

# Guide to completing the online Tier 4 Entry Clearance application form

To access the form, see: <https://visas-immigration.service.gov.uk/apply-visa-type/tier4>

It is very important that you answer all the questions honestly and accurately according to your situation and personal circumstances.

There is some guidance within the form to help you to understand the questions.

You can select 'show and edit answers' to check back on and amend questions you have already answered.

The questions that you will see will depend on how you have answered previous questions, so you may not see all the questions listed here.

Our separate [Tier 4 guide](#) can help you to 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. Sponsor

**Your Confirmation of Acceptance for Studies** - You need a Confirmation of Acceptance for Studies in order to apply for Tier 4. Copy this from your CAS statement. You should not use the same CAS number that you have used previously.

## 2. Passport details

**Passport number** - 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](mailto:cas-admissions@qmul.ac.uk) before proceeding with your immigration application.

**Do you have another passport or travel document?** If you do not have the details of a relevant previous passport, you can enter 'not known' for the passport number, and write approximate issue and expiry dates. You should then explain in the 'Additional Information' section of the form that these are approximate dates and provide the reason as to why you do not have the details of your previous passport.

### 3. Travel information

**Your planned travel information** - 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.

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](#)*

**How long do you intend to stay in the UK?** - Write the length of the course for which you are applying.

### 4. English language

**Have you studied in the UK as a Tier 4 (Child) student?** Only answer yes if you have been issued with Tier 4 (Child) immigration permission to study in the UK.

**Are you coming to the UK to study at a higher education institution?** Select 'Yes', Queen Mary University of London is a Higher Education Institution

**Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?** Check the 'English Language Qualification' field in your CAS. If it says: 'Higher Education Institution (HEI) has made assessment' select 'yes'.

If your CAS shows that your English level was assessed on the basis of a qualification (e.g. IELTS) or you don't need to provide a test for another reason, such as because you are listed as a migrant from a majority English language country or as holding a degree from a majority English language country, select 'no'.

**Do you have any family in the UK?** Answer this question truthfully based on your situation

### 5. Accommodation details

**Where are you planning to stay in the UK?** If you have already arranged your accommodation, write the address for your accommodation.

If you have not yet arranged your accommodation, you could write something like "not yet confirmed" or "to be confirmed once my visa is granted". If you plan to stay in private accommodation, you can write: 'private accommodation'. If you will be staying in QMUL accommodation, you can write: 'University halls of residence.'

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](http://www.gov.uk/change-circumstances-visa-brp)

## 6. Travel history (UK)

If, exceptionally, you do not have a record of previous UK visa(s) and you have been unable to find related information, you can write the approximate date of issue, then write a full explanation about why you do not have the exact information in the 'Additional Information' section of the application form.

## 7. Sponsor and course details

**What is your sponsor licence number?** 11W8K9Y63

**Sponsor's address:** Queen Mary University of London, 327 Mile End Road, London, E1 4NS

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

**Is this the site where the majority of your study will take place?** Check the address listed as your 'Study location for the course' on your CAS. If this is the same as the address listed on your application form choose 'yes'. If it is different, select 'no'.

**Did you apply for your course through UCAS?** If you are applying to study an undergraduate course, and applied for this course through [UCAS](#) select yes. If you applied to QMUL directly, or through an agent, select no.

**Do you need to obtain permission from the ATAS?** Your CAS will say if you need ATAS clearance. If you need an ATAS certificate, you should include it with your Tier 4 supporting documents.

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

**Are all of the maintenance funds required for this application in a bank account with your name on it?** If you have the funds in a bank account in your own 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](#) for detailed information about the requirements.

If you will show the funds through a loan or scholarship, and these funds are not yet in your bank account, you can select 'No'.

**Name of sponsor institution (school/college/university)** Queen Mary University of London

**Course name** Copy this from your CAS

**Qualification you will get** Copy from your CAS. NQF is the same as RQF.

**Course dates:** Copy these from your CAS.

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

**What are your course fees for your first year?** Copy this from the "1st Yr Crs fees" field in your CAS statement.

**Have you or your parent(s) or legal guardian(s) already paid any of your course fees?** 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:

- **How much has been paid?** - This is 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](mailto:cas-admissions@qmul.ac.uk) to ask them update your CAS.
- **How can you prove this amount has been paid?** - You should select "Shown in the CAS".

#### 8. 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/>

#### 9. 'Low risk' nationals

If you are considered a ['low-risk' national](#), you will be asked if you want to submit your application under the differentiation agreements. You should select 'yes' for this question.

#### 10. BRP (Biometric Residence Permit) collection

When you have completed your form, you will be prompted to choose a location to collect your BRP (biometric residence permit). Check [our guidance](#) for a map of the nearest participating Post Office to the campus where you will be studying and the relevant postcodes to write on your application form.