



# International Student Support

## Applying for more time in the UK as a Tier 4 student dependant

**This guidance note provides information about how your family members who are already in the UK as your dependants can apply to extend their dependant visas.**

Please note, only certain family members can stay in the UK as your dependants – you must check the UK Visas and Immigration (UKVI) requirements to see if your family members are eligible to apply from within the UK. Be aware that the rules may have changed since you last made an application.

For more information about whether your family members can make an application in the UK as your dependants, please consult the UKCISA (UK Council for International Student Affairs) website: [www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants](http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants)

For information about applying as a tier 4 dependant outside the UK, please refer to the UKVI website: [www.gov.uk/tier-4-general-visa/family-members](http://www.gov.uk/tier-4-general-visa/family-members)

### Making the application

#### 1. Adding your dependants to the Tier 4 online application:

If you are making a Tier 4 application in the UK, you will use the Tier 4 student online application, which you will find at: [www.gov.uk/tier-4-general-visa/extend-your-visa](http://www.gov.uk/tier-4-general-visa/extend-your-visa)

If you are including dependants with your application, you will add them to the same form. When you start completing the online form, you will be asked if you would you like to add another person to your application.

This leaflet is produced by:

International Student Support Service

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NOTTINGHAM  
TRENT UNIVERSITY 

## 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

Ms Minnie Mouse

Part complete

Answer questions about this applicant

## 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 need to add dependants to your application, confirm if you would like to add a *dependant child* or *dependant partner/spouse* and click on *add this applicant*. You will need to repeat this for each dependant you wish to add to the application.

## 2. Completing the dependant sections on the Tier 4 Student online form:

For information on how to complete the Tier 4 Student online form, please consult our separate guidance note. You will be required to provide the following information for each dependant:

- Personal information (name, contact details)
- Contact details:

If you would like your dependant's new BRP to be returned to NTU, please complete the contact details section as below:

I want to receive mail at a different address.

Tell us the address where you want us to write to you

This must be in the UK.

International Student Support

Nottingham Trent University

50 Shakespeare Street

Town/City

Nottingham

Postcode

NG1 4FQ

Save and continue

Cancel

- Passport details
- Immigration status
- Relationship details
- BRP (If applicable)

- National Insurance Number (if you have one)
- Immigration history (previous visa refusals)
- Working as a Doctor in training/dentist
- Public funds
- Criminal or unspent convictions
- Other history

### 3. Documents required:

You will be required to provide the following documents for each dependant you are including in your online application:

Document	To be provided by...
Current passport	All dependants
Biometric Residence Permit (BRP)	All dependants in possession of a BRP
Police Registration Certificate	All dependants with the requirement to register with the Police
Personal bank statements (see below for further guidance on bank statements which can be used by dependants)	Applicants who use their personal funds to pay for their studies and living costs
Official sponsorship letter	Applicants who have an official financial sponsor (eg, their government) who also provides funding for their family members
Proof of address (e.g. utility/council tax bill, bank statement)	Dependants over the age of 16.

### Meeting the maintenance requirement for dependants

Your dependants must show that they have at least **£680 for each month their new visa will be granted for, up to a maximum of £6,120** (9 months). For example, if you have 2 dependants and you are applying for a visa for a 12-month course, you will have to show that you have £12,240 in savings for your dependants in addition to your own living costs and course fees.

The money can be held in either the dependant's bank account or in the lead applicant's (the student's) account. If you have an official financial sponsor (e.g. your government) who pays for all of the dependants' living costs, you will need to provide a letter confirming this. Make sure the official financial sponsorship letter includes your dependants' names and covers the full duration that the visa will be extended for.

You will need to provide either of the following documents to demonstrate that your dependant meets the maintenance requirement:

#### Your dependant's personal bank statements, or the lead applicant's (the student's) personal bank statements:

- Must cover a period of at least 28 days
- Must show that the required amount of money has been held in the bank account for at least 28 days continuously
- Must show a closing balance dated less than 31 days before the application is made
- Must show the dependant's name (or the lead applicant's name), the account number, the date, bank logo and amount available
- If not in English, must be accompanied by a fully certified translation by a professional translator

Official financial sponsorship letter (e.g. from your Government):

- Must confirm that the official financial sponsor will cover the living costs for all family members
- Must include the dependants' names

**Visa Application fee for dependants**

<b>Tier 4 dependant visa application fee (for applications made in the UK)</b>	
Standard application	£494.20 application fee (includes biometric enrolment fee) + immigration health surcharge)
Priority application (decision within 10 days after appointment)	£971.20 application fee (includes biometric enrolment fee) + immigration health surcharge)
Super Priority application (decision within 1 working day after appointment)	£1,104.20 application fee (includes biometric enrolment fee) + immigration health surcharge

The fee for your dependants' applications will be added to your application fee and you will be required to pay the total fee online once you have finished completing the Tier 4 Student online application.

In addition, dependants will be required to pay the "immigration health surcharge". The fee is calculated according to the length of visa you are applying for. The fee is £300 per year for each dependant, plus £150 per part year (up to 6 months). You can use the Immigration Surcharge Tool on the Home Office website (<https://www.immigration-health-surcharge.service.gov.uk/checker/type>) to check how much you will have to pay.

You will be directed to the payment page for the Immigration Health Surcharge before you pay for your visa application fee. Once the payment has been made, a reference number will be generated and printed on your visa application cover sheet. For full information about the immigration health surcharge, please check:

<https://www.gov.uk/healthcare-immigration-application/overview>

Once you have submitted the application online, you will be required to book an appointment for yourself and your dependants through [UK Visa and Citizenship Application Services](#) in order to submit your documents and biometric details. You can either book an appointment at one of six core locations in major cities (including Birmingham and Manchester) during office hours on a free to use basis, or use an enhanced user-pay service in 50 local libraries (including Nottingham Central Library), with prices starting from £60. Please check the UKVCAS website for further information: [www.ukvcas.co.uk/home-internal](http://www.ukvcas.co.uk/home-internal)

**Further information and guidance**

Check the UK Council for International Student Affairs' website (UKCISA) for more detailed information about the eligibility criteria and requirement for dependants:

[www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants](http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants)

The UKVI Policy Guidance for PBS dependants contains full details of their requirements:

[www.gov.uk/government/publications/guidance-for-dependants-of-uk-visa-applicants-tiers-1-2-4-5](http://www.gov.uk/government/publications/guidance-for-dependants-of-uk-visa-applicants-tiers-1-2-4-5)

Students making visa applications within the UK should take advice from the International Student Support Service prior to submitting their application. The International Student Support Service offers a comprehensive service, including information sessions and an application checking service. Full details are available on our website at:

[www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)

