

## Tier 4 visa application - guide two

### Getting your CAS for your new course

You will need to have your CAS before you finish the final stages of the online application. You will get this once you have finished the Pre-sessional course.

You will be able to access your CAS by logging into the student portal and clicking on the “**My Visa**” link in the menu on the left hand side of the page.

The admissions team will send you a Pre-CAS and will ask you to check that all the information on it, such as your name, date of birth and passport details etc, is correct. The CAS number will not be issued until you have confirmed to the Admissions team that the information is correct. If there are any errors in the information you need to tell them this as soon as possible.

**Do not progress any further until you have had your final document check with an adviser in September and they have told you that all your documents are correct.**

If you have been told by adviser that you can now apply, please follow the steps in this guide to submit your visa application form.

### Sign in to your visa application

UK Visas & Immigration

Your visa application has been saved.

Use this link to sign in to your application:

[Tier 4 \(General\) student](#)

**UK Visas and Immigration**

PLEASE DO NOT REPLY TO THIS EMAIL

This email was sent to [c.duce@kent.ac.uk](mailto:c.duce@kent.ac.uk) as a user of the UK Visas and Immigration (UKVI) visa application service. Read our [Privacy Policy](#). Information about the visa application process is available on [the visas and immigration pages of the gov.uk website](#).

This service is provided by [GOV.UK](#), the website for the UK government.

To open your saved email that you received when you first started the online form. Click on the link in the email

### **Sign in to your UK visa application**

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

Enter your password

[I forgot my password](#)

**Sign in**

Enter your password – click “**Sign in**”.

## Complete unfinished sections of the form

- **Applicant contact details:** Enter your accommodation address for the property you will be living in to once you have finished your Pre-sessional course. You should have received the details of your new address when you were given your results for the Pre-sessional course.
- **Course information:** Use the information on your CAS to complete this section.
- **Course fees:** Enter total course fees and course fees paid as stated on your CAS.
- **Confirmation of Acceptance for Studies:** enter your CAS number.

Once you have completed the form. Check your answers. Click “**Change**” or “**Add**” if you need to alter any of your answers.

### Check your answers

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

#### Personal information

Title	Ms	<a href="#">Change</a>
All given names	Kent	
Family name	Union	
<a href="#">Add another name</a>		<a href="#">Add</a>
Telephone number	01227824214	<a href="#">Change</a>
Home address	UNIVERSITY OF KENT AT CANTERBURY THE REGISTRY CANTERBURY CT2 7NZ (address verified)	
I want to receive mail at a different address.	No	
What is your gender, as shown in your passport or travel document?	Female	<a href="#">Change</a>
What is your relationship status?	Single	

#### Nationality details

Country of nationality	China	<a href="#">Change</a>
Country of birth	China	
Place of birth	Shanghai	
Date of birth	1 January 1995	
Do you have a valid passport?	Yes	<a href="#">Change</a>
Passport number	188781015	

Continue

Click “Continue”.

## Differentiation Arrangement

If you are a national from one of the following countries [here](#) you are subject to differentiation arrangements and do not normally need to provide evidence of your qualifications and financial documents with your visa application.

Whilst applicants subject to differentiation arrangements do not need to submit these documents with their application, the Home Office is entitled to request them during the consideration process. Applicants should therefore make sure that they have all their documents ready and available at the point of application submission.

You can read more on the UK Council for International Student Affairs website [here](#) (see low-risk applicants).

### Differentiation Arrangement

Do you want to submit your application under the differentiation arrangement?

You are a national of a [differentiation arrangement country](#). You do not need to provide evidence of your money or qualifications with your application. You will need to provide them if asked.

☐

Yes

☐

No

Save and continue

- Select “Yes” if you qualify for the differentiation arrangement.
- Select “No” if you do not qualify.

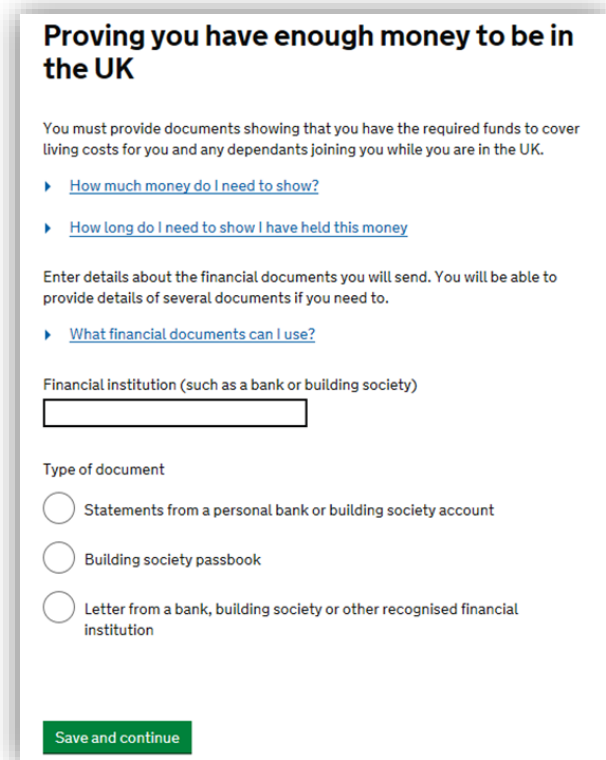
Select **“Save and continue”**.

## Proving you have enough money to be in the UK

Enter the name of the bank, building society or other recognised financial institution you will be using to show funds in the text box.

For example “Lloyds bank”

Then select the type of document from the list.



**Proving you have enough money to be in the UK**

You must provide documents showing that you have the required funds to cover living costs for you and any dependants joining you while you are in the UK.

- ▶ [How much money do I need to show?](#)
- ▶ [How long do I need to show I have held this money](#)

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

- ▶ [What financial documents can I use?](#)

Financial institution (such as a bank or building society)

Type of document

☐ Statements from a personal bank or building society account

☐ Building society passbook

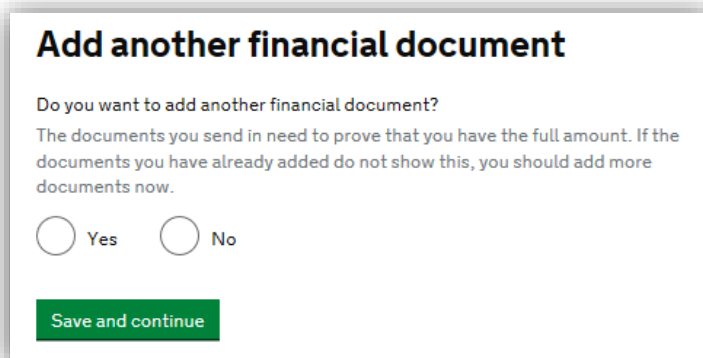
☐ Letter from a bank, building society or other recognised financial institution

**Save and continue**

Click ‘**Save and continue**’

## Add another financial document

- If you are using one document to prove funds select “**No**”.
- If you are using more than one document to prove funds select “**Yes**” and enter the details.



**Add another financial document**

Do you want to add another financial document?

The documents you send in need to prove that you have the full amount. If the documents you have already added do not show this, you should add more documents now.

☐ Yes ☐ No

**Save and continue**

Click “**Save and continue**”.

## Documents

You will now see a list of documents you need to provide with your application. Check you have all the evidence on the list. Click on the checkbox to indicate you have each document. Occasionally the list will not include qualification certificates listed on your CAS you MUST still send these to the UKVI.

### 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 China passport or travel document for Miss Kent Union

☒ Two passport photos for Miss Kent Union

All passport photos must:

- have the applicant's name written on the back
- meet all of the [passport photo requirements](#)

☒ The biometric residence permit for Miss Kent Union

☒ The police registration certificate for Miss Kent Union

### Other documents

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

☒ Statements from a personal bank or building society account (NatWest bank)

☒ The ATAS clearance certificate for Miss Kent Union

☒ Degree Certificate from Beijing University for Miss Kent Union

### Providing your documents

If you choose Standard or Priority Service, you must send your documents within 15 days to the address on your supporting document checklist (provided when you have completed your application payment).

If you choose Priority Service, sending in your documents within 2 days will allow enough time for your application to be processed within 10 days.

If you choose Premium Service, you must bring your documents to your Premium Service Centre appointment.

If you choose Super Premium Service, a courier will pick up your documents. Your documents must be received at least 3 days before your visit.

If you do not provide all mandatory information your application may be rejected. Your application will not be considered and an administration fee for each person included in the application, will be deducted from your refund.

[Save and continue](#)

Click “Save and continue”

## Check your answers

Check the information is correct. Select **'Change'** or **'Add'** if you need to change any of the information.

### Check your answers

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

#### Maintenance

Financial institution (such as a bank or building society)	NatWest bank	<a href="#">Change</a>
Type of document	Statements from a personal bank or building society account	
<a href="#">Do you want to add another financial document?</a>		<a href="#">Add</a>

#### Documents

Mandatory documents	<ul style="list-style-type: none"><li>• The China passport or travel document for Miss Kent Union</li><li>• The police registration certificate for Miss Kent Union</li><li>• Two passport photos for Miss Kent Union On the back of your passport photograph, please provide your full name. There are rules about what your photograph should look like. To find out more about these rules, go to <a href="https://www.gov.uk/photos-for-passports">https://www.gov.uk/photos-for-passports</a></li><li>• The biometric residence permit for Miss Kent Union</li></ul>	<a href="#">Change</a>
Other documents	<ul style="list-style-type: none"><li>• The ATAS clearance certificate for Miss Kent Union</li><li>• Statements from a personal bank or building society account (NatWest bank)</li></ul>	

Continue

## Declaration

Read the declaration. Select **"I am the applicant"**.

### Declaration

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

- the information relating to the application
- the supporting documents
- the photograph is an accurate likeness

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

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

I confirm that:

☒ I am the applicant

☐ I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

I accept the above

Then click on **"I accept the above"**.

## Immigration Health Surcharge

Now you will be asked to pay the Immigration Health Surcharge. You have to pay this to make a valid visa application. It is for your healthcare in the UK.

You will be required to pay an IHS fee of £150 per year of visa extension. There will be a £75 charge for additional periods up to 6 months and the full £150 will be charged for periods of up to a year. Use this calculator to find out how much you should pay: <https://www.immigration-healthsurcharge.service.gov.uk/checker/type>

Click “Go to IHS website”

### 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 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](#)

Click “Continue”

### Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests.](#)

#### Cost

The healthcare surcharge is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the healthcare surcharge is £150 per year.

#### Example

A person making a 5-year visa application would pay £200 x 5 = £1000.

#### Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

#### You'll need:

- your passport or travel document
- your payment card

**!** You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

[Continue](#)

You will then be asked to answer questions on your location.

- Answer questions about your course length and level. Use the information on your CAS.

Check that all your details are correct on this page.

3



## Your details

Check your answers

### Your details

Title  
Miss

Given name(s)  
Kent  
[I don't know how to enter my given name](#)

Family name  
Union  
[I don't know how to enter my family name](#)

Email  
KU2000@gmail.com

Nationality  
China

Visa route  
Tier 4

Visa type  
Tier 4 (General)

Passport number or travel document  
G53265944  
[I do not know how to enter my passport or travel document number](#)

Date of birth  
For example, 20 3 1976  
Day Month Year  
31 12 1993  
[Help with date of birth](#)

Save and continue

Click **“Save and continue”**

### Declaration

I confirm that, to the best of my knowledge and belief, my details are correct and complete.

If I give false information, I, or a person named on this application could be:

- stopped from entering the UK now or in the future
- required to leave or removed from the UK
- required to pay extra for healthcare in the UK

I agree to the [terms and conditions](#) and [how my information will be used](#).

I agree

Click **“I agree”**

You will now be told how much you have to pay for the Immigration Health Surcharge.

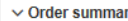
## Payment summary

Miss Kent Union	225.00 (GBP)
<b>Total</b>	<b>225.00 (GBP)</b>

Pay now

Click **“Pay now”**.

Here you need to enter the details of the card you are paying with.



### ▼ Order summary

Payment reference: IHS1000000000000000000000000  
Description: Immigration Health Surcharge Payment  
Amount (GBP): £225.00

### Payment details

\* Indicates a required field


Card number \*

Expiry date \*

Month ▼Year ▼

Cardholder's name \*

Security code \*



3 digits on the back of the card or 4 digits on the front of card

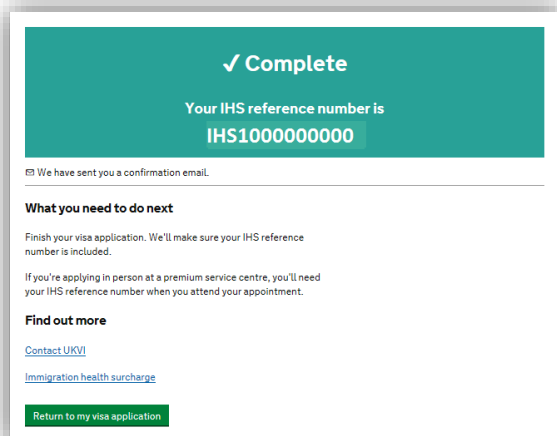
Cancel paymentMake Payment

© Worldpay 2013-2017. All rights reserved.

You will see this screen when payment is successful.

Click **“Continue to confirmation screen”**

The screen below confirms that you've paid your Immigration Health Surcharge. You will receive an email with these details.



✓ **Complete**

Your IHS reference number is  
**IHS100000000**

✉ We have sent you a confirmation email.

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**What you need to do next**

Finish your visa application. We'll make sure your IHS reference number is included.

If you're applying in person at a premium service centre, you'll need your IHS reference number when you attend your appointment.

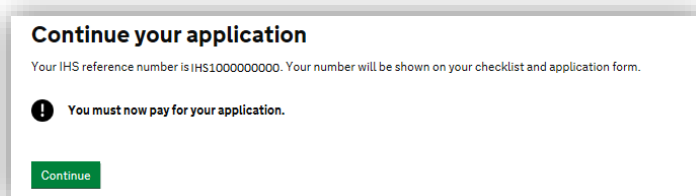
**Find out more**

[Contact UKVI](#)

[Immigration health surcharge](#)

[Return to my visa application](#)

Click **'Return to my visa application'**



**Continue your application**

Your IHS reference number is IHS1000000000. Your number will be shown on your checklist and application form.

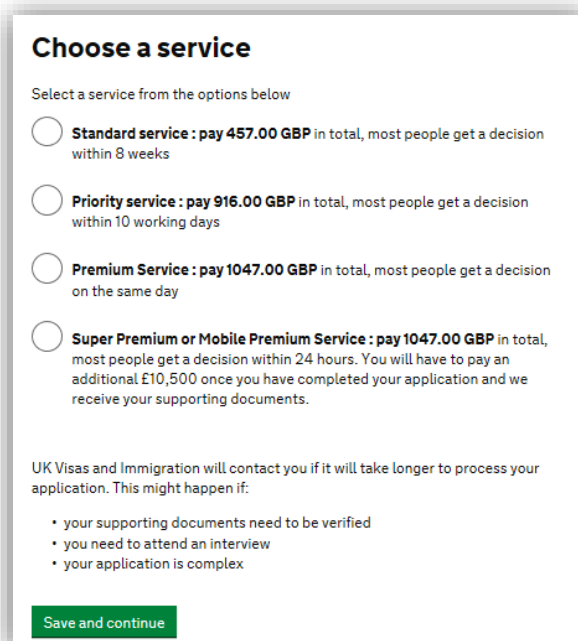
**!** You must now pay for your application.

[Continue](#)

Click **"Continue"** to return to your visa application.

### **Visa application service and pay application fee**

Select the type of application service you wish to use. You can find out more about the different application services [here](#).



**Choose a service**

Select a service from the options below

☐ **Standard service : pay 457.00 GBP** in total, most people get a decision within 8 weeks

☐ **Priority service : pay 916.00 GBP** in total, most people get a decision within 10 working days

☐ **Premium Service : pay 1047.00 GBP** in total, most people get a decision on the same day

☐ **Super Premium or Mobile Premium Service : pay 1047.00 GBP** in total, most people get a decision within 24 hours. You will have to pay an additional £10,500 once you have completed your application and we receive your supporting documents.

UK Visas and Immigration will contact you if it will take longer to process your application. This might happen if:

- your supporting documents need to be verified
- you need to attend an interview
- your application is complex

[Save and continue](#)

Once you've made your selection click ' **Save and continue**'

You will now need to pay the visa application fee.

Select the payment method you will be using.

**Your payment provider**

**You are paying**  
457.00 GBP - Miss Kent Union's application for Tier 4 (General) student

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**457.00 GBP in total**

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**Choose your card provider**

☐ Visa

☐ MasterCard

☐ American Express

☐ Maestro

**! Before you continue**  
**You should only move to the next page if you have checked your answers and you are ready to submit your application. Once you select 'Continue to Worldpay' you will not be able to return and edit your application.**

Continue to Worldpay to make a secure payment. You will be able to download a copy of your application form after payment has been taken.

[Continue to WorldPay](#)

Click **“Continue to Worldpay”**

Enter the details of the card you are paying with.

You are paying for an application on a Tier 4 (General) student for Miss Kent Union

Payment reference  
Payment method: Visa  
Description: Tier 4 (General) student  
Amount: GBP 457.00

**Card details**

\* Indicates a required field

\* Card number:

\* Security Code:

\* Expiry date:  -

\* Cardholder's name:

**Cardholder details**

\* Indicates a required field

\* Address 1:  SF Woolf College

Address 2:  University of Kent

Address 3:  Giles Lane

\* Town/City:  Canterbury

Region:  Kent

\* Postcode/ZIP code:  CT2 7NZ

\* Country:  United Kingdom

Telephone:  07900000000

Fax:

[Cancel](#) [Make payment](#)

**Refunds and Returns**

For more information visit our [refund and returns policy](#)

For help with your payment visit the: [WorldPay help](#)

Select **“Make payment”**.

You will see this screen when payment is successful. You will be emailed confirmation.

You have now submitted your visa application

Click **“Save and continue”** to final tasks’

## Payment successful

Reference number  
**UKVI\_1AA0000000000**

Date of payment	13 Sept 2017
Name	Miss Kent Union
Visa	Tier 4 (General) student
Fee paid	457.00 GBP

Your confirmation has been sent to  
**KU2000@gmail.com**

[Print confirmation](#)

**!** You have a few more steps before your application will be complete.

[Save and continue to final tasks](#)

### Final Tasks

You will see three documents for download. Download them ALL.

## Application for Tier 4 (General) student

### 1. Send in your checklist and documents

You need to send your checklist and supporting documents in the post as soon as possible. You can find the address and list of documents you need to send on the checklist.

**Download and print supporting documents checklist** [Download](#)

You have chosen the Standard Service. You should send your documents within 15 working days so that we can make a decision within 8 weeks.

If you do not send your documents within 15 working days your application may be rejected.

**Download and print** **biometric enrolment form** [Download](#)

You must make sure that you print the biometric enrolment letter using high quality ink and paper to avoid any problems with scanning it.

**Download a copy of your application form** [Download](#)

[Take a 1 minute survey to help us improve the service](#)


[Sign out](#)


➤ Print **TWO** copies of the “**supporting documents checklist**”.

1. One copy needs to be added to the envelope with your documents. The address you need to send your documents to will be on the second page. Send recorded or special delivery at a Post Office. **You MUST send you documents within 15 working days of submitting your visa application.**

If you are submitting your application in-person (premium service) you will be directed to book an appointment instead.

2. Take the other copy with you when you register on to your new course.

 UK Visas & Immigration



### Document Checklist

Unique Application Number: 1000-1000-1000-1000  
Payment notification number: gggggggggggg  
Payment amount: 457.00 GBP  
Immigration health surcharge reference number: IHS202816429  
Email: memeyang1989@gmail.com  
Submitted date: 13 September 2017 10.05 (BST)

#### Applicant

Product name/service: Tier 4 (General) student  
Applicant's full name: Miss Kent Union  
Date of birth: 31 December 1993  
Nationality: China

#### Documents

All documents must be originals.  
If you do not provide all mandatory information your application may be rejected. Your application will not be considered and an administration fee for each person included in the application, will be deducted from your refund.  
You have agreed to include the following documents in your application. Please tick the box beside each document to confirm that you are enclosing it:

**Mandatory documents**

☐ The China passport or travel document for Miss Kent Union

☐ The police registration certificate for Miss Kent Union

☐ Two passport photos for Miss Kent Union


On the back of your passport photograph, please provide your full name. There are rules about what your photograph should look like. To find out more about these rules, go to <https://www.gov.uk/photos-for-passports>

☐ The biometric residence permit for Miss Kent Union

**Other documents**

☐ The ATAS clearance certificate for Miss Kent Union

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 UK Visas & Immigration

☒ Statements from a personal bank or building society account (NatWest bank)

☐ Degree certificate from Beijing University for Miss Kent Union

If you have received a new passport since your last leave to remain application, and your visa is in your old passport, you must include both passports.  
If you do not provide any of these documents, we may not be able to make a decision on your application. Please note that we may occasionally ask you to provide other documents in addition to those listed.  
You do not need to provide any documents

#### What happens next

You have chosen the Standard Service. You should send your documents within 15 working days so that we can make a decision within 8 weeks. If you do not send your documents within 15 working days your application may be rejected.

**Send this checklist and your documents to:**

Tier 4 Standard  
PO Box 64651  
LONDON  
SW1P 9LU

If you have any queries, visit our website <https://www.gov.uk/contact-ukvi>

Page 2 of 2

You will need to send your documents to the address shown on YOUR checklist.

At busy times applications are dealt with several different UKVI offices in different parts of the UK.

**You MUST send you documents within 15 working days of submitting your visa application.**

- Print off a copy of the “**biometric enrolment form**”.

You need to take this to a Post Office that offers Biometric enrolment. The closest Post Office to Canterbury is in [Ashford](#). Here you will provide your fingerprints and have your photos taken. You will have to pay a fee of £19.20.

Home Office

3rd Floor  
Lunar House  
40 Wellesley Road  
Croydon  
CR9 2BY  
Web: [www.gov.uk/uk-visas-immigration](http://www.gov.uk/uk-visas-immigration)

Date 14 September 2017

Unique Application Number: 1212-0001-0008-7683/00

Regarding Applicant: [REDACTED]

It is important that you read and understand this letter. If you cannot understand anything in it, please find someone to help you.

You must bring this letter, (which includes your full name, date of birth) and the 2D barcode page with you when you go to the Post Office. If you do not bring this letter with you, the Post Office will not be able to proceed with your enrolment.

Dear Miss [REDACTED]

Thank you for your application for permission to stay in the UK.

As part of your application you must have your biometric information (scanned fingerprints and photograph) taken.

If you do not enrol your biometric information your application will be rejected as invalid. This will apply even if you have provided all the other relevant information, documentation and payment to validate your application.

**Next Steps:**

You must have your biometric information taken as soon as possible, which must be no later than 16 working days from the date of this letter. You must visit a participating Post Office branch to have your biometric information taken. If you do not, your application decision will be delayed and may be rejected.

If you are under the age of 16 you must be accompanied by the responsible adult named on the last page of this letter. If you are not accompanied by this person your enrolment cannot be processed.

Page 1 of 6

- Save or print or save a copy of your “**application form**” for your records.

Log out of the account.

**You have signed out**


Use the link emailed to you to return to your visa application.

[Go to GOV.UK.](#)

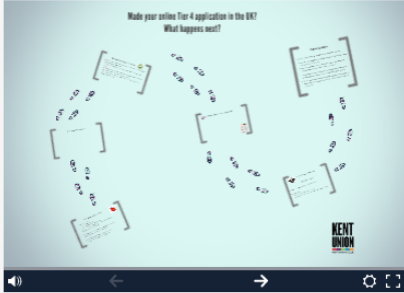
## Next Steps


Please watch the Prezi presentation on the [Presessional students webpage](#) on what to do once you have submitted your application.


**September**

 **11th - 15th September - Attend a final visa document check session and apply for your visa**

1. Attend your document checking appointment. You will have booked this at your first document checking appointment in August.  
**IF YOU DO NOT ATTEND WE WILL NOT BE ABLE TO HELP YOU WITH YOUR VISA APPLICATION**
2. Submit your completed application online. You can only do this once you have your CAS from the University.  
Pay the Immigration Health Surcharge (IHS).  
Pay the application fee.  
Print the cover sheet.
3. Send your documents and the cover sheet to the UKVI (address printed on cover sheet) special delivery.  
**WITHIN 15 DAYS OF SUBMITTING YOUR APPLICATION ONLINE.**
4. Watch the Prezi below for detailed guidance on what happens after you submit your application. You can view the full-screen version here;[http://prezi.com/hhjieggtod0/?utm\\_campaign=share&utm\\_medium=copy&rc=ex0share](http://prezi.com/hhjieggtod0/?utm_campaign=share&utm_medium=copy&rc=ex0share)



 **Receive biometric letter**

 **Submit biometrics at Ashford Post Office**

If you have any questions, and have not found the answer on our website, please come to one of our drop in sessions available in the Advice Centre ([Mandela Building](#)) between 1pm – 4pm Monday to Friday.