



International Student Support

Tier 4 visa application checklist

This information is for students planning to apply for their visa extension from inside the UK. You must prepare the following documents before making your visa application. Your documents can be originals or copies – however, your passport and UK visa need to be originals.

- ☐ **Printed draft copy of your completed Tier 4 online application** (please refer to our separate guidance note for advice on completing the online application)
- ☐ **Current passport**
- ☐ **Biometric Residence Permit** (if you have one)
- ☐ **Police Registration Certificate** (if you were required to register with the police) – this must be up to date with details of your current address, current visa and current passport
- ☐ **Financial evidence**
 - Bank statements (if you / your parents pay for your studies) – must prove that the required funds have been saved in your or your parent's personal bank account for 28 days or longer. **Please see reverse page for detailed information about bank statement.**
 - Sponsorship letter (if you have an official sponsorship, e.g. from your government) – please see reverse page for detailed information about sponsorship letter requirements.
- ☐ **Documents used to obtain offer** – you must provide all documents (qualification certificates/transcripts) which you used to get your offer onto the degree course. These documents will be listed in your CAS statement.
- ☐ **ATAS certificate** (if applicable – check your CAS statement)
- ☐ **Professional translations** of any of the above documents (if they are not in English) of any of the above documents if they are not in English - read our guidance on translations to check that your translation meets the strict UKVI requirements.

This leaflet is produced by:

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Bank statements –UKVI requirements

In order for your visa application to be successful, your bank statements must meet strict requirements. Your bank statement must include all of the following details:

- ☐ The account holder's name (e.g. you / your parent)
- ☐ The account number
- ☐ The bank's name and logo
- ☐ The date
- ☐ A list of transactions covering at least 28 days.
- ☐ The statement must be recent, with an ending balance no older than 31 days before you apply for your visa

Electronic bank statements (i.e. bank statements which have been printed, either by yourself or in the bank branch) must include all of the above AND:

- ☐ The bank's official stamp on every page of the statement

Students using their parent's personal bank account must provide bank statements which meet the above criteria, in addition to:

- ☐ Your birth certificate showing your name and your parent's name(s) (plus an official translation if it is not written in English)
- ☐ A letter from your parent(s), confirming you are their child and that they consent to their funds being used to support your studies in the UK

All bank statements must prove that the required funds (your course fees and living costs) have been saved in the bank account consistently for a period of at least 28 days.

Sponsorship letter – UKVI requirements

Students who have an official financial sponsor (e.g. your government) who pays for their studies must provide a letter from their sponsor, which includes all of the following:

- ☐ The student's full name
- ☐ The date
- ☐ The duration of the sponsorship
- ☐ The exact amount of money the sponsor is providing to the student OR confirmation that the student's official financial sponsor will cover all of his/her tuition fees and living costs
- ☐ Printed on letterheaded paper
- ☐ Stamped with the organisation's official stamp

If your official financial sponsor does not cover all of your tuition fees and living costs, you must also provide a bank statement showing you have access to the remaining funds to cover the maintenance requirement.

Further information

If you require more information about the UKVI requirements for financial evidence, or want to check if the document you are planning to provide is suitable, please contact the International Student Support Service (int.support@ntu.ac.uk).