

Tier 4 visa application guide 2 – preessional students

Getting your CAS for your new course

You will need to have your CAS before you finish the final stages of the online application. You will get this once you have finished the Pre-session course.

You will be able to access your CAS by logging into the student portal and clicking on the **'My Visa'** link in the menu on the left hand side of the page.

The admissions team will send you a Pre-CAS and will ask you to check that all the information on it, such as your name, date of birth and passport details etc, is correct. The CAS number will not be issued until you have confirmed to the Admissions team that the information is correct. If there are any errors in the information you need to tell them this as soon as possible.

Do not progress any further until you have had your final document check with an adviser in September and they have told you that all your documents are correct.

If you have been told by adviser that you can now apply, please follow the steps in this guide to submit your visa application form.

Sign in to your visa application

To open your saved application form click on the link in the email the UKVI sent you.

UK Visas & Immigration

Your visa application has been saved.

Use this link to sign in to your application:

[Tier 4 \(General\) student](#)

UK Visas and Immigration

PLEASE DO NOT REPLY TO THIS EMAIL

This email was sent to c.duce@kent.ac.uk as a user of the UK Visas and Immigration (UKVI) visa application service. Read our [Privacy Policy](#). Information about the visa application process is available on [the visas and immigration pages of the gov.uk website](#).

This service is provided by [GOV.UK](#), the website for the UK government.

Enter your password – click **"Sign in"**.

Sign in to your UK visa application

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

Enter your password

[I forgot my password](#)

Sign in

Complete unfinished sections of the form

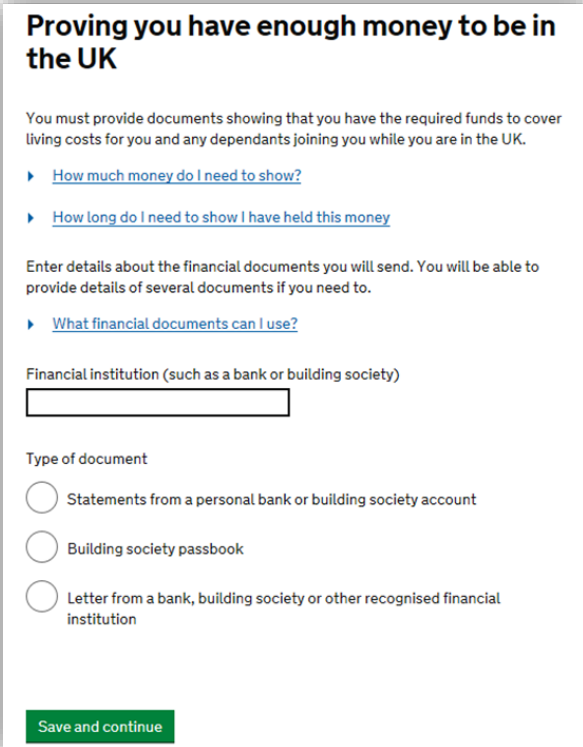
- **Applicant contact details;** Enter your accommodation address for the property you will be living in to once you have finished your Pre-sessional course. You should have received the details of your new address when you were given your results for the presessional course.
- **Course information;** Use the information on your CAS to complete this section.
- **Course fees;** Enter total course fees and course fees paid as stated on your CAS.
- **Confirmation of Acceptance for Studies;** enter your CAS number.

Once you have completed the form. Check your answers are correct and click “Continue”

Proving you have enough money to be in the UK

Enter the name of the bank, building society or other recognised financial institution you will be using in the text box. For example “Lloyds bank”

Then select the type of document from the list



Proving you have enough money to be in the UK

You must provide documents showing that you have the required funds to cover living costs for you and any dependants joining you while you are in the UK.

- ▶ [How much money do I need to show?](#)
- ▶ [How long do I need to show I have held this money](#)

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

- ▶ [What financial documents can I use?](#)

Financial institution (such as a bank or building society)

Type of document

☐ Statements from a personal bank or building society account

☐ Building society passbook

☐ Letter from a bank, building society or other recognised financial institution

Save and continue

Click ‘Save and continue’

Documents

You will now see a list of documents you need to provide with your application. Check you have all the documents on the list. Click on the checkbox to indicate you have them. Sometimes the list does not include qualification certificates listed on your CAS, however you must send these to the UKVI.

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

- ☒ The China passport or travel document for Miss Kent Union
- ☒ Two passport photos for Miss Kent Union

All passport photos must:

- have the applicant's name written on the back
- meet all of the [passport photo requirements](#)

- ☒ The biometric residence permit for Miss Kent Union
- ☒ The police registration certificate for Miss Kent Union

Other documents

If you do not provide these documents, your application may be delayed or refused.

- ☒ Statements from a personal bank or building society account (NatWest bank)
- ☒ The ATAS clearance certificate for Miss Kent Union
- ☒ Degree Certificate from Beijing University for Miss Kent Union

Providing your documents

If you choose Standard or Priority Service, you must send your documents within 15 days to the address on your supporting document checklist (provided when you have completed your application payment).

If you choose Priority Service, sending in your documents within 2 days will allow enough time for your application to be processed within 10 days.

If you choose Premium Service, you must bring your documents to your Premium Service Centre appointment.

If you choose Super Premium Service, a courier will pick up your documents. Your documents must be received at least 3 days before your visit.

If you do not provide all mandatory information your application may be rejected. Your application will not be considered and an administration fee for each person included in the application, will be deducted from your refund.

Save and continue

Click “Save and continue”

Check your answers

Check the information is correct. Select **'Change'** or **'Add'** if you need to change any of the information.

Check your answers

Check the information below before you continue to the next section.

Maintenance

Financial institution (such as a bank or building society)	NatWest bank	Change
Type of document	Statements from a personal bank or building society account	
Do you want to add another financial document?		Add

Documents

Mandatory documents	<ul style="list-style-type: none">• The China passport or travel document for Miss Kent Union• The police registration certificate for Miss Kent Union• Two passport photos for Miss Kent Union On the back of your passport photograph, please provide your full name. There are rules about what your photograph should look like. To find out more about these rules, go to https://www.gov.uk/photos-for-passports• The biometric residence permit for Miss Kent Union	Change
Other documents	<ul style="list-style-type: none">• The ATAS clearance certificate for Miss Kent Union• Statements from a personal bank or building society account (NatWest bank)	

Continue

Declaration

Read the declaration. Select **"I am the applicant"**.

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

Then click on **"I accept the above"**.

Immigration Health Surcharge

Now you will be asked to pay the Immigration Health Surcharge. You have to pay this to make a valid visa application. It is for your healthcare in the UK.


Click “Go to IHS website”

Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

 **Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.**
[Check your answers](#)

[Go to IHS website](#)

[Save and continue](#)

Click “Continue”

Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests.](#)

Cost

The healthcare surcharge is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the healthcare surcharge is £150 per year.

Example


A person making a 5-year visa application would pay £200 x 5 = £1000.

Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

- your passport or travel document
- your payment card

 **You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.**

[Continue](#)

Click on “Add where you are planning to stay”.

You will then be asked to answer questions on your location.

- 'Are you applying from within the UK?' choose **'yes'**

You are then asked 'Are you applying to stay in the Isle of Man, Jersey or Guernsey?' Answer **'No'**.

The screenshot shows a 'Summary' page for a visa application. It includes a 'Missing Details' section with a link to 'Add where you are planning to stay'. Below this is a 'Your details' section with a table of personal information. To the right is a 'Your Location' section with two questions and radio button options. Annotations include a red arrow pointing from the 'Add where you are planning to stay' link to the 'Your Location' section, and blue callouts pointing to the 'Yes' and 'No' options for the two questions.

Summary

Missing Details
Your details
[Add where you are planning to stay](#)

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

Your details	
Applying from UK	Yes
Staying in Isle of Man, Jersey or Guernsey?	Add where you are planning to stay
Full name	Miss Kent Union
Email	KU2000@gmail.com
From	China
Visa route	Tier 4
Visa type	Tier 4 (general)
Passport or travel document number	G53265944
Date of birth	31 December 1993

Your Location

You need to state whether you are applying to stay in the Isle of Man, Jersey or Guernsey

Are you applying from within the UK?

☒ Yes ☐ No **Choose 'Yes'.**

Are you applying to stay in the Isle of Man, Jersey or Guernsey?

☐ Yes ☒ No **Choose 'No'.**

You need to state whether you are applying to stay in the Isle of Man, Jersey or Guernsey

[Save and continue](#)

You don't have any dependants
[Print these answers](#)
[Download these answers \(PDF\)](#)

Check that all your details are correct on this page.

Click **"Save and continue"**

Your details

Title

Miss

Given name(s)

Kent

> [I don't know how to enter my given name](#)

Family name

Union

> [I don't know how to enter my family name](#)

Email

KU2000@gmail.com

Nationality

China

Visa route

Tier 4

Visa type

Tier 4 (General)

Passport number or travel document

G53265944

> [I do not know how to enter my passport or travel document number](#)

Date of birth

For example, 20 3 1976

Day Month Year

31 12 1993

> [Help with date of birth](#)

Save and continue

Click **“Save and continue”**

Declaration

I confirm that, to the best of my knowledge and belief, my details are correct and complete.

If I give false information, I, or a person named on this application could be:

- stopped from entering the UK now or in the future
- required to leave or removed from the UK
- required to pay extra for healthcare in the UK

I agree to the [terms and conditions](#) and [how my information will be used](#).

I agree


Click **“I agree”**

You will now be told how much you have to pay for the Immigration Health Surcharge.

<

Click **"Pay now"**.

Here you need to enter the details of the card you are paying with.

 worldpay

▼ Order summary

Payment reference:

IHS100000000000000000000000000000000

Description:

Immigration Health Surcharge Payment

Amount (GBP):

£225.00

Payment details

* Indicates a required field

Card number *

Expiry date *

Month


▼

Year

▼

Cardholder's name *

Security code *

 3 digits on the back of the card or 4 digits on the front of card

Cancel payment

Make Payment

© Worldpay 2013-2017. All rights reserved.

You will see this screen when payment is successful.

✓ Payment successful

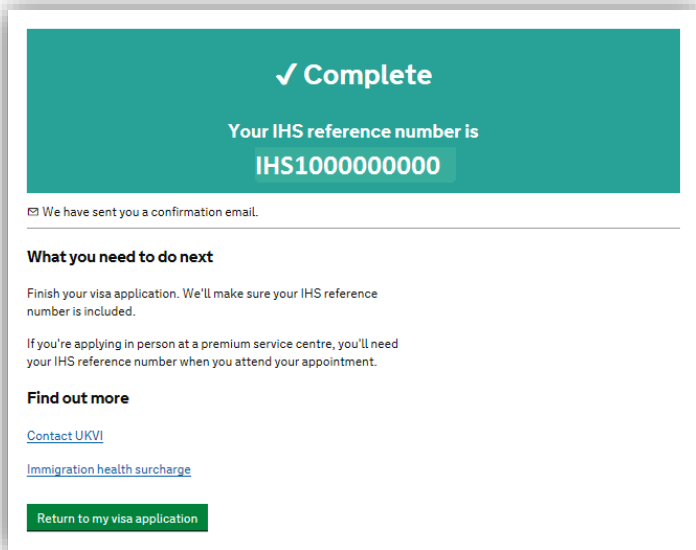
☒ We have sent a receipt to your email address.

You have made a payment of £225.00 (GBP).

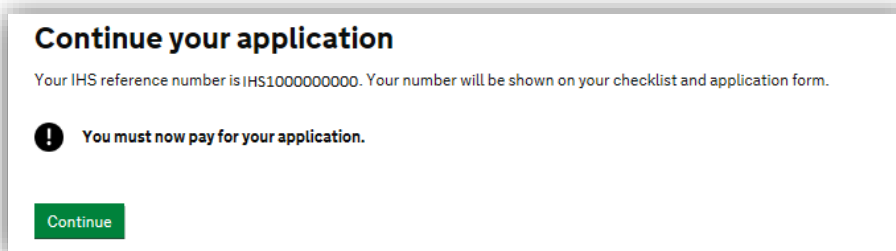
[Continue to confirmation screen](#)

Click **“Continue to confirmation screen”**

This confirms that you've paid your Immigration Health Surcharge. You will receive an email with these details.



Click **'Return to my visa application'**



Click **"Continue"** to return to your visa application.

Visa application service and pay application fee

Select the type of application service you wish to use. You can find out more about the different services here;
<https://www.gov.uk/tier-4-general-visa/extend-your-visa>

Choose a service

Select a service from the options below

- ☐ **Standard service : pay 457.00 GBP** in total, most people get a decision within 8 weeks
- ☐ **Priority service : pay 916.00 GBP** in total, most people get a decision within 10 working days
- ☐ **Premium Service : pay 1047.00 GBP** in total, most people get a decision on the same day
- ☐ **Super Premium or Mobile Premium Service : pay 1047.00 GBP** in total, most people get a decision within 24 hours. You will have to pay an additional £10,500 once you have completed your application and we receive your supporting documents.

UK Visas and Immigration will contact you if it will take longer to process your application. This might happen if:

- your supporting documents need to be verified
- you need to attend an interview
- your application is complex

Save and continue

Once you've made your selection click "Save and continue"

Choose a service

Select a service from the options below

- ☒ **Standard service : pay 457.00 GBP** in total, most people get a decision within 8 weeks
- ☐ **Priority service : pay 916.00 GBP** in total, most people get a decision within 10 working days
- ☐ **Premium Service : pay 1047.00 GBP** in total, most people get a decision on the same day
- ☐ **Super Premium or Mobile Premium Service : pay 1047.00 GBP** in total, most people get a decision within 24 hours. You will have to pay an additional £10,500 once you have completed your application and we receive your supporting documents.

You are paying

457.00 GBP - Miss Kent Union's application for Tier 4 (General) student

457.00 GBP in total

UK Visas and Immigration will contact you if it will take longer to process your application. This might happen if:

- your supporting documents need to be verified
- you need to attend an interview
- your application is complex

Save and continue

You will now need to pay the visa application fee.

Select the payment type you will be using.

Your payment provider

You are paying
457.00 GBP - Miss Kent Union's : application for Tier 4 (General) student

457.00 GBP in total

Choose your card provider

☐ Visa

☐ MasterCard

☐ American Express

☐ Maestro

! Before you continue
You should only move to the next page if you have checked your answers and you are ready to submit your application. Once you select 'Continue to Worldpay' you will not be able to return and edit your application.

Continue to Worldpay to make a secure payment. You will be able to download a copy of your application form after payment has been taken.

[Continue to WorldPay](#)

Click **“Continue to Worldpay”**

Enter the details of the card you are paying with.

You are paying for an application on a Tier 4 (General) student for Miss Kent Union

Payment reference
Payment method: Visa
Description: Tier 4 (General) student
Amount: GBP 457.00

Card details

* Indicates a required field

* Card number	
* Security Code	
* Expiry date	-- -- / -- -- / -- --
* Cardholder's name	

Cardholder details

* Indicates a required field

* Address 1	9F Woolf College
Address 2	University of Kent
Address 3	Giles Lane
* Town/City	Canterbury
Region	Kent
* Postcode/ZIP code	CT2 7NZ
* Country	United Kingdom
Telephone	07900000000
Fax	

[Cancel](#) [Make payment](#)

Refunds and Returns
For more information visit our [refund and returns policy](#)
payments powered by [WorldPay](#) For help with your payment visit the: [WorldPay help](#)

Select **“Make payment”**.

You will see this screen when payment is successful. You will be emailed confirmation.

You have now submitted your visa application

Click “**Save and continue**’ to final tasks’

Payment successful

Reference number
UKVI_1AA0000000000

Date of payment	13 Sept 2017
Name	Miss Kent Union
Visa	Tier 4 (General) student
Fee paid	457.00 GBP

Your confirmation has been sent to
KU2000@gmail.com

[Print confirmation](#)

! You have a few more steps before your application will be complete.

[Save and continue to final tasks](#)

Final Tasks

You will see two documents for download. Download them both.

What to do next

Application for Tier 4 (General) student

1. Send in your checklist and documents

You need to send your checklist and supporting documents in the post as soon as possible. You can find the address and list of documents you need to send on the checklist.

Download and print supporting documents checklist [Download](#)

You have chosen the Standard Service. You should send your documents within 15 working days so that we can make a decision within 6 months.

If you do not send your documents within 15 working days your application may be rejected.


Download a copy of your application form [Download](#)

[Take a 1 minute survey to help us improve the service](#)


[Sign out](#)

Print two copies of the checklist.

1. One copy needs to be added to the envelope with your documents. The address you need to send your documents to will be on the second page.
2. The other copy you will need to take with you to registration to show the University when you register on to your new course.



UK Visas & Immigration



Document Checklist

Unique Application Number: 1000-1000-1000-1000
Payment notification number: g99999999999
Payment amount: 457.00 GBP
Immigration health surcharge reference number : IHS202816429
Email: memeyang1989@gmail.com
Submitted date: 13 September 2017 10.05 (BST)

Applicant

Product name/service: Tier 4 (General) student
Applicant's full name: Miss Kent Union
Date of birth: 31 December 1993
Nationality: China

Documents

All documents must be originals.
If you do not provide all mandatory information your application may be rejected. Your application will not be considered and an administration fee for each person included in the application, will be deducted from your refund.
You have agreed to include the following documents in your application. Please tick the box beside each document to confirm that you are enclosing it:

Mandatory documents

☐

The China passport or travel document for Miss Kent Union

☐

The police registration certificate for Miss Kent Union

☐

Two passport photos for Miss Kent Union


☐

The biometric residence permit for Miss Kent Union

Other documents

☐

The ATAS clearance certificate for Miss Kent Union



UK Visas & Immigration

☒ Statements from a personal bank or building society account (NatWest bank)

☐ Degree certificate from Beijing University for Miss Kent Union

If you have received a new passport since your last leave to remain application, and your visa is in your old passport, you must include both passports.
If you do not provide any of these documents, we may not be able to make a decision on your application. Please note that we may occasionally ask you to provide other documents in addition to those listed.
You do not need to provide any documents

What happens next

You have chosen the Standard Service. You should send your documents within 15 working days so that we can make a decision within 8 weeks. If you do not send your documents within 15 working days your application may be rejected.

Send this checklist and your documents to:

Tier 4 Standard
PO Box 64651
LONDON
SW1P 9LU

If you have any queries, visit our website <https://www.gov.uk/contact-ukvi>

Page 1 of 2

Page 2 of 2

You will need to send your documents to the address shown on YOUR checklist. At busy times applications are dealt with several different UKVI offices in different parts of the UK.

Save a copy of your application form for your records.

Log out of the account.

You have signed out

Use the link emailed to you to return to your visa application.


[Go to GOV.UK.](#)

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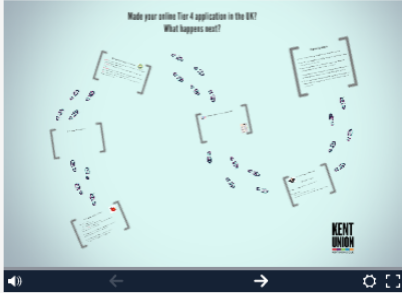
Next Steps


Please watch the Prezi presentation on the [Presessional students webpage](#) on what to do once you have submitted your application.


September

 **11th - 15th September - Attend a final visa document check session and apply for your visa**

1. Attend your document checking appointment. You will have booked this at your first document checking appointment in August.
IF YOU DO NOT ATTEND WE WILL NOT BE ABLE TO HELP YOU WITH YOUR VISA APPLICATION
2. Submit your completed application online. You can only do this once you have your CAS from the University.
Pay the Immigration Health Surcharge (IHS).
Pay the application fee.
Print the cover sheet.
3. Send your documents and the cover sheet to the UKVI (address printed on cover sheet) special delivery.
WITHIN 15 DAYS OF SUBMITTING YOUR APPLICATION ONLINE.
4. Watch the Prezi below for detailed guidance on what happens after you submit your application. You can view the full-screen version here;http://prezi.com/hhjieggtod0/?utm_campaign=share&utm_medium=copy&rc=ex0share



 **Receive biometric letter**

 **Submit biometrics at Ashford Post Office**

You can find lots of information about the money and documents you need to make a successful visa application on our website here; <https://www.kentunion.co.uk/presessionalstudents/>

If you have any questions, and have not found the answer on our website, please come to one of our drop in sessions available in the Advice Centre ([Mandela Building](#)) between 1pm – 4pm Monday to Friday.