GUIDE TO COMPLETING THE ON-LINE TIER 4 ENTRY CLEARANCE APPLICATION FORM (FROM OUTSIDE THE UK)

This guidance is to help you understand how to answer the questions on the Tier 4 visa application form. Our separate Tier 4 Guide can help you understand the visa application process, how, when and where to apply for your visa and the documents you will need to provide with your application.

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1. Accessing the visa application form

To access the form, visit www.visa4uk.fco.gov.uk
2. Registering an account and logging in

If you have not used the Visa4UK website before, you will need to register an account. On the home page, click "Register an Account" and follow the instructions. If you already have an account, log in. If you are having problems logging in, try using a different internet browser.

When registering your account it is important that you enter all your names as stated on your passport:

2.1 Given Names(s) Forename(s) – these should be all your names except your family name(s) or surname(s).

2.2 Family Name/Surname – your family name(s) or surname(s)

3. Creating a new application

At the top of the page, click "Apply For Myself".

You will be presented with a page with important information which you should read carefully.

You will then be presented with the following initial questions about your details. Answer the questions fully and honestly for yourself:
There are some questions that you should pay particular attention to:

3.1 **Passport number** - You should enter the number of the passport that you intend to submit with your immigration application. This should match the passport number in your CAS statement. If it does not match, please contact cas-admissions@qmul.ac.uk before proceeding with your immigration application.  
*Note: until you complete this field, you will not be able to select the visa type*

3.2 **Date of intended travel** - If you are undertaking a course which is at least six months long or a pre-sessional course, you will be allowed to travel to the UK up to one month before the date in the "Course start date" field in your CAS statement. If your course is less than six months and is not a pre-sessional course, then you will be allowed to travel to the UK up to 7 days before the date in the "Course start date" field in your CAS statement.  
*Note: until you complete this field, you will not be able to select the visa type*

3.3 **Visa sub type** - Most students should select "Tier 4 (General) Student". There are two other possible options:

- Tier 4 (General) (Sponsored) Student if all of your tuition fees and living costs are going to be funded by an "official financial sponsor", which includes scholarships or bursaries provided by a university, the UK government, your home government (this does not include student loans), the British Council or any international organisation or international company. This also includes any scholarships or bursaries that are paid by or via Queen Mary University of London. If you are only partially funded by an "official financial sponsor" you should not complete this type of application: complete the Tier 4 (General) Student application instead.

- Tier 4 UK Government (Chevening, Marshall and Commonwealth Scholars Only) Student ONLY IF you are the holder of a Chevening Scholarship or Fellowship, a British Marshall Scholarship or a Commonwealth Scholarship.
When you have completed the questions on this page, click "Create Application". The next screen will show your application:

Some of the questions in the application form use difficult or ambiguous wording. This guide can help you with some common queries. These are arranged by section:

4. Passport and Travel Information

4.1 Previous passport details - If you now longer have the details of your previous passport, ensure you write your nationality as stated on your previous passport and choose the option to explain where it is now. Complete all the details if you have them.

4.2 Date of planned arrival in the UK - If you are undertaking a course which is at least six months long, or a pre-sessional course, you will be allowed to travel to the UK up to one month before the course start date mentioned in your CAS statement. If your course is less than six months and is not a pre-sessional course, then you will be allowed to travel to the UK up to 7 days before the course start date mentioned in your CAS statement.

If you are coming to the UK for 6 months or longer, you will be issued with a sticker in your passport which is valid for 30 days. You must enter the UK before the end of this 30 day period.

The 30 days will start from the date you intend to travel to the UK or the date that your visa is issued, whichever is later.

If you do not travel to the UK during this 30 day period your entry clearance will expire and you will need to apply for a new one if you still wish to travel to the UK.

Please note: If you intend to travel after the course start date, you should check your CAS statement to see the latest date you can enrol at QMUL. If you are not able to travel by that date, see our guide: Tier 4 - What to do if things go wrong

4.3 How long do you intend to stay in the UK? - Write the length of the course for which you are applying.
4.4 What is the main address and contact details of where you will be staying whilst in the UK? - It may be that you have not yet arranged your accommodation in the UK and do not yet have UK contact information. This is not a requirement of the Immigration Rules, but it is a good idea to at least include an e-mail address and a telephone number, just in case the Home Office need to contact you. Unfortunately, the form will not allow you to leave Line 1 of the address field blank. You could write something like "not yet confirmed" or “to be confirmed once my visa is granted”. When you have arranged your accommodation, you should let the Home Office know that your details have changed. You can do this online: www.gov.uk/change-circumstances-visa-brp

5. Personal Details and Travel History

5.1 Details of previous UK visas - If, exceptionally, you do not have a record of your previous UK visas and you have been unable to find the information relating to the visa(s), you can write the approximate date of issue and date of expiry, then write a full explanation about why you do not have the exact information in the ‘Additional Information’ section of the visa application form.

5.2 Have you ever voluntarily elected to depart the UK? - Our understanding is that this question is asking if, after being refused entry to the UK or being refused an extension of your immigration permission, you voluntarily left the UK instead of being removed from the UK by the UK Government. It is not asking if you left the UK after the end of a holiday.

5.3 Questions relating to criminal convictions, cautions, reprimands and warnings - For details about the types of convictions that you must declare, see information on the UKCISA website (the UK Council for International Student Affairs).

6. Family Details

Answer all the questions in this section honestly for yourself and your family

7. Medical Treatment

If you’ve been to the UK before the government will want to know if you received medical treatment here. Put the address of the doctor’s surgery or hospital where you received treatment. If you’ve been in the UK a long time and received treatment several times, and you’re worried this part of the form does not reflect this information correctly, you can write an extra explanation in the ‘Additional information’ section at the end of the form.

8. Tier 4 Student

For this section, you will need to refer to your CAS statement

8.1 Give your Tier 4 Sponsor's licence number - Write "11W8K9Y63"
8.2 What is the name of your sponsor? - Write "Queen Mary University of London"

8.3 What is the full address of your sponsor? - You should enter "Queen Mary University of London, 327 Mile End Road, London, E1 4NS" You can use the QMUL Admissions office as the primary contact. If you will be an undergraduate student, the primary contact number is "020 7882 5511". If you will be a postgraduate student, the primary contact number is "020 7882 5533". The Email address is "admissions@qmul.ac.uk". You can use the main QMUL number (020 7882 5555) as the secondary contact number.

8.4 What is your Confirmation of Acceptance for Studies Number? - Copy this from your CAS statement.

8.5 What is the title of your course? - Copy this from the "Your Course Title" field in your CAS statement.

8.6 What is the level of the course and qualification? - Copy this from the "Academic Level of the course" field in your CAS statement.

8.7 Start Date of course - You should normally copy this from the "Course start date" field in your CAS statement. However, if your CAS was issued after or near to the date when your course started, there may be an earlier course start date in the "Evidence used for offer" section of your CAS statement, which you should use instead.

8.8 End Date of course - You should copy this from the "Course end date" field in your CAS statement.

8.9 Have you already started studying this course? - Tick "Yes" if you are applying for more immigration permission to complete your current course, otherwise tick "No".

8.10 What is the address of the main site of study? - Copy this from the "Study location for the course" field in your CAS statement. You can use the same telephone and e-mail contact details as in the sponsor address section.

8.11 Confirm which of the following options apply - unless you have been instructed to do otherwise, you should select "Studying".

8.12 Have you been assessed by the sponsor by other means, for example references or a portfolio of artwork? – Most students will select “No”. You should only select “Yes” if the "Evidence used for offer" section of your CAS statement states that you have been assessed by other means.

8.13 Please indicate how you meet the minimum English language requirement relevant to your course – There is a specific field on your CAS statement which explains how your English language ability has been assessed by Queen Mary. Select the corresponding option on the application form.

8.14 How much are the fees for your course of study? - You should copy this from the "1st Yr Crs fees" field in your CAS statement.
8.15 Have any of your course fees been paid? – Select "Yes - Paid to UK Education Provider" if your CAS is showing any amount of tuition fee here as having been paid. You will then need to answer the following supplementary questions:

- Please enter the amount GBP (£) - this should be listed in the "Crs fees paid to date" field in your CAS statement. If you have paid tuition fees since your CAS was issued, contact cas-admissions@qmul.ac.uk and they will be able to update your CAS after your payment is registered by the university's finance department.
- What document has been provided as evidence of payment - You should select "Shown in the CAS".

If you are a study abroad student and you are paying your home institution and not QMUL. In this case, you should select “Yes- Paid to overseas Higher Education Institution”. Check your CAS statement.

8.16 Have any of your accommodation fees been paid to your sponsor? - If you will be living in Queen Mary University of London or University of London halls of residence and you have already paid some money for your accommodation, you should select "Yes - Paid to UK Education Provider". If you are staying in private accommodation, choose ‘no’ for this question. If you are staying in halls of residence, you will then need to answer the following supplementary questions:

- Please enter the amount GBP (£) - Copy this information from the "Accom fees paid to date" field in your CAS statement. If you have paid accommodation fees since your CAS was issued, contact cas-admissions@qmul.ac.uk and they will be able to update your CAS after your payment is registered by the university's finance department. Please note, although you should copy the amount shown in your CAS statement, only the first £1,265 can be offset against the amount you need to show for your living expenses.
- What document has been provided as evidence of payment - You should select "Shown in the CAS".

8.17 Do you receive support from a financial sponsor that meets the Home Office definition of a financial sponsor? - You should only answer "Yes" here if you are receiving money (a scholarship or bursary, but not a loan) from the British Government, the government in your home country, the British Council, an international organisation, an international company, a university (this could be Queen Mary University of London) or an independent school. If you answer "Yes", you will then need to answer the following supplementary questions:

- What is the name of the official financial sponsor? - If your bursary and/or scholarship is being paid via Queen Mary University of London, this should be detailed in the "Evidence used for offer" section on your CAS statement. If your funding is not detailed in your CAS statement, you will need to provide an original letter from your official sponsor confirming the details of your funding. See the section "How much money do I
need to show?” in our Tier 4 Guide for details of the requirements for this letter – the link to this guide is at the start of this document.

- **How much in GBP(£) is the official financial sponsor or Government sponsor paying towards your expenses?** We understand that this should be the total amount that you will receive for the academic year.

- **Course Fees** - We understand that, of the total amount mentioned above, this should be the amount of funding being provided for your tuition fees (often called a scholarship).

- **Maintenance Fees** - We understand that, of the total amount mentioned above, this should be the amount of funding being provided for your living expenses (often called a bursary).

### 8.18 Do you have any remaining fees and maintenance still due for payment?

This question is very unhelpfully worded. Our understanding is that they want to know if you still have funds that you need to show. Most students should answer "Yes". You should only answer "No" if a financial sponsor that meets the Home Office definition of a financial sponsor (see previous question) will be paying all of your tuition fees and you will be receiving at least £1265 per month from them for your living expenses. If you answer "Yes", you will then need to answer the following supplementary questions:

- **Course fees** - Subtract the value of the "Crs fees paid to date" field from the "1st Yr Crs fees" field in your CAS statement. If you are receiving a scholarship from a financial sponsor that meets the Home Office definition of a financial sponsor (see previous question), you can also subtract this. Enter the amount remaining.

- **Maintenance** - You need to work out how much money you will need to show for your living expenses. See our Tier 4 guidance to help you calculate how much money you need to show.

- Typically, a new student studying for at least 9 months will need to show £11,385. You can subtract up to £1265 for accommodation fees paid to either QMUL or the University of London only (see the "Accom fees paid to date" field in your CAS statement). If you are receiving a bursary from a financial sponsor that meets the Home Office definition of a financial sponsor (see previous question), you can also subtract this. Enter the amount remaining.

### 8.19 Total

Add the amount you entered for "Course fees" and "Maintenance". You will need to show that you have access to this amount in cash funds or a loan scheme that is recognised by the UK Government (Such as a US Federal Loan - see our Tier 4 guidance for more information).

### 8.20 Do you have money in your own name?

If you have the funds in a bank account or provided by a recognised loan, scholarship or bursary in your name then select "Yes". If your funds are in the name(s) of your parent(s) or other legally recognised guardian(s) then select "no". Your funds cannot be held by anyone else. Funds held by aunts, uncles, partners and siblings will not be recognised. If you are using funds held by your parent(s) or legal guardians, then you will need to provide additional evidence with your application (see our Tier 4 guidance).
8.21 [What original documents has been supplied showing evidence of funds for the fees that still need to be paid?/What evidence have you provided that shows both the amount of funds available and your relationship to your parents or legal guardians?] - In this section, you need to explain what documents you will be providing as evidence of your finances. Here are some example answers:

- "I am a 'low risk' national applying in my home country - I hold the required evidence, but under the guidance I am not required to submit this evidence with my immigration application" - for more information on whether or not you qualify as a 'low risk' national, see our Tier 4 guidance
- "My bank statement" - If you hold all the money in your own bank account. The required funds must have been in your account for at least 28 days up to the closing balance on your account and your closing balance must be within 31 days of the date you submit your immigration application.
- "My parents' bank statement, my original birth certificate and a letter from my parents explaining that the money is available for my fees and living expenses" - If you are using money held by your parent(s), you will need your birth certificate (or equivalent) to prove your relationship and a letter from them.

- **Points Claimed**
  - Confirmation of Acceptance for Studies - You should enter "30"
  - Maintenance - You should enter "10"
  - Total - You should enter "40"

**Additional Information**

This section allows you to add additional information for the Entry Clearance Officer to consider. You may need to add additional information if you need to explain the circumstances of a previous UK immigration problem (e.g. if you have applied before and your immigration application was refused). If you have had a previous immigration problem, you may wish to seek advice from a Welfare Adviser at the Advice and Counselling Service at QMUL or another regulated immigration adviser before proceeding with your immigration application. Contact details for the Advice and Counselling Service can be found here: [http://welfare.qmul.ac.uk/contact/](http://welfare.qmul.ac.uk/contact/)

The online form does not ask you if you have been or are currently known by any other names. If you have previously been or are currently known by other names, you should explain this here and provide evidence of your other name with your application. For example, if you are married and took your spouse's name. It is particularly important to provide evidence if some of your supporting evidence is in different names (e.g. if your name on your bank statements or qualifications is different to your name on your passport).
The Immigration Health Surcharge (IHS)

Most students must pay a health surcharge as part of their immigration application to have free access to NHS (National Health Service) medical treatment while they are in the UK.

The Immigration Health Surcharge (IHS) is payable by those requiring entry clearance to come to the UK for a limited period, where this permission results in leave of more than six months.

The amount will be based on the length of visa you will be granted, including the time you are given before and after the course dates. The surcharge is calculated as £150 per year for each year of your visa. If your visa includes part of a year that is six months or less you will be charged an additional £75 for this period. If your visa includes part of a year that is more than six months, you will have to pay £150 for this period. Here are some examples:

<table>
<thead>
<tr>
<th>Course length/type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-sessional English</td>
<td>£0(^1)</td>
</tr>
<tr>
<td>1 year master’s degree</td>
<td>£225</td>
</tr>
<tr>
<td>3 year undergraduate degree</td>
<td>£525</td>
</tr>
<tr>
<td>4 year PhD</td>
<td>£675</td>
</tr>
</tbody>
</table>

Chevening Scholars are exempt from paying the IHS. Even if you are exempt, you will still need to register on the website and enter your details.

\(^1\)Except if you are applying for an extension of your immigration permission in the UK
BRP (Biometric Residence Permit) Collection
You will be prompted to choose a location to collect your BRP (biometric residence permit). The form will normally default to the Whitechapel Post Office branch, which is nearest to QMUL’s main campus. Depending on which campus you will be studying at or where you will be living, this may not be the most convenient Post Office branch for you.

You can enter an “Alternative Address Postcode” to select a different Post Office Branch (see the map and table on the next page for postcodes).

MAP SHOWING THE LOCATION OF QMUL’S CAMPUSES AND POST OFFICE BRANCHES, WHERE YOU CAN COLLECT YOUR BRPS:

<table>
<thead>
<tr>
<th>Location</th>
<th>Branch</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aldwych</td>
<td>95 Aldwych</td>
<td>WC2B 4JN</td>
</tr>
<tr>
<td>2</td>
<td>Grays Inn</td>
<td>19/20 High Holborn</td>
<td>WC1V 6BS</td>
</tr>
<tr>
<td>3</td>
<td>Farringdon Road</td>
<td>39 - 41 Farringdon Road</td>
<td>EC1M 3JB</td>
</tr>
<tr>
<td>4</td>
<td>The City of London</td>
<td>12 Eastcheap</td>
<td>EC3M 1AJ</td>
</tr>
<tr>
<td>5</td>
<td>Houndsditch</td>
<td>11 White Kennet Street</td>
<td>E1 7BS</td>
</tr>
<tr>
<td>6</td>
<td>Whitechapel</td>
<td>208A-210 Whitechapel Road</td>
<td>E1 1BJ</td>
</tr>
<tr>
<td>7</td>
<td>Canary Wharf</td>
<td>5 Chancellor Passage, Cabot Place East</td>
<td>E14 5RB</td>
</tr>
<tr>
<td>8</td>
<td>Churchill Place</td>
<td>2 Churchill Place</td>
<td>E14 4PA</td>
</tr>
<tr>
<td>9</td>
<td>Stratford</td>
<td>26 - 28 The Broadway</td>
<td>E15 4QS</td>
</tr>
</tbody>
</table>