1. **How do I access the visa application form?:** Go to: [www.gov.uk/tier-4-general-visa/apply](http://www.gov.uk/tier-4-general-visa/apply) and click “Apply Online”. Create a log in.

2. **What option should I choose from the “Confirm your visa type” question?:** Your selection will be based on the way you are funding your studies:

   - **“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 (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

3. **What should I enter for my “Date you plan to arrive in the UK” in the “Your planned travel information” 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 you plan to arrive in the UK / Date you plan to travel to the UK:** UKVI Policy Guidance states that the visa start date will be whichever is the latest:

   - 1 week prior to your intended travel date, or
   - 1 month prior to your course start date.

   The valid from date will be based therefore on the answers you give on the form to the “Date you plan to arrive in the UK” and “Date you plan to travel to the UK” questions.

4. **How do I answer the “How long do you intend to stay in the UK?” question” in the “Your planned travel information” section?:** Enter the length of your course in months - your CAS states the course start and end dates.

5. **What do I write for the “Accommodation 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:

   Accommodation Services
   University of Glasgow
   Glasgow
   G12 8QQ.
   Tel: +44 (0)141 330 4743
   Email: accom@glasgow.ac.uk
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 select “No” and 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. Which language should I put to answer “If we need to interview you what language would you like to use in the interview?”: Select “English” - this is the language you will study in.

7. How do I answer the questions relating to my maintenance and course fees?
   - **Accommodation payments**: Check your CAS. 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”. Copy the amount of accommodation fees paid from your CAS and select “My sponsor has confirmed this information on my CAS” when asked “How can you prove this amount has been paid?”.

   **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 132-135 of the Tier 4 Policy Guidance.

   - **Course Fees**: Copy from your CAS. If you or your parents have already paid a deposit or any amount of your tuition fees, this will be stated on your CAS. If your CAS shows you have made a payment toward your tuition fees to the University of Glasgow select “Yes” and “My sponsor has confirmed this information on my CAS” when asked “How can you prove this amount has been paid?”. See paragraphs 132-135 of the Tier 4 Policy Guidance.

   **Future official financial sponsor**: Paragraphs 136-137 of the Tier 4 Policy Guidance explain who is considered an official financial sponsor and what is considered as official financial sponsorship.

   **If you are being wholly sponsored by an official financial sponsor how will you prove this?**: “Wholly sponsored” means that your sponsor letter states your sponsor will pay towards your tuition fees and your living costs. If this is the case, select “Yes” then confirm the document you are submitting as evidence of your official financial sponsorship. Your sponsor may pay towards both your tuition fees and living costs, however you must check that the amount your sponsor letter states you will receive meets the UKVI maintenance requirements. If the sponsor letter does not demonstrate your sponsorship meets the UKVI maintenance requirements, you will need to prepare and include an additional financial document with your sponsor letter (e.g. bank statement) to show you have held the remaining amount of money needed.

   **Maintenance funds**: 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.
Financial documents required for self-funding students:

Money held in a bank account in your name... e.g. a bank statement or bank letter. You must show your maintenance money has been held for a minimum of 28 consecutive days before submitting the online visa application form. See paragraph 108 of the Tier 4 Policy Guidance for acceptable financial documents.

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. Must show the maintenance money has been held for a minimum of 28 consecutive days before the online visa form is submitted. See paragraph 108 of the Tier 4 Policy Guidance for acceptable financial documents. Additional documents in paragraphs 109-110 also required (e.g. birth certificate & consent letter form parent’s).

US Federal Loans... submit the student aid confirmation letter issued from the Registry department as evidence of the US Federal Loan funds that you will receive (see paragraph 108 of Tier 4 Policy Guidance). If your US Federal Loans do not cover the amount of money required for your maintenance, you need to provide extra financial evidence proving you have the additional funds required – see paragraph 108 of the Tier 4 Policy Guidance for acceptable financial documents. Loan money does not need to be held for 28 days.

Other student loans... see paragraph 108 of Tier 4 Policy Guidance for the loan evidence requirements. You will need to provide extra financial evidence from paragraph 108 to prove you have the additional funds required if your educational loans do not cover the amount of maintenance UKVI say you need to have. Loan money does not need to be held for 28 days.

Financial documents required for officially financially sponsored students:

Officially Financially Sponsored (tuition fees and maintenance both fully covered by sponsorship)...submit an Official Financial Sponsor Letter – see paragraphs 141-145.

Officially Financially Sponsored (tuition fees and maintenance not fully covered by sponsorship)...submit a sponsor letter plus a document in your / your parent’s name/s showing remaining required amount for maintenance held for a minimum of 28 consecutive days before submitting the online visa application form. See paragraphs 107, 141-145 and 108. Official Financial Sponsor money does not need to have been held for 28 days.

8. What should I enter for my course start date and course end date in the “Course Information” section of the application form?: This will depend on whether you have a “joint CAS” or a “single CAS”:

If you have a single CAS (for one course only)... enter the course start date and course end date as stated on your CAS in the “Course Details” section.

If you have a joint CAS (e.g. for a pre-sessional course + a Masters)... enter the course start date of the pre-sessional course and the course end date of the Masters degree as stated on the CAS.
9. **What documents should I prepare for my Tier 4 visa application?:** Your Document Checklist will confirm the documents you need to upload or submit for your visa application. All documents must be prepared before you submit the online visa application form and meet the requirements in the Tier 4 Policy Guidance.

10. **Do I still need to prepare all documents if I am eligible to apply under the Differentiation Arrangements?:** Certain nationals who are applying for a Tier 4 visa, and students eligible to apply under the Tier 4 Pilot Scheme, do not initially need to submit the following documents prepared for their Tier 4 visa application, however must still prepare these as UKVI may request these from you at any time whilst processing your visa application:

   - evidence of finances (maintenance)
   - academic documents & qualifications stated on CAS (these are the documents listed in the Evidence Used to Obtain Offer section)

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**Common documents to prepare:**

- **Financial evidence** proving you meet the UKVI maintenance requirements. 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](http://www.oanda.com) – see paragraphs 96-97.

- **Current passport** – must be valid and have at least 1 blank page

- **University of Glasgow CAS** – check all the details are correct on your CAS, including the amount of tuition fees you have paid so far. If you need any details on the CAS updated please contact Admissions and make sure the CAS is correct before submitting the online visa application form.

- **Any documents stated on CAS in the English Language section:** See your CAS to check the English Language evidence used to obtain your offer. 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.

- **Any documents stated on the CAS in the Evidence Used to Obtain Offer section**

- **ATAS Certificate** (your CAS / offer letter will state if this is required and you can also check if you need an ATAS certificate for your course by contacting Admissions. Apply for ATAS in advance as it can take up to 2 months to process the ATAS application)

- **TB Test Certificate** (only if required – check here)

- **If any of the documents are not in English:** you must have these documents officially translated and submit both the document and the translation. See paragraph 15 for requirements.

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**Useful Links:** If you have any queries, please contact us: [internationalstudentsupport@glasgow.ac.uk](mailto:internationalstudentsupport@glasgow.ac.uk) and see the [International Student Support webpages](http://www.glasgow.ac.uk) for information on:

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

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