



TIER 4 VISA GUIDE

Inside the UK

Facebook: Ravensbourne International Students
Email: international@rave.ac.uk
Telephone: +44(0) 20 3040 3667



Ravensbourne
University London



Meeting the requirements of Tier 4

To qualify for leave under Tier 4 (General) an applicant must meet the following main requirements:

- You **must** not fall for refusal under the general grounds for refusal (no criminal convictions, you must not have an adverse immigration history and/or breached the conditions of your UK immigration permission, if applicable).
- You **must** have been issued with a valid Confirmation of Acceptance for Studies (CAS). As Ravensbourne has issued a valid CAS to you, you will obtain 30 points.

You **must** have attained 10 points for maintenance.

Getting Your CAS

Before we assign you a CAS, you must provide us with evidence that you have sufficient funds to cover the cost of your living expenses in the UK for at least 9 months as well as any outstanding tuition fees you will owe if you have only paid the £5,000 non-refundable CAS deposit which will be deducted from your full tuition fees amount).

The current 'maintenance' funds you are required to show is £11,385. Students receiving US Student Loans are not required to submit bank statements confirming that they have sufficient funds for their tuition and maintenance as we shall be informed when your US student loan has been approved.

If required by UKVI to attend an interview you must do so and be able to demonstrate to the Officer reviewing your application that you are able to communicate in English at the standard of proficiency confirmed by us in your CAS.

You must demonstrate that you are a genuine student.



Applying for your Tier 4 leave from inside the UK

Please note that in order to be eligible to apply for leave to remain in the UK, your new course must start within 28 days of the expiry of your current Tier 4 visa. If the gap between the expiry of your current Tier 4 visa/immigration permission and the start of your new course is more than 28 days then you must leave the UK and apply from your home country or country of lawful residence.

In addition, your current period of Tier 4 leave must be sponsored by one of these types of sponsors:

1. An HEI;
2. An overseas HEI;
3. An embedded college offering pathway courses; or
4. An independent school.

If you are currently sponsored by any other type of institution you must apply for a visa from outside of the UK if you wish to undertake further study under Tier 4.



Important Information

- If you are applying for leave to remain (LTR) under Tier 4, you must also be academically progressing. Ravensbourne will not issue a CAS in support of a LTR application if the applicant will not be academically progressing unless the applicant is exempt from this requirement.
- You should apply to extend your leave in the UK before your current visa expires, we recommend applying at least two months in advance, if possible, and within six months of receiving a CAS from Ravensbourne. If you wait until your visa has already expired then you will be classed as an 'over-stayer', which in most cases is a criminal offence and you will be required to leave the UK to apply for a new Tier 4 visa.
- If you have a Tier 4 visa that was issued for study at another institution you must submit an application to extend your visa before you can enrol at Ravensbourne.
- If you hold a Tier 4 visa previously issued for study at Ravensbourne you must apply to extend your current visa before can enrol on your new programme of study at Ravensbourne.

In both cases you do not need to have received your new visa before the start of the course/programme. However you must be able to prove to us that you have submitted your extension application in time.





Tier 4 Leave to Remain(LTR) Application Step by Step Guide

What you need to know about making a Tier 4 LTR application, including how and when to apply.

Click on the relevant box for more details on each stage of the process.

**Check if this
visa is right
for you**



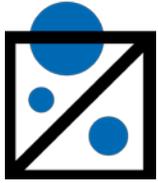
**Prepare the
evidence you
need**



Apply



**Attend an
appointment**



Application process - steps

Complete the online application form [here](#).

Please note:

(1) when completing the online form you should select 'Tier 4 (General) leave to remain' in response to the question 'What type of visa or leave to remain do you have?' even if you have never previously held Tier 4 (General) leave to remain as the form currently does not provide the option to select 'Tier 4 (General) visa'.

(2) Question about Academic Technology Approval Scheme (ATAS)-select '**NO**' in response to this questions.

(3) For information about your course and to find your CAS number please refer to the CAS letter we sent you.
You must also ensure that your details are entered correctly in the form, in particular enter your name exactly as it is written in your passport and your address in full (including your flat or room number).

Check the boxes on the application form to confirm which documents you will be submitting with your application.

Book an appointment to submit documents and/or enrol your biometrics: once you have submitted your application online and paid the application, IHS and biometric fees (find fee details [here](#)) you should be a directed to the [Sopra Steria](#) website to book an appointment at a UKVCAS centre.

You will need to book an appointment at a UKVCAS centre to provide your application documents, enrol your biometric information- **please note that you must book your appointment within the deadline from the date you made your application online, this will depend on the type of submission service you selected when you made your online application** . Go directly to the [UKVCAS \(Sopra Steria\)](#) to find more information on the services they offer.



Supporting documentation required for your Leave to Remain (LTR) application

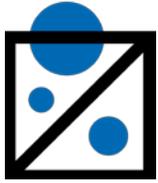
Once you have completed your online application form you should be provided with a list of the documents you are required to submit with your LTR application. Below is a typical list of documents you will be required to provide to UKVI with your LTR application:

- **Your original passport and other passports** for the last ten years showing previous overseas travel/travel history (**mandatory for your application**)
- **Your current biometric residence permit (BRP)**, if available
- **Police registration certificate (PRC)**. If you were required to register with the UK Police you must submit your PRC with your LTR application. To check whether you are required to register with the UK Police please go to [Appendix 2 of the Immigration Rules](#) or refer to your approval letter from UKVI.



- **Originals or copies of all documents use to obtain your CAS from Ravensbourne** (e.g. academic qualifications, evidence of funds to cover the cost of your studies and living expenses (please see below for more information on financial documents required for your LTR application), English language test results etc.) unless you are considered an eligible 'differentiation arrangement national' **Please refer to your CAS letter document for this information**-we also recommend including a copy of your CAS letter with your application





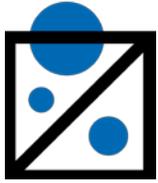
Proving academic progression evidence

In order to demonstrate academic progression you must have achieved the qualification for which you obtained your most recent Tier 4 visa. To do this you will need to submit an original degree certificate or transcript of results for your most recent qualification.

Alternatively, if your degree has not yet been awarded you will need to obtain confirmation in writing from your current Tier 4 sponsor regarding your progress so far and likelihood of successfully completing your course and the date by which this will be confirmed.

The letter should be on official letterhead, signed and stamped by your academic or Registry department and **should include:** your full name, name of course and level, date qualification is due to be awarded (must be within 3 months of the official start date of your new course) and a statement that you are likely to successfully complete the qualification based on your progress so far.



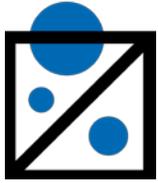


Submitting your documents

Once you have submitted your application online you will need to provide your documents to UKVI (please refer to the checklist on your application for a list of all documents you are required to provide to UKVI along with your application).

You may send photocopies of your documents however **[you must take your original passport\(s\) to your appointment.](#)** You will have the option of uploading copies of your documents on the UKVCAS website or take the documents with you to your appointment for them to verify, scan and upload your documents (there may be an additional charge). Please refer to their [website](#) for more details

All your original documents including your passport should be returned to you before you leave the UKVCAS centre. However, please do not travel outside of the UK, Ireland, the Channel Islands or the Isle of Man until a decision is made on your application as this will lead to your application being withdrawn.

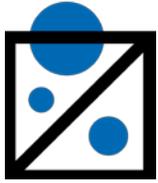


Financial documents

If required to do so, you should aim to submit the same bank statement(s) you provided to Ravensbourne to evidence your finances with your LTR application. If you submit a bank statement that is different from the one that was assessed by Ravensbourne and there is insufficient money in your/your parent's bank account, your LTR application is likely to be refused. If you need to submit a different bank statement please contact Ravensbourne before submitting your LTR application to the Home Office/UKVI. If you are using your parent's bank statement you must also provide original/copies of evidence of your relationship (eg birth certificate/family register) and a letter from them confirming that they will finance your studies in the UK.

If you are being financially sponsored by a government or an international scholarship agency you must submit an official letter (original/copy) from them confirming the details of your sponsorship. Please refer to the [UKVI Tier 4 Policy Guidance](#) and our [financial requirements guidance](#) for more information on what the letter should state. **Your/your parent's'/legal guardian's bank statement must be dated no earlier than 31 days before the date of your LTR application so you must apply for your Tier 4 leave as soon as possible once we have provided you with your CAS letter, but no more than 3 months before your course will begin.**

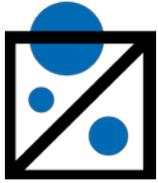
Students receiving [US Student Federal Loans](#) are not required to submit bank statements confirming that they have sufficient funds for their tuition and maintenance. Once your US Student Loan has been processed, Ravensbourne shall provide you with an award letter which will detail your loan amounts and disbursement dates. However if you are eligible for 'differentiation arrangements' (see below) you should not be required to submit the award letter with your Tier 4 visa/LTR application although you should have it available in case UKVI requires it.



Eligible ‘differentiation arrangements’ nationals*

Nationals of certain countries are not required to submit their financial or educational documentation with their Tier 4 application for leave because they qualify for a ‘differentiation arrangement’. **Please note that this exemption only applies where the national of a low risk country is applying for UK entry clearance in his/her country of nationality or country of legal residence or for leave to remain in the UK.**

Note: if you are from a ‘low risk’ country although you are not required to submit the documents with your LTR application you may be asked for them at any point during the application process. If you cannot provide documentation when requested, your application could be refused and will have to leave the UK once your visa expires. We strongly advise that you read the details of the financial and educational documents detailed in your CAS letter and collect all supporting documents as if you had to submit them by the date that you submitted your Tier 4 LTR application. To check if your country is eligible for ‘differentiation arrangements’, please see [Appendix H](#)



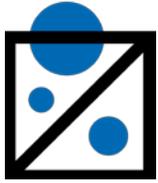
Students under the age of 18

You will need to submit a letter of parental consent with your visa application. The letter from your parent(s)/legal guardian(s) must confirm the following:

- The relationship between you and your parent(s)/legal guardian(s);
- That they have given their consent for you to make a Tier 4 visa/LTR application;
- That they agree to your living arrangements in the UK. If you will be living in the UK independently, that they have consented to you living independently in the UK; and
- Whether they have legal custody or sole responsibility for you. If they have sole custody then they must sign the letter. If they do not, the letter must confirm that each of your parent(s) or legal guardian(s) agree to the contents of the letter and it must be signed by each parent or legal guardian.

Please refer to the [Tier 4 Policy Guidance](#) for more details on the specific information on what the letter of parental consent should include.





English translation

If [any](#) of your documents are [not](#) in English or Welsh, you must submit fully certified translation by a professional translator or translation company. This includes your financial documents.

We suggest keeping scanned copies of all the documents submitted with your LTR application.

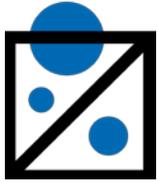
Methods of submission and processing time

Select your method of submission when you submit your application online.

You may select standard (usually processed in 8 weeks), priority (5 working days) or super priority (1 day). Please visit the [UKVI website](#) for the application submission options and estimated processing time for each option.

You must then visit a UKVCAS (Sopra Steria) centre to submit the supporting documents for your LTR application and enrol your biometric details. Sopra Steria offers several options for submitting your application, please visit their [website](#) for more details.

For more information on applying to extend your UK immigration permission from within the UK please refer to the Tier 4 Policy Guidance, [UKVI website](#) and the [UKCISA website](#)



Home Office Credibility Interviews for Tier 4 visa applicants

As part of your application, you may be asked to attend a 'credibility interview'. This will usually be conducted at a UKVI centre either in-person or by video link. The purpose of the interview is to check your credibility as a genuine student.

What will they ask?

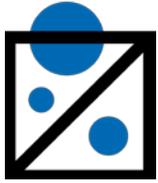
The interviewer may ask about your reasons for choosing the UK, Ravensbourne and your course/programme of study as well as questions on the content of your course and how this fits into your career aspirations (post-study plans), what other institutions you looked at (UK and non-UK) and your finances (source of funds). They may also ask you about your immigration history.



How will the interview affect your application?

The UKVI officer who dealt with your application will be given a copy of the transcript of the interview and will use that to assess your credibility along with the other documents you provide with the application.

If you are required to attend an UKVI interview please contact Ravensbourne as soon as you have been informed of the date. Please also feel free to contact us if you have any questions or concerns.

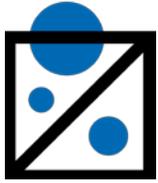


Tier 4 Leave to remain(LTR)approval

Once your LTR application is approved you should be informed of the decision within the standard processing time related to the method of your application submission. **Please upload a copy of your BRP and UKVI decision letter to the HEI portal to enable us to confirm that you have been granted the correct leave.**

LTR application refusals

If your application to extend your leave is refused you may be eligible for an administrative review. Alternatively you may leave the UK and apply for new visa/entry clearance from your home country. **Please inform us within 48 hours of being notified of the refusal**, by emailing: international@rave.ac.uk, Please also provide us with a copy of the refusal letter from UKVI.



Enrolment, Induction and Tier 4 International Student Orientation

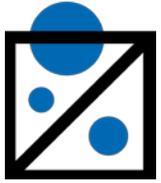
You will be sent details about Ravensbourne's online enrolment process and the date for the International Orientation programme closer to the relevant time. Please refer to our [New Student](#) page and the [Tier 4 Offer Holder](#) page on the International website for specific dates.

Police Registration

If required to do so, you update your Police Registration Certificate with the London Metropolitan Police or your local police station (if you live outside the UK) within **7 days** of the receipt of your new BRP. To check whether you are required to register with the police please refer to [Appendix 2 of the Immigration Rules](#) or the letter of approval from UKVI. For details on the registration process please refer to the [OVRO](#) website, the Tier 4(General) information guide on the HEI apply or the [International page](#) on our website.

For more information on the Tier 4 (General) visa/LTR application process and your responsibilities as a Tier 4(General) student please refer to the Home Office/UKVI Tier 4 Policy Guidance, [UKVI](#) website, [UKCISA](#) and our [Tier 4 Visa and Immigration](#) page. Please contact Ravensbourne if you have any questions or concerns by emailing: international@rave.ac.uk

We look forward to seeing you soon at Ravensbourne, all the best!



Useful Resources

- [Tier 4 policy guidance](#)
- [Ravensbourne Tier 4 Offer holder section](#)
- [UKCISA](#)
- [UKCISA \(advice for Chinese students\)](#)

