

## TIER 4 VISA APPLICATION CHECKLIST

The UKVI guide to supporting documents for Tier 4 applications can be found on the GOV.UK website at [www.gov.uk/government/publications/application-for-uk-visa-under-tier-4-general-form-vaf9-appendix-8](http://www.gov.uk/government/publications/application-for-uk-visa-under-tier-4-general-form-vaf9-appendix-8). Please read this carefully along with the visa guidance on the CSC website.

The following checklist provides some further information for Commonwealth Scholars and you can use it to help you prepare your Tier 4 visa application. You should not submit it with your visa application.

### Essential documents

Originals of these documents must be provided with your visa application.

✓	Document	Comments
	Passport	You should submit a current and valid travel document or passport. Your passport should ideally be valid for the duration of your course. If your passport expires before your course ends, contact your university for advice.
	Photograph	You must provide a passport-sized photograph of yourself. Visit <a href="http://www.gov.uk/photos-for-passports">www.gov.uk/photos-for-passports</a> for further information.
	Printed and signed visa application form	Your visa application form must be completed online at <a href="https://visas-immigration.service.gov.uk/apply-visa-type/tier4">https://visas-immigration.service.gov.uk/apply-visa-type/tier4</a> . Once you have completed the form, you must print it and submit it with your supporting documents. You will need to use the information on the CAS statement from your university to complete the application.
	CAS number	Your CAS number must be entered on your visa application form. You do not need to include a copy of the CAS statement in your application, but it is useful to have a printed copy with you when you attend any visa appointments, so that you can quickly answer questions about your course.
	CSC Confirmation of Award (including Confirmation of Financial Support)	This is evidence of official financial sponsorship. You must submit the original letters with your visa application. Even if you are applying from a 'low-risk' country, or if your university is participating in the student visa pilot scheme, you should provide these two letters to ensure that the visa application fee is waived.

### Other documents that may be required

Depending on your circumstances (such as the country you are applying from or your chosen course subject), you may need to also provide some or all of the documents listed on the next page.

If you are applying from a 'low risk' country, you must confirm on your visa application form that you meet the requirements and that you hold the required documents, even though you may not need to include them in your initial application. UKVI reserves the right to request any or all of these documents, and can refuse your application if you are unable to provide them. We strongly recommend that you ensure that you have prepared all of the necessary documentation before applying for your visa.

✓	Document	Comments
	ATAS certificate	Contact your UK university and visit <a href="http://www.gov.uk/guidance/academic-technology-approval-scheme">www.gov.uk/guidance/academic-technology-approval-scheme</a> if you are unsure whether ATAS clearance is required for your course.
	English language assessment	You should read the information on the UKCISA website about the way you will be assessed by your UK university.
	Proof of academic qualifications	Unless you are applying from a 'low risk' country, you must provide the original certificate or results transcript for all the qualifications that are listed in the 'Evidence used to obtain offer' section of your CAS.
	Translations	If your application includes any documents which are not in English (or Welsh), you must also include an original translation of each document.
	Tuberculosis test certificate	Depending on which country you are applying from, you may need to provide a certificate confirming that you do not have tuberculosis. Visit <a href="http://www.gov.uk/tb-test-visa">www.gov.uk/tb-test-visa</a> for further information.
	Medical check	You may be asked to provide the original medical assessment that you submitted to the CSC Secretariat.
	Previous passports	You must provide information about your previous travel history.
	Documents for dependents	Please see UKVI guidance for additional documents needed for dependents at <a href="http://www.gov.uk/government/publications/guidance-for-dependants-of-uk-visa-applicants-tiers-1-2-4-5">www.gov.uk/government/publications/guidance-for-dependants-of-uk-visa-applicants-tiers-1-2-4-5</a>

### Important advice

- Take photocopies of all documents that you are including in your application, including all non-empty pages of your passport(s), before you submit your application.
- Keep any letters or receipts regarding your application that are given to you by the British High Commission or UK immigration authorities.
- Keep all documentation used in your application even after you have been granted your visa, as you may still require it in the future, particularly during your time in the UK. It is a good idea to keep these documents in your hand luggage every time you travel outside the UK, in case an immigration officer at the UK border questions you.
- Ask for help from your UK university if you need it, as they have immigration advisers available to answer any questions you may have.
- Inform your university and the CSC Secretariat as soon as possible if you encounter any problems such as a visa refusal or a delay in visa processing time.