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 and confirm who is applying

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

2. Confirmation of documents to submit to the UKVI

Confirm the documents you have prepared as evidence of holding the required maintenance.

Tick all the boxes on the “Documents” page to confirm you will submit these with your visa application.

3. 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.
4. Pay the IHS & visa processing fees by credit or debit card

Confirm you will not stay in Jersey / Guernsey / Isle of Man. Copy the course start and end dates as well as the course level from your CAS (please note that “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.

Pay the visa fees with by credit/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:

- **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.

Once you have paid the fees you will be able to view the Document Checklist and application form as PDFs (scroll past the “Book an appointment” button). Save a copy of each and print the Document Checklist to take to Visa Registration:

- **If your current visa is for study at University of Glasgow**, you must submit the online visa form and show evidence of this at Visa Registration:
  - Within 6 weeks after the date you were enrolled onto your new course, and
  - before your current visa expiry date, whichever is soonest.

- **If you currently have a valid visa for another institution**, you must show evidence of submitting the online visa form at Visa Registration:
  - Before your visa expiry date, and
  - Before the course start date on your University of Glasgow CAS

5. Book a UKVCAS appointment

Click on “Book an appointment” to book an in-person appointment at a UKVCAS Core Service Point in Glasgow, or at any of the Core or Enhanced Service Points across the UK. You will be taken to the Sopra Steria UKVCAS website to book and will need to create a log-in and password – keep these safe. Your appointment confirmation will be e-mailed to you.

Appointments at the six Core Service Points (such as Glasgow) are free to book, however you can pay an additional £100 to book an appointment on an earlier date or an appointment the next day / outside of normal working hours.

Enhanced Service Point appointments cost £60-£125 to book.

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 (£0). Or, you can choose to scan your documents at the UKVCAS appointment instead (£45 at a Core Service Centre)
6. Attend your UKVCAS appointment

Take your passport and printed appointment confirmation details - print the appointment confirmation attached to the e-mail you will receive from UKVCAS as the QR code needs to be scanned when you attend your appointment.

![Appointment confirmation](image)

You will give your Biometric details (fingerprints and photos) at your UKVCAS appointment - you can expect your UKVCAS appointment to last between 30-45 minutes on average.

7. After your UKVCAS appointment...

**UKVI will send your 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. 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/](http://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/](http://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](http://www.gov.uk/change-circumstances-visa-brp)