

DOCUMENT CHECKLIST FOR RENEWING A TIER 4 VISA IN THE UK

CAS (Confirmation of Acceptance for Studies)

The CAS application form can be downloaded from:

www.ucl.ac.uk/current-students/services/casform.doc (All UCL courses)

www.ucl.ac.uk/current-students/services/casformdoc2013 (Doctorate Extension Scheme only)

Your CAS will be emailed to your UCL email account once it has been processed. A CAS reference number can only be used once. **It is only valid for 6 months.**

Academic and Language Certificates

Original certificates or other original documents used to assess your suitability for the course, including English Language certificates.

Academic progression evidence

Original certificate or transcript of degree for which your current Tier 4 visa was issued to study or 'Formal written confirmation' from your current sponsor confirming that you are **highly likely** to complete your course successfully.

IOE & CLIE pre-sessional students **must** submit their certificate of successful course completion

Valid Passport(s) for you and any dependants.

Your current passport plus previous passport(s) if your Entry Clearance or Residence Permit is in a previous passport(s).

Two Identical Passport Photographs for you and any dependants

Taken in last month. Cream or light grey background.

Size: 35mm by 45mm. Head size: 29mm to 34mm. Name and date of birth on the back. Place in a small envelope. Please read the detailed guidance on the Home Office website:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidance0409.pdf>

Biometric Residence Permit, if issued.

Police Registration Certificate(s) if applicable.

It is very important that any changes of address are reported and recorded on the certificate otherwise you could be in breach of immigration rules.

Payment: Main Applicant: £457 – by post, **£1,047** – Same day service, **£916** – Priority 10 day service
Each Dependant: £457 – by post, **£1,047** – Same day service, **£916** – Priority 10 day service

Payment is made via your bank card at the time the application is submitted on-line. **Please wait to have your application checked by the Advice Team before making the payment** as changes cannot be made to your application once the payment has been accepted.

You'll also have to pay the **Immigration Health Surcharge** at the end of your application. The cost is **£150** for students and any dependants unless an exemption applies. This sum is an annual amount. If your period of leave includes part of a year that is 6 months or less, the amount payable for that part of a year is half the specified amount, ie £75 for students and dependants. If the period of leave includes part of a year that is more than 6 months, the full annual amount is payable.

Academic Technology Approval Scheme (ATAS)

It will be stated in your CAS if you need an ATAS certificate.

To apply, and for a list of relevant courses, please see the Foreign & Commonwealth Office (FCO) website at <https://www.gov.uk/academic-technology-approval-scheme>

The certificate can take **at least 20 working days** to be processed.

Students will need to **apply to the FCO well in advance** so that it can be submitted with the visa application form.

Please ensure that all documents are **Originals**. **Keep a copy of your form and ALL documents submitted.**

Evidence of Finances for Living Costs and Fees

• If you are applying for a Tier 4 visa in the UK on the **Doctorate Extension Scheme**;
You only need to show that you have two months of maintenance funds available to you - £1,265 per month - **£2,530**.

If you are not applying for DES you will need to show you have **£1,265** per month (for the duration of the course up to a maximum of 9 months) - **£11,385**.

The bank account must be in **your name or in a parent's or legal guardian's name**. If you wish to use a bank account in your parent's or guardian's name or names, you must also include evidence of their relationship to you – a **birth certificate** and a **supporting letter**. **Please note that this letter must contain specific information, please see Tier 4 Policy Guidance.**

The bank statements should be **not more than 31 days old**. You must show that the money has been held in the account(s) for a minimum of **28 consecutive days**. The account balance must not drop below the relevant amount during the whole of the 28 day period.

If you have any **unpaid tuition fees** then you will need to demonstrate that you have this money in addition to the maintenance funds for the consecutive 28 day period.

If you have any other financial documents e.g. a loan letter or a certificate of deposit then please read the UKCISA guidance very clearly (link below at the bottom of the page) and/or speak with an adviser.

Please also check the Tier 4 Policy Guidance carefully:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/261401/Tier4migrantguidance.pdf

Official Financial Sponsor Letter

If you are sponsored by your Government, UCL Scholarship or other Official Sponsor you will need a letter from the scholarship body confirming continued support.

Official Financial Sponsor Consent Letter

You must provide a letter from your Sponsor giving unconditional consent to your continuing to study in the UK if you are currently **wholly supported (fees and living costs paid)** by a government or an international scholarship agency, or **have ever received** financial sponsorship.

For further details, please see the Tier 4 Policy Guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/261401/Tier4migrantguidance.pdf

Tuition Fee Receipt (Stamped by the Student Fees Office)

If you have already paid some or all of this year's tuition fees. This information may be shown on the CAS statement. A tuition fee receipt is not necessary if on your CAS it states that you have paid your tuition fees in full.

Accommodation Charges Receipt

This is only applicable if you are in a UCL or Inter-Collegiate Hall of Residence. Up to £1265 can be deducted from the maintenance requirement above if you have paid for your accommodation in advance.

You can download detailed Tier 4 guidance from:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/261401/Tier4migrantguidance.pdf