted** (not according to the course length). If, for example, you're studying a one-year master course you'll be required to pay £450 (as your visa should last for 16-17 months, and this gets rounded up to 18 months).

After you choose 'Continue', you will then see the summary screen. These answers are automatically filled according to your answers provided for previous sections. However, you will be asked to provide more details as below.

Please click the link as shown in the screen and it will direct you to the answer pages.

Summary

Missing Details

Your details

[Add where you are planning to stay](#)
[Add your course start date](#)
[Add your course end date](#)
[Add if you're in local authority care](#)

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 ABCD XYZ

Email wenwei.zhou@kcl.ac.uk

From China

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](#)

NQF7 Course [Change](#)

Masters Degree Course [Change](#)

Course at specified locations [Change](#)


Course less than 13 Months [Change](#)

Passport or travel document number GP1234567

Date of birth 01 January 2000

In local authority care? [Add if you're in local authority care](#)

You don't have any dependants

 [Print these answers](#)

 [Download these answers \(PDF\)](#)

The answer screens for the above three parts are:

Your Location

Are you applying from within the UK?

☒ Yes ☐ No

Are you applying to stay in the Isle of Man, Jersey or Guernsey?

☐ Yes ☒ No

[Save and continue](#)

ation CAS Detail immigration health sur

on-health-surcharge.service.gov.uk/yourcurrent/visa/details

Tier 4

Visa type

Tier 4 (General)

Enter the dates of your current CAS

If you're applying as someone's dependant, enter their course dates.

Course start date

For example, 20 3 1976

Day Month Year

Please enter a valid course start date

Course end date

For example, 20 3 1976

Day Month Year

Please enter a valid course end date

Are you applying to continue on the same course for which you were last given Tier 4 Leave?

Yes No

Your course dates will be on your CAS.

You have a chance later on to state the original start date of your course if you are extending your visa

Sometimes, for the Doctorate Extension Scheme, the form will not accept the course dates on your CAS as they are too short. If you're experiencing this problem please contact advice@kcl.ac.uk

CAS Detail | immigration-health.sun | + | -

with-entrance-service.gov.uk | Documents | Lead applicant | Lead details

Please enter a valid course end date

Are you applying to continue on the same course for which you were last given Tier 4 Leave to Enter or Remain (e.g. to undertake re-sits)?

☒ Yes ☐ No

What is the original start date of the course?

For example, 20.3.1976

Day Month Year

Please answer the additional questions about your course

Is your course at NQF 7?

☐ Yes ☐ No

Is your course a Master's degree?

☐ Yes ☐ No

Is your course for 13 months or less?

☐ Yes ☐ No

Please select the location of your course

If you are doing re-sits or extending your current course, you should select 'Yes' for this question.

You can then input the original start date of the course.

About you - Further information

Are you in local authority care in the UK?

Local authority care is when your local council is responsible for you and where you live.

☐ Yes ☒ No

[Save and continue](#)

[Start lead applicant again](#)

After these three additional questions, you should now see the summary of your health surcharge information. If you need to change any of the answers, you can amend them by clicking 'change'.

Summary


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?	No	Change
Full name	ABCD XYZ	
Email	wenwei.zhou@kcl.ac.uk	
From	China	
Visa route	Tier 4	
Visa type	Tier 4 (General)	
Course start date	30 September 2017	Change
Course end date	30 September 2018	Change
NQF7 Course	Yes	Change
Masters Degree Course	Yes	Change
Course at specified locations	No	Change
Course less than 13 Months	Yes	Change
Passport or travel document number	GP1234567	
Date of birth	01 January 2000	
In local authority care?	No	Change

You don't have any dependants

These details are correct

 [Print these answers](#)

 [Download these answers \(PDF\)](#)

If you are happy with the information shown on the page, you then need to complete the Declaration for IHS.

After clicking the 'I agree' button you will then be shown your IHS number. You can then hit continue to pay for your IHS.

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](#).

I agree

Please provide your payment card details here. Once it is through, you would have completed the IHS payment for your visa application.



Order summary

Payment reference: [REDACTED] 017-05-10T13:08:25

Description: Immigration Health Surcharge Payment

Amount (GBP): £225.00

Payment details

* Indicates a required field

Card number *

Cardholder's name *

Expiry date *

Security code *

Month Year

3 digits on the back of the card or 4 digits on the front of card

Cancel payment

Make Payment

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BETA This is a new service - your [feedback](#) will help us to improve it.

Continue your application

Your IHS reference number is [REDACTED] Your number will be shown on your checklist and application form.


!

You must now pay for your application.

Your IHS number will appear here and will start IHS followed by numbers

Continue

Once you have paid for the Immigration Health Surcharge, you will be directed to the screen below. You will need to click on the 'Return to my visa application' button where you will be asked to choose which service you want to use to submit your biometrics and documents and pay your visa application fee.

 **GOV.UK**

Immigration health surcharge


ALPHA

This is a new service – your [feedback](#) will help us to improve it.

✓ Complete

Your IHS reference number is

XXXXXXXXXXXX

 We have sent you a confirmation email.

What you need to do next

Finish your visa application. We'll make sure your IHS reference number is included.

If you're applying in person at a premium service centre, you'll need your IHS reference number when you attend your appointment.

Find out more

[Contact UKVI](#)

[Immigration health surcharge](#)

Return to my visa application

You can then pay the application fee. The service you choose for this will determine how quickly a decision is made once you have submitted your biometrics and how much you pay.

Once you pay the correct fee, you will have officially submitted your application to the UKVI.

The date of your application is the date that you make this online payment.

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. Application 3. Documents 4. Declaration **5. Pay** 6. Further actions

[◀ Back](#)

Choose a service

Select a service from the options below. You will not be able to change this after you have submitted your application.

☐ **Standard service : pay 494.20 GBP**, most people get a decision within 8 weeks after attending their biometrics appointment

☐ **Priority service : pay 994.20 GBP**, most people get a decision within 5 working days after submitting their online application

☐ **Super Priority : pay 1294.20 GBP**, most people get a decision on the next working day after attending their biometrics appointment

The amount you pay for each service option includes the 19.20 GBP biometrics enrolment fee for each applicable person on this application.

UK Visas and Immigration will contact you if it will take longer to process your application.

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. Application 3. Documents 4. Declaration 5. Pay **6. Further actions**

Payment successful

Reference number
[REDACTED]

Date of payment **31 January 2019**

Name [REDACTED]

Visa **Tier 4 (General) student**

Fee paid **494.20 GBP**

Your confirmation has been sent to
[REDACTED]

[Print confirmation](#)

! You have a few more steps before your application will be complete.

[Save and continue to final tasks](#)

The date of payment is the date you made your application. This is the date you should prepare you documents around.

If you follow the steps, you will also see PDF documents are automatically generated:

- Checklist
- Copy of your Tier 4 visa application form

Further actions you must complete

There are some more actions below that you must complete. **Your application may not be successful** if you do not complete the mandatory actions.

Mandatory actions

Attend an appointment to provide your documents and biometrics by 04 April 2019

[Book appointment](#)

You must book and attend an appointment with our commercial partner to provide your documents and biometrics (fingerprints and facial photograph). You must attend an appointment by 04 April 2019, but we encourage you to attend one as quickly as possible and will send you a reminder after 15 working days if you have not booked your appointment.

If you are under the age of 16, you must be accompanied by the responsible adult named on your application. You must both bring an acceptable form of ID. [Find out more information here.](#)

You **must** make sure you have submitted your documents and biometrics by this date.

Failure to do this may make your application invalid.

Optional actions

Download your supporting documents checklist

You can [download a copy of your supporting documents checklist](#). This document will only be available to download until 10 October 2019.

Download a copy of your application form

You can [download a copy of your application form](#) for your records. You do not need to take this to your appointment. This document will only be available to download until 10 October 2019.

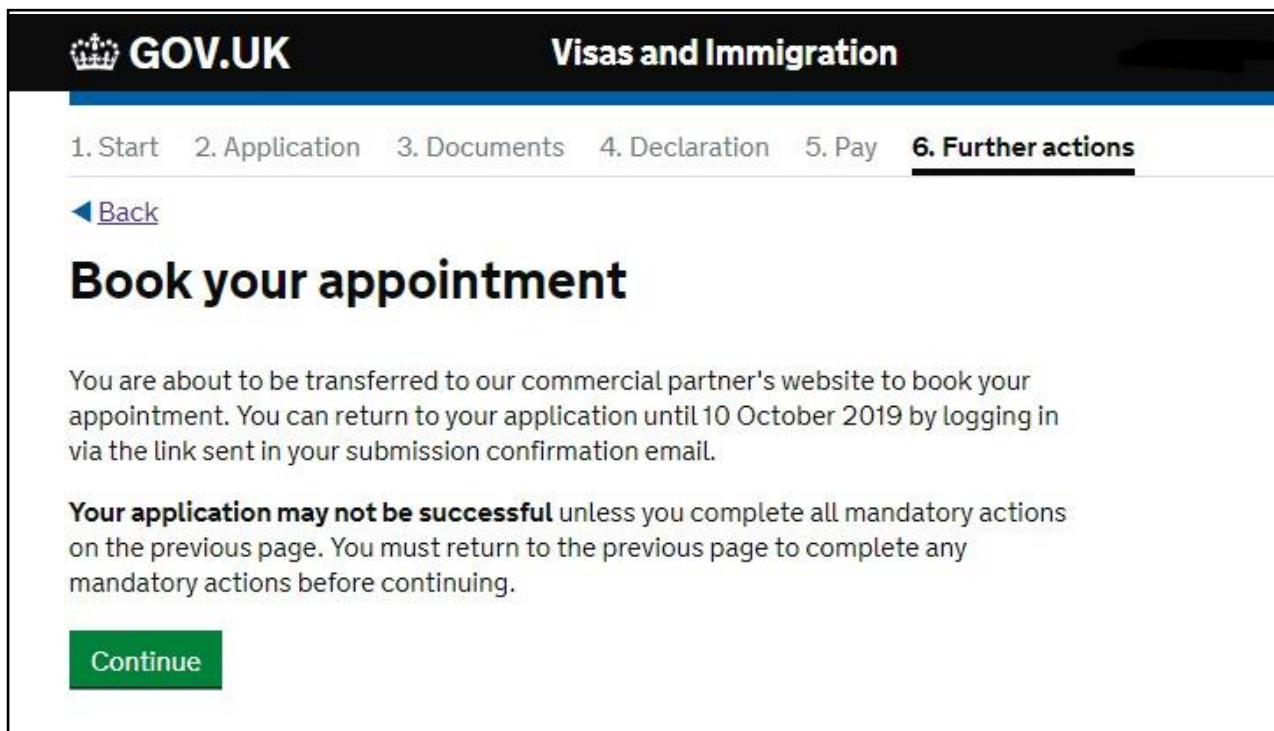
You should download both these documents.

To keep your information safe and protect your privacy, you will not be able to view this page after 10 October 2019.

[Take a short survey to help us improve the service](#)

Submitting your Biometrics: Book your appointment with UKVCAS and upload your documents before attending the appointment

Once the application fee has been paid, you will then be directed to UK Visa and Citizenship Application Services (UKVCAS)– Sopra Steria to book an appointment to complete the application. You will also need to upload your documents online before your booked appointment.



The screenshot shows the GOV.UK 'Visas and Immigration' section. A progress bar at the top indicates the current step is '6. Further actions'. Below the progress bar is a 'Back' link. The main heading is 'Book your appointment'. The text explains that the user will be transferred to a commercial partner's website to book an appointment and can return to their application until 10 October 2019. A warning states that the application may not be successful unless all mandatory actions from the previous page are completed. A green 'Continue' button is at the bottom.

GOV.UK Visas and Immigration

1. Start 2. Application 3. Documents 4. Declaration 5. Pay **6. Further actions**

[Back](#)

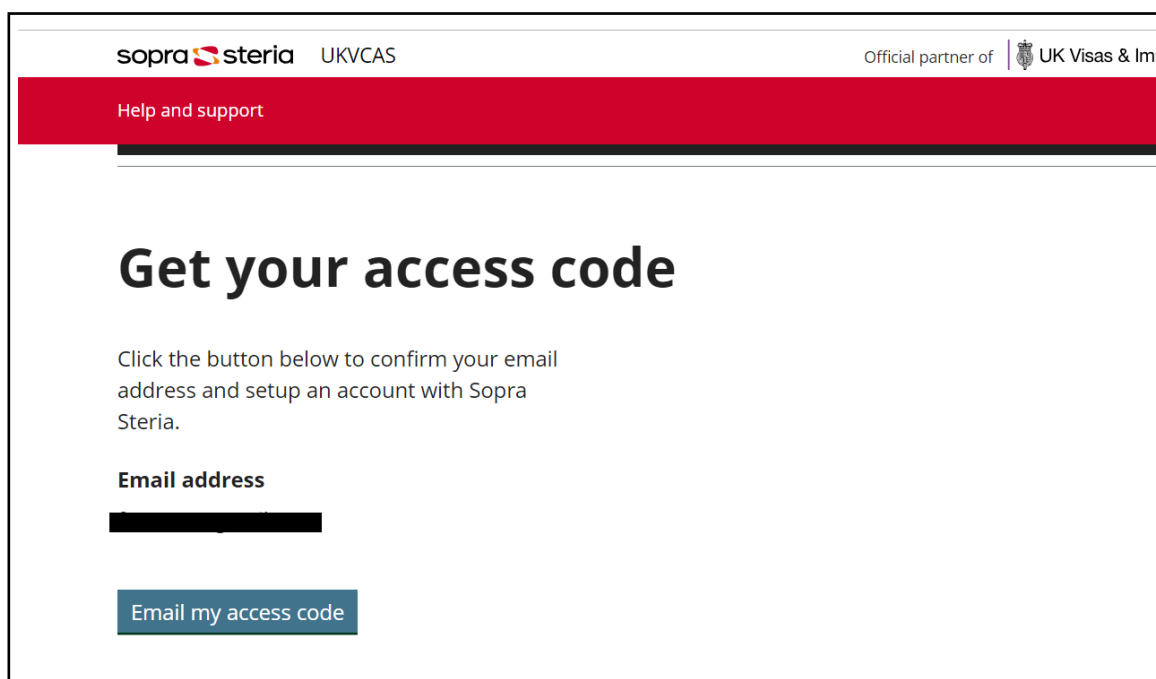
Book your appointment

You are about to be transferred to our commercial partner's website to book your appointment. You can return to your application until 10 October 2019 by logging in via the link sent in your submission confirmation email.

Your application may not be successful unless you complete all mandatory actions on the previous page. You must return to the previous page to complete any mandatory actions before continuing.

[Continue](#)

You need to set up an account on the Sopra Steria website before you can book your appointment.



The screenshot shows the Sopra Steria UKVCAS website. The header includes the Sopra Steria logo, UKVCAS text, and 'Official partner of UK Visas & Immigration'. A red navigation bar contains a 'Help and support' link. The main heading is 'Get your access code'. The text instructs the user to click a button to confirm their email address and setup an account. There is a text input field for the email address and a blue 'Email my access code' button.

sopra steria UKVCAS Official partner of UK Visas & Immigration

[Help and support](#)

Get your access code

Click the button below to confirm your email address and setup an account with Sopra Steria.

Email address

[Email my access code](#)

Set up your account

Enter the access code and choose a password to set up your account.

Email address

Access code

Enter the 6-digit access code that was emailed to you


[Resend Access Code](#)

Password


Password must be at least 8 characters and contain at least 1 uppercase character, 1 lowercase character, and 1 number


Retype password

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Once you have set up your account and logged back in, you can book your appointment.

sopra  UKVCAS

Official partner of  UK Visas & Immigration

[Home](#) [Appointment booking](#) [Document upload](#) [Help and support](#) [Log out](#)

Call the Premium Support Line on 0900 165 6600 (Calls cost £2.50 per minute) [T&Cs](#)

Welcome to UK Visa and Citizenship Application Services

On this website you will be able to:

- select a location for your appointment
- choose a day and a time for your appointment
- buy additional services to assist with your application
- upload your supporting documents (recommended)

Arrange an appointment at a service point


Book an appointment to enrol your biometrics and have your supporting documents checked.

[Book an appointment >](#)

On-demand pop-up appointment

You need a pre-authorised account with a valid event code to use this service.

[On-demand pop-up >](#)



Arrange a VIP visit

With a VIP visit we will come to your home, office or other preferred location and enrol your biometrics and check your supporting documents.

[Book a VIP visit](#)

[Back](#)

Choose a service point location

You can choose to book an appointment at a number of different service point types:

- **core** service points offer free of charge appointments and out of hours appointments
- **enhanced** service points offer an inclusive package of extra services
- **premium lounges** that offers a personalised customer experience

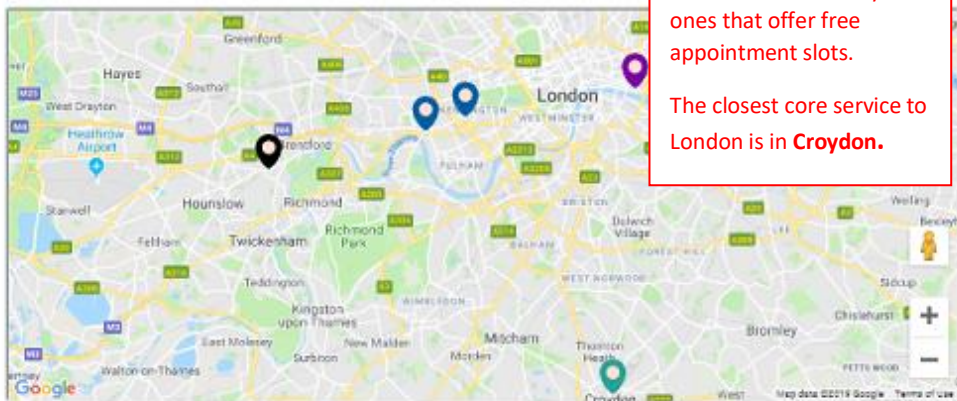
Enter your preferred postcode to find your nearest service point.

Postcode

For example, SW1A 1AA

Update results

[Please check our upcoming service points](#)



You can enter your postcode here to find your closest UKVAC centre.

Please note that 'core' locations are the only ones that offer free appointment slots.

The closest core service to London is in **Croydon**.

Please select a service point

Croydon Core Service Point (17 miles away)

Location

Bedford Point, 35 Dingwall Road
Croydon

[View on Google Maps](#)

Available services

Interpretation
Biometric Capture
Digitisation

Opening hours

Mon - Fri 8am to 6pm
Saturday
Sunday

Select this service point

Once you have chosen which centre you want to go to, click here to choose the date and time of your appointment.

sopra
steria
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UK Visas & Immigration

Home
Appointment booking
Document upload
Help and support
Log out

Call the Premium Support Line on 0900 165 6600 (Calls cost £2.50 per minute)
[T&Cs](#)

[Back](#)

Choose your appointment

Select a date for your appointment

☒ View free of charge appointments only

[Previous](#)

Croydon

Thu 14 Feb

Fri 15 Feb

No available appointments

No appointments available

Mon 18 Feb

Tue 19 Feb

Wed 20 Feb

[Next](#)

Select a time for your appointment

Once you reserve an appointment, you will have 30 minutes to complete your booking before you're logged out. You will then need to log back in to make a new reservation.

Friday 15 February

13:00
Free

14:00
Free

15:00
Free

16:00
Free

This time is free of charge.

Reserve appointment

Choose the date and time for your appointment and click 'Reserve Appointment'.

Checkout

Review your appointment details and order summary below to check they are correct.

Appointment details

Address Croydon
Bedford Point, 35 Dingwall Road
Croydon
CR0 9XF

Date Friday 15 February 2019

Time 13:00

Order summary

Subtotal	£0.00
VAT	£0.00
Total	£0.00

[Add another service](#)

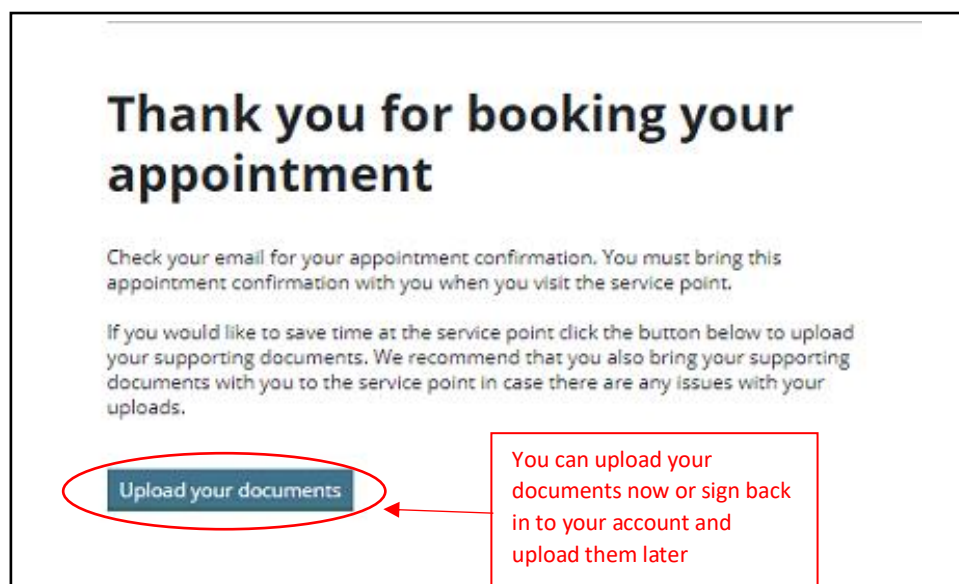
Additional requests

Please type into the box below anything you want us to know before you arrive at your appointment, such as accessibility requirements, religious considerations or family needs.

☐ I have read and agree to the [terms and conditions](#)

You have the option to add other services such as document checking.

Each service will have additional charge.



Once you have got your appointment booked, you will receive an email with your appointment letter attached as PDF. You should print off this letter before attending your appointment.

We strongly suggest you upload all supporting documents before your appointment to avoid unnecessary waiting on the day when attending the appointment.

Please note you will need to complete **all steps (submitting documents and biometrics)** within the time scale given by UKVI. Failure to complete the procedures on time may lead to your application becoming invalid (i.e. application not submitted successfully).

Finding errors after completing all the above steps

If you find anything might be incorrect afterwards, please get in touch by emailing advice@kcl.ac.uk or come to one of our drop-in's following our website instructions <https://www.kcl.ac.uk/campuslife/services/student-advice-support/StudentAdvisedrop-ins.aspx>

We will be assessing your questions and happy to hold discussions with you when necessary.

Last updated: 24/06/2019

