

Guide to completing Tier 4 (General) Student Online Application

Last updated 8 August 2018

When you apply in your home country for a Tier 4 student visa you need to register for and complete an [online application](#) (with the exception of applications made in North Korea where a paper form VAF9 and an Appendix 8 need to be completed – follow the links on page above).

You must have your CAS (Confirmation of Acceptance for Studies) number from Oxford before you apply for your visa. For information about receiving your CAS, see the [Tier 4 webpage](#). You will receive an email with your CAS number and other information you will need for completing the online application form. This email is your 'CAS statement'.

You cannot apply for your visa more than three months before your course start date as stated on your CAS. You must apply within six months of the CAS issue date. If your CAS was issued more than six months ago, contact your department or college to get a new one.

In several places this Guide refers to UK Visas and Immigration's [Tier 4 Policy Guidance](#) which sets out the exact requirements for a Tier 4 application. You will need to check this and follow the instructions very carefully.

Reduced evidence provision for designated 'low risk' nationals of **Argentina, Australia, Bahrain, Barbados, BNO, Botswana, Brunei, Cambodia, Canada, Chile, China, The Dominican Republic, Hong Kong, Indonesia, Japan, Kuwait, Macao SAR, Malaysia, The Maldives, Mexico, New Zealand, Qatar, Serbia, Singapore, South Korea, Thailand, Taiwan (holding Taiwanese passport which includes identification card number), Trinidad and Tobago, United Arab Emirates, and USA.**

If you are a national of one of these countries you come under these '[differentiation arrangements](#)' and will not have to send documentary evidence of your qualifications and funding with your application. However, you must make sure you have the required documents ready to send if you are asked for them later in the application process. Your application could be refused if you do not provide the specified documents within the requested time limit.

NEW: MASTERS STUDENTS STARTING A COURSE OF 13 MONTHS' DURATION OR LESS

The University of Oxford, along with a number of other UK Universities, has been chosen to participate in a **Pilot Scheme** for students starting a Masters course of 13 months' duration or less. As part of the Pilot Scheme you will not be required to provide evidence of previous academic qualifications or financial information when submitting documents to support your visa application. You will also be issued with a visa valid for 6 months beyond the end date of your course. Please note that you must still ensure that your academic qualification and financial evidence meets the Tier 4 requirements and is available in the correct original format, as these documents can be requested during processing and spot checks may be made. Please read these [FAQs](#) for important details about this Pilot Scheme.

Completing the online application form

It has been brought to our attention that there may be technical issues when using Apple devices to complete the online form. If you do experience problems we would suggest using a non-Apple device or, if this is not possible, connect to the site using Internet Explorer.

Do save the document as you progress and make a note of your application reference number so that you can return to it at a later date (you will also get an email link). You will need to set up a password and use this each time you access your application.

When applying most students will choose Tier 4 (General) but there is a separate option for Chevening, Marshall and Commonwealth scholars. All other scholarship holders should choose Tier 4 (General).

Passport/Travel Document

Please note that you need one blank page front and back in your passport/travel document to avoid the processing of your application being delayed or rejected.

Personal information

Write your name exactly as shown in your passport and CAS statement. Include middle/other names with your Given name(s). If you only have one name, write it in the 'Family Name' AND 'Given Name' boxes.

Sponsor

CAS reference number

As given on CAS Statement being careful to make clear the difference between '0's and 'O's and '1's and 'I's

Personal Information

Your individual details

Passport details

Include the information exactly as stated on your passport ID page

Travel information

Date you plan to arrive in the UK?

Include your intended date of travel to the UK

How long do you intend to stay in the UK?

This is only an indication but include the length of your course as stated on your CAS plus any additional time which will be added to your visa. Details of how long this will be is covered on the [UKCISA](#) website under 'When your visa is issued'

English Language

This question only appears if your nationality is not on the [list on this page](#) or Canada. For the question, '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'?' select 'Yes'. Check your CAS, it should state 'Higher Education Institution (HEI) sponsor has made assessment'

Information about a spouse or partner

Although a separate application has to be made for each dependant travelling with you, you are required to include information about a partner or spouse irrespective of whether they will accompany you. This is followed with information about your parents, any close family members who live in the UK and anyone travelling with you.

Accommodation details

Have you already made arrangements for where you are going to stay in the UK?

If you know the address include it here with dates. If you don't know state NO and go to the next question

Where do you plan to stay in the UK?

Include details of where you are hoping to stay if not confirmed

UK Travel History

The answers will vary for individual students and try to include as much information as you can

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

Choose a number and give the details. If you don't have all the details include what you can and add a note in the 'additional information' section at the end that you don't have all the details

Medical Treatment

You asked to include details and dates of *any* medical treatment received in the UK including visits to doctor's surgery (known as a General Practitioner or GP) and whether you had to pay.

International Travel History

You are asked to record visits to a list of five countries plus the Schengen area in the past 10 years. Follow the instructions and if you cannot remember all of them, include this information in the 'additional information' section at the end of the form

The form continues to ask about travel to all other countries. Again answer this to the best of your ability and if you are a frequent traveller include this in the 'additional information' section at the end

Immigration Problems

It is very important that you give full details of any adverse immigration history and convictions/penalties for any country in the world. The form continues with security questions

Sponsor – Course Details

This section is asking for information from your CAS about your course, the title, level, etc. If you do not have a CAS number, you cannot proceed with your application. For information about receiving a CAS see [Step 1](#) on our webpage. To be valid, your CAS must not be more than six months old at the time you apply for your visa. If you are reapplying after a visa refusal, you will need a new CAS

The information you need for this section will appear on your CAS Statement:

Sponsor Licence Number

UED4UGNF1

Sponsor's address

University Offices, Wellington Square, Oxford, OX1 2JD

ATAS Certificate

Your CAS statement will state whether you need an ATAS certificate, although it is not necessary to wait for your CAS to be issued to apply for ATAS, as long as you have the necessary information from your department. For information about ATAS see [Step 2](#) on our webpage. If you have a question about whether you need an ATAS certificate, contact your college (undergraduates) or department (graduates) or email student.immigration@admin.ox.ac.uk. If you do require an ATAS certificate, you must get it before you submit your visa application – this could take 20 working days or more. You will receive your ATAS certificate by email – you must print this out and include it with your application.

Course Details (cont)

Qualification you will get

This should match 'Course Level' and 'Qualification Awarded on Completion' on CAS Statement – course level is stated as an NQF number on your CAS, for example NQF7. On the application form select the option where the **RQF** section of the code matches the NQF section of the code on your CAS. For example if your CAS states QCF_NQF7, select RQF7/SCQF11

Course Name

As given on your CAS; for example MSc in Education

Course start date

If you will be starting a new course, use 'Start Date 1' from your CAS Statement.

If you will be taking a pre-sessional course or attending an induction programme at Oxford before your main course, use 'Start Date 2' from the CAS statement if an earlier date has been specified there.

If you have already started your course at Oxford and you are applying for a visa to resume or continue, use 'Start Date 1' from the CAS statement, which is the original course start date.

Course end date

Include the 'Expected End Date' from your CAS statement

Maintenance funds (fees and living costs)

You must ensure you enter the correct information in this section and have the specified documentation as evidence of your funding as set out in the [Tier 4 Policy Guidance](#). For new students this likely to be different to the evidence you provided to the University for your Financial Declaration. If you come under the reduced evidence provision (see page 1) and you are applying in your home country, you do not have to send documentary evidence of your finances with your visa application, but you must have the documents available in case they are requested during the processing of your visa.

Future official financial sponsorship

The form contains the definition of an official financial sponsor and asks for information from those being financially sponsored for studies in the UK and will receive or continue to receive a scholarship for future studies. You may be receiving funding from another source, but it will not count as an 'official financial sponsor'. Note that if you will be funding your studies using a student loan, the answer here is No. Please note that your CAS **will not** contain details of any financial sponsorship so you should not choose this option

Are all of the maintenance funds required for this application in a bank account with your name on it?

If you are self-funding the answer is Yes. For other sources of funding answer No and continue to the next question

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

There is only a Yes/No option. If you answer Yes then you need to confirm that you have permission and how you will prove the relationship

Accommodation Payments

Currently UKVI require a minimum of £1015 a month for living expenses. The maximum amount you will need is for **9 months (£9135)** even if your course is longer. You will need to use this figure as a basis for living costs with this application.

You can only state an amount paid towards accommodation if you will be or are staying in University accommodation, money has been paid to college and:

- this amount is shown on your CAS statement as 'Accommodation Fee Already Paid' or
- you have an original official paper receipt for the amount paid from college

In both cases choose "Yes", enter the amount below and choose how this will be evidenced

Note: even if you have paid a higher amount to the University for accommodation, you are only allowed to offset a maximum of £1265 towards the amount you may need to show for maintenance.

If you are not in University accommodation answer No

Visiting students who are not required to pay any accommodation fees direct to Oxford, because your home institution is paying Oxford, will have to answer No

Course fees

What are your course fees for the first year?

Copy the figure for 'Total Fees' given on your CAS Statement under the heading, 'Fees and Payments'. Note that this figure will represent your tuition and college fees for a maximum of one year, not the total fees for your course if your course lasts for more than one year.

Payments that have been made towards the amount shown as "Total Fees" and which are either shown on your CAS Statement as 'Fees Paid Towards Total' or for which you have an original paper receipt from the University or your college, choose "Yes" and include the amount underneath if a figure appears here.

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Complete according to your situation

If you are a Visiting Student who is not required to pay any course fees direct to Oxford because your home institution is paying Oxford and you have £0.00 for 'Total Fees' on your CAS, you are directed to state No to this question. You might have to include with your visa application a letter from your home institution confirming the arrangement.

Some continuing students are likely to have £0.00 for 'Total Fees' on the CAS. You must also answer No

Documentary evidence you must provide to show funding

If you come under the reduced evidence provision or Tier 4 Pilot Scheme (see page 1) you may not have to provide supporting documents but remember you must have the documents available to provide if UK Visas and Immigration asks for them later.

You must follow the requirements for original evidence of funding as given in the Tier 4 Policy Guidance and get translations if necessary. Only the specified documents will be accepted. Note: these requirements to show evidence of funding for your visa application are completely separate from any requirements you may already have had to comply with to fulfil your college Financial Declaration – do not assume the same evidence will be adequate. The requirements for documentary evidence of funding are in the [Tier 4 Policy Guidance](#).

If you are showing evidence of money held in either your own or a parent/guardian's account, you must be able to show (as set out in the Tier 4 Policy Guidance) that you have held the required level of funding for **28 consecutive days** prior to application; any documents must also be dated **within 31 days** of the date you submit and pay for the application, otherwise your application is likely to be refused.

If you will be funded by a US Federal Student Loan, ensure you have proof of the loan and Notification from the University's Student Funding office. Send this with your visa application unless you come under the reduced evidence provision (see page 1).

If you need further information about this, email us.loans@admin.ox.ac.uk. Remember that if the loan is partial you may need to provide other documents as specified in Tier 4 Policy Guidance to show that you have the balance.

Points Claimed

30 points for possession of a CAS

10 points for maintenance

Supporting documents – evidence of academic qualification

If you come under the reduced evidence provision or Tier 4 Pilot Scheme (see page 1) you may not have to provide supporting documents for any academic qualification upon which your offer to study at Oxford has been based.

Look at the heading on your CAS Statement, 'Evidence Considered in Accepting Application'. If any qualifications are listed here and you do NOT come under the reduced evidence provision or Tier 4 Pilot Scheme (see page 1), you are required to send in an *original* certificate **or** transcript for the award(s) listed. There is also the option of submitting print-outs of your qualification or transcript results from the awarding body's online checking service. The print outs must clearly show your name, the title and date of the award, and the name of the awarding body.

If **you DO** come under the reduced evidence provision or Tier 4 Pilot Scheme you are not required to send the original certificate, transcript or print-outs but make sure you have them available to send if UK Visas and Immigration request them.

You must have completed any qualifications listed; UK Visas and Immigration will not accept provisional documents*.

***NOTE FOR SOME INDIAN STUDENTS ONLY – if your CAS states “*please note we have accepted the provisional certificate as the degree is complete and awarded*” you can provide an original provisional certificate as evidence of your academic qualification.**

Look at the [Tier 4 Policy Guidance](#) to ensure your documents fully meet the requirements. If you cannot provide the required original documents, contact your College (undergraduate and visiting students) or Department (graduate and recognised students) for advice, including where qualifications that you have not completed are mentioned. If any of these documents are not in English you must also send a translation in the required format. Only send evidence for qualifications listed on your CAS Statement.

If your CAS states “*Assessed on progress on current course*” you are not required to provide evidence of any academic qualification.

If you are coming to Oxford as a visiting student, your CAS may state ‘student has been assessed as competent by the home institution – we have not required to see any qualifications’ and you are not required to submit any evidence with your application.

Additional Information

Add anything here that you think is relevant to your application.

The Declaration

You must then make a declaration that all the information is correct to the best of your knowledge.

Assistance with the online form beyond this point is limited (due to having to make a declaration and pay!) but if you have any questions please do contact student.immigration@admin.ox.ac.uk

BIOMETRIC RESIDENCE PERMIT (BRP) COLLECTION LOCATION IN THE UK

Once your application has been processed you will be issued with a short 30 day travel visa which will be stuck in your passport. The date you can enter the UK using this travel visa will be calculated to start based on *either* 7 days before your intended date of travel as included on your application form *or* one month before the course start date on your CAS, whichever is later. You are then required to collect the full length visa once you arrive in the UK. Information about collection has to be included on your application.

WHERE TO COLLECT YOUR BRP

Where prompted, you will have to choose where to collect your BRP within 10 days of arrival in the UK (this will include any BRPs for your dependants who are travelling with you). You can choose between the Examination Schools in Oxford*, the main Post Office in Oxford or another Post Office location within the UK.

**FROM THE EXAMINATION SCHOOLS*, HIGH STREET, OXFORD ON
TUESDAY 25 SEPTEMBER TO FRIDAY 28 SEPTEMBER (INCLUSIVE), MONDAY 1 OCTOBER AND TUESDAY
2 OCTOBER**

There are designated 1 hour slots on all these days as follows:

10-11am, 11am-12 noon, 1-2pm, 2-3pm, 3-4pm

(Please note that there is **no collection from the Exam Schools on Saturday 29 September or Sunday 30 September**)

Select the third box '**ALTERNATIVE LOCATION**' and enter the code **2HE627**

This option is recommended if you are arriving around these dates as space is limited at the Post Office and there will be more staff available at the Examination Schools. Please also [sign up here](#) to let us know when you might pick up the card so we can estimate numbers each day, you can change this time later if needed.

FROM ST ALDATES POST OFFICE IN THE CENTRE OF OXFORD

Select 'SPONSOR ADDRESS POSTCODE' and enter the postcode OX1 2JD

To choose your residential address or a different location, please follow the instructions, although we strongly encourage you to use the above option.

Further details about how to collect your BRP will be provided by the Home Office when your travel visa is issued

***FOR MBA, MFE, MPP AND ANY EARLY STARTERS – PLEASE DO NOT CHOOSE THE EXAM SCHOOLS FOR COLLECTION OF YOUR BRP AS YOU WILL BE DELAYED IN ENROLLING, OPENING A BANK ACCOUNT ETC.**

Biometric Appointment

The next step is to book an appointment to give biometric information at a Visa Application Centre (VAC). Please follow the instructions on the application.

Immigration Health Surcharge (IHS)

All applications for a visa longer than 6 months will require the payment of an Immigration Health Surcharge (IHS). This will give you access to the NHS in the UK for the duration of your course. You will pay the IHS at this stage of the online application process. Further information about this is available from the [Home Office](#) and is also information on [our webpage](#) – see point 6.

And finally.....

Save a copy of the application and any documentation you submit for your own reference. We hope your application goes smoothly. If you follow the instructions carefully to show you meet the requirements you should not encounter problems. However if you do experience difficulties or your application is refused, contact your Department or College or email [Student Immigration](mailto:student.immigration@admin.ox.ac.uk) as soon as possible.

If you think you have made a mistake on your application after submission and payment, please do not cancel it until you have contacted us (student.immigration@admin.ox.ac.uk) and received advice on how to proceed.

NOTE FOR STUDENTS APPLYING IN THE USA

Please note there is additional information about where to send your application pack from within the US. UK Visas and Immigration in the US has produced a guide which includes the address in New York (do not send your documents to the UK!) where the application pack has to be sent. You are also required to provide a return shipping waybill and envelope. This must not be hand written but electronic:

<https://www.gov.uk/government/publications/usa-apply-for-a-uk-visa>