

Guide to Completing the Tier 4 Application Form from inside the UK

May 2018

ACCESSING THE FORM

- Access the UK Government website <https://www.gov.uk/tier-4-general-visa>
- Read through the guidance, and once you have done so select 'Extend your visa'
 1. Overview
 2. [Eligibility](#)
 3. [Knowledge of English](#)
 4. [Documents you must provide](#)
 5. [Apply](#)
 6. [Extend your visa](#)
 7. [Switch to this visa](#)
 8. [Family members](#)
- From this page, find 'Apply for the standard or premium service' and select 'apply online'

Apply for the standard or premium service

You can [apply online](#):

- for the standard service
 - to book an appointment at a premium service centre
- You will now see information about the application process and the application fees. Read through this information, and at the bottom of the page, select 'Apply now'

Apply now

- Enter your location which should be inside the UK and press save and continue
- If you have other applications with the Home Office at the time you are applying you must state this here.
- Answer the question about Immigration adviser. This includes a Lawyer or Solicitor but would not be relevant if you apply through the International Student Advice office (ISA).
- Enter your e-mail address and a secure password.
- You will now be asked who this e-mail address belong to, you should select 'you'. Then press 'save and continue'
- If you have another e-mail address you can enter this now. You are not required to do so, however if you do, you will be asked which e-mail address you would like them to use to contact you. Select your preferred choice.
- Check the answers, and press continue if these are correct.

You will now be sent an e-mail which will include a web-link to your personal application (as below). You must keep this safe as you will use this to access your application at a later date. Without this link you will have to start the application over again.

UK Visas & Immigration

Your visa application has been saved.

Use this link to sign in to your application:

[Tier 4 \(General\) student](#)

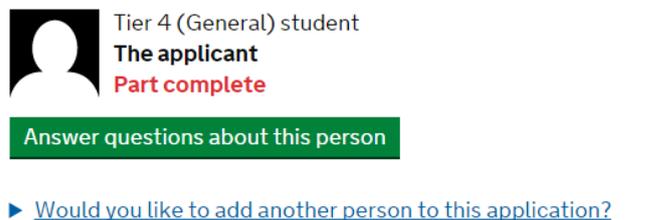
UK Visas and Immigration

PLEASE DO NOT REPLY TO THIS EMAIL

ANSWERING THE QUESTIONS

Please note that each person will see different questions depending on the answers they give.

- You will now see your application. When you are ready to begin completing the application, select 'answer questions about this person'.
- If you are applying with dependants you can add them to the application at a later stage – please continue to follow this guidance and the process of adding family members will be explained.



The card displays a placeholder profile picture on the left. To the right, the text reads: 'Tier 4 (General) student', 'The applicant', and 'Part complete' in red. Below this is a green button with the text 'Answer questions about this person'. At the bottom, there is a blue link with a right-pointing arrow: 'Would you like to add another person to this application?'.

Begin answering the questions, and press save and continue after each one. If you wish to stop at any point and come back to the application later, select 'return to this application later'. You will then be given the option to e-mail the application link to yourself. We recommend that you do this. When you are finished you should select 'log out' from the same place.

[Return to this application later](#)

- **Your name** (should accurately reflect the details on your passport including middle names or initials)
- **Any other names**
- **Your contact details**
- **Your gender and relationship status**

- **Your nationality, date of birth, country and place of birth** (should accurately reflect the details on your passport)
- **Your passport information** (please note that your current original passport should always be submitted with your application)
- **Your identity card** (Applicable if you have a valid identity card from your home government)
- **Your other nationalities**
- **Your current UK immigration status.**
 - *Do you currently have a visa or leave to remain?* This is asking if you currently have a valid UK visa.
 - *What type of visa or leave to remain do you have?* This question is asking about the category of visa that you have. Most students will have a Tier 4 General Leave to remain.
- **Your current visa or leave to remain.** Enter the start and end dates of your current UK visa
- **Revocation, cancellation or curtailment**
 - *Has your visa or leave to remain ever been revoked, cancelled or curtailed?* The most likely of these is curtailment which would happen if your employer/education provider stopped sponsoring your visa. You would then receive a notification that your visa had been shortened. If you suspect that your sponsor may have stopped sponsoring your visa, but have not received a letter from the UKVI, please contact ISA.
- **Your most recent leave.** If your current visa is Tier 4, select 'yes'
- **Police Registration** (**you may not see this question depending on your nationality**). Confirm whether or not your current visa requires you to register with the Police.
- **Biometric Residence Permit.** This is a visa that is on a card as shown below. If your visa is inside your passport then you may not have a biometric residence permit. The number you need is at the top right hand side.



- **Your National Insurance number** If you have been working in the UK you should have a National Insurance Number
- **Study as a Tier 4 Child** – This question is about the visa type you held, not about your age. You should only select 'yes' if you previously held a Tier 4 (child) visa.

ENGLISH LANGUAGE QUESTIONS

You will only see some of these questions depending on how you answer. If you are from a majority speaking English language country (as defined by the UKVI) you should not be asked

these questions, however you must check that your CAS states this and contact your academic school if it does not.

- If you are not a national of a majority English speaking country you will be asked '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'?' This means that the University has assessed your English ability but has not specified what they have used to do so. If your CAS states 'HEI has made an assessment', select 'yes' to this question.
- If you select 'yes', you will proceed to the 'Further questions' section below. If you selected 'no' you will be asked if you have 'studied an academic course in a majority English speaking country that is equivalent to a **UK degree or above**?' If you have completed a degree in either of these countries, select 'yes'. Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, USA.
- If you select 'yes', you will proceed to the 'Further questions' section below. If you selected 'no' you will be asked if you are you applying to study a course on English as a foreign language. If you will be studying Foundation English, or Pre-sessional English, select 'yes'.
- You will now be asked 'Have you passed an approved English language test?' This would include an IELTS or Trinity test taken at an approved test center. You may need to check the link on this page of the application to find out if you have taken an **approved test** at an authorised location. Only select 'yes' if your CAS details your English Language Test scores.
- If you select 'yes' you will be asked 'Did the test assess your reading, writing, speaking and listening skills at the level required for your qualification?'

Your answer should be matched to what it says on your CAS at the section shown below:

SELT Required:
Reason Not Required:
Previously UK Student:

Your CAS will state one of the following options:

Is SELT required – Yes - This means that your English was assessed using an approved English language test. If your CAS states this, followed by your test scores and certificate reference number, select 'yes'.

Is SELT required – No, Reason not required:

HEI has made an assessment This means that your test score was not at the required level for your qualification and that the University has assessed your English in another way. You should select 'no' to this question.

FURTHER QUESTIONS

- **Problems with immigration to the UK** - Provide information if you have any UK immigration problems including a visa refusal.

- **Problems with immigration to countries other than the UK** - Provide information if you have any immigration problems including a visa refusal (Do not include the UK)
- **Public Funds** – Public Funds refers to money received by the UK Government
- **Convictions and other penalties** – you must declare any offence and give details. This includes driving offences, cautions, warnings and reprimands.
- **War crimes** - you must declare any offence and give details.
- **Terrorist activities** - you must declare any offence and give details
- **Terrorist organisations** –you must declare any offence and give details
- **Terrorist views** - you must declare any offence and give details

Sponsor Licence Number and address - In this section they are referring to Heriot Watt University as your visa sponsor, not a financial sponsor. If your CAS has been issued by Heriot Watt University then the Sponsor Licence Number starting 'F7' will be stated at the top of the second page. This should be keyed in using capital letters. The Sponsors Address is as follows:

House Name or Number:	Heriot Watt University
Street:	Riccarton
Town or City:	Edinburgh
Postcode:	EH14 4AS

- **Place of Study** – Heriot Watt University is a Higher Education Institution.
- **Primary site of study.** This is asking what campus you will be studying at. If it is the Edinburgh campus, select 'yes' for the Scottish Borders or Orkney campus enter the campus address as below

Heriot Watt University
 Scottish Borders Campus
 Galashiels
 TD1 3HE

Heriot Watt University
 Orkney Campus
 Stromness
 KW16 3AW

- **UCAS Details** – You will only have applied through UCAS, and have a UCAS number if you are doing an Undergraduate programme. You can find this number on your offer letter.
- **Academic Technology Approval Scheme (ATAS).** You must check your offer letter and CAS to see if you require an ATAS certificate. If you do, you must have this before you make your visa application.
- **Current or past official sponsor.** This question refers to an official financial sponsor (as defined by the UKVI) that you have had in the last 12 months. This does not refer to sponsorship you are about to receive.
- **Future official financial sponsor.** This question is about sponsorship you will receive for your future studies. Please check the definition of official financial sponsor if you are unsure.

- **Maintenance funds.** Select whether the funds are in your own name (including a scholarship/official sponsorship), or in the name of a parent or legal guardian.
- **Course Information.** List the name of the University, your course name, and the qualification you will get. The qualification you will get is listed in the CAS as SCQF level such as SCQF 10, 11, 12 (Qualification level used in Scotland), or a CEFR level such as B1 or B2. Enter the start and end dates as stated on your CAS. PhD students should take care not to select 'Postgraduate Doctor or Dentist'.

Provide the course start and end dates as detailed in your CAS

“Are you applying to be a Student Union Sabbatical Officer?” Typically this only refers to someone who is taking a year out to work as a Student Union Officer, such as the Student Union President or Vice President.

- **Doctorate Extension Scheme.** If you are within 60 days of completing your PhD programme and are applying for one additional year in the UK as part of the Doctorate Extension Scheme you should select yes to this question. If you are unsure about this please seek advice from ISA.
- **Accommodation payments.** This only applies to payments made for University accommodation. A maximum of £1265 can be deducted from the funds required and you must provide an original receipt as evidence of this with your application. If you are not staying in University accommodation you should select 'no'
- **Course Fees.** Use the information on your CAS to complete this section. If you have paid some of your fees but this has not been shown in your CAS please contact the team that issued your CAS letter.
- **Your Confirmation of Acceptance for Studies** You will need your CAS number before you can continue with the application.

CHECK YOUR ANSWERS

STOP when you reach this section. If you wish for an Advisor to check your application for you (strongly recommended) then you must stop here. If you go beyond this point you may need to start from the beginning again.

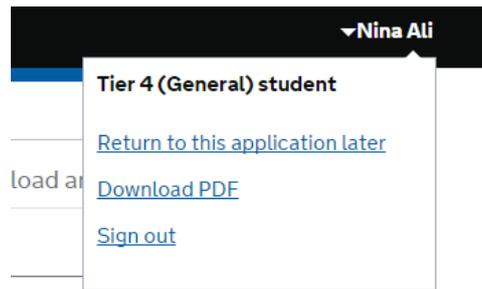
#Check through your answers.

- If you are applying with dependants select 'back to people' from the top of the page, and complete your dependant applications.

1. Start **2. Application**

[Back to people](#)

- If you are applying alone, or have already completed your dependant applications, select 'Return to this application later' from the top left drop down box. You will then be given the option to e-mail the application link to yourself. We recommend that you do this.



You should now go back to the same drop down box and select 'log out'