

# 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](mailto:visa-advice@lancaster.ac.uk) or [cas-enquiries@lancaster.ac.uk](mailto: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. 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](mailto:cas-enquiries@lancaster.ac.uk) to request one.
- You should collect the relevant documents as listed on the attached Document Checklist at [Annex 2](#). 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***
- 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 your Tier 4 visa expires 3rd September and your new course of studies at a higher level starts 1st October you will be allowed to apply for your new visa from inside the UK.
- 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 may 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](mailto: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](mailto: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-technology-approval-scheme>

## 2. Making your application

### Application Charges – NHS surcharge

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

The NHS surcharge is:

- £150 per year as a student, e.g. £300 for a 2-year visa
- £200 per year for all other visa and immigration applications, e.g. £1,000 for a 5-year visa. Dependants usually need to pay the same amount as you.

The exact amount you have to pay depends on how much leave you are granted. You will pay half of the yearly amount if your application includes part of a year that is less than 6 months. You will pay for a whole year if your application includes part of a year that is more than 6 months.

You will automatically get a partial refund if you paid the healthcare surcharge for more years than you were granted leave.

Your visa or immigration application will not be processed if you do not pay the healthcare surcharge.

You can check how much you will need to pay here: <https://www.gov.uk/healthcare-immigration-application/overview>

#### When you have to pay

If you are applying for a visa online or through the premium service centre, you'll pay the surcharge as part of your Tier 4 visa application or when you book an appointment.

#### 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.

#### Tuberculosis certificates

You will need to have a tuberculosis (TB) test if you 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>

## **ATAS certificates**

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. You can find more information about ATAS here <https://www.gov.uk/guidance/academic-technology-approval-scheme#already-in-the-uk-on-a-student-visa>

## **3. Submitting your Tier 4 visa application**

[Annex 1](#) takes you through the process of applying for your visa and [Annex 2](#) provides a checklist to help you provide all the documents you need to support your visa application. Our visa advisers will support you to submit your visa application.

## **4. What happens next?**

When you submit your visa application, you will receive an email from the UK Visa and Immigration Office asking you to attend a participating Post Office to have your biometric information taken. This is a scanned photograph and scanned fingerprints.

You will need to take the letter with you plus the relevant fee (currently £19.40). The most convenient participating Post Office is in Manchester, near Piccadilly train station:

### **Manchester**

26 Spring Gardens

Manchester

M2 1BB

Tel: 0845 722 3344

Opening hours are: Monday to Friday 9:00 – 18:00 hours & Saturday 9:00 – 17:30 hours

You can view a short video of how the biometric information is taken here: <http://www.postoffice.co.uk/foreign-nationals-enrolment-biometric-residence-permit>

Once the UKVI have received your biometric information from the Post Office, your application will be considered by a caseworker and you will receive notification in due course.

## **5. 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](mailto: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 granted once Biometric Residence Card Received**

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

**6. Intercalation (suspending your studies)**

Under the Tier 4 licence agreement, students are required to be studying FULL TIME in the UK. The University is also required to report to the UKVI any students who are not attending their course of studies. Therefore, should you need to suspend your studies, you will need to leave the UK during your intercalation and apply for a new Tier 4 Visa when you are ready to return. You will need to email [cas-enquiries@lancaster.ac.uk](mailto:cas-enquiries@lancaster.ac.uk) when you have met the conditions for your return to request a new CAS for your Tier 4 visa application.

**7. Change of details or circumstances**

If you change your contact details, name, change of marital status, change of UK address, receive a criminal conviction or renew your passport you must download the following form and send it to the UKVI - <https://www.gov.uk/change-circumstances-visa-brp>. You will also need to inform us at [visa-advice@lancaster.ac.uk](mailto:visa-advice@lancaster.ac.uk)

## 8. Changing your course of study if you are already a Tier 4 visa holder

For most students, the visa granted to you should cover the full period of your course. However, you may need to extend or apply for a new visa if, for instance, you change your course of studies. You may need to leave the UK to make your new Tier 4 visa application and you should refer to the Tier 4 Policy Guidance, in particular the rules concerning Academic progression here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/606685/T4\\_Migrant\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/606685/T4_Migrant_Guidance.pdf)

You can only change your course at the same institution without making a new Tier 4 Visa application if:

- You have not completed the course for which your CAS was assigned
- The course is taught by a UK recognised body or HEI that has Tier 4 sponsor status
- The course is at degree level or above
- The new course is not at a lower level than the previous course for which you were granted leave
- You will be able to complete the new course within your current period of leave

**If you have previously been granted Tier 4 (General) or Student leave your sponsor must confirm that:**

1. The new course is related to the previous course for which you were granted leave (that is, it is connected to your previous, part of the same subject group or involves deeper specialisation) or
2. Your previous course and new course in combination support your genuine career aspirations

There are various categories of changing course:

### **Changing course where the level remains the same and you can complete within the timeframe of your current visa**

Where this is the case your department should report this on the system and to the Visa and Immigration Team. We will report this change of circumstances to the UKVI but you will not need to apply for a new visa.

### **Repeat year on the same course of study**

If you have permission to repeat a year on your current degree course of studies, you can do this on your existing Tier 4 visa but if you will need further time in the UK, you will need to apply for your visa extension from outside the UK before your current visa expires. You should arrange this at a time that will not interrupt your studies (i.e. during a vacation time).

If you are changing your degree course of study, you will need to apply for a new Tier 4 visa from outside the UK before proceeding onto your new course. Please request a new CAS by emailing [cas-enquiries@lancaster.ac.uk](mailto:cas-enquiries@lancaster.ac.uk) before applying for your new Tier 4 visa.

### **Changing course where you will complete within a shorter timeframe but the level will be lower (i.e. going from Integrated Masters course to an Undergraduate Degree)**

This change will be made near the end of your third year which therefore means the Visa and Immigration Team will report this to the UKVI as an early completion. The UKVI will then curtail your visa and you will have to leave the UK by the new end date of your visa. Should for any reason you need to change the course any early than the end of the third year you will be required to get a new visa for the course. This new visa must be applied for from **outside** the UK.

### **Changing course to include extra time at the same level, for example a placement year/year in industry**

If you have decided to change your course from a three-year programme to a four year programme to include, for example, a Year in Industry, the UKVI will see that you have changed your course. As you have not completed the programme for which your original CAS and current Tier 4 leave was granted and you cannot complete within the time frame of this current visa, you will be required to extend your visa. You must apply for this new visa from **outside** of the UK in your home country.

If you applied for your current visa **before 6th April 2016** you will be able to apply for this visa from outside the UK any time before your current visa expires. As a University we encourage you to do this sooner rather than later as the rules are constantly changing.

If you applied for your current visa **after 6th April 2016** you will need to return home to get your visa before you are permitted to change your course. We would expect you to do this in the summer vacation time.

### **Extensions for Masters programmes**

If you require more time on your Masters Programme but your current visa does not cover the extension, you will need to **return home** in order to get your visa extension. This must be done from outside the UK because you have not yet completed your current programme within the time frame of the current visa and are not progressing up to the next level. This circumstance will also apply to students who are moving on from PG Diplomas to the full Masters programmes.

### **Having completed the current programme for which your Tier 4 leave was granted, you are now moving on to a higher level programme**

If you have successfully completed the programme of study for which your current Tier 4 leave was granted and you are now moving on to a different programme at a higher level, the UKVI will allow you to apply for your new visa from inside the UK, as long as there are no more than 28 days between the end date of your current Tier 4 visa and the start date of your next programme. If you do have more than 28 days between your current visa expiring and the start date of your new course of studies you will have to return back to your home country to make the application.

### **Upgrades from undergraduate to a higher level (for example, you begin studying on a BSc Hons Physics and are upgraded to a Phys or from a BEng to a MEng) before completing the degree for which you were granted a visa – ATAS certificates**

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 a level 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.

You can find more information here - <https://www.gov.uk/guidance/academic-technology-approval-scheme#already-in-the-uk-on-a-student-visa>

- F2 – Materials Science
- F3 – Physics (including Nuclear Physics)
- H3 – Mechanical Engineering
- H4 – Aerospace Engineering
- H8 – Chemical, Process and Energy Engineering
- J5 – Materials Technology not otherwise specified

## **9. Your duties and responsibilities under Tier 4 of the Points Based Visa**

You will be expected to:

- 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
- 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
- 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 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/>
- 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](mailto:visa-advice@lancaster.ac.uk)

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

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/623341/T4\\_Migrant\\_Guidance\\_29\\_June\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/623341/T4_Migrant_Guidance_29_June_2017.pdf)

## 10. The University's duties and responsibilities

The University is required by the UK Visas and Immigration Office (UKVI) to:

- 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

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.

## 11. 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](mailto:visa-advice@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 (such as 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 1 - The Online Application Process

Start here: <https://visas-immigration.service.gov.uk/product/tier-4-student>

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**

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.

For delivery to:

**Lancaster University Student Registry  
University House Lancaster  
LA1 4YW**

2. 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.

3. Log into your account and complete the questions in sections 1 & 2

**Do not click past the Declaration/Document Checking page (Page 3).**

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.**

4. 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.
5. Save the form in your account – you will be able to review the application form.
6. 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.
7. **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 2](#) to make sure you have all the documents you need.

We will help you to check the application and the supporting documents before submission to the UK Visa and Immigration Office.

Visa & Immigration Team  
Student Based Services  
Lancaster University  
01524 594214  
[visa-advice@lancaster.ac.uk](mailto:visa-advice@lancaster.ac.uk)

*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.*

## 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
- Two new photographs** with name written on the back. Please see guidance here: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/303780/Photoguidance\\_v7.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/303780/Photoguidance_v7.pdf)
- 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:

Application Type	Time for decision (as stated by UKVI)	Cost
Standard	8 weeks	£457.00 per person
Priority	10 days	£916.00 per person
Premium	Same day	£1047.00 per person

- 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, 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).

- If you are starting on a new course, you must provide evidence that you have the funds available for your tuition fees for the first year of the course, or for the entire course if the course is less than a year long. If you are continuing on an existing course and are applying for an extension to continue to study the course, you must also have funds available for either:
  - the fees you still need to pay as stated on your CAS – if you are part way through the year
  - or
  - the fees that you need to pay for the next academic year of your course, if you will continue the course at the start of the next academic year.

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**

Tier 4 dependants 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).

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

We 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.