

Making a Tier 4 (General) student visa application inside the UK

This guide should be used with the Tier 4 Policy Guidance which can be found on the [GOV.UK website](https://www.gov.uk).

You can apply for a Tier 4 (General) student visa in the UK if you currently have one of the visa types listed:-

- Tier 4 (General) Student where your existing Tier 4 leave is sponsored by an HEI, an overseas HEI, an embedded college offering pathway courses, or an independent school
- Tier 4 (Child) Student
- Tier 2

Please note: if you have a Tier 5 visa, Visitor visa, or any visa type not listed above you will need to leave the UK to make your Tier 4 (General) student visa application.

If there is more than 28 days between your current visa expiring and your course beginning you will also need to apply outside of the UK. Please see our guidance:

[Applying outside the UK](#)

You cannot make your Tier 4 (General) student visa application more than 3 months before your programme starts.

Academic Progression

UK Visas and Immigration have restrictions on who can make a Tier 4 visa application within the UK. They call these restrictions 'academic progression'. If you are deemed not to have shown 'academic progression' and you apply in the UK your application will be refused. You do not need to show 'academic progression' if you are applying outside the UK.

If you did not pass the programme for which your current Tier 4 visa was granted, and are applying for a visa for a different programme, UKVI will not consider this 'academic progression' and you will also need to apply outside the UK. Please see our guidance:

[Applying outside the UK](#)

If you have completed the programme for which your current Tier 4 visa was granted, you will need to show certificate of transcript to prove you have passed it otherwise your application may be refused or you can apply outside the UK.

If you have not yet received a result for which your current Tier 4 visa was granted, but SOAS are satisfied that you will pass it, your new CAS needs to contain wording to this effect otherwise your application may be refused.

If you are unsure about whether you can show 'academic progression' and apply in the UK please seek advice from the [Student Advisor \(Immigration and Finance\)](#)

If your most recent visa has expired and you are overstaying please contact the [Student Advisor \(Immigration and Finance\)](#) for advice.

The Application

Part of the process of applying for a Tier 4 (General) student visa is to provide your biometric information. This is a photograph of your face and a scan of your fingerprints that are taken every time you make a Tier 4 (General) student visa application. Your visa application cannot be processed until your biometric information has been given.

Tier 4 (General) applications that are made in the UK are (in most cases) submitted to the UK Visas and Immigration via the online application form. For guidance through this process please see our [Tier 4 Online Application guide](#)

To support your Tier 4 (General) student visa application you will also need:-

- The application fee: £475 postal, £952 for 10 day postal service or £1085 in person at Public Enquiry Office.
- 2 passport photographs that meet the [UK Visas and Immigration photo guidance](#).
- Passport(s). You must submit your current passport and any that you have previously used to travel to the UK.
- Biometric Residence Permit (BRP). The BRP is a plastic visa card issued in the UK.
- CAS (Confirmation of Acceptance for Studies). The CAS is an electronic document created by SOAS within the UK Visas and Immigration computer system. You will be issued one once you have an unconditional offer for your programme. If you have an unconditional offer for your programme but do not have a CAS, you can request one via [the SOAS website](#). If you are continuing your programme you can request a CAS via [this page on the SOAS website](#). You will be emailed a CAS statement and will need the information in this statement to complete your visa application.
- Qualifications. Your CAS statement will list the qualifications you used to obtain your place at SOAS. You must include an original certificate **or** transcript for each of these qualifications. Alternatively, you can provide a print out of a qualification or transcript from the awarding body's online checking service. You will still need to be prepared to have the original document, as the Home Office reserves the right to request this.
- Proof of English language ability. Before SOAS can issue a CAS, we must check that you meet the Tier 4 (General) requirements for English. See **English Language Requirements** below.
- Maintenance. You need to show proof that you have enough money to pay your tuition fees and living costs for yourself (and any dependants). Please see **Maintenance Requirements** and **Dependants** below.
- Police Registration Certificate. Students from certain nationalities are required to register with the Police within 7 days of arrival. This requirement is printed on the visa

page (vignette) in your passport or on your BRP. You must submit the Police Registration Certificate with your Tier 4 (General) application. Please note: It must be updated with your current address. For more information about Police registration please see the [GOV.UK website](#).

- Pay the Immigration Health Surcharge. Please see our [Immigration Health Surcharge guidance](#).

How to apply?

There are three ways you can apply for your visa:

Standard Service: pay £494.20 - most people get a decision with 8 weeks after attending their biometric appointment.

Priority Service: pay £971.20 – most people get a decision with 10 working days after attending their online application.

Super Priority Service: pay £1104.20 - most people get a decision the day after attending their biometric appointment.

Once you've made payment, you'll be asked to make an appointment at a [UK Visa and Citizenship Application Services \(UKVCAS\)](#) service point to provide your biometric information (your fingerprints and a photo). This new biometric enrolment process was introduced in November 2018 and is now fully implemented as of 25 March 2019. It is no longer possible to enrol your biometrics at the Post Office or by Public Enquiry Office (PEO) appointment.

You'll also need to submit your supporting documents. You can do this by either uploading them into the online service, or having them scanned at your UKVCAS appointment. You are now able to retain your passport throughout the visa applications process. However, you must not travel outside of the Common Travel Area (CTA) until you get a decision. If you leave the CTA, your application will be withdrawn.

If you applied before your current Tier 4 visa expired, your current visa and conditions will be extended until a decision is reached, unless you withdraw your application. This is called Section 3C leave.

Once a decision is reached, your BRP will be delivered to you by courier.

Translations

Please note: Any document provided to support your application that is not in English or Welsh must be translated into English to the requirements detailed in the Tier 4 Policy Guidance which can be found on the [GOV.UK website](#).

Differentiation arrangements for 'low risk' nationals

If you are a student of a 'low-risk nationality' and you are applying for a Tier 4 visa you do not need to include any academic or financial documents with your application.

However, as part of your Tier 4 application you will need to sign a declaration confirming that you have the required documents. It is possible that the UK Visas and Immigration will still ask you to provide your original academic and financial documents. If you cannot provide them by the deadline that you are given, then your Tier 4 (General) student visa will be refused. We would therefore advise you to prepare the documents anyway so that you will have them ready in the event that the UK Visas and Immigration ask for them.

This list is subject to change.

Maintenance Requirements

A common reason for Tier 4 (General) student visa refusals is a problem with financial documents or an incorrect amount of funds being shown.

To meet the maintenance requirement you will need to show that you have first year/current year's tuition fees + £11385 for maintenance in your bank account for a 28 day period ending no more than 31 days before your application. Funds must not drop below the required amount throughout the whole 28 day period or your visa application will be refused.

If the course you will be studying is less than 9 months in length, you will need £1265 for each whole or partial month you will be studying for. For instance, if your course is 2 and a half months long you will need to show enough money for 3 months = £3795.

The exception to this rule is students who have completed their viva and are about to be awarded their PhD and applying for the Doctorate Extension Scheme. The maximum maintenance needed for this application is £2530. For more advice about the Doctorate Extension Scheme please see the [Student Advisor \(Immigration and Finance\)](#).

If you have paid fees to SOAS before you apply for your Tier 4 (General) student visa and this amount is shown as paid on your CAS statement, you can deduct the amount from the total you need in your bank account.

Unfortunately, because SOAS and University of London student halls of residence are provided by third-party organisations, you do not pay hall fees directly to SOAS and therefore this money cannot be mentioned in your application.

Bank statements

If you are using your own bank statement for your visa application, you must show that you have had the total amount of money in cash funds in your bank account for a 28 day period. Your bank statement must be dated within 31 days of your application (ie: be less than one month old). Funds must be available for use. You cannot use shares, bonds, fixed deposits, property, an overdraft or a credit card to show maintenance.

The bank statement you submit must be an original document printed on the bank's letterhead and must include all of the following:-

- Your name or your parents(s)/legal guardians name.
- Account number.
- Date of the statement.
- Financial institution's name and logo.
- Amount of money available.

If you are using your parent's bank statement for your visa application, you must also provide:-

- Your original birth certificate confirming your relationship or,
- a certificate of adoption (or notarized copy*) showing your name and the name of the parent who holds the funds or,
- a court document (or notarized copy*) stating that your legal guardian is the person who holds the funds, or
- a government-issued household register (or notarized copy*) and
- a letter of parental consent giving permission for this money to be used for your studies in the UK.

* A notarized copy is one which has been certified as authentic and/or legitimate by affixing a notary's stamp and signature.

If using a letter from the bank (with the details listed above included) it must also include confirmation that funds have been held in the account for a 28 day period ending within 31 days of your application.

You can use a bank statement from an online account (with the details listed above included), but you must provide a supporting letter from your bank on headed paper confirming the authenticity of the statements. Alternatively, if using an online account statement ask the bank to stamp each page with an official stamp.

Ad hoc bank statements printed on the bank's letterhead are acceptable as evidence (this excludes mini-statements from cash points).

If you want to use a joint account as proof of your money, you must be named on the account along with one (or more) other person. You can only use joint accounts where you are a named account holder. You cannot submit a joint account in the name of a parent.

If the funds are in your local currency, UK Visas and Immigration advise that you convert the closing balance to Pounds Sterling (GBP) using the [OANDA website](#). Write the converted figure next to the closing balance.

The UK Visas and Immigration have a list of banks and financial institutions which they will not accept documents from. Please see the [GOV.UK website](#) for the up to date list.

To check the validity of your financial documents please use our online [Tier 4 \(General\) financial evidence checker](#).

Certificates of deposit

Certificates of deposit are documents issued by a bank which confirm an individual has deposited or invested a sum of money. To be acceptable as evidence:

- the certificate of deposit must have been issued within 31 days of the date of application
- at least 28 days must have elapsed between the date of the deposit and the date of issue of the certificate

To check the validity of your financial documents please use our online [Tier 4 \(General\) financial evidence checker](#).

Loans

If you are supporting yourself financially with a loan, it must be held under your own name and the loan letter must be dated no more than 6 months before the date of your application. There must be no conditions on the release of the loan funds to you, other than your making a successful Tier 4 (General) student visa application.

If you are applying from overseas, the loan funds must be available to you before you travel to the UK; unless the loan is an academic/student loan from your country's national government, and will be released to you by your national government or your Tier 4 education provider when you arrive in the UK.

If you are providing a loan letter as evidence of maintenance, the letter must be issued by a financial institution which must be regulated by either the Financial Conduct Authority (FCA)/Prudential Regulation Authority (PRA) for UK accounts, or in the case of overseas accounts, by the official regulatory body for the country the financial institution is based in.

To check the validity of your financial documents please use our online [Tier 4 \(General\) financial evidence checker](#).

Financially sponsored students

If you are financially sponsored by your government, a university, an international company or another scholarship agency, you must provide a letter from your sponsor confirming the details of your sponsorship including the amounts of money received. This should be on official letterhead paper, stamped by the sponsor and dated within the latest 6 months.

If you are sponsored by SOAS, your CAS statement must show this information including the amount of scholarship you will receive. You do not have to provide any personal bank statement if your scholarship covers all of your tuition fees and at least the required amount of maintenance detailed above. If your scholarship only covers your tuition fees, you will have to provide your bank statement to show the required amount of maintenance.

If you have been wholly financially sponsored for fees and living costs in the past 12 months you must include written permission from your sponsor with your application. This must letter

must confirm that your sponsor has no objection to you continuing your studies in the UK
Please see the [Tier 4 Policy Guidance](#) for more details.

To check the validity of your financial documents please use our online [Tier 4 \(General\) financial evidence checker](#).

Dependants

You can only bring dependants with you to the UK if you are studying a post-graduate programme of 9 months or more in duration, or if you are a government sponsored student studying a programme of 6 months or more in duration.

Your husband, wife, unmarried partner and under 18 year old child can apply as your dependant. Other family members who wish to join you in the UK must apply for a Visitor visa (see the [GOV.UK website](#) for more details).

Your dependants can apply in the UK if they are already in the country with any visa other than any Visitor status, Tier 5 (Creative and Sporting) and those on temporary admission to the UK. If your baby is born in the UK you can make a Tier 4 application for them in the UK.

The application costs £475 postal, £952 for 10 day postal service or £1085 (in person) per dependant. If you are applying for a child over 16 you will need to include proof of their address (dated in the last month).

You will also need to show a further £7605 for maintenance per dependent. The money must be in a bank account in either your name or the dependant's name that meets UK Visas and Immigration guidance.

If the course you will be studying is less than 9 months in length, you will need to show £845 per dependent for each whole or partial month of leave you will be issued. If your programme is more than 12 month in length you will be issued 4 months of extra leave after your programme ends. You must calculate your dependents maintenance including this period.

For instance, if you are extending your visa for 3 months to finish your PhD you would need to show 3 x £1265 (£3795) until the new 'course end' date on your CAS. Your dependents will need to show 7 x £845 (£5915) which includes the extra 4 months of leave following your 'course end' date.

Please see **Maintenance Requirements** above.

If your dependant(s) are making a separate application to you outside the UK, or for further advice about dependants please contact [Student Advisor \(Immigration and Finance\)](#).

For more information about Dependant applications please see the [PBS Dependant's Policy Guidance](#)

English Language Requirements

As your Tier 4 sponsor, SOAS are required by UK Visas and Immigration to confirm that you have met a minimum level of acceptable English to be able to enroll on a course in the UK. If you hold an unconditional offer from SOAS you will already have met these language requirements as part of the course application process.

However, when you make your Tier 4 (General) student visa application you may be expected to provide documentation proving this. Whether you need to provide documentation or not will depend on what country you are from and what is mentioned on your CAS statement. If under "Evidence used to obtain offer" it states that "We confirm that it is equivalent to CEFR level B2 standard in each of the four components of language learning" (or a similar wording) then you require no further evidence.

If you used an English language test to obtain your offer from the UK (i.e. IELTS) it will be listed as "Evidence used to obtain offer" in your CAS statement. If that is the case you would need to provide the original certificate with your application.

If you hold a previously completed a qualification equivalent to a UK degree which was taught in one of the following majority English-speaking countries then this will be listed in your CAS and you should provide it as proof of your English; Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent & the Grenadines, Trinidad & Tobago, United Kingdom and United States of America.

If you are a national from a majority English speaking country you do not need to provide any proof of English as you are already assumed to meet this standard. The UK Visas and Immigration lists the following countries as majority English speaking: Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, Lucia, Vincent & the Grenadines, Trinidad & Tobago and the United States of America. The UK Visas and Immigration will confirm your nationality on the basis of your passport.

For specific information about English language requirements for your programme at SOAS, please see this [Admissions web page](#).