



You should read this information guide to help you decide which documents may be useful in supporting the statements that you have made on your visa application form.

Please note that ALL the specified documents must be original and in English or Welsh otherwise you must include a certified English translation that can be independently verified by the UK Border Agency.

Guide to supporting documents

Points Based System Tier 4
(General)

You should also read the Policy Guidance: www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/evidence/

Information about you

<p>Completed visa application form:</p> <p>In some locations you can only apply by making an online application. You should check on our supported countries page to see if you should make an online application</p>	<ul style="list-style-type: none"> ➤ If your country does not support online applications you must complete and submit a VAF9 ➤ If you make an online application you must also print it off and submit with your supporting documents
<p>Completed Appendix 8</p>	<p>You must complete self assessment form Appendix 8 and submit a printed copy with your application form.</p>
<p>A current and valid travel document or passport</p>	<p>You will not be issued a visa if you do not have one of these.</p>
<p>One passport sized colour photograph</p>	<p>This must comply with the requirements in our photo guidance</p>
<p>Evidence of your permission to be in the country where you are applying, if you are not a national of that country</p>	<p>This must show your current immigration status. It could be a residence permit, 'green card' or valid visa.</p>
<p>Previous passports</p>	<p>These are to show your previous travel history.</p>
<p>Translations: The original translation must contain confirmation of the following from the translator:</p>	<ul style="list-style-type: none"> ➤ That it is an accurate translation of the original document ➤ The date of the translation ➤ The translators full name and signature ➤ The translators contact details

Sponsor – evidence if you are not applying to study English language

<p>Confirmation of Acceptance for Studies.</p>	<p>Before you can apply for permission to enter or remain in the UK under Tier 4 (General), your education provider must assign a confirmation of acceptance for studies (CAS) to you. This confirms that you have been given an unconditional offer of a place on a course of study with a licensed Tier 4 sponsor.</p> <p>Write your CAS reference number on your application form - your Tier 4</p>
--	---

	<p>sponsor will give you the reference number.</p>
<p>Documents used to obtain your CAS.</p>	<p>Send us the documents you used to obtain the CAS. You will need to know what evidence your Tier 4 sponsor has included on your CAS, so that you can include it with your application. You must get this information directly from your Tier 4 sponsor before you apply. Each certificate of qualification or transcript must be the original (not a copy).</p> <p>Students of designated low-risk nationalities attending courses with highly trusted sponsor status do not routinely have to present documents at the visa application stage in respect of their educational qualifications, although UKBA reserves the right to ask to see the evidence.</p> <p>The current list of low risk nationalities is: Argentina; Australia; British National Overseas; Brunei; Canada; Chile; Croatia; Hong Kong; Japan; New Zealand; Singapore; South Korea; Taiwan; Trinidad and Tobago; and the USA.</p> <p>There are additional requirements if you are applying to study a course that requires an ATAS clearance certificate, or if you are a postgraduate doctor or dentist. See below.</p>
<p>Assessment by other means.</p>	<p>If your course is at National Qualification Framework (NQF) level 3 or above and you have been assessed by other means (such as references, a portfolio of artwork, interview, or the Tier 4 sponsor's own test or entrance exam), you do not need to include these documents with your application. However, your Tier 4 sponsor must include details of how they assessed you on the CAS.</p> <p>If you have been offered a place because of progress you have made on an existing course, your Tier 4 sponsor must include this information on the CAS. You will not need to send any documents if this is how you have been assessed.</p>
<p>Assessment of your English language competence.</p>	<p>If you are applying to study a course that is below level 6 of the revised NQF and is not a foundation degree, your Tier 4 sponsor may have used an English language test or a course that you completed as a child student in order to confirm your English language skills. If so, you must send us the test or course qualification document with your application.</p> <p>For details of approved providers please refer to:</p> <p>New list of approved English language test providers</p>

Sponsor – evidence if you are applying to study English language

<p>Assessment based on your qualifications.</p>	<p>If your Tier 4 sponsor has assessed your qualifications in order to assign your confirmation of acceptance for studies (CAS), you must send us these qualifications with your application. Each certificate of qualification or transcript must be the original (not a copy).</p> <p>You will need to know what evidence your Tier 4 sponsor has included on your CAS, so that you can include it with your application. You must get this information directly from your Tier 4 sponsor before you apply.</p>
---	---

Assessment based on references.	<p>If your Tier 4 sponsor has assessed you using one or more references, you must send us each of the original references assessed on the CAS. Each reference must contain:</p> <ul style="list-style-type: none"> ➤ Your name; ➤ Confirmation of the type and level of course or previous experience; ➤ The dates of study or previous experience; ➤ The date of the letter; and ➤ The referee's contact details. <p>If you cannot provide the original reference(s), you can provide a copy, together with a letter from your Tier 4 sponsor confirming that it is a true copy of the reference they assessed.</p>
Assessment based on your progress	<p>If you have been offered a place because of progress you have made on an existing course, your Tier 4 sponsor must include this information on the CAS. You will not need to send any documents if this is how you have been assessed.</p>
Assessment of your English language competence.	<p>If you are applying to study a course that is below level 6 of the revised NQF and is not a foundation degree, your Tier 4 sponsor may have needed to assess your English language skills before assigning your CAS. If the assessment was based on a formal qualification that you hold, you must include the qualification certificate with your application to us.</p>

Further guidance on the CAS can be found at:

www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/can-you-apply/cas/#

ATAS certificates

Do you need an ATAS clearance certificate?	<p>You must obtain an Academic Technology Approval Scheme (ATAS) clearance certificate if you are applying for permission to do:</p> <ul style="list-style-type: none"> ➤ Postgraduate studies leading to a doctorate or master's degree by research in one of the subjects listed in Appendix 6, paragraph 1 of the Immigration Rules; or ➤ Postgraduate studies leading to a taught Master's degree in one of the subjects listed in Appendix 6, paragraph 2 of the Immigration Rules; or ➤ More than six months' study or research in the UK which is part of an overseas postgraduate-level course, in any subject listed in Appendix 6 of the Immigration Rules. <p>You must apply for an ATAS clearance certificate online on the Foreign and Commonwealth Office website. This site also contains information about the scheme and the list of designated subjects. If your course requires you to have an ATAS certificate the CAS will show that this is the case.</p>
--	--

Post graduate doctor or dentist

If you are applying to take a recognised Foundation Programme as a postgraduate doctor or dentist.	<p>The qualification(s) you send with the application must include the original certificate and/or original transcript of results of the UK recognised degree in medicine or dentistry that you completed while in the UK as a student.</p>
--	---

Evidence of your money

<p>Evidence of money already paid to your education provider.</p>	<p>You will be asked to declare at the application stage that you hold and will continue to hold the required maintenance funds to support yourself and pay for your course. You must show that you have enough money to pay your course fees for the first year of your course (or for the entire course, if it lasts less than a year).</p> <p>When it assigns your CAS, your Tier 4 sponsor can include details of any money that you have already paid. If you have paid any money to cover your course and accommodation fees to your Tier 4 sponsor, but your CAS does not indicate that this has been paid, you must include evidence of payment in your application.</p>
<p>Living costs.</p>	<p>You must provide evidence of your ability to meet living costs as follows:</p> <ul style="list-style-type: none"> ➤ £1000 per month if you are spending more than half of your study time in inner London; or ➤ £800 per month if you are spending more than half of your study time outside inner London
<p>Evidence of an official financial sponsor or government sponsor.</p>	<p>If your Tier 4 sponsor is giving you any official financial sponsorship, it can include details of this on your confirmation of acceptance for studies (CAS).</p> <p>In any other circumstances you must provide an official headed letter of confirmation bearing the organisation's official stamp. It must show:</p> <ul style="list-style-type: none"> ➤ Your name ; ➤ The official financial sponsor's name and contact details; ➤ The date of the letter; ➤ The length of the sponsorship; and ➤ The amount of money that the official financial sponsor is giving to you; or ➤ A statement that it will cover all of your course fees and living costs.
<p>Evidence of money that is available to you – general principles.</p>	<p>Students of designated low-risk nationalities attending courses with highly trusted sponsor status do not routinely have to present documents at the visa application stage in respect of their maintenance funds, although UKBA reserves the right to ask to see the evidence.</p> <p>The current list of low risk nationalities is: Argentina; Australia; British National Overseas; Brunei; Canada; Chile; Croatia; Hong Kong; Japan; New Zealand; Singapore; South Korea; Taiwan; Trinidad and Tobago; and the USA.</p> <p>If you are a student of a nationality not included in this list, you must show that you have held the required money for a consecutive 28-day period (finishing on the date of the closing balance) ending no more than one month before your application.</p> <p>If you are providing your evidence of money from a single account, we will assess the funds available to you from the closing balance given on the document you provide as evidence.</p> <p>If you provide two or more pieces of evidence from a single account (for example, two consecutive bank statements), we will assess the money available to you from the closing balance of the most recent document. We will always use the closing balance date from the account that most favours you.</p> <p>The UK Border Agency (UKBA) has established a list of financial institutions which do not verify financial statements to their satisfaction and from whom they will no longer accept documents. This list is published on the UKBA website.</p>

	<p>Note that property, shares, bonds pension funds, life insurance or similar savings accounts are not acceptable. This applies to your own and your parents accounts.</p>
<p>The following documents, with the exception of the loan letter, must cover a consecutive 28-day period ending no more than a month before the date of your application.</p>	<p>Personal bank or building society statements; Letter from a bank or building society confirming funds; Letter from a financial institution confirming funds or a loan (the financial institution must be regulated by the Financial Services Authority or, in the case of overseas accounts, the home regulator).</p> <p>Loan letters must be dated no more than six months before the date of your application, and must show: your name; the date of the letter; the financial institution's name and logo; and the money (or funds) available as a loan.</p> <p>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.</p> <p>Loans held in the name(s) of your parents(s) or legal guardian cannot be used as evidence of money held by you.</p>
<p>Money held by your parent(s) or legal guardian(s).</p>	<p>A student relying on money held by his/her parents(s)/legal guardian must show that he/she is related to his/her parent(s)/legal guardian by providing an original legal document or a notarised copy of one of the following documents:</p> <ul style="list-style-type: none"> ➤ The student's birth certificate showing names of his/her parent(s); ➤ The student's certificate of adoption showing names of both parent(s) or legal guardian; ➤ A Court document naming the legal guardian of the student. <p>You must also show that your parent(s)/legal guardian has given their permission for you to use this money by providing:</p> <ul style="list-style-type: none"> ➤ A letter from his/her parent(s) or legal guardian. <p>The letter must confirm:</p> <ul style="list-style-type: none"> ➤ The relationship between the student and his/her parent(s) or legal guardian; and ➤ That the parent(s) or legal guardian have given their consent to the student using • their funds to study in the UK.

Further guidance on money requirements can be found at: www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/evidence/money/

Evidence about your care arrangements for adult students aged 16 or 17

<p>If you are 16 or 17 years old, you must show that your proposed care arrangement is acceptable.</p>	<p>You must have parental consent to travel to the UK. You must provide a letter from your parent(s) or legal guardian, confirming:</p> <ul style="list-style-type: none"> ➤ Your relationship with your parent(s) or legal guardian (accompanied by your birth certificate, adoption certificate or Court issued guardianship document); ➤ Your parent(s) or legal guardian's consent to your application; ➤ Your parent(s) or legal guardian's agreement to your living arrangements in the UK; and ➤ Your parent(s) or legal guardian's agreement to the arrangements made for your travel to and reception in the UK. <p>If the letter is signed by only one parent or legal guardian, it must confirm that they have legal custody or sole responsibility for you. If they do not have sole custody, the letter must confirm that each parent or legal guardian agrees to the</p>
--	---

	contents of the letter, and must be signed by each parent or legal guardian.
Additional evidence for a 16- or 17-year-old child student living independently.	<p>If you are 16 or 17 years old, you have the legal right to live independently in the UK, and may make your own arrangements for accommodation. If you are living independently, you must provide a letter from your parent(s) or legal guardian, confirming that:</p> <ul style="list-style-type: none"> ➤ They have given their consent for you to live independently in the UK; and ➤ That they have given their consent for your independent travel to the UK. <p>This information can also be included in the parental consent letter.</p>

Bringing your family (dependants)

Eligibility.	If you will be studying in the UK for more than six months , you can bring your family members to the UK.
Visa application form.	Dependants must complete VAF10 or an online form (if applicable).
Information about you.	Dependants must also provide a current and valid travel document or passport, one passport sized colour photograph, evidence of their permission to be in the country where the application is made (if not a national of that country), previous passports & translations of any documents submitted that are not in English or Welsh.
Evidence of relationship to sponsor.	E.g. marriage certificate, civil partnership registration or birth certificate.
Evidence of sponsor's permission to enter or stay in the UK.	<p>Copy of the pages of sponsor's passport showing their visa if issued or permission to stay if already in the UK.</p> <p>If you are a child, you should provide evidence of both your parent's status in the UK to show that they are lawfully present in the UK, or being granted entry clearance or leave to remain at the same time as you – please see paragraph 319H (f) of the immigration rules for details of this requirement</p>
Evidence of money available to family members.	In addition to the funds required for the principal applicant, each family member will need to show that they (or you) have an additional £600 per month (for courses in London), or £450 per month (for courses Outside London) for each month of your course up to a maximum of nine months.

Further guidance on family members can be found at: www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/family/#