**Tier 4 Sponsor** – this is University of Glasgow (your registered Tier 4 sponsor where you will study).

**Official Financial Sponsor** – a sponsor recognised by UKVI who will give the student visa applicant money to cover:

- all or some of their tuition fees and living costs, (fully sponsored) or,
- money towards only tuition fees, or, money towards only living costs (partially sponsored).

The UKVI confirms in the Tier 4 Policy Guidance that they will consider an official financial sponsor to be:

- Her Majesty’s Government,
- Home country’s government
- British Council,
- Any international organisation/ international company, university or UK independent school.

**Self-funding student**: if you are using money in a bank account in your name (or in your parent’s name/s), or if you receive US Federal Loans, you will be a self-funding student.

**Entry Clearance (EC)** – When a visa application is made outside the UK before the student applicant travels, this is called an entry clearance application. The applicant must receive a visa sticker in their passport before they are able to travel to the UK to commence study.

**Leave to Remain (LTR)** – If you apply to extend a Tier 4 visa in the UK you are applying to extend your Leave to Remain.

**“In-time” visa application** – This is when the visa application is submitted online before visa expiry date (and before course start date on the CAS if the current visa was not issued for study with University of Glasgow)

**CAS (Confirmation of Acceptance of Studies)** – this is an electronic document created by Admissions at the University of Glasgow, which is required when making a Tier 4 visa application. The CAS will state a unique 14 digit number that a student must copy onto their Tier 4 visa application form. The CAS confirms the details of the course you will study, the duration of your course, how the University assessed you met the UKVI’s English Language requirements, if an ATAS certificate is required for your course and so on. The CAS will be e-mailed to a student after they have accepted their unconditional offer and uploaded all required documents to Admissions.

**Joint CAS** – This is a CAS which includes both pre-sessional and main courses (e.g. pre-sessional and Masters or pre-sessional and PhD). When a joint CAS is used to make a Tier 4 visa application, the student will be issued one visa that covers both courses on the CAS.

**Visa Vignette** – this is a visa sticker in a passport and is received after making an entry clearance visa application (from outside the UK). For example, Tier 4 visa applicants studying for more than 6 months will receive a 30-day visa sticker to travel to the UK with before collecting their BRP with their full Tier 4 visa on it once arriving in the UK. If a student will study for less than 6 months and applied for a Tier 4 visa or a Short Term Study visa as entry clearance they will receive a visa sticker for the full duration of their leave.
Glossary of UKVI terms.

**BRP (Biometric Residence Permit)** – this is a visa issued on a card. When a student applies for entry clearance (outwith the UK) they are granted a 30-day visa sticker in their passport to use to travel to the UK. They then collect the BRP (with the full Tier 4 visa details on it) after arriving in the UK. Their BRP is their visa for the duration of their studies. If student has previously extended their Tier 4 visa from within the UK, they will also have a visa on a BRP.

**Academic Progression** – This is a UKVI requirement that Tier 4 visa applicants must meet when applying for a Tier 4 visa inside the UK. Your CAS will either state the document you are using to demonstrate Academic Progression which you must also submit with your other Tier 4 visa application documents (in the Evidence Used to Obtain Offer section), or, that you are exempt from demonstrating academic progression and why (in accordance with the Tier 4 Policy Guidance). Please see the Tier 4 Policy Guidance for more information or the ISS Academic Progression Information Sheet on our webpages.

**IHS (Immigration Health Surcharge)** – This was introduced 6th April 2015. Tier 4 visa applicants must pay this (online) as part of the Tier 4 online application form before they can submit their visa application. The IHS payment is to cover the cost of most of the NHS healthcare that a student may access over the duration of their course in the UK.

**Document Checklist** – This is accessed once you have submitted a Tier 4 visa application online (after the visa processing fees have been paid). It is a PDF document that you will print off from your UKVI online application account. It can be used at Visa Registration as evidence of submitting an “in-time” Tier 4 visa application when applying within the UK, and is also required to be printed and submitted to UKVI with your visa application documents.

**Maintenance** – this is the money the UKVI require a Tier 4 visa applicant to have to cover their living costs and any unpaid tuition fees. Maintenance must be held for at least 28 days before the date the visa application form is submitted online when using bank statements or bank letters. Please see our webpages for Extend your student visa in the UK or Apply for a visa outside the UK for information on how much maintenance you need to show and what documents you can use for your Tier 4 visa application as evidence of this.

**Differentiation arrangement** – this is a UKVI concession regarding which documents are required to be submitted with the Tier 4 visa application form. The differentiation arrangement applies to nationals of countries listed in Appendix H of the Immigration Rules, and to Tier 4 Pilot applicants. See the Tier 4 Policy Guidance for further information.

UKVI can ask you to provide any documents omitted under the differentiation arrangement at any time while they are processing your visa application. Please be aware that your visa application is likely to be refused if these documents do not meet the Policy Guidance requirements, or, if the documents are not provided within the deadline if requested.

**ATAS: Academic Technology Approval Scheme** - This is a certificate issued by the Foreign and Commonwealth Office (FCO), which gives security clearance to study certain subject areas. The University will confirm in the offer letter and on the CAS whether an ATAS clearance certificate is required. If ATAS is needed, the student must apply to the FCO and obtain their ATAS clearance certificate before they submit their visa application.

**Main applicant / student** – the student applying for a Tier 4 visa.

**Tier 4 dependants** – student’s spouse or civil partner or children. See the PBS Dependant Guidance and Tier 4: Family Members UKVI webpage.