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?**
   You will be asked to select a visa sub type - 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:**
   You should either enter the course start date on your CAS or another date that falls within the 30 days before the course start date.

   If you use the course start date to answer the “Date of planned arrival” question, your 30-day visa sticker will have a valid from date 30 days prior to the course start date.

   If you use any other date before this, your 30-day visa sticker will have a valid from date 7 days before the date you have chosen.

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?”
Most students would select “English” - this is the language you will study in.

7. How do I answer the following questions relating to my maintenance and course fees?:
“Accommodation payments”
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 paragraph 208 of the Tier 4 Policy Guidance.

“Course Fees”
Copy this amount 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 you have made a payment toward your tuition fees to the University of Glasgow please select “Yes”.

Copy the amount of 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?”. See paragraph 207 of the Tier 4 Policy Guidance.

“Future official financial sponsor”
Paragraphs 209-213 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 your sponsor letter 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.

**Documents required for officially financially sponsored student:**

- **Officially Financially Sponsored (tuition fees and maintenance both fully covered by sponsorship)...** you will need to submit an Official Financial Sponsor Letter.

- **Officially Financially Sponsored (tuition fees and maintenance not fully covered by sponsorship)...** you will need to submit an Official Financial Sponsor Letter plus a document in your / your parent’s name/s showing remaining amount has been held for a minimum of 28 consecutive days before submitting online visa application form.

**“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.

**“Are all of the maintenance funds required for this application in a bank account with your name on it?”**

You should answer "Yes", unless you are using financial evidence in your parent’s name/s.

**Documents required for self-funding students:**

If using 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 231 of the Tier 4 Policy Guidance for acceptable financial documents.

If using 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. You must show the maintenance money has been held for a minimum of 28 consecutive days before the online visa application form is submitted.

See paragraph 231 of the Tier 4 Policy Guidance for acceptable financial documents. Additional documents in paragraphs 232-234 also required (e.g. birth certificate, letter from parents).
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If receiving US Federal Loans... submit the student aid confirmation letter issued from Registry department at University of Glasgow as evidence of the US Federal Loan funds that you will receive (see paragraph 231(v) of Tier 4 Policy Guidance). If your US Federal Loans do not cover the amount of money required for your maintenance, you will need to provide extra financial evidence to prove you have the additional funds required – see paragraph 231 of the Tier 4 Policy Guidance for acceptable financial documents.

8. What should I enter for my course start date in the “Course Information” section?
The way you answer this questions will depend on whether you have a joint CAS or a single CAS. If you will study a 1 year Master degree and are eligible for the Tier 4 Pilot Scheme, the way you answer this question can assist the caseworker with identifying this:

If you have a single CAS (e.g. 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 and a 1 year Masters course)... enter the course start date of the 1 year Master degree as the course start date. This will identify applicants who are eligible to apply under the Tier 4 Pilot Scheme and receive and extra 6 months on their visa after their course end date. The course start date of your main course (this is the degree course) may be clarified in the “Evidence Used to Obtain Offer” section.

Other document requirements: All documents must be collected before you submit the online visa application form and must meet the requirements in the Tier 4 Policy Guidance.

- **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 203-204.

- **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 16.

- **English Language documents:** See your CAS to check the English Language evidence used to obtain your offer that you will also submit for your Tier 4 visa application. 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.

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/international/) for information on:

- ✔ How to update your CAS (tuition fees, accommodation fees or any other information)
- ✔ Links to the [UKVI's Tier 4 webpages](http://www.ukvisasandimmigration.gov.uk) and [Tier 4 Policy Guidance]
- ✔ Link to the [UKCISA](http://www.ukcisa.org.uk) guide / information for applying for a Tier 4 visa from outside the UK