1. **Check your answers**

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

2. **Confirm who is applying**

The form asks whether you are the only applicant. You would only add another person if you have a spouse or child applying at the same time as you in the UK for a PBS Dependant visa extension.

3. **Differentiation Agreement (“Low Risk” applicants)**

This screen is asking if you are a “Differentiation Agreement” applicant – (i.e. if you are applying under the Tier 4 Pilot Scheme, or, if you are one of the listed nationals who can apply under the differentiation agreement).
4. Documents to submit to the UKVI: financial documents

Confirm the financial documents you will be sending to the UKVI:

If you are using an official financial sponsor letter: Write the name of your sponsor in the “Financial Institution” box and tick the “Letter from bank, building society or other recognized institution” option.

If you are self-funding: Write the name of your financial institution (e.g. bank or building society) as shown on your financial document. Then, indicate if you are using a bank letter or bank statement etc.

If you are self-funding – US Federal Loans: Write in the financial institution box “US Federal Loans”, then select “Letter from bank, building society or other recognized institution” option.

The next screen invites you to add further financial documents if you need to.

5. Documents to submit to the UKVI: all documents

Tick all the boxes on the “Documents” page to confirm you will submit these with your visa application. All of the “Mandatory” and “Other” documents must be submitted!

Check you have listed the financial documents you will submit:
6. Declaration page

**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

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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.

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7. Pay the IHS

Pay by credit/debit card. Confirm you will not stay in Jersey / Guernsey / Isle of Man. Re-enter the course start and end dates from your CAS and answer the question about the course level (NQF 7 is equivalent to RQF 7 & SCQF 11).

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8. Pay the visa processing fees

Pay with a credit or 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. Book an in-person appointment at a UKVCAS service point (core centre) in Glasgow, or, at one of the other service points outside of Glasgow across the UK.

When you pay the visa processing fees, the online visa application form is automatically submitted.

Once the form is submitted online, you will be able to access PDFs of the Document Checklist, completed application form and appointment confirmation.

Print off the Document Checklist and appointment confirmation and save a copy of your application form.
**Visa application routes for extending your Tier 4 visa in the UK:**

**Standard:** Your visa application should be processed in around 8 weeks; you can expect to receive your new BRP within 7-working days after a decision has been made on your visa application. £475 plus Biometric fee (currently £19.20).

**Priority:**
Your visa application should be processed within around 5 working days; you can expect to receive your new BRP within 7-working days after a decision has been made on your visa application. £952.

**Super Priority:**
Your visa application should be processed within around 1 working day; you can expect to receive your new BRP within 7-working days after a decision has been made on your visa application. £1085.

**In-person appointment at a UKVCAS service point:**
Select this service and pay the visa processing fees. You will then be taken to the Sopra Steria webpages where you can book an appointment (within the next 5 working days) and any additional services you wish to purchase. Many appointments at the “core” service point in Glasgow can be booked free of charge, otherwise you can pay for appointments that are the next day, outside of ordinary working hours, for example.

You can upload scans of your documents ahead of your in-person appointment when you submit your visa application form or at your appointment.

When you attend the appointment take all supporting documents that you have prepared for your visa application, the Document Checklist and your printed appointment confirmation details (you can print these after booking your appointment when completing the application form).

The address and opening times of the Glasgow Core Service UKVCAS centre can be seen here:
9. Final Steps

- Show your Document Checklist at the Enquiry Desk on level 2 of Fraser Building – the Tier 4 Compliance Team need to see this as evidence that you have applied for your visa in time and can continue your studies.

- Attend your UKVCAS appointment – remember to take your supporting documents (copies or originals), Document Checklist and appointment booking confirmation with you. Read the instructions on your appointment confirmation so you understand what will happen at the appointment.

When you receive your new BRP:

- Show this to the Compliance Team at [Registration](#) or, if Registration is not running, take it to the Student Services Enquiry Desk (level 2, Fraser Building). The Tier 4 Compliance Team need to see your new visa to confirm that you can continue with your studies.

- **If you are submitting a Police Registration Certificate** with your visa application - you must report any changes made after posting your visa application to your address, personal or course details once 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.