Applying for your Tier 4 visa for studies at Lancaster from inside the UK

Contact Details

Lancaster University Visa and Immigration Team

visa-advice@lancaster.ac.uk or cas-enquiries@lancaster.ac.uk

01524 594214

Please find below some notes to help you with your Tier 4 visa application, produced by Lancaster University Visa and Immigration Team in accordance with the UKVI policy guidance. You should also refer to the current UKVI guidance before you submit your visa application.

https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

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1. Recent Changes:

**Submitting your supporting documents:**

How you provide your supporting documents, after submitting your visa application online for your Tier 4 visa application, has changed. You will need to login to the UKVCAS website [here](#), to make an appointment to attend a Core Service Point. At this appointment your original documents are scanned and you will give your biometric information.

We advise that you attend the following location:

**Manchester Core Service Point (52 miles away)**

**Location**  Manchester Central Library, St. Peters Square Manchester

[View on Google Maps](#)

**Available services**

- Digitisation
- Biometric Capture
- Interpretation

**Opening hours**

- Mon - Fri 8am to 6pm
- Saturday
- Sunday

The nearest train station is at Oxford Road: [http://www.nationalrail.co.uk/](http://www.nationalrail.co.uk/)

There is a small Core Service Point in Lancaster Library however there will be an extra charge to use their service.

**NHS charges:**

The cost of the NHS charge is now £300.00 per 12 months of visa and approximately £150.00 per six months of visa.

Students studying on a degree course of studies for 12 months, or over, are given 4 months extra after the completion date as stated on their CAS. Therefore if you are on a course of 12 months the approximate cost of the NHS charge is £450.00, for a 3 year degree course of studies, the approximate cost of the NHS charge is £1050.00
2. **Before Completing your Application**

Please ensure that you meet the Tier 4 visa criteria for extending your visa in the UK:

- You should have your CAS reference number – you will be sent a CAS via email from the Lancaster University Visa & Immigration Team once you meet the conditions for study at Lancaster. If you are already studying at Lancaster and are extending your visa to continue your studies or if you do not receive a CAS please contact us at cas-enquiries@lancaster.ac.uk to request one.

- You should collect the relevant documents as listed on the attached Document Checklist at Annex 1. Please note all documents must be original (not copies).

- You should apply **BEFORE your current visa** expires and before the latest registration date for your chosen course of studies.

- Please note that we can only register you for your next course of studies whilst you are awaiting your new visa if you have submitted your application via Lancaster University. **If you choose to submit your visa application yourself we cannot register you until you have received your new visa/ Biometric Residence Permit (BRP card) and have presented it to us. Please be aware that the visa process can take up to 8 weeks.**

- If you already have Tier 4 visa for studies at Lancaster and you have successfully completed your current course of studies and are continuing to the next level of degree at Lancaster, exceptionally, we may register you as a provisional for your new course providing you meet the following conditions:
  - You have received your CAS
  - You have an ATAS if required
  - You have confirmation of your appointment with a Lancaster University adviser to submit your visa application

*Please note that you must have the supporting documents available to make your visa application and the visa application must be submitted before your current visa expires.

- If your **new course of study** starts **more than 28 days after your visa is due to expire** you will need to leave the UK and apply from your home country. For example, if your Tier 4 visa expires 30th August and your new course of study starts 1st October, you will need to leave the UK to apply for your new visa.

- If you are changing your course of studies with Lancaster University (including if you are continuing from an Undergraduate to a Postgraduate degree or from a Masters to a PhD degree course of studies within the same subject or another subject), you will need to apply...
for a new Tier 4 visa to continue, even if you still have time left on your existing visa. Please contact the Visa and Immigration team at visa-advice@lancaster.ac.uk for further advice.

- If you have studied at another institution in the UK, under the Tier 4 rules you will need to apply for a new visa to study at Lancaster before we can register you. You should contact visa-advice@lancaster.ac.uk for further information.

- If your course of studies requires an ATAS certificate, you will need to apply for a new one each time you apply to extend your visa and you will need to include your certificate with your visa application documents. You can find further information here: https://www.gov.uk/academic-technologyapproval-scheme

### 3.0 Making your application

As part of your Tier 4 visa application you will be required to pay towards the cost of Health Services. The immigration health charge (referred to in this guidance as the health surcharge) is payable by non-EEA nationals who apply for a visa to enter or remain in the UK for more than six months. Payment of the health surcharge is mandatory when making an immigration application.

**What you will pay**

From December 2018 the NHS surcharge is as follows:

- £300.00 per 12 months of visa and approximately
- £150.00 per part of year of visa.

A visa for a three year degree will be approximately £1050.00 (3 x £300.00 + £150 for the extra 4 months granted on a student visa for those studying 12 months or more).

You can check how much you will need to pay here:

https://www.gov.uk/healthcare-immigrationapplication/overview

### 4.0 The Online Application Process

1) Apply to extend or switch to a Tier 4 visa. This applies to extending or switching to a Tier 4 (General) student visa

You can find your sponsor number on your Certificate of Acceptance for Studies (CAS). The Sponsor number for Lancaster is DV8F761XX
If applying from overseas you can request that your Biometric Residence Permit be sent to Lancaster University by using the Alternative Collection Location code here: **2HE469**. We recommend that you use this option.

2) For delivery to:

   Lancaster University Student Registry  
   University House Lancaster  
   LA1 4YW

3) Click **Next step**. This takes you to the online application.
   
   - You need to register to create an account  
   - You will then be sent an email with further instructions. Please also check your junk email.

4) Log into your account and complete the questions in sections 1 & 2
   
   - Do not click past the Declaration/Document Checking page.  
   - You can save the application at any time and return to the application later.  
   - Answer all the questions UP TO THE DECLARATION PAGE – please DO NOT PAY FOR OR SUBMIT the application yet because you will not be able to amend any answers after this stage.

5) At the end of the application process, there will be a list of documents and maintenance funds required. Please select the documents that you are including with your application.

6) Save the form in your account – you will be able to review the application form.

7) Contact The Base, located in the main reception area of University House or call them on 01524 592525 to arrange an appointment with an advisor from the Visa and Immigration Team. During your appointment we will help to check the application and the supporting documents before you submit the form.

   **Before your appointment with a Visa and Immigration adviser:**

   - Make a note of the username/password for your online Tier 4 visa application  
   - Collect the supporting documents (see list below) – these must be original documents  
   - Bring your credit card for the payment of your online application

You can use **the checklist at Annex 1** to make sure you have all the documents you need.
5.0 Submitting your supporting documents

How you provide your supporting documents, after submitting your visa application online for your Tier 4 visa application, has changed. You will need to login to the UKVCAS website here, to make an appointment to attend a Core Service Point. At this appointment your original documents are scanned and you will give your biometric information.

We advise that you attend the following location:

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There is a small Core Service Point in Lancaster Library however there will be an extra charge to use their service.

Advisory Note:

Any information given is intended as a guide only and is not a substitute for appropriate legal advice. Whilst every effort is made to ensure that your visa application and documents meet the UKVI criteria for a valid application, by using our services you accept that your immigration status remains your responsibility and we cannot accept any liability should your visa be refused or rejected as invalid for any reason.

We reserve the right to decline to issue a CAS if we have reason to believe that you will be unable to make a valid visa application, in accordance with the immigration rules.

By using our services you agree that we may communicate the Home Office and share information with them regarding your immigration and status.
6.0 Submitting your Tier 4 visa application

The online application process above will take your through how to apply and Annex 1 provides a checklist. This helps to provide you with guidance on all the documents required support your visa application, including how much money to hold in your account. Our visa advisers will support you to submit your visa application.

7.0 What happens next?

Once you have submitted your visa application online, you are required to upload your supporting documents and attend an appointment at a Core Service Point.

The UKVI will then process your application within an 8 week time frame, if you have used the standard service.

Please note that Lancaster University Visa and Immigration team cannot speed up this process for any reason, including pre-booked holidays. We also cannot check on the progress of an application until the 8 week time frame has passed.

8.0 When you receive your Biometric Residence Permit

Please check your Biometric Residence Permit carefully, including the expiry date – there are time limitations for reporting any errors to the UKVI.

If you find that there is an error on your BRP Card, you should report it directly to the UKVI here:

https://www.gov.uk/biometric-residence-permits and visa-advice@lancaster.ac.uk

You must report any problems with your BRP within 10 days or you may have to apply and pay for a replacement.

You can report problems with your BRP online if:

- there’s a mistake on it, e.g. your name, gender or date of birth is wrong
- your BRP has been damaged
- there is a fault with your BRP, e.g. it won’t scan properly when entering or leaving the UK
- there are mistakes with the length or conditions of your leave

You’ll need to have the following:

- your BRP card number
- your full name, date of birth and nationality as they appear on your card
- an email or postal address
Entry Clearance/ Leave to Remain granted once Biometric Residence Card Received

<table>
<thead>
<tr>
<th>Type of course</th>
<th>Period of entry clearance to be granted before the course starts</th>
<th>Period of entry clearance to be granted after the course ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months or more</td>
<td>1 month before the course starts or 7 days before the intended date of travel, whichever is later</td>
<td>4 months</td>
</tr>
<tr>
<td>6 months or more but less than 12 months</td>
<td>1 month before the course starts or 7 days before the intended date of travel, whichever is later</td>
<td>2 months</td>
</tr>
<tr>
<td>Pre-sessional course of less than 6 months</td>
<td>1 month before the course starts or 7 days before the intended date of travel, whichever is later</td>
<td>1 month</td>
</tr>
<tr>
<td>Course of less than 6 months that is not a pre sessional course</td>
<td>7 days before the course starts</td>
<td>7 days</td>
</tr>
<tr>
<td>Postgraduate doctor or dentist</td>
<td>1 month before the intended date of travel, whichever is later</td>
<td>1 month</td>
</tr>
</tbody>
</table>

9.0 Your duties and responsibilities under Tier 4 of the Points Based Visa

By receiving this email, and as a registered student of Lancaster University, you agree to abide by the Lancaster University regulations, rules and policies in addition to, where you hold a Tier 4 visa, the UKVI immigration rules. The University rules can be found here: https://gap.lancs.ac.uk/ASQ/QAE/MARP/Pages/default.aspx

- Provide the University with the originals of your passport and valid visa/BRP card at registration and to maintain a valid visa throughout the course of your studies
- Keep your UK contact details up to date
- Re-enrol for your course on time each academic year if applicable

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• Study FULL TIME whilst you are in the UK (ensuring that you meet the progression and attendance requirements of your course with no significant gaps or absences). If you are absent from your course of studies for any reason you should contact your department and the LU Visa & Immigration Team to ensure that you remain compliant with the UKVI Tier 4 visa rules

• Be aware of the rules concerning working during your studies. Where you are given permission to work, you must not exceed the working hours under any circumstances. Ensure that you abide by the terms and conditions (including the rules regarding working during your studies) as laid down in the immigration rules for your particular visa. See http://www.lancaster.ac.uk/student-based-services/international/work/

• The University will contact you in the event that you are absent from your course of studies and should you fail to attend without good reason (please note that evidence may be required), under the UKVI Tier 4 attendance and monitoring rules, we may have to report the absences and in certain circumstances your registration with Lancaster may be withdrawn and your visa curtailed

• Follow University processes if you wish to defer or suspend your studies or withdraw from your course. Please contact the LU Visa & Immigration Team for advice on how such changes would affect your current immigration status)

• Ensure that you continue to retain a valid visa by extending or applying for a new visa before your current visa expires; and that you present your new visa/BRP to the University so that a copy can be taken

• Report any change in circumstances (including change of address/name etc.) to https://www.gov.uk/change-circumstances-visa-brp

• Inform us immediately if you think you have breached the terms of your visa at visa-advice@lancaster.ac.uk

You can view the full Policy Guidance for Tier 4 visas here:


• Be aware of what term time means for you as a student. Undergraduate students have specific term times, whereas Postgraduate students (including PhD and Masters Students) are considered to be in term time throughout the duration of their degree and must obtain written permission for any absences. For allowed absences please refer to Annex 2.
10.0 The University’s duties and responsibilities
Under the Tier 4 Sponsor Licence duties, the University is required to report information about our Tier 4 students to the Home Office, including:

- Ensure that you have the correct visa to study at Lancaster University on your chosen course
- Not allow you to register on your course of studies if you do not have the correct documentation and visa to study here
- Keep copies of your visa documentation, biometric residence permit and passport (including when you extend your visa)
- Keep up to date contact details for you
- Report to the UKVI if you do not enrol on your course
- Monitor your attendance and progression and report to the UKVI if you do not attend or progress from one part of your course to the next
- In the event that you are absent from your course of studies and should you fail to attend without good reason (please note that evidence may be required), under the UKVI Tier 4 attendance and monitoring rules, we may have to report the absences and in certain circumstances your registration with Lancaster may be withdrawn and your visa curtailed
- Notify the UKVI of any changes to your status. For example if you suspend your studies or withdraw from your course, if you change course, or finish your course earlier than expected
- Report to the UKVI if we have reason to believe that you have contravened the terms and conditions of your visa

* this list is not exhaustive

11.0 Support services available to help you with your Tier 4 responsibilities
In order to help you with your responsibilities the University has the following services in place:

- Email us at visa-advice@lancaster.ac.uk or cas-enquiries@lancaster.ac.uk
- Immigration/visa advice: If you need advice regarding your immigration please contact The Base, (the main student enquiry desk) which is located in University House to make an appointment with one of our Advisers or call 01524 592525.
- Check your University email account regularly: We will email you regarding any immigration or compliance issues (for example, non-attendance etc.)

Disclaimer: Any information given is intended as a guide only and is not a substitute for appropriate legal advice. Whilst every effort is made to ensure that your visa application and documents meet the UKVI criteria for a valid application, by using our services you accept that your immigration status
remains your responsibility and we cannot accept any liability should your visa be refused or rejected as invalid for any reason.

By using our services, you give permission for Lancaster University to communicate with UKVI and related agencies regarding your immigration status record.
Annex 2 - Document Checklist

Name: ______________________  Student ID: ______________________

Please tick to confirm you have included the following original documents. All documents must be in English or have been officially translated and you must include the certificate from the translator.

☐ Completed form online to the document checking page

☐ Your credit card – you will need to pay for the application when you have completed the online form and we have checked your documents.

The current application fees payable to the UKVI are:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Time for decision (as stated by UKVI)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>8 weeks</td>
<td>£475.00 per person</td>
</tr>
<tr>
<td>Priority</td>
<td>10 days</td>
<td>£952.00 per person</td>
</tr>
<tr>
<td>Premium</td>
<td>Same day</td>
<td>£1085.00 per person</td>
</tr>
</tbody>
</table>

☐ Passports/visas used to enter the UK (including any previous ones unless returned to the authorities).

☐ If you are under 18 years old, a letter of consent from your parents for you studying in the UK and making a Tier 4 visa application

☐ Original documents used for your offer (as listed on your CAS)

☐ If you have previously studied in the UK you must also provide evidence that you have successfully completed that course of studies (transcript/certificate).

☐ English Language certificate (if stated on your CAS)

☐ ATAS certificate (if stated on your CAS)

☐ Police Registration Certificate if applicable

☐ Bank statements showing required funds in named bank account for at least 28 days and the final balance must be no older than 28 days. The bank statement must show your full name, the account number and must be originals or copies that have been stamped by the bank. You will need to show that you have held the required maintenance funds and the required tuition fee funds in your bank account for at least 28 days prior to submitting your Tier 4 visa application online.

    The UKVI will calculate your maintenance funds requirement from the date you submit your application.
Please note: The amount of minimum maintenance funds evidence required for a Tier 4 visa extension is currently:

**£9135.00** outside London (**£1015.00** per month up to a maximum of 9 months) **PLUS** your first or current years tuition fee (unless already paid) and as shown on your CAS. The funding evidence amount is calculated from the month you apply for your visa extension to the month you complete (as stated on your CAS).

A maximum of **£1,265** paid towards Lancaster University accommodation can be deducted from the amount of maintenance you must show that you have, even if you have paid more than **£1,265** in advance. You **cannot** deduct any accommodation fees paid for non-Lancaster University accommodation from the amount you need to show.

- Financial Sponsorship/scholarship (if applicable) letter showing the amount paid to you and confirmation that your sponsor agrees to you extending your visa in the UK

- If you are using your parent's bank statements, you will need your birth certificate and a letter from them giving permission for you to use their bank account for your tuition fees and living/maintenance expenses

**Dependants:** If you are also applying to extend your Tier 4 dependants visas, you will need to show enough money for the number of months that their visa will be granted for (up to a maximum of nine months). The minimum maintenance requirement is currently **£680.00** per month per dependant (**£6120.00**).

**Babies born in the UK:** If you have paid the health surcharge, your baby will also be exempt from charges until s/he is three months old. After this time, your baby will be assessed in his/her own right for exemption or liability for NHS healthcare charges. We therefore strongly advise that you apply for your baby to remain in the UK as your Tier 4 dependant and pay the NHS surcharge as soon as possible.

Once your baby has been born in the UK, you can apply for their visa from within the UK, unless you have already taken the baby out of the country. In this instance you would have to apply for a Tier 4 dependent visa from their home country before returning.

Please note there may be other documents/information required as part of your Tier 4 application, depending on your circumstances.

We strongly advise you to make an appointment to have your application checked before it is sent to the UKVI for consideration and whilst every effort is made to help you make your application, the decision to grant a visa extension is made by the UKVI.
Please contact The Base, situated in University House to make an appointment with an adviser from the Visa and Immigration Team. The telephone number is 01524 592525.

**Tuberculosis certificates**

You will need to have a tuberculosis (TB) test if you are applying from outside the UK and are coming to the UK for more than 6 months and are resident in any of these *listed countries*.

If your test shows that you don’t have TB, you’ll be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application. You can find further information here: [https://www.gov.uk/tb-test-visa/overview](https://www.gov.uk/tb-test-visa/overview)

**ATAS certificates**

If your course of studies requires an ATAS certificate you must have obtained your ATAS certificate before submitting your Tier 4 visa application. It will state on your Confirmation of Studies (CAS) certificate if you need one.

If you are doing an undergraduate course that leads to a postgraduate qualification you may need to apply for an ATAS certificate. Certain subjects require an ATAS certificate at levels above undergraduate (RQF6).

Therefore, if you began your studies at BSc level and are then upgraded to a higher level (for example an MPhys or MEng level) you may be required to apply for an ATAS certificate before you can begin studying at the higher level.

If you also require further time to complete the new course or level of studies, you would be required to make a visa extension application from *outside* the UK because you have not been awarded the degree for which you were issued your visa for.

You can find more information about ATAS here: [https://www.gov.uk/guidance/academic-technology-approval-scheme](https://www.gov.uk/guidance/academic-technology-approval-scheme)
## Annex 2 – Summary of term dates/authorised absence

<table>
<thead>
<tr>
<th>Study type</th>
<th>Term dates (when students are expected to be studying)</th>
<th>Types of authorised absence allowed during term time</th>
</tr>
</thead>
</table>
| Undergraduate | As per [http://www.lancaster.ac.uk/term-dates/](http://www.lancaster.ac.uk/term-dates/)                                      | • Illness/medical (self or doctor certificated)  
• Family emergencies  
• Any absences for family emergencies or illness of over 10 consecutive days duration must also be reported to the LU Visa team for consideration                                                                                                                                                                                                                                                                                                      |
| Masters Research | 1 October – 30 September (except for university closure days) as per [http://www.lancaster.ac.uk/hr/total-reward/files/hols.html](http://www.lancaster.ac.uk/hr/total-reward/files/hols.html) | • Illness/medical (self or doctor certificated) or family emergencies -  
A maximum of 10 days may be authorised over the duration of the course of studies.  
• Holidays – up to 10 days per academic year in addition to the statutory university Christmas and Easter vacations.  
Masters students are expected to engage with their studies throughout the year, including the summer vacation, apart from the periods when the university has Christmas and Easter vacations. |
| Masters Taught | 1 October – 30 September (except for university Easter and Christmas Vacation period) as per [http://www.lancaster.ac.uk/hr/total-reward/files/hols.html](http://www.lancaster.ac.uk/hr/total-reward/files/hols.html) | • Illness (self or doctor certificated) or family emergencies –  
• University Christmas and Easter vacations periods only:  
[http://www.lancaster.ac.uk/hr/total-reward/files/hols.html](http://www.lancaster.ac.uk/hr/total-reward/files/hols.html)  
Masters students are expected to engage with their studies throughout the year, including the summer vacation, apart from the periods when the university has Christmas and Easter vacations. |
| PhD | 1 October – 30 September (except for university closure days) as per [http://www.lancaster.ac.uk/hr/total-reward/files/hols.html](http://www.lancaster.ac.uk/hr/total-reward/files/hols.html) | • Holidays up to 20 days per academic year in addition to statutory university closure dates  
• Illness or family emergencies – A maximum of 8 weeks may be authorised for over the duration of the PhD course of studies.  
PhD students are expected to engage with their studies throughout the year, including the summer vacation, apart from the periods when the university has Christmas and Easter closures. |