1. **How do I access the visa application form?**

Go to: [www.visa4uk.fco.gov.uk/account/register](http://www.visa4uk.fco.gov.uk/account/register). Register an account: create a log-in.

2. **What should I enter for my “Date of intended travel” in the “Apply for myself” section if I do not know this yet?**

You must select a date that will allow you to arrive in the UK in enough time to collect your BRP with full visa on it and complete Registration before the course start date on your CAS.

**“Date of intended travel” (Apply for myself section) & “Date of planned arrival in the UK” (Travel Information section):**

The date of intended travel should be the date you will leave your country when travelling to the UK. Check paragraphs 106-107 of the Tier 4 Policy Guidance to see when you can come to the UK (based on the length and type of course you will study).

To answer the “Date of planned arrival” question, you should either enter the course start date on your CAS or another date that falls within the 30 days before the course start date.

If you use the course start date to answer the “Date of planned arrival” question, your 30-day visa sticker will have a valid from date 30 days prior to the course start date.

If you use any other date before this, your 30-day visa sticker will have a valid from date 7 days before the date you have chosen.

3. **What should I choose from the drop-down menus for “Select Visa Type”?**

Select the following from the drop-down menus:

- “Reason for visit” - select “Study”
- “Visa Type” – select “PBS Tier 4 Student”

You will be asked to select a visa sub type- your selection will be based on the way you’re funding your studies:

**“Visa sub-type”:** the option you select will depend on how you are funding your studies in the UK:

- **“Tier 4 (General) Student”:** if you are using money in your own name or a parent’s name to cover tuition fees and maintenance (living costs). US Federal Loans recipients.

- **“Tier 4 General (Sponsored) Student”:** if your official financial sponsor will pay your tuition fees and living costs either partially or fully. Check the Tier 4 Policy Guidance paragraph 200 to see the UKVI definition of an official financial sponsor.

- **“Tier 4 (Chevening, Marshall and Commonwealth Scholars Only) Student”:** select if you receive one of these scholarships listed below. Your visa processing fees and IHS will be waived:

  - Chevening Scholarship or Fellowship
  - British Marshall Scholarship, or
  - Commonwealth Scholarships and Fellowships Plan
4. How do I answer the “How long do you intend to stay in the UK?” question?

Enter the length of your course in months - your CAS states the course start and end dates.

5. What do I write for the “What is the main address and contact details of where you will be staying whilst in the UK?” question if I do not know what my UK address will be at the time I submit the visa application form?

This will depend on whether you are arranging accommodation via the University of Glasgow’s Accommodation service, or if you are arranging private accommodation (e.g. through a lettings agency or private landlord).

If you are arranging accommodation via the University's Accommodation Service, but this has not yet been finalised, you can use the Accommodation Service's address and contact details here:

<table>
<thead>
<tr>
<th>Accommodation Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1, The Fraser Building</td>
</tr>
<tr>
<td>65 Hillhead Street</td>
</tr>
<tr>
<td>Glasgow</td>
</tr>
<tr>
<td>G12 8QF</td>
</tr>
</tbody>
</table>

If you are arranging private accommodation and your UK address is not finalised at the time you submit the visa application form online, you can use the address and contact details of the lettings agency you are arranging this through.

If you have not started to arrange accommodation in the UK at the time you submit your visa application form, you should enter the address and contact details of the temporary accommodation (e.g. hotel or bed and breakfast) you will stay in when you first arrive.

6. What does the question “Have you ever voluntarily elected to depart the UK?” mean?

This question is sometimes misunderstood. It is asking whether you have been faced with a deportation order but left the UK at your own expense before deportation was enforced. If you have previously held a UK visa but left the UK before the visa expired, select “No”.

7. Which language should I put to answer “If we need to interview you what language would you like to use in the interview?”

Most students would select “English” - this is the language you will study in.

8. How do I answer the following questions in the Maintenance and Fees section?:

“How much are the fees for your course of study?”

Copy this amount from your CAS.

“Have any of your course fees been paid?”

If you have already paid a deposit or any amount of your tuition fees this will be stated on your CAS. If you have made a payment toward your tuition fees to the University of Glasgow please select “Yes – paid to UK Education Provider”.

Copy the amount of fees paid from your CAS and select “Shown in the CAS” when asked “What document has been provided as evidence of payment?”
“Have any of your accommodation fees been paid to your sponsor?”

If you have paid any accommodation fees to the University of Glasgow the amount you have paid will be shown on your CAS. If you have made a payment toward your accommodation fees to the University of Glasgow please select “Yes – paid to UK Education Provider”.

Copy the amount of fees paid from your CAS and select “Shown in the CAS” when asked “What document has been provided as evidence of payment?”

“Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor?”

Paragraphs 198-199 of the Tier 4 Policy Guidance explain who is considered an official financial sponsor and what is considered as official financial sponsorship.

“Do you have any remaining fees and maintenance still due for payment?”

You should answer “Yes” to this question if all your tuition fees are not yet paid, or if you will receive official financial sponsorship but this does not cover the total amount required for your unpaid tuition fees + maintenance. If this is the case, you would also need to include additional financial documents to evidence that you have held the additional amount required in GBP for at least 28 consecutive days before submitting the visa application form.

“Course fees”

Enter the amount of unpaid tuition fees here (if you have paid all tuition fees in full and your CAS shows this, enter “£0”)

“Maintenance”

You need to demonstrate you have at least £1015 for each month of your course, up to a maximum of 9 months (£9135). For example, if your course is 9 months in length, or longer, you would enter £9135. If your course is shorter than 9 months in length, you would need £1015 for each month of your course. Even part-months on your CAS must be counted as requiring £1015 when calculating how much you need for living costs if your course.

Does your CAS show you have paid money to the University for accommodation? If you have paid money to the University for accommodation, this will be stated on your CAS. You can deduct up to £1265 of the amount you paid to the University for accommodation on your CAS from the amount you are required to show that you have for maintenance (see paragraphs 196-197 of the Policy Guidance).

“Do you have the money in your own name?”

You should answer “Yes”, unless you are using financial evidence in your parent’s name/s.

9. “What original documents have been supplied showing evidence of funds for the fees that still need to be paid?” – what documents should I enter here?

You would enter the financial document/s, you have prepared and will use to show any unpaid tuition fees and the maintenance required.

You can use a financial document that is listed in paragraph 219 of the Tier 4 Policy Guidance. Please see the examples on the next page.

10. How do I answer the “Points Claimed” questions?

- 30 points (for having a valid CAS)
- 10 points (for meeting the maintenance requirement)
- 40 points (in total)
Evidence of funds examples: the financial documents you will submit will depend on how you are funding your studies. Make sure all documents meet the requirements listed in the Tier 4 Policy Guidance:

Officially Financially Sponsored (tuition fees and maintenance both fully covered by sponsorship) – you will need to submit an Official Financial Sponsor Letter.

Officially Financially Sponsored (tuition fees and maintenance not fully covered by sponsorship) – you will need to submit an Official Financial Sponsor Letter plus a document in your / your parent’s name/s showing remaining amount held for a minimum of 28 consecutive days before submitting online visa application form.

Self-funding (using money held in a bank account in your name) – e.g. a bank statement or bank letter in your name showing money held for a minimum of 28 consecutive days before submitting online visa application form.

Self-funding (using money held in a bank account in your parent’s name) - e.g. a bank statement or bank letter in your parent’s name/s. Also, the additional documents in paragraphs 221-222 (e.g. birth certificate, letter from parent’s). Must show money held for a minimum of 28 consecutive days before submitting online visa application form.

Self-funding (receiving US Federal Loans) you will need evidence of the US Federal loan (see point V, paragraph 219 for loan letter requirements). If the US Federal Loan does not cover all of money required for unpaid tuition fees plus maintenance, you will also submit another financial document in your / your parent’s name/s.

Other document requirements: All documents must be originals, dated as made before you submit the online visa application form and must meet the requirements in the Tier 4 Policy Guidance.

- If the financial documents are not in GBP: you must print a currency conversion to GBP on the day you submit the online form using www.oanda.com – see paragraphs 192-193.

- If any of the documents are not in English: you must have these documents officially translated and submit both the original and the translation. See paragraph 17.

- English Language documents: See your CAS to check the English Language evidence used to obtain your offer that you will also submit for your Tier 4 visa application. If you are using an academic qualification at degree level or above from a majority English speaking country (but not Canada), or Ireland, check your CAS confirms that the qualification meets or exceeds the level of a UK degree in accordance with NARIC.

Useful Links: If you have any queries, please contact us: internationalstudentsupport@glasgow.ac.uk and see the International Student Support webpages for information on:

- How to update your CAS (tuition fees, accommodation fees or any other information)
- Links to the UKVI’s Tier 4 webpages, Tier 4 Policy Guidance and Tier 4 Documents Guide
- Link to the UKCISA guide / information for applying for a Tier 4 visa from outside the UK

See the List of Commonwealth countries, British Overseas Territories, British Crown Dependencies (to answer the question: “Have you been issued any visa for the UK, UK Overseas Territories or Commonwealth Country in the last 10 years?”).