You must have prepared all required documents before submitting the online visa application form. When you are ready to submit, log back in to your UKVI account using the link e-mailed to you by the UKVI.

1. Check your answers

You can still change your answers before the “Declaration” page.

2. Confirm who is applying

The form asks whether you are the only applicant. You would only add another person if you have a spouse or child applying at the same time as you in the UK for a PBS Dependant visa extension.

3. Differentiation Agreement (“Low Risk” applicants)

This screen is asking you if you are a “Differentiation Agreement” applicant – (i.e. if you are applying under the Tier 4 Pilot Scheme, or, if you are one of the listed nationals who can apply under the differentiation agreement).
4. Documents to submit to the UKVI: financial documents

Confirm the financial documents you will be sending to the UKVI:

If you are using an official financial sponsor letter:
Write the name of your sponsor in the “Financial Institution” box and tick the “Letter from bank, building society or other recognized institution” option.

If you are self-funding: Write the name of your financial institution (e.g. bank or building society) as shown on your financial document. Then, indicate if you are using a bank letter or bank statement etc.

If you are self-funding – US Federal Loans: Write in the financial institution box “US Federal Loans”, then select “Letter from bank, building society or other recognized institution” option.

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.

The next screen invites you to add further financial documents if you need to.

5. Documents to submit to the UKVI: all documents

Tick all the boxes on the “Documents” page to confirm you will submit these with your visa application. All of the “Mandatory” and “Other” documents must be submitted!

Check you have listed the financial documents you will submit:

Documents
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:

- Two passport photos for Mrs Barbara Woodhouse
- The biometric residence permit for Mrs Barbara Woodhouse
- The passport issued by United States of America for Mrs Barbara Woodhouse

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

- Letter from a bank, building society or other recognized financial institution (US Federal Loans)
- The birth certificate for Mrs Barbara Woodhouse
- The United States of America passport, identity card or official letter for Mrs Barbara Woodhouse to prove the level of English language required
6. Declaration page

Read the declaration, indicate that you are the applicant, then tick the green box to say you accept the above information.

The next page warns you that you cannot change answers given on your application once you press the “Go to the IHS website” button.

7. Pay the IHS

Pay by credit/debit card. Confirm you will not stay in Jersey / Guernsey / Isle of Man. Re-enter the course start and end dates from your CAS and answer the question about the course level (NQF 7 is equivalent to RQF 7 & SCQF 11). You can check how much you will need to pay using the details on your CAS and the IHS Payment Estimator.

8. Pay the visa processing fees

Pay with a credit or debit card. The amount of fees you will pay will depend on the application option you select and if you choose to buy any of the additional services.

You will then be able to see downloadable PDFs of the Document Checklist and completed application form on the screen – save a copy of each of these. You will need to upload the Document Checklist with your other documents for your visa application.

Print off the Document Checklist and take this to University of Glasgow Visa Registration / Visa Check-in as evidence of submitting an in-time visa Application (if Registration has ended go to the Enquiry Desk on level 2 of Fraser Building).

**Visa processing services – fees and processing times:**

**Standard:** 8 weeks to process after UKVCAS appointment + 7 working days to deliver BRP. £494.20.

**Priority:** 5 working days to process after UKVCAS appointment + 7 working days to deliver BRP. £994.20.

**Super Priority:** 1 working day to process + 7 working days to deliver BRP. £1275.
9. Book and attend a UKVCAS appointment

You will be given access to the Sopra Steria webpages after paying the visa processing fees where you can book an appointment for your visa application at a UKVCAS centre, and choose any additional services for your visa application. Click on the “Book an appointment” option beneath the PDF of the Document Checklist on the screen.

Many appointments at the “core” service point in Glasgow can be booked free of charge however there may be at least a week or more before a free appointment is available. You have the option to pay and extra £100 for appointments that are available the next day or outside of ordinary working hours. You will give your Biometric details (fingerprints and photos) at your UKVCAS appointment.

You can upload scans of your documents ahead of your in-person appointment after submitting your visa application form via the Sopra Steria website – log in using the account details you made when booking your UKVCAS appointment. You can also choose to scan your documents at the UKVCAS appointment instead.

When you attend the UKVCAS appointment take all supporting documents that you have prepared for your visa application, the Document Checklist and your printed appointment confirmation details (you will be e-mailed the appointment confirmation as an attachment from Sopra Steria). You will also be required to bring your passport.

10. After your UKVCAS appointment...

⚠️ UKVI will send your passport and documents and new BRP to you by courier to the address in the UK that you enter on your visa application form. Check your mailbox, accommodation reception or with your flatmates to see if a courier’s card or package has arrived for you towards the end of the visa processing time estimated.

⚠️ If you are not at home when the courier tries to deliver your BRP they may leave this with a neighbour or your accommodation reception desk. Usually the courier will leave a card explaining if they have left the package containing your BRP with someone else for you to collect from them, or if you must contact them to arrange a re-delivery.

⚠️ If you receive a courier’s card asking you to book a re-delivery follow the instructions as soon as possible. The courier will return your BRP to UKVI if they do not hear from you. Make sure you or a trusted friend is at your home to receive the package containing your BRP on the date of re-delivery.

⚠️ When you get your new visa: Show the Tier 4 Compliance Team at Registration (after Registration has ended, take it to the Student Services Enquiry Desk (level 2, Fraser Building): www.gla.ac.uk/myglasgow/registry/tier4/

⚠️ If you are submitting a Police Registration Certificate - you must report any changes made after posting your visa application to your address, personal or course details once this is returned to you.

⚠️ If your new visa states you must register with the police - you must do so within 7 days. Any changes to your address, personal or course details must be updated within 7 days of occurring: www.gla.ac.uk/international/support/after/policeregistration/

⚠️ Changing address after submitting the online application? - update your details with the UKVI as soon as you have change address at any time in the UK: www.gov.uk/change-circumstances-visa-brp