



International Student Support

Tier 4 student visa application Completing the UKVI Tier 4 Student Visa Online Application (Applying Overseas)

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NOTTINGHAM
TRENT UNIVERSITY



Introduction

This guidance is for students completing the online Tier 4 application form when applying for a Tier 4 visa **overseas**.

Please visit our webpages: www.ntu.ac.uk/tier4visa for further information about the Tier 4 requirements that you need to meet before applying.

1. Where, when and how do I apply for a Tier 4 visa overseas?

- UKCISA (UK Council for International Student Affairs) have a very useful checklist summarising the steps involved in making a Tier 4 visa application: www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-outside-the-UK
- Check the specific local visa application process in your country of residence through these webpages: www.gov.uk/find-a-visa-application-centre
- You should only apply for a Tier 4 visa once you have obtained your CAS (Confirmation of Acceptance for Studies) number (see www4.ntu.ac.uk/student_services/international_students/visas_and_immigration/cas_number/index.html) and you have met the Tier 4 requirements and you are aware of the procedures for applying in your local visa application centre.
- You can submit your application **no earlier than 3 months** before your course start date. You should get a decision on your visa within 3 weeks of attending your appointment at the visa application centre, but the process can take longer at busy times (summer months).
- The date of application submission will be taken to be the date that you pay your Tier 4 application fee, i.e. the date shown on your application fee payment receipt.

2. Starting your application

Go to www.gov.uk/tier-4-general-visa/apply and click on “apply online” in the section called **Apply outside the UK**. Please make sure you click on the correct link as there are 2 different applications forms, one for applying in the UK and one for applying outside of the UK.

You should read the [full guidance](#) before you apply.

You'll also have to [pay the healthcare surcharge](#) as part of your application. [Check how much you'll have to pay](#) before you apply.

Apply outside the UK

You must [apply online](#) for a Tier 4 (General) student visa.

You'll need to have your fingerprints and photograph taken at a [visa application centre](#) (to get a biometric residence permit) as part of your application.

You'll have to collect your [biometric residence permit](#) within 10 days of when you said you'd arrive in the UK (even if you actually arrive at a later date).

You may be able to get your visa faster or other services depending on what country you're in - check with your visa application centre.

North Korea

You can't apply online if you're living in North Korea.

To apply from North Korea you must:

- download the [application form and guidance](#) - read the guidance if you need help filling in the form
- [read the instructions](#) to find out where to take your completed form

[Visa processing times](#)

[Visa fees](#)

[Register of licensed sponsors: students](#)

Explore the topic

[Student visas](#)

[Visas and immigration](#)

Confirm your visa type

Select the correct visa category you are applying for: Tier 4 (General) student visa.

 **GOV.UK** Visas and Immigration

Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

Short-term student visa

Tier 4 (General) student visa

Tier 4 (Child) student visa

Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)

[Next](#)

 **GOV.UK** Visas and Immigration

Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

Enter the country in which you are making your application and wish to provide your biometrics

[Can I enter any country?](#)

[Next](#)

Enter the name of the country you are applying from – this is normally the country where you live.

You must [check the available biometric enrolment locations](#) for your country of application. You will not be able to change your country of application after you have submitted your application.

If you have entered a country where no biometric enrolment location is available, then you will be redirected to another country. If it is difficult for you to travel to the redirected country, then you can [change the country where you will be providing your biometrics](#).

China

[Change the country where you will be providing your biometrics](#)

- I have checked [available biometric enrolment locations](#) and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country.
- I am unable to travel to a location in my selected country or, as there is no location available, to the redirected country.

Next

Check the visa application centre locations for your country and confirm you will be able to travel to one of the centres. Please note the visa application centre may be located in a different country if there are no centres in your country.

Register your e-mail

BETA This is a trial service

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Your email and password

Email address

You need an email address and password so you can save your application and go back to it later.

An email will be sent to:

Create a password

Your password must:

- be at least 8 characters long
- contain at least one letter
- contain at least one number or symbol such as @ or %

Your password is ok

Choose an email address you check regularly. Once you have set up your password, you will be emailed a unique web link which you need to use to log back in to your application. Follow the instructions for creating a password. If you think you will have difficulty remembering your password, write it down and keep it somewhere safe.

We may use email to contact you about your application, for example, we may contact you for further information, or send a decision on your application by email. We may also use email to contact you about your immigration status after your application has been decided.

You must notify us immediately if the contact email addresses you provide as part of this application change.

If your email is wrong, click [here](#) to change it.

Who does this email address belong to?

- You
- Someone else

Save and continue

[Return to this application later](#)

At any stage of your online application, you can select the option, **“Return to this application later”**. You will automatically be re-sent the email link to your latest saved application.

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Your telephone number

We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided.

You must notify us immediately if the contact telephone number(s) you provide as part of this application change.

Provide your telephone number

Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

Where do you use this telephone number?

You can select more than one option

- For use whilst in the UK
- For use whilst out of the UK

Select whether this is your home, mobile or work telephone number

You can select more than one option

- Home telephone number
- Business telephone number
- Mobile telephone number

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Are you able to be contacted by telephone?

- I can be contacted by telephone call and text message (SMS)
- I can only be contacted by telephone call
- I can only be contacted by text message (SMS)
- I cannot be contacted by telephone call or text message (SMS)

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

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Your Confirmation of Acceptance for Studies

UKVI may contact you by telephone about your application, so make sure you use a number where they can reach you. For international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

Confirm if and how UKVI can use the telephone number you have provided.

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes No

Confirmation of Acceptance for Studies reference number

[Save and continue](#)

[Return to this application later](#)

You can find your CAS number in your CAS email. CAS numbers can only be used once. If you do not have a CAS number, please contact us for further advice.

3. Completing your Tier 4 visa online application

Your name



1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

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Your name

Enter your name, as shown in your current passport or travel document.

Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.

All given names

Family name

[▶ I cannot enter my name using a current passport or travel document](#)

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you have only one name, click on “I cannot enter my name using a current passport or travel document” and then “I do not have both a given and family name”.

Any other name

If you have, or have had any other name, tick “Yes” and provide your other name on the next screen.

GOV.UK Visas and Immigration Donald Duck

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Your gender and relationship status

What is your gender, as shown in your passport or travel document?

Male

Female

Unspecified

What is your relationship status?

[I am unsure of my current relationship status](#)

[Save and continue](#)

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Your address

Address

Town/City

Province/Region/State

Postal code (if applicable)

Country

Enter the address where you live.

Is this address also your correspondence address?
We may use this address to contact you about your application, including after it has been decided.

Yes No

[Save and continue](#)

If you want UKVI to use a different address to contact you, tick No and provide your correspondence address here

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About this property

How long have you lived at this address?

Select a unit of time and enter a value

What is the ownership status of your home?

- I own it
- I rent it
- Other

[Save and continue](#)

[Return to this application later](#)

If you live at home with your parents, tick "other" and use the free text box to give information about your living arrangements.

Your passport

ice [GB] | <https://visas-immigration.service.gov.uk/next>

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Your passport

! You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Place of issue

This will be a city or province.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Day Month Year

[Save and continue](#)

Use the photo page of your passport to complete this section.

Make sure you check the details carefully.

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Visas and Immigration

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Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

- Yes No

[Save and continue](#)

[Return to this application later](#)

Students of certain countries may have a National Identity card which they are required by law to carry around in their home country as proof of their identity. If you have a valid National Identity Card, answer Yes to this question and provide the card number, issuing authority and expiry date.

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Your nationality, country and date of birth

Country of nationality

Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

For example, 31 3 2020

Day Month Year

Save and continue

Use the information on the passport you are using for your visa application. If you have other nationalities, you'll be able to add them on the next screen.

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Your immigration status

What permission do you have to be in Libya?

- I have a temporary visa
- I am a permanent resident
- I do not have a visa and I am not a permanent resident

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Tick the correct box to indicate your immigration status in the country where you are applying.

N.B. This page may not appear depending on your nationality and current residency.

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Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

- English
- Other

Save and continue

UKVI may need to interview you as part of your application. Please note that as credibility interviews for tier 4 students are used to assess the student's English language ability, this type of interview will be conducted in English.

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People financially dependent on you

Does anyone rely on you for financial support?
Include both those travelling with you and those who are not.

This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes No

[Will these dependants be included in my application?](#)

Save and continue

If you have any dependants (spouse, children for example), you will have to provide their name, date of birth and confirm if they are living with you and if they will be travelling with you to the UK. Please note that if you plan to bring any dependants (spouse/children) with you to the UK, you must first check if you are eligible to bring dependants to the UK:

http://www4.ntu.ac.uk/student_services/international_students/applying_for_tier_4_visa/dependants/index.html

If you are eligible to bring dependants to the UK, you will need to complete a separate visa application for each dependant.

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Give details about your first parent

Give details about 2 of your parents.

[What if I do not have my parents' details?](#)

What is this person's relationship to you?

Mother
 Father

Given names

Family name

If they do not have both a given and family name, enter their name(s) in the Given names field.

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Country of nationality

Have they always had the same nationality?

Yes No

Save and continue

You will be required to provide the name, date of birth and nationality of 2 parents, or tick the relevant boxes if you do not have parents' details.

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Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes No

[Save and continue](#) [Cancel](#)

If you have any relatives living in the UK, you will have to state their relationship to you and provide their name, nationality and immigration status in the UK.

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Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?
This include travel companies or sports, work, or study groups.

Yes No

[Save and continue](#)

Individual students will usually not be travelling as part of an organised group.

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Travelling with another person

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

Yes No

[Save and continue](#)

If you will be travelling with another person (**excluding any dependants**), you will have provide their name, nationality and state their relationship to you.

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Where you will stay in the UK

Coronavirus (COVID-19): Disruption to this service

Many of our UK Visa Application Centres (VACs) are temporarily closed. Some UK Visa Application Centres are resuming services where local restrictions allow. Services will reopen in phases. To check if a centre near you is open, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

There are changes at the border because of coronavirus (COVID-19). [Check what you need to do before you travel.](#)

Do you know where you will be staying in the UK?

Yes No

Provide details of where you plan to stay when you arrive in the UK. This does not have to be your permanent accommodation – you can provide the details of a hotel or relatives’ address where you plan to stay during your first few days.

If you do not know the address yet select “no” and give as many details as you can on the following page.

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UK travel history

Coronavirus (COVID-19): Disruption to this service

Many of our UK Visa Application Centres (VACs) are temporarily closed. Some UK Visa Application Centres are resuming services where local restrictions allow. Services will reopen in phases. To check if a centre near you is open, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

There are changes at the border because of coronavirus (COVID-19). [Check what you need to do before you travel.](#)

Have you been to the UK in the past 10 years?

Yes No

Tick the correct box to indicate if you have been to the UK in the last 10 years.

If you have been to the UK in the last 10 years, you will have to confirm how many times, and will have to provide some information about each of your trips, including the reason for your visit to the UK, the date you arrived (month/year) and how long you stayed.

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Medical treatment in the UK

Have you ever been given medical treatment in the UK?

For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment

Yes No

[Save and continue](#)

If you have previously been to the UK and received medical treatment, answer yes and provide the name and address of either the doctor’s surgery or the hospital where you received the treatment along with the dates. **N.B. If you were required to pay for your medical treatment, but NHS records show you have outstanding debts of at least £500, your application could be refused.**

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UK leave to remain

Coronavirus (COVID-19): Disruption to this service

Many of our UK Visa Application Centres (VACs) are temporarily closed. Some UK Visa Application Centres are resuming services where local restrictions allow. Services will reopen in phases. To check if a centre near you is open, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

There are changes at the border because of coronavirus (COVID-19). [Check what you need to do before you travel.](#)

Have you applied for leave to remain in the UK in the past 10 years?

Yes No

If you have applied for a UK visa **inside** the UK in the last 10 years, you will need to provide the date when you made this application and confirm if the application was approved or refused.

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National Insurance numbers

Coronavirus (COVID-19): Disruption to this service

Many of our UK Visa Application Centres (VACs) are temporarily closed. Some UK Visa Application Centres are resuming services where local restrictions allow. Services will reopen in phases. To check if a centre near you is open, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

There are changes at the border because of coronavirus (COVID-19). [Check what you need to do before you travel.](#)

Do you have a UK National Insurance number?

Yes No

National insurance numbers are issued to people working in the UK to ensure that any tax or national insurance payments are recorded against your name. If you have been issued with an NI number, provide the number in the box.

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Driving licence

Coronavirus (COVID-19): Disruption to this service

Many of our UK Visa Application Centres (VACs) are temporarily closed. Some UK Visa Application Centres are resuming services where local restrictions allow. Services will reopen in phases. To check if a centre near you is open, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

There are changes at the border because of coronavirus (COVID-19). [Check what you need to do before you travel.](#)

Do you have a UK driving licence?

Yes No

If you have a UK driving licence, tick yes and give your UK driving licence number.

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Public funds

Have you received any public funds (money) in the UK?

This includes benefits for people on low incomes, housing or child benefits

Yes No

Save and continue

'Public funds' refers to most benefits, tax credits and housing assistance provided by the UK government. Students are **not** normally allowed to receive public funds.

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Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

Which countries are part of the European Economic Area (EEA)?

- | | | |
|----------------------|-----------------|------------|
| • Austria | • Greece | • Norway |
| • Belgium | • Hungary | • Poland |
| • Bulgaria | • Iceland | • Portugal |
| • Croatia | • Ireland | • Romania |
| • Republic of Cyprus | • Italy | • Slovakia |
| • Czech Republic | • Latvia | • Slovenia |
| • Denmark | • Liechtenstein | • Spain |
| • Estonia | • Lithuania | • Sweden |
| • Finland | • Luxembourg | |
| • France | • Malta | |
| • Germany | • Netherlands | |

Zero

Once

2 to 5 times

6 or more times

Save and continue

If you have been to any of these countries in the last 10 years, you will have to provide some information about each of your trips, including which country you visited, the reason for your visit, the date you arrived (month/year) and how long you stayed.

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World travel history

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

Which countries are part of the European Economic Area (EEA)?

- Austria
- Belgium
- Bulgaria
- Croatia
- Republic of Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden

Yes No

If you have visited any other countries, you will have to provide some information about each of your trips, including which country you visited, the reason for your visit, the date you arrived (month/year) and how long you stayed. Do **not** include visits to the UK, USA, Canada, Australia, New Zealand or the European Economic Area.

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Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day Month Year

Why is this information important?

If your application is successful, you will be granted a visa to enter the UK. The visa will only be valid for entry to the UK for 30 days. If your visa expires before you travel to the UK, you will have to apply for a replacement visa.

After you arrive in the UK, you will collect a [biometric residence permit](#), which will show that you have permission to remain in the UK.

Save and continue

Give the date when you plan to arrive in the UK – your entry sticker will usually be valid for 1 month before the start of your course.

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Immigration history

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Yes No

Save and continue

If you have ever had a visa refusal, been deported or removed, been refused entry at the border or found yourself in any of these situations in the past, you will be asked to provide further details of the immigration problem you experienced, including the country and dates when this happened. ***N.B. It is important that you declare any of these problems on your application even if they happened a long time ago and you have been issued with a visa since.***

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Breach of UK immigration law

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

Yes No

Save and continue

If you have breached the UK immigration rules, please contact the International Student Support Service for further advice before you proceed with your visa application, as breaches can result in an automatic visa refusal.

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Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?
Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence.

Save and continue

You must give details of all criminal convictions. This includes road traffic offences and drink driving offences, as well as police cautions. If you fail to declare a conviction, your application could be refused on deception grounds, so it is important you declare any convictions. A civil court judgement is where a court has ordered you to pay money to another person or party usually because of damages or monetary loss incurred by that person or party (this could affect students who are evicted from their property as a result of not paying their rent). A civil penalty issued under UK immigration law includes fines issued to people who miss the deadline to apply for a BRP replacement.

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War crimes

You must read all of the information on this page before answering.

[War crimes](#)

War Crimes are grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict.

The types of acts that may constitute a war crime include:

- wilful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- the taking of hostages

Crimes against humanity include:

Read through these sections carefully and if there is anything you are unsure of, take advice from the International Student Support Service.

- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons

Genocide includes:

- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [legislation.gov.uk](https://www.legislation.gov.uk). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

Yes No

I have read all of the information about war crimes, including the guidance

Answer yes or no and tick the box to confirm you have read all the information on this page.



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Terrorist activities, organisations and views

You must read all of the information on this page before answering.

Terrorist activities

Terrorist activities are any act committed, or the threat of action designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that:

- involves serious violence against a person
- may endanger another person's life
- creates a serious risk to the health or safety of the public
- involves serious damage to property
- is designed to seriously disrupt or interfere with an electronic system

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes No

Terrorist organisations

An organisation is concerned with terrorism if it:

- commits or participates in acts of terrorism
- prepares for terrorism
- promotes or encourages terrorism (including the unlawful glorification of terrorism)
- or is otherwise concerned in terrorism

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes No

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

Yes No

I have read all of the information about terrorist activities, organisations and views, including the guidance

You must declare whether you have been involved in terrorist activities; been a member of or supported a terrorist organisation; or expressed terrorist views. If there is anything you are unsure of, take advice from the International Student Support Service.

Answer yes or no and tick the box to confirm you have read all the information on this page.

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Extremist organisations and views

You must read all of the information on this page before answering.

Extremist organisations

An organisation is concerned with extremism if for example it:

- is concerned in vocal or active opposition to fundamental British values, including democracy, the rule of the law, individual liberty, mutual respect and tolerance of different faiths and beliefs
- calls for the killings of members of our armed forces, whether in this country or overseas

Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?

Yes No

Extremist views

Have you, by any means or medium, expressed views that:

- oppose fundamental British values, including democracy, the rule of the law, individual liberty, mutual respect and tolerance of different faiths and beliefs
- call for the killing of members of our armed forces, whether in this country or overseas

Have you, by any means or medium, expressed any extremist views?

Yes No

I have read all of the information about extremist organisations and views, including the guidance

Save and continue

Read through these sections carefully and if there is anything you are unsure of, take advice from the International Student Support Service.

Answer yes or no and tick the box to confirm you have read all the information on this page.

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Person of good character

Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?

Yes No

Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

Yes No

Is there any other information about your character or behaviour which you would like to make us aware of?

Yes No

Save and continue

Read through these sections carefully and if there is anything you are unsure of, take advice from the International Student Support Service.

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Your employment history

Have you ever worked for any of the following types of organisation?
Include information for any paid or unpaid work. Select all that apply.

- Armed Forces (career)
- Armed Forces (compulsory national or military service)
- Government (including Public or Civil Administration and non-military compulsory national service)
- Intelligence services
- Security organisations (including police and private security services)
- Media organisations
- Judiciary (including work as a judge or magistrate)
- I have not worked in any of the jobs listed above

Save and continue

If you have worked for any of these types of organisations, you will need to provide your job title or the role you were in, the organisation you worked for and the dates of employment.

Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

7EVPXBF3X

Sponsor's address

Nottingham Trent University

50 Shakespeare Street

Town/City

Nottingham

Postcode

NG1 4FQ

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Place of Study

Will you be studying at a school or higher education institution?

School

Higher education institution

[What is the difference between a school and a higher education institution?](#)

Save and continue

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Primary site of study

Students studying at the City campus should answer as follows:

Is this the site where the majority of your study will take place?

Nottingham Trent University
50, Shakespeare Street
Nottingham
NG1 4FQ

Yes

No

Save and continue

Students studying at the Clifton campus should answer as follows:

Is this the site where the majority of your study will take place?

Nottingham Trent University
50, Shakespeare Street
Nottingham
NG1 4FQ

Yes No

Address of your primary site of study

Nottingham Trent University

Clifton Campus

Clifton Lane

Town or City

Nottingham

Postcode

NG11 8NS

GOV.UK Visas and Immigration Donald Duck

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UCAS details

Did you apply for your course through UCAS?

Yes No

[What is UCAS?](#)

[Save and continue](#)

UCAS is the Universities & Colleges Admissions Service. If you applied for your course at NTU through UCAS, tick "Yes" and provide your UCAS personal identification number. If you applied directly through the University, tick "No".

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Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used to develop weapons of mass destruction or their means of production, need to apply for an ATAS certificate before they can study in the UK. [Find out if you need an ATAS certificate here.](#)

Do you need to obtain permission from the ATAS?

Yes No

Students studying certain research courses may be required to apply for ATAS clearance before they can get a CAS from NTU. ATAS applications can be made online at www.gov.uk/academic-technology-approval-scheme. Check the International Student Support Service guidance note on ATAS for more information on our webpages: http://www4.ntu.ac.uk/student_services/international_students/applying_for_tier_4_visa/index.html

GOV.UK Visas and Immigration Donald Duck

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Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

Yes No

[What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?

My Tier 4 sponsor has confirmed this information on my CAS

Letter of official financial sponsorship

I am not being wholly sponsored

For the purpose of Tier 4 student visas, an official financial sponsor may only be one of the following: the UK Government, your home government, the British Council, any international organisation, international company, university or UK independent school. Sponsored students are required to provide an official sponsorship letter in support of their Tier 4 application. If you are paying for your studies using personal funds or your parents' funds, you should select "no".

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Course information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course. If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

Are you going to be a student union sabbatical officer?

[What is a student union sabbatical officer?](#)

Yes No

[Save and continue](#)

Name of Sponsor Institution: Nottingham Trent University
Course name: copy this exactly as it is written on your CAS
Qualification you will get: please refer to your CAS and / or the table below.
Are you going to be a student union sabbatical officer? Most applicants will tick "no". A sabbatical officer is a full-time officer elected by the members of a students' union.

Your Course at NTU	RQF Level
Pre-Sessional English for Academic Purposes (PEAP)	CEFR B2

Diploma of higher education	RQF5/SCQF8
Foundation degree	RQF5/SCQF8
Bachelor Degree (eg BSc(Hons), BA(Hons)) Graduate Diploma in Law (GDL)	RQF6/SCQF9/10
Bar Professional Training Course (BPTC) Legal Practice Course (LPC)	RQF7/SCQF11
Master Degree (eg MSc, MBA, MA, MRes, LLM)	RQF7/SCQF11
Postgraduate Certificate (eg PGCE)	RQF7/SCQF11
Postgraduate Diploma	RQF7/SCQF11
Doctoral degrees (eg PhD and including DES applicants).	RQF8/SCQF12

 **GOV.UK**
Visas and Immigration ▼ Donald Duck

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Course dates

Course start date
Provide the start date of your main course of study, but do not include any other courses you may be taking before.
Enter date in the format DD MM YYYY

Day Month Year

Course end date

Day Month Year

[Save and continue](#)

Copy these from your CAS. Students who are already part way through their course will need to refer to the start date indicated in the “documents used to obtain offer” section of their CAS.

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Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance [here](#)

Yes No

Save and continue

For the purpose of your Tier 4 application, “accommodation payments” refers to accommodation fees paid **only if you will be living in NTU-owned accommodation**. These details should be indicated on your CAS. **N.B. If this applies to you, please note that the maximum amount that can be deducted from your living costs is £1,265 even if you have paid more than this amount.** You should not include details of payments made to private accommodation providers, or deposits made towards NTU accommodation.

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Course fees

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£

Have you or your parent(s) or legal guardian(s) already paid any of your course fees? Please select No if your course does not have a fee.

Yes No

How much has been paid?

£

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS
 Receipts

Save and continue

If you are a **new student**, enter the total course fees for your **first** year of study exactly as they are indicated on your CAS. If you are a **continuing student**, enter the total course fees for your **current** academic year of study.

If you or your parents have already paid some or all of your course fees, check this amount is correct on your CAS and insert the amount here. Tick the box to confirm that your sponsor (NTU) has confirmed this information on your CAS.

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Student Loan

You must show that you have enough money to cover your course fees and living costs. [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.

Are any of the maintenance funds required for this application in the form of a student loan?

Yes No

[Save and continue](#)

You will be asked to confirm whether money for your course fees and your maintenance will be covered by a student loan. Student loans can be used as evidence only if the loan is provided by your national government, their state or regional government, a government sponsored student loan company or is part of an academic or educational loans scheme. Please read our additional guidance on financial evidence to check the requirements for loan letters: http://www4.ntu.ac.uk/student_services/document_uploads/119572.pdf

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Maintenance funds

You must show that you have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need to show and what documents you can use as evidence.

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

Yes No

[Save and continue](#)

Students who do not have an official financial sponsor will need to show that either they or their parents have saved sufficient funds to meet the maintenance requirement – £9,135 if their course is 9 months or longer, or if their course is less than 9 months, £1015 for each month of their course. The money must be saved for at least 28 days prior to submitting your visa application.

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

Yes No

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

Yes No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

Yes No

How can you prove they are your parent(s) or legal guardian(s)?

Birth certificate

Adoption certificate

Court document

If you are relying on money held in your parent or legal guardian's account, you will be asked whether you have permission to use this money and you will be required to provide a letter from them confirming this. You will also be asked which document you will use to prove they are your parents or legal guardians: a birth certificate, adoption certificate or court document (note: a legal guardian is someone who has formally been appointed by a court, usually when a child has no other parent).

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Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

Save and continue

Use this free text box if there is any other information you need to provide about your application, your documents or your situation.



Review your application now!

While it is possible to change your answers later, now is the best time to get advice. You can save your application and download it as a PDF. Then you can e-mail a copy of your application (PDF) to int.support@ntu.ac.uk if you need advice on your answers.

▼Minnie Mouse

Tier 4 (General) student

[Return to this application later](#)

6. [Download PDF](#)

[Sign out](#)

1. Click on your name on the top right hand corner of the screen.
2. Choose download PDF.

You can save or print the PDF.

Differentiation arrangements

Different documentary requirements apply for certain nationalities. For more information about these arrangements and who is affected, check the gov.uk website:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements>

Students whose nationality is on differentiation arrangements list will be asked on the application, “Do you wish to apply under the differentiation arrangements?” If this applies to you, we recommend that you answer “Yes” to this question. Those students should prepare the documents marked by an asterisk (*) on the documents list on page 29-30. However, these documents should not be sent to UKVI with your application unless they are specifically requested.

Documents showing the required maintenance funds

This is the area where most students have difficulties. You should ensure that you fully understand the maintenance requirements and you should also check that your financial evidence fully meets all of the requirements set out by UKVI:

http://www4.ntu.ac.uk/student_services/document_uploads/119572.pdf

The amount you will be expected to show to meet the maintenance requirement is:

Outstanding tuition fees (your CAS will confirm this amount) + a sum which equals **£1,015 for every month of the course, up to a maximum of £9,135** (9 months).

Example: Student is applying for a visa to study a 3-year undergraduate degree course. The course fees are 13,450 for the first year of the course and the student has paid £3,000. The amount the student has to save to meet the maintenance requirement will be:

Outstanding course fees: £10,450 (£13,450 - £3,000)

Living costs: £9,135

TOTAL: £19,585

The money must be saved for at least 28 days before you make your visa application. Students with dependants (spouse/children) will have to show more money for their family members. If you are unsure about the amount you will have to save, you are advised to contact the International Student Support Service for further guidance.

The screenshot shows the GOV.UK website interface for 'Visas and Immigration'. The user is logged in as 'Donald Duck'. The navigation bar includes 'GOV.UK', 'Visas and Immigration', and the user name. A progress bar at the top indicates the current step: '3. Documents', with other steps being '1. Start', '2. Application', '4. Declaration', '5. Pay', and '6. Further actions'. Below the progress bar is a 'Back' button. The main heading is 'Documents showing the required maintenance funds'. The text explains that users must provide documents showing required maintenance funds to cover living costs for themselves and any dependants while in the UK. It provides a link to 'refer to the guidance document here' for more information on how much money is needed. Below this, it states that users can enter details about the financial documents they will send, and that they will be able to provide details of several documents if needed. Finally, it mentions that if money is held in a different country, users can check whether their bank is on the 'list of acceptable and unacceptable financial institutions here'.

Financial institution (such as a bank or building society)

Type of document

Statements from a personal bank or building society account

Building society passbook

Letter from a bank, building society or other recognised financial institution

[Save and continue](#)

Give the name of the bank where your money is being held and tick the type of document you will be using as evidence your savings. If you are using financial evidence from more than one bank you can give those details. If you are being sponsored by an official financial sponsor, provide the name of the sponsor that is sponsoring you.

4. Documents list

The next screen will give you a list of the documents you will need to provide with your application (you will be asked to upload them on your application or to submit them at the visa application centre – this last option will incur an extra fee). The list is based on the answers you gave previously so you should provide all the documents on the list. **You may need to provide additional documents to the ones listed on the screen, for example, translations or a TB test result.**

Please be aware that if any of your documents do not meet the UKVI requirements, your application may be refused.

For further guidance on each of these documents, please refer to: www.ntu.ac.uk/student_services/international_students/applying_for_tier_4_visa/index.html
 For documents marked with an asterisk (*), please consult our guidance on “Financial Evidence for Tier 4 Student Visa Applications”, which you can find on our webpages: www4.ntu.ac.uk/student_services/document_uploads/119572.pdf

Document	To be provided by...
Current passport (and previous passports) which you have used to travel to the UK provided that you still have these.	All students.
* Personal bank statements	Students who will be showing their personal bank accounts as evidence of meeting the Tier 4 Maintenance requirement.
* Parent’s bank statements, birth certificate and letter from parents	Students who are using their parent’s bank statements as evidence of meeting the Tier 4 Maintenance requirement.
* Official sponsorship letter	Students who have an official financial sponsor, e.g. their Government
* Documents used to obtain offer	Provide all original transcripts/certificates which are listed in the “Evidence Used to obtain offer” section of your CAS. (Not applicable if your CAS states that you are assessed on academic progress).
ATAS certificate	Students who are studying specific research courses (your

	CAS will indicate if you are required to provide this).
Professional translations	Students who are submitting any of the required documents which are not in English must provide a professional English translation.
Tuberculosis test results	Please check the UKVI website: https://www.gov.uk/tb-test-visa for the full list of countries where this requirement applies and whether you may be exempt.


▼ Donald Duck

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Documents

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The passport or travel document for Donald Duck from Canada

Other documents

If you do not provide these documents, your application may be delayed or refused.

The birth certificate for Donald Duck

This must be a full birth certificate that shows the names of both of your parents.

Statements from a personal bank or building society account (hbnm)

A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you

If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.

Evidence that you have permission to be in the country you are applying from

For example, a green card, a residence permit, an official letter from an immigration authority or a visa sticker in your passport

After you submit your application, you must provide your documents to our commercial partner. You can provide your documents by:

- uploading copies of your documents yourself through our commercial partner's website, free of charge
- taking your documents (originals or copies) to your appointment where our commercial partner will scan them for you, for a fee

If you choose to pay for the assisted scanning service, all documents (originals or copies) need to be A4 size or you may be charged to make them suitable for scanning.

If we require passports, you must take the originals to your appointment. If you have self-uploaded copies on our commercial partner's website you must still take your original passports, but will not be charged for scanning.

Tuberculosis test results

You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application. [Check](#) if you need to get tested.

Save and continue

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Check your answers

Check the information below before you continue to the next section.

Maintenance

Financial institution (such as a bank or building society)	hbnm	Change
Type of document	Statements from a personal bank or building society account	
Do you want to add another financial document?		Add

Documents

Mandatory documents	<ul style="list-style-type: none"> The passport or travel document for Donald Duck from Canada 	Change
Other documents	<ul style="list-style-type: none"> Statements from a personal bank or building society account (hbnm) The birth certificate for Donald Duck A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you Evidence that you have permission to be in the country you are applying from If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results. 	

Check the list of documents again and make sure it is correct – you will be expected to be able to provide a copy of all the documents on the list.

[Continue](#)

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Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

I confirm that I understand and accept these conditions

[Save and continue](#)

Tick the box to confirm you accept the conditions of your visa and understand the consequences of staying in the UK without permission.

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Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to your application
- your supporting documents

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, your application will be refused and you may be banned from the UK and prosecuted.

I accept the above

[Return to this application later](#)

You are required to answer all questions within the application truthfully. It is a criminal offence to make a false statement. Omissions or attempts to falsify information could result in both your current application and future applications being refused.

5. Immigration Health Surcharge (IHS)

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Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

! Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now. [Check your answers](#)

Go to IHS website

Save and continue

[Return to this application later](#)

This is the last opportunity to edit your application. Please make sure that everything is correct before continuing to the IHS website.

All students making tier 4 visa applications are required to pay the “immigration health surcharge” in addition to the visa application fee, unless their visa for the UK will be less than 6 months long. The fee is calculated according to the length of visa you are applying for. The fee is £300 per year, plus £150 per part year (up to 6 months).

For full information about the immigration health surcharge, please check: www.gov.uk/healthcare-immigration-application/overview

Summary

Missing Details

Your details

- [Add where you are planning to stay](#)
- [Add your course start date](#)
- [Add your course end date](#)
- [Add whether you are continuing a course](#)
- [Add the location of your course](#)

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

Your details

Applying from UK	No
Staying in Isle of Man, Jersey or Guernsey?	Add where you are planning to stay
Full name	Donald Duck
Email	catherine.millet@ntu.ac.uk
From	Canada
Visa route	PBS Tier 4 Student
Visa type	Tier 4 (General)(Sponsored) Student
Course start date	Add your course start date
Course end date	Add your course end date
Continuing course	Add whether you are continuing a course
Location of course	Add the location of your course
NQF7 Course	
Masters Degree Course	
Course less than 13 Months	
Passport or travel document number	123456CM
Date of birth	01 January 2000

You will be asked if you are applying to stay in the Isle of Man, Jersey or Guernsey – please choose “NO” for this question.

Use the start and end date given on your CAS here. If you are applying for a visa to continue your course, you will be asked for the original start date of your course. You will also be asked if your course is at NQF7. Answer “Yes” if you are studying a Master’s degree or Postgraduate Diploma. Answer “No” for all other courses. If your course is a Master’s course, you will be asked to confirm if the course is 13 months or less, as well as the location of the course. NTU is not on the list, select “other” at the bottom of the list

Are you applying to join or remain with a person already in the UK?

[+ Add this person's details](#)

You don't need to add this person's details if they are a UK or EEA citizen.

You don't have any dependants

 [Print these answers](#)

 [Download these answers \(PDF\)](#)

6. Confirming location for collection of your BRP (Biometric Residence Permit)

BRP (Biometric Residence Permits) are issued to all students who apply for a Tier 4 visa overseas if your visa will be **issued for longer than 6 months**. If your Tier 4 visa is granted, you will be issued with a vignette (sticker inside your passport) which will be valid for travel to the UK within 30 days. When your temporary visa is issued, it will be accompanied with a letter with instructions on collecting your full Tier 4 visa (on a BRP card) within 10 days of your arrival in the UK. For further information on the collection process, please visit our webpages: www.ntu.ac.uk/brpcollection

After you have signed your declaration, you will be asked to provide details of the UK location where you wish to collect your BRP. We recommend that you choose the option to collect from NTU City Site. Select the “Collect from an alternative location” field and enter the code, **2HE392**.

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Collecting your biometric residence permit (BRP)

You must collect your [biometric residence permit](#) (BRP) within 10 days of arriving in the UK. This is a card that shows your right to be in the UK.

You can collect your BRP from a UK Post Office of your choice. [Find more information](#) about locations and opening times of UK Post Offices. You can collect your BRP from a different collection location, if your sponsor has provided you with an Alternative Collection Location (ACL) code.

Collect from a UK Post Office

Collect from an alternative location

Enter your ACL code

[Confirm location](#)

Click on “confirm location”. The NTU University address will appear as below:

Nottingham Trent University
c/o The Academic Registry
2nd Floor Dryden Centre
Dryden Street
Nottingham
NG1 5LS

7. Pay for the visa application fee and book your appointment at the visa application centre

N.B. PLEASE NOTE THAT YOUR VISA APPLICATION IS CONSIDERED TO HAVE BEEN SUBMITTED ONCE YOU HAVE PAID. THIS MEANS THAT YOU NEED TO ENSURE THAT YOU HAVE MET ALL OF THE TIER 4 REQUIREMENTS INCLUDING THE MAINTENANCE REQUIREMENT BEFORE YOU PAY FOR YOUR APPLICATION ONLINE.

The fee for the visa will be **£348**. In addition to this Visa Application Centres will offer additional services for additional cost. This can include printing facilities, document checking or faster processing times. Please check with your individual VAC as facilities can differ even within countries.

The next screen will show a list of visa application centres available for your application. Once you have selected a visa application centre, you will be able to choose an appointment date and time. You will need to upload your documents onto your appointment booking.

8. Further information and guidance

If you have any further questions after reading this guidance, please contact the International Student Support Service either via telephone +44 (0)115 848 2631 or via email: int.support@ntu.ac.uk . You may also find the following websites useful:

- UKVI website: www.gov.uk/tier-4-general-visa/eligibility
- UKCISA (UK Council for International Student Affairs) – the UK’s national advisory body serving the interests of international students: www.ukcisa.org.uk

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