Applying for a Tier 4 (General) visa overseas
Welcome

This guide is primarily aimed at new international students coming to the UK to study. However, continuing students applying for a new visa in their home country may also find the information useful.

The information provided in this guide is correct at the time of printing (July 2014) however, it is subject to change without notice. For up-to-date information please visit the Immigration website at www.hull.ac.uk/immigrationadvice

Alternatively, you can get in touch with the Immigration Team at any point during the application process using the contact details below:

Immigration Team T +44 (0)1482 466904
International Office F +44 (0)1482 466554
E immigration@hull.ac.uk

We look forward to seeing you soon!

Ting and Olga
University Immigration Advisors
Step 1: Accept your offer and confirm your email address

Once you receive a conditional offer letter from the University of Hull, you will need to confirm your acceptance of the offer with the Admissions Service. The details that you provided will then be used to generate your Confirmation of Acceptance for Studies (CAS) statement.

A CAS is a unique reference number given to you by an educational institution to study in the UK that the UK Visa and Immigration (UKVI) will use to access your student details after you have made your visa application. It is only valid to study at the University of Hull for a single visa application. It expires six months after issue.

Therefore, make sure that the Admissions Service have an accurate email address (your own or an Agent’s).

Step 2: Meet all the listed conditions

Once you have accepted your conditional offer, the University of Hull requires you to meet all the conditions listed before you can be issued with a CAS. This may include payment of a deposit on your tuition fees and/or a clearance certificate from the Academic Technology Approval Scheme (ATAS). Your CAS statement is generated only after all the conditions of your offer are met and not before 4 months of your course start date.

Tuition fee deposit (if required)

All international students undertaking a foundation programme, a taught/research Masters or a PhD are required to pay a deposit of £2000 against the tuition fee. The Tier 4 CAS will only be issued once the required deposit amount has been received. This may take 5 working days depending on the time of year. You will find more information regarding tuition fee deposits on the admissions website: www.hull.ac.uk/international/tuitionfee deposit

If your studies are funded by a University approved financial sponsor, the deposit requirement will be waived upon receipt of the appropriate financial guarantee evidence.

Apart from the required tuition deposit, paying tuition fees to the University in advance is not a requirement of the visa process. Students who choose to pay any additional fees to the University in advance need to ensure that the payment is reflected in the CAS statement.
**ATAS certificate (if required)**

Generally, ATAS applications are processed within a month and are valid for six months. However, there is no guarantee of delivery during busy periods and no fast track facility. Therefore, allow plenty of time to get the certificate since your CAS will not be generated until the ATAS clearance is received.

An ATAS application includes a statement outlining your area of research/study. This statement must be the same as agreed with your supervisor and held on file at the University of Hull. Make sure you visit the ATAS website to familiarise yourself with the requirements for the ATAS application and apply as soon as you receive your conditional offer: [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme)

**Step 3: Check your CAS statement**

Your CAS statement will be sent to the email address you provided. Check it carefully to ensure that all the information is correct.

If you have been awarded a fee scholarship from the University and it does not appear on your CAS please contact the Admissions Service. If there are any other error(s) on the CAS, you must report these to the Admissions Service, clearly quoting your ‘applicant code’ in an email to: [tier4_applicants@hull.ac.uk](mailto:tier4_applicants@hull.ac.uk)

Please note that any error(s) will normally be rectified by adding a note to your CAS record. This means that a new CAS will not be issued. Instead, you will receive an email confirming the correction(s) that have been made.

**Step 4: Start the visa application**

Once you have received your CAS statement start your visa application. You will need to time to prepare any additional supporting documents and ask any questions that may arise. For details please visit: [www.visa4uk.fco.gov.uk](http://www.visa4uk.fco.gov.uk)
Step 5: Prepare your supporting documents

Take extra time and care to ensure your supporting documents meet the visa requirements. For detailed and up to date information about the documents required for your Tier 4 (G) visa application, please visit: www.gov.uk/tier-4-general-visa/documents-you-must-provide

Extra care at this stage can avoid unnecessary mistakes that lead to refusal. (You may not have enough time to make another visa application.) A refusal of a visa application may result in a lack of time to meet University deadlines.

**Translation of original documents**

Original documents such as your academic qualifications listed on your CAS statement must be translated if they are not in English.

**Financial evidence**

You must provide original documents in the format specified by the UKVI that proves that you have enough money to cover your course fees and living expenses. The required amount of funds must be held, in a UKVI-approved financial institution, for at least 28 consecutive days ending no more than 31 days before your planned visa application date.

For example, if you plan to submit your visa application on May 1st and you provide a bank statement dated on April 1st with the required amount in your bank account since March 5th (28 day period), your financial evidence will be considered to fulfil the requirements.

However, if you provide a bank statement dated on March 31st with the required amount in the account since March 4th (28 day period), your financial evidence will not be considered to fulfil the requirements since the bank statement was dated more than 31 days before the visa application date (May 1st).

Similarly, if you provide a bank statement dated on April 1st with the required amount in the account since March 6th (27 day period), your financial evidence will not be considered to fulfil the requirements as the amount was not in the account for the required period. The required funds need to be in your account for a full and continuous 28 day period before the date on which the bank issues the letter/statement.

It is advisable to have the funds in the account for more than the required 28 days to cover any possible overlap or delays in issuing financial documents. To be considered valid, the provided financial evidence must fulfil all the required conditions of the dates, format and funds.

**Tuberculosis screening**

Nationals from certain countries applying to come to the UK for more than 6 months will be required to have a certificate showing they are free from tuberculosis (TB). Further information can be found at: http://www.gov.uk/tb-test-visa
Step 6: Check the application

Ensure that the information on your completed visa application form matches that on any supporting documents or that any mismatch is explained. It’s important that your application is consistent.

Have all your supporting documents ready and in good order before completing and submitting your application.

Step 7: Prepare for the Interview

Prepare for the interview that is likely to accompany your visa application. You may be asked about your course, the University of Hull and your future plans.

Step 8: Submit the application

Submit your completed visa application and all the supporting original documents.

What to do if your application is refused?

If your visa application is refused, email a copy of your refusal notice to the University Visa Support Team as soon as you can: tier4_students@hull.ac.uk

- If you require urgent immigration advice regarding your refusal, please email the International Office Immigration Team at: immigration@hull.ac.uk
- If your visa application is refused, you will need a new CAS number to make a fresh application and you will need to provide up to date financial evidence.
Checklist

Step 1  Accept your conditional offer with the ‘Admissions Service’ and make sure they have the correct email address for you.

Step 2  Meet all the conditions on your offer letter. Your CAS statement is generated only after all the conditions of your offer are met but not until 4 months before your course start date.

Step 3  Check your CAS statement carefully. Ensure that all the information on your CAS is correct; including your course and personal details.

Step 4  Start your visa application.

Step 5  Prepare all supporting documents to ensure they are ready and in good order before completing and submitting your application.

Step 6  Ensure that the information on your completed visa application form is consistent with your supporting documents.

Step 7  Prepare for the interview that is a part of your visa application. You may be asked about your course, the University of Hull and your future plans.

Step 8  Submit your completed visa application and all the supporting original documents.