

You may need to extend your visa by applying for the Tier 4 General student visa if you are:

- ✈ a continuing LSBU student and you need to extend your visa to complete your course (if applicable), or
- ✈ a new student to LSBU and you are already in the UK.

Who can switch into the Tier 4 General student category?

In order to apply in the UK, you must already have permission to be in the UK under one of the specific categories specified in the **Tier 4 Policy Guidance**.

Please read this carefully as it is not possible to switch into Tier 4 General from certain visa categories. If you are unable to switch in the UK you must apply for 'Entry Clearance' from your home country.

When can I apply?

- If you are a current student and need to extend your visa to complete your course, it is advisable that you start preparing your documents as soon as possible, or at least six weeks before your visa expires.
- If you are a new student to LSBU but are already in the UK (and you are eligible to apply in the UK), you will need to submit your visa application and show evidence of this before enrolling on your course. Please note, if there is a gap of more than 28 days between your visa expiry date and the start date of your new course, you must leave the UK and apply from overseas.
- When applying in the UK it is essential that you submit a valid application before your current visa expires. Applicants who submit their application on time may be given the right to submit an Administrative Review if their application is refused. If you apply late you may not be allowed to study and you will have no right to challenge the refusal.

What do I need to prepare for my application?

- ✈ The **Home Office has a Tier 4 Policy Guidance**. It is important that you read this.
- ✈ **Your current passport and visa** and any old passports/visas used to travel to the UK.
- ✈ **One passport-sized colour photograph** (write your name in block capitals on the back): These must meet the requirements of the **Home Office Photograph Guidance**.
- ✈ **A Confirmation of Acceptance for Studies (CAS)**

This is a virtual document which contains information about you and your course of study. It is provided by the University and is mandatory requirement in order to make a Tier 4 General visa application. Each number is valid for one visa application. Please see **My LSBU** for more information about how to request a CAS. CAS requests are assessed on a case by case basis and to access the **online CAS request form**.

- ✈ **Evidence of your money**

You will need to show that you can pay any remaining tuition fees for the current academic year of your course or the next academic year of your course, depending on when you apply. You will also need to show a fixed amount of money for your living costs. It is very important that you can show the correct amounts and the correct documentation in order to secure a Tier 4 General visa. You will be required to show that your documents meet the requirements before being issued a CAS.

Please see our guidance '**Your finances**' for further information.

Updated: May 2017

Immigration and International Student Advice

Admissions & Recruitment Centre (ARC), Southwark Campus

T: +44 (0)20 7815 7037 / 6156

E: international.advice@lsbu.ac.uk

W: my.lsbu.ac.uk/my/applicant/Current-Applicants/International-students

✈️ You must include any **academic qualifications** used to obtain your offer to study at the University if these are listed on your CAS. You must include the original documents (not copies).

Any documents that are not in English must be officially translated. The translations must include:

- Details of the translator/translations company's credentials and
- Confirmation that it is an accurate translation of the original document and
- The translator/translations company's contact details.

✈️ If you are currently financially sponsored by a government or an international scholarship agency, or your financial sponsorship ended within 12 months of your application being made, you will also need to provide written consent from your sponsor that they have no objection to you continuing your studies in the UK.

✈️ **Academic Technology Approval Scheme (ATAS) clearance certificate:**

The Academic Technology Approval Scheme (ATAS) is designed to check and approve students who will undertake postgraduate studies and research in certain science and technology subjects. You will need to apply for an Academic Technology Approval Scheme (ATAS) certificate if you will study one of the listed courses. You will need to submit your ATAS certificate to support your visa application. Please see our guidance '[Academic Technology Approval Scheme \(ATAS\)](#)' for more details.

✈️ **Police registration certificate:**

Nationals of certain countries are required to register with the Police as a condition of their visa. If you have already registered with the Police you must also update your certificate, for example, if you change address or change your name. Please see the Home Office guidance on [registering with the Police](#) and [the Metropolitan Police website](#) for further details of how to update your certificate. We also have guidance on '[Registering with the Police](#)' on My LSBU.

✈️ **Immigration Health Surcharge (IHS) reference number:**

If you are studying for more than 6 months in the UK you will be required to pay £150 a year. The amount you are required to pay will be calculated automatically according to the amount of time your visa will be valid for. You will be asked to make this payment as part of your online visa application. If you are not required to make a payment you will still need to follow instructions to receive a reference number which will be included with your application. See further information on the [Home Office website](#).

Can the University help me complete and submit the application form?

The university has a specialist team to assist you with your Tier 4 application. Although you will need to submit your application yourself, you can book an appointment with an Immigration and International Student Adviser who can advise you on your application before submission and check your supporting documents.

You can access the Tier 4 application form [here](#).

How much will my application cost and when will I receive a decision?

In addition to the Immigration Health Surcharge you will need to pay a visa application fee. You will be required to make payment when you submit your application online.

Standard service: £457 (a decision within 8 weeks).

Priority service: £916 (a decision within 10 working days). Please see the [Home Office website](#) for further guidance on the Priority Service.

Premium Service: £1,047 (most decisions are made on the day of your appointment at the Premium Service Centre. You will book your appointment online as part of the online application process).

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For all applications you must also provide your biometric information (fingerprints and a photo). If you have chosen the Standard or Priority service you will be instructed to enrol your biometrics at the Post Office. This will cost approximately a further £19.20. If you have opted for the Premium service you will provide your biometrics when you attend your appointment at the premium service centre.

Will I be interviewed after submitting my visa application?

Once you have submitted your Tier 4 application the Home Office may send you a letter or email, inviting you to attend an interview. During this interview a member of Home Office staff will assess whether you meet the English language requirements and also whether they are satisfied you are a 'genuine student.'

It is very important to check your email account regularly as if you do not attend your interview, your application may be automatically refused.

For more information about this, please see our How to Guide '[Credibility interviews](#)' or feel free to [contact us](#).

Time cap on study

There is a limit on how long you can study with a Tier 4 visa. Time spent studying in the UK at degree level or above is limited to five years, unless one of the Home Office's exceptions apply (see the [Tier 4 Policy Guidance](#) for further details). Before issuing you with a CAS the university will assess how long you have studied in the UK as a Tier 4 student to ensure you do not exceed the limit. This is because the Home Office will refuse an application for further leave where it exceeds their limit.

Any questions?

- Contact the Immigration and International Student Advice team: international.advice@lsbu.ac.uk
- Home Office: www.gov.uk/tier-4-general-visa
- UKCISA: www.ukcisa.org.uk