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[www.ntu.ac.uk/tier4visa](http://www.ntu.ac.uk/tier4visa)

# 4 steps to your Tier 4

These are the things you need to do to make a successful Tier 4 student visa application in plenty of time to start your studies with us. We hope you find it useful.

Remember we're here to help every step of the way – if you need more support and advice just email our international student support team at: [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk)

**Step 1:** Make sure your offer is 'unconditional'

**Step 2:** Prepare your financial evidence and other documents

**Step 3:** Check your CAS statement

**Step 4:** Apply for your visa

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# 4 steps to your Tier

This guide is for students applying for their Tier 4 Visa from outside the UK. If you are applying from within the UK, visit [www.ntu.ac.uk/tier4](http://www.ntu.ac.uk/tier4) for advice.



## Step 1

**Make sure your offer is ‘unconditional’ so we can send your CAS statement to you**

- Go to [www.ntu.ac.uk/apply](http://www.ntu.ac.uk/apply) to accept your offer and pay your deposit at [www.ntu.ac.uk/advancedpayment](http://www.ntu.ac.uk/advancedpayment)
- Meet all the other conditions of your offer – uploading your transcripts, for example.



## Step 2

**Prepare your financial evidence and other documents for your visa application**

- First, your course fees. You need to show that you have enough money to pay the rest of your fees for the first year of your course, or for the whole course (if it's less than one year – for example, a Pre-sessional English for Academic Purposes (PEAP) course). We will write the amount that you have paid clearly on your CAS statement so you know how much you still need to pay.
- Next, your living costs. You need to show that you have £1,015 available each month for 9 months if you're doing a degree course (or for each month of your PEAP course). You can deduct any payments you've made towards **University** accommodation from your living costs up to a maximum value of £1,265. However you cannot include accommodation **booking fees** as part of accommodation fees paid as they are not considered to be part of the accommodation fee. Payments towards private accommodation are also not accepted. So, if you've already made a payment towards NTU accommodation please let us know by emailing [applications@ntu.ac.uk](mailto:applications@ntu.ac.uk) and we will write this on your CAS statement.
- You must save the money for the rest of your fees and living costs in a bank account in your name (or your parents' name) for at least 28 days before you apply for your visa. You must also provide evidence that you have done this by, for example, showing bank statements (with translations if necessary). Please go to [www.ntu.ac.uk/tier4finance](http://www.ntu.ac.uk/tier4finance) for more guidance on financial evidence.
- Check all the documents listed under '**evidence used to obtain offer**' section of your CAS statement – for example, qualification transcripts. You will also have to provide a copy of your passport, photographs, etc. Your documents must be original, not copies. These are really important – you need them all for your visa application. For a full list of the documents you will need to provide, visit [www.ntu.ac.uk/tier4visa](http://www.ntu.ac.uk/tier4visa).
- If any of your documents are not in English you must include a professional translation with the original document. Make sure you use a professional translation company that meets the UKVI requirements for this.
- Some research courses need an ATAS certificate and we will let you know if you need one. Go to [www.ntu.ac.uk/atas](http://www.ntu.ac.uk/atas) for more information on this.
- Finally, you may need a tuberculosis (TB) test before you apply. Go to [www.gov.uk/tb-test-visa](http://www.gov.uk/tb-test-visa) to check.

### Here's an example:

Let's say your course fee is £13,450 and you've paid £3,000 in advance. For living costs you'll need to show £9,135 (£1,015 x 9 months) but let's say you've also paid £500 towards your University accommodation. So, for this example, the amount you'll need to show in your bank account is £19,085 (because £10,450 + £9,135 - £500 = £19,085).



## Step 3

**Check your CAS statement carefully**

- We'll email you the CAS statement you need for your visa application approximately 12 to 14 weeks before your course starts, so check your email regularly.
- Make sure you check your CAS very carefully, and if there are any errors email [applications@ntu.ac.uk](mailto:applications@ntu.ac.uk) immediately so we can correct it.

## Step 4

**Apply for your visa**

- Go to [www.gov.uk/visa-processing-times](http://www.gov.uk/visa-processing-times) for the timescale in your country, and when you're ready, go to [www.gov.uk/apply-uk-visa](http://www.gov.uk/apply-uk-visa) to apply online.
- **Check your visa application very carefully, several times. If there are any mistakes it may be rejected.**
- As part of your application you need to pay your visa application fee (£335). If you're coming to the UK for 6 months or more you'll need to pay a healthcare surcharge (£150 per year you'll spend in the UK, plus £75 per part year). You'll also have to book an appointment at your local visa office to show all your documents and financial evidence.
- You may also need to do a short credibility interview lasting about five minutes – you will be asked questions about your course, your reasons for choosing it, any future plans, where you will be studying and living, and how you're paying for your studies.
- If your application is successful, you will receive a temporary vignette in your passport and a letter with instructions on how to collect your full visa on arrival in the UK (if you are coming to the UK for more than 6 months).
- As part of the application you'll have to choose where to collect your permanent Biometric Residence Permit (a plastic card with your photo, personal details and your visa information). We advise you to pick this up from the NTU City Campus as you'll need it to enrol on your course. If your course is less than six months, you will not need a Biometric Residence Permit. For more details on this visit [www.ntu.ac.uk/brpcollection](http://www.ntu.ac.uk/brpcollection)

### More information, help and support

Go to [www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa) to read the official UK visa information. If you need help, or if your visa is refused, just email our international student support team at [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk)  
This information may change. Check our website for the latest information.