

APPLYING FOR A STUDENT VISA IN THE UK

SUBMIT

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.

Check your answers
Check the information below before you continue to the next section.

Personal information

Title	Miss	Change
Given names	A	
Family name	Student	
Also known by another name?		Add
Telephone number	0141 1234567	Change
Home address	Flat 1 222 Hillhead Street	

All applicants

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the 'all applicants' button at the top left of each page.

Tier 4 (General) student
Mrs Barbara Woodhouse
 11 November 1979
 Completed

[Edit responses about this applicant](#)

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select 'Continue'.

I would like to add a:

[Add this applicant](#)

2. Confirmation of documents to submit to the UKVI

Confirm the documents you have prepared – the list may not state all documents you need to submit so please check Prepare guides!

Tick all the boxes on the “Documents” page.

Proving you have enough money to be in the UK

You must provide documents showing that you have the required funds to cover living costs for you and any dependants joining you while you are in the UK.

[▶ How much money do I need to show?](#)

[▶ How long do I need to show I have held this money?](#)

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

[▶ What financial documents can I use?](#)

Financial institution (such as a bank or building society)

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
 - All passport photos must:
 - have the applicant's name written on the back
 - meet all of the [passport photo requirements](#)
- 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 recognised financial institution (US Federal Loans)
- The birth certificate for Mrs Barbara Woodhouse
 - This must be a full birth certificate that shows the names of both of your parents.
- The United States of America passport, identity card or official letter for Mrs Barbara Woodhouse to prove the level of English language required

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.

Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting documents
- the photograph is an accurate likeness

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, the application will be refused and the applicant may be banned from the UK and prosecuted.

I confirm that:

- I am the applicant
- I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

[I accept the above](#)

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. See the UKVI's Student Visa webpages for the visa processing fees prices.

Once you have paid the fees see the [Visa Registration](#) webpages for how to show the Immigration Compliance Team evidence you have submitted the online visa application form and made an "in-time" application:

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. Use the IDV app or book a UKVCAS appointment

You can [upload scans of your documents](#) ahead of your in-person appointment after submitting your visa application form via the IDV app. Your Biometrics from your last UK visa application will be re-used.

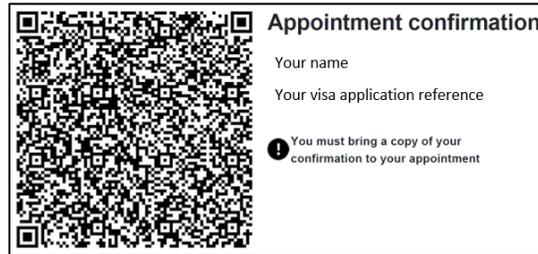
If you cannot use the IDV app for any reason you should book an appointment via the [Sopra Steria](#) website – log in using the account details you made when booking your UKVCAS appointment (£0) and upload your documents to the Sopra Steria website. You will give your Biometric details at the UKVCAS appointment.

Or, you can choose to scan your documents at the UKVCAS appointment instead when you give your Biometrics (it costs money to upload documents at a Core Service Centre)

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.

6. If you need to attend a 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.



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 using the IDV app or attending a UKVCAS appointment...

-  **UKVI will e-mail you their decision.** Check your e-mails regularly. Please read the decision e-mail carefully and keep this safe.
-  **UKVI will send your new BRP to you by courier** to the address in the UK that you enter on your visa application form if you are a visa national. 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 this to the Immigration Compliance Team as part of [visa registration](#) or [visa check-in](#).
-  **Non-visa nationals will be given an online status instead of a BRP.** Please see the e-mail you will receive when UKVI have made a decision on your visa application and keep this safe.
-  **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.
-  **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.