

## IMMIGRATION ADVICE SERVICE

### Tier 4 Student Online Application in the UK

In order to prepare for your appointment, please set up the Tier 4 online application form. You will need an e-mail address and password so that you can save your application and go back to it later.

Use the following link to start your form: <https://visas-immigration.service.gov.uk/product/tier-4-student>

You should answer “No” to the question “Do you have a legal representative for this application?” You should complete as much of the form as possible, and save each section as you go. **You should not make any payments** until you meet with an International Student Adviser. If you are continuing on the same course, the Adviser will request a new CAS for you after your first appointment. **Do not put your old CAS number on the form.**

Prior to your appointment it would help if you could forward the e-mail you receive from UK Visas about accessing your form to [student.international@abdn.ac.uk](mailto:student.international@abdn.ac.uk) If you know the name of the International Student Adviser you will be meeting with, please also include her name.

We will not look at your form until your appointment. Your form cannot be accessed without your password so please remember to bring this with you. If you have any questions about the form, the Adviser will discuss this at your appointment.

**PLEASE NOTE UK VISAS HAVE INTRODUCED A NEW APPLICATION SYSTEM. THE ADVISER WILL DISCUSS THE PROCESS WITH YOU INCLUDING BOOKING A VISA CENTRE APPOINTMENT. IN THE MEANTIME FURTHER INFORMATION CAN BE FOUND AT:**

<https://www.ukvcas.co.uk/home-internal>

#### **List of Requirements – All documents must be originals (scanned/photocopies are not acceptable)**

Bring the Credit or Debit Card you will be using to pay for your application online

Current passport and previous passports used to travel to UK  
Passport(s) of any dependant(s) and previous passports used to travel to UK

Biometric Residence Permit (if you have been issued with one)  
Biometric Residence Permit for any dependants (if they have been issued with one)

National Identity Card Number (if still valid)

Police Registration Certificate (if applicable) for yourself and any dependants

Sponsor’s letter from government, agency or international company (even if your funding has ceased, you will still need a letter confirming that your sponsor is happy for you to stay for a further period in the UK). Details of how much you are receiving for both tuition fees and living expenses should be included in the letter.

Personal bank statements (your account, parents’ account or joint account) dated no more than 31 days before the date of your application. The date is taken from the **closing balance** on the account not the statement date. The statement must show that the correct level of funding as specified in the Tier 4 guidance (fees and living expenses/maintenance) should have been held in your account for a period of **at least 28 days**. The amount required is £1015 per month up to a maximum of 9 months.

ATAS Certificate (if applicable) - this is for postgraduate students studying certain subjects – see [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme)

**New Course or New Student** - CAS Number from Admissions and Certificates/Transcripts of qualifications listed in Offer Letter. If not in English, official translation required

## IMMIGRATION HEALTH SURCHARGE

As part of your Tier 4 visa application, you are required to pay an Immigration Health Surcharge (IHS) for yourself and any dependants.

The process for doing this is integrated into the online Tier 4 visa application form. As you work your way through the form, you will be taken to a section which assesses how much you are required to pay. You will have to make this payment before you can complete the online visa application.

The cost for students is £300 per year of study.

If your visa extension is for more than 6 months you will have to pay £300.

If your visa extension is for less than 6 months you will have to pay £150.

Please note you are also charged £150 for the extra 4 months granted on your visa after your course end date.

The charge for each dependant is the same amount as the charge for the main student.

The exact amount depends on how much 'leave' you will be granted. The initial assessment is not always accurate so UK Visas & Immigration might have to contact you to make a top-up payment or you might get a partial refund if you have paid too much. This will only be worked out by the caseworker once you have submitted your visa application.

You can try and check the amount on the following web page:

[www.immigration-health-surcharge.service.gov.uk/checker/Type](http://www.immigration-health-surcharge.service.gov.uk/checker/Type)

Once your visa has been granted, you will then be able to use NHS services. You will still be required to pay for dental treatment but prescriptions and eye tests are free in Scotland.

You should take your Biometric Residence Permit (BRP) with you when attending a medical practice or hospital appointment.

### **Babies born in Scotland**

Babies born in the UK can remain here for the duration of your study because they are not required by UK law to make an immigration application. However, a visa will be required to re-enter the UK after any travel abroad.

Babies born in Scotland to an international student on a full-time course of study are exempt from NHS charges (on the same basis as residents of Scotland). This applies for the duration of your course and for one month after the course ends. This is not the case in England where babies are liable to pay NHS charges three months after they are born until they pay the Immigration Health Surcharge (IHS) as part of an immigration application.

However, if you apply for a visa for your baby even though you are living in Scotland, you will have to pay the Immigration Health Surcharge (IHS) as part of that application.