Welcome to the “Prepare – Complete – Submit” visa application assistance series by International Student Support at University of Glasgow.

This information is for students in the UK who will be applying to extend their current Tier 4 visa so they can study on a new course at the University of Glasgow. It aims to help you understand some of the considerations you will need to make when preparing for your Tier 4 visa application.

For instance, some of the documents accepted by the UKVI when applying in the UK are different to those you may have used when you applied for your first Tier 4 visa from home. To make a successful (Tier 4 General) visa application in the UK, it is important to make sure you understand the following:

- When you need to submit your visa application
- What documents you need to prepare and the requirements they must meet to be acceptable to the UKVI, and
- The money required for your visa application.

**Essential Reading:**

There are many requirements that you must meet to make a successful visa application. You must also be able to show evidence that you have made an “in-time” visa application to the University of Glasgow at Visa Registration to be able to commence your new course here.

Visa requirements and rules can change often, so it is vital that you carefully read the following sources to assist you:

- UKVI’s [Tier 4 Policy Guidance](#)
- UKVI’s [Tier 4 visa web pages](#)
- The International Student Support (ISS) [Extend your student visa web pages](#)
- [Tier 4 Pilot Scheme](#) and [Academic Progression](#) information on the ISS webpages
- [UKCISA information](#) on making a Tier 4 visa application in the UK
- University of Glasgow’s [Visa Registration](#) web pages and [evidence of making a Tier 4 visa extension](#) information.
Preparing your supporting documents

You will need to start preparing your documents early to make sure you have these before the date you need to submit the online visa application form. Some documents may take longer to prepare or receive than others so you will need to consider this. You should also start filling out as much of the online application form as you can while you are waiting for your CAS to be e-mailed to you.

**Example of a Timeline for preparing your supporting documents**

<table>
<thead>
<tr>
<th>2-3 months before you need to submit your visa application</th>
<th>Read the Tier 4 Policy Guidance and the ISS guide to applying to extend your Tier 4 visa: Regularly check both the online Tier 4 Policy Guidance and the ISS web pages and guide in case there are any changes to the UKVI’s rules and requirements for Tier 4 visa applications.</th>
<th>Financial Documents: Start thinking about how much money you will need to start holding for maintenance (living costs and tuition fees). If you will use a bank statement from outside the UK, make sure you request this so you will receive it in time (before you need to submit the application) and that it meets all requirements in Tier 4 Policy Guidance.</th>
<th>ATAS Certificate: If your conditional offer letter states you need an ATAS certificate, you should apply for this straight away. You do not need your CAS to apply for ATAS. In August / September, it can take up to 2 months for an ATAS certificate to be issued, so you will need to make sure you apply in enough time to receive this before you submit your visa application.</th>
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<tr>
<td>1 month before your visa application</td>
<td>Create an online UKVI account: Start filling out the online visa application form. Most of the questions can be answered by copying the information from your documents (e.g. passport, current visa (BRP) etc). Regularly check the Tier 4 Policy Guidance online and ISS web pages to make sure there have been no changes to the UKVI’s requirements for Tier 4 visa applications! If you are unsure of how to answer a question on the online visa application form, you can e-mail us at ISS with a screenshot of the question so we can assist you. Financial Documents: Remember, you will need to keep holding the required amount of maintenance until after you have submitted the online visa application form. If you need to pay rent or other living costs, you must use a different source of money (not the money you are holding for maintenance). If you pay tuition fees or accommodation to the University of Glasgow make sure your CAS it shows the correct amount paid. If not, request a CAS fees update.</td>
<td>Documents required to meet your conditional offer for study: You will need to upload these to the Admissions department at the University to be given a CAS – follow the instructions on your offer letter and contact them if you have any queries. Any documents stated on your University of Glasgow CAS also need to be submitted with your visa application. If you want to check what these documents will be before you get the CAS, check with Admissions.</td>
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<tr>
<td><strong>1-2 weeks before you will submit your visa application form...</strong></td>
<td><strong>CAS:</strong></td>
<td><strong>Passport photographs:</strong></td>
<td><strong>ATAS certificate:</strong></td>
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<td>You will receive this after accepting your unconditional offer to study at the University. Remember, the CAS is usually the last document you will receive so you must have prepared all others before you get this to be able to submit your visa application on time.</td>
<td>The UKVI require you to submit x2 new <strong>passport photos</strong> that have been taken in the UK within the 4 weeks before the date you submit your visa application form online.</td>
<td>If you have applied for an ATAS certificate, you will need to print this out once it is e-mailed to you.</td>
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<td>When you receive your CAS check all the details are correct – e-mail Admissions immediately if you spot any incorrect information, or if your tuition fees or accommodation fees paid directly to the University of Glasgow need to be updated.</td>
<td>You cannot use old photos or photos taken outside the UK. Carefully read the UKVI’s photo guidance and make sure your photos meet the measurements and other requirements.</td>
<td>If you spot any errors on the ATAS certificate, you must report this to the FCO so they can amend these and send you a correct ATAS certificate to use with your visa application.</td>
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<td>Print off your CAS and answer the last questions on the visa application form using the information from the CAS. Your printed CAS (and any printed CAS updates) need to be submitted with your other documents to the UKVI.</td>
<td>Copy your full name from your passport onto the back of each photograph. It is important to provide photographs that meet the UKVI requirements to avoid your visa application being rejected.</td>
<td>Copy your ATAS reference number onto the visa application form. The printed ATAS certificate will need to be submitted with all your other documents to the UKVI.</td>
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<td>If your CAS does bear an “academic progression” related statement you must provide documentary evidence that you meet the UKVI’s academic progression requirements.</td>
<td><strong>Remember...</strong></td>
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<td>✓ If you are using a document that is not in English, you must also provide an official translation that meets the Tier 4 Policy Guidance requirements.</td>
<td>✓ If the currency on your financial document is not in GBP (British pounds), you will need to make and print a currency conversion – please see the ISS guide and Tier 4 Policy Guidance for more information.</td>
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Frequently Asked Questions:

Q. What is “maintenance”?

Maintenance is the money that the UKVI say you must hold for a minimum of 28 full and consecutive days (and until you have submitted your online visa application form). Maintenance is any unpaid tuition fees plus your living costs. If you are using a bank statement or letter as evidence of holding your maintenance, you can use a date-to-date calculator to check:

- You have held your maintenance for the required length of time, and
- That the date the bank statement was made, and the last transaction date on your bank statement, fall within the 31 days before you submit the online form.

If you drop below the required amount of maintenance at any time during or after the 28 day period before submitting your visa application form online, your visa application is very likely to be refused. The most common reasons for Tier 4 General visa application refusals that we have seen are:

- submitting documents that do not meet the requirements in the Tier 4 Policy Guidance or,
- submitting a document that does not show the maintenance required has been held for a minimum of 28 days and until the form is submitted.

The UKVI say you must have at least £1015 for living costs for each month of your course as shown on your CAS (up to a maximum of 9 months). This means you must show a minimum of £9135 has been held for your living costs. The UKVI will also allow you to deduct up to £1265 of the amount you have paid the University of Glasgow for accommodation – any money paid for accommodation to the University will be stated on your CAS in the “Accommodation and Fees” section.
CAS: Accommodation and fees

Tick if you will be providing accommodation or leave blank if unknown: Y
Tick if the course fee for the first year includes accommodation or boarding costs: N
Course fees charged for first year of the course (in pounds sterling): 10000.00
Course fees paid to date (in pounds sterling): 5500.00
Boarding or accommodation fees charged for the first year (in pounds sterling): 2000.00
Boarding fees paid to date (in pounds sterling): 
Accommodation fees paid to date (in pounds sterling): 2000.00
Fees last updated:

Up to £1265 of accommodation fees can be deducted from your maintenance if these were paid to University of Glasgow and stated on the CAS.

Q. What financial documents can I prepare to show I have held my maintenance for the required time?

The UKVI’s Tier 4 Policy Guidance states they will only accept the following financial documents – they must meet all the requirements listed in the Policy Guidance to be accepted by the UKVI:

- Personal bank statements
- Building society pass book or building society statements
- Letter from a bank or a building society
- Letter from an official financial sponsor (e.g. a government or a university)
- Letter for personal savings accounts (from a financial institution regulated by either the Financial Conduct Authority, the Prudential Regulatory Authority or, in the case of overseas accounts, the home regulator)
- Letter from a regulated financial institution confirming a loan (e.g. US Federal Loans)

Remember:

- If you are using money held in your parent’s name (e.g. parent’s bank statements), you must also include the extra documents stated in the Tier 4 Policy Guidance (e.g. birth certificate and letter of permission).
- All documents must be made before the online visa form is submitted. Early preparation of your supporting documents will give you enough time to comfortably make your visa application.

See our information sheets on the common supporting and financial documents you will need to prepare for your Tier 4 visa application before reading the “Complete” guide.

Any questions? Contact us at International Student Support:
Tel: (0141) 330 2912 e-mail: internationalstudentsupport@glasgow.ac.uk