Tier 4 Visa guide (Accessible Version)

# Introduction

Congratulations on your Chevening Award!

We’ve put together a step by step guide to help you complete your Tier 4 visa application form. Please make sure you also read *Applying for a Tier 4 student visa* on the [Chevening website](http://www.chevening.org/scholars/visa) first.

Once you have received your **CAS** (Confirmation of Acceptance of Studies) from your university, and your **Final Award Letter** from the British embassy or high commission in your home country, you should apply for your visa.

You need to apply for your visa online and we have written this guidance specifically for people with visual impairments who may be using screen readers. This is a text only version with no pictures which will guide you step by step through each part of the online UK visa application process. We have used headings in this guide that match the heading for each screen that you may come across during the online visa application. The headings and pages of this guide are arranged in the order as they would appear as on the online visa application system. All the information in the guide is relevant to the page on the application form that shares its title with the headings used here.

Hopefully this guide will be able to help you through the application process and you may want to refer to it as you complete the online form. If you if you’re unsure about one of the sections on the application or you have a question that is not covered by this guide then please contact us at welfare@chevening.org.

# Fully funded or part funded scholars?

Some parts of this guide provide guidance on different ways of filling in the same part of the application form depending on whether you are a fully funded or part funded scholar.

A fully funded scholar means that you will receive a full stipend for the duration of your studies and that the entirety of your tuition fees will be paid for by Chevening and your university. Being fully funded also means that your visa application and flight to the UK is paid for by Chevening.

A part funded scholar is a scholar who does not receive a monthly stipend and/or has to pay for or make a personal contribution towards the costs of their tuition fees.

Most scholars will receive a fully funded award, however, please check your Final Award Letter to see if you need to make an additional financial contribution.

All the headings in this guide provide advice and guidance on how to fill in that particular section for all scholars. Where the advice is different for part and full award scholars this will be made clear in the heading title.

# Getting Started

When you are ready to start your visa application you should go to the [UK Government’s website which hosts the online visa application system](https://www.gov.uk/tier-4-general-visa/apply). There is lots of information on this website about the Tier 4 visa process and the requirements you need to meet. On the Government’s website, to start your application you can click on the hyperlink that says apply online.

## Important information on completing the form accurately

When making your online application it is very important that you complete the form fully and accurately. If you deliberately withhold or use false information your current application and any future applications could be refused.

## Show and edit answers

There is a page early on in the online application form called Contacting you by email. From that page onwards there will be a tool at the bottom of the screen which says show and edit answers. When you click on this the page will expand which shows how you have answered all previous questions. Next to all these previous answers will be an add or change button which you can click on to either add additional answers or change your previously submitted answers.

# Confirm your visa type

One of the first pages you will come to will be titled confirm your visa type. There should be four options of different types of study visas that you can select. There is a dedicated visa type for Chevening scholars so please make sure that you select the **Tier 4 student visa (for Chevening, Marshall, and Commonwealth scholars).** This will allow you to qualify for the free visa. If you select the wrong visa type then you will be charged for your visa application and the immigration health surcharge and we would not be able to reimburse this.

Click the green next button to go to a page called select a country to provide your biometrics.

# Select a country to provide your biometrics

You will need to select a country where you will be making your visa application from and submitting your biometric details and passport. Your biometrics are your fingerprints and facial photograph. You must submit these at a visa application centre (VAC) in your chosen country.

The country you should choose should be the one where your scholarship is awarded but if this is not the case then it must be in a country where you have legal residency.

On the application system start typing in the country where you want to provide your biometrics. As you start typing the names of matching countries will start to appear. Click on the one that is relevant to you and then click on the green next button to go to the next page.

# Check available biometric enrolment locations

Not all countries will have a visa application centre and if this is the case for you then you will need to travel to an alternative location to submit your biometrics.

When you come to this screen on the application system you should click on the link to check the available biometric enrolment locations. Clicking on this link will open another page on your web browser and take you to another website showing the visa applications centre locations. Find your country to see the visa application centre details. If there is no visa application centre in your country then the website will show you what alternative country you will need to travel to submit your biometrics.

Once you have checked these details return back to the online visa application system. In order to proceed with your application you need to select the option that says that you have checked the available biometric enrolment locations and that you can travel to your selected country or alternative location.

If you are not able to travel to a visa application centre in your country or the alternative location country then you can select this option on this screen. This will take you back to the previous screen to select a country to provide your biometrics and you will be able to select a different country. Please see previous heading for information about that screen.

Once you are able to confirm that you can travel to a relevant visa application centre please click on the green next button at the bottom of the screen to continue.

## Important information on travelling to alternative countries to submit your biometrics

If you *must* travel to a different country *because* there is no VAC in your home country, the Chevening Secretariat maybe able to reimburse some of the costs associated with this travel. Please contact your Programme Officer UK (POUK) for more information.

# Tier 4 students visa (for Chevening, Marshall and Commonwealth scholars)…before you apply

On this page you can find a link to the Home Office’s [guidance for Tier 4 applicants](https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student). There is also some information about how the Home Office uses your data and information about visa applications for your dependents.

Please also note that if you wish to bring dependents to the UK you will need to make separate applications for them. The Chevening Secretariat recommends that scholars do not bring dependents to the UK due to the high living costs. The Chevening Secretariat is not able to provide any additional funding to cover any costs associated with dependents. We are not able to provide any advice on the visa application processes for dependents. If you need advice for your dependents’ visas, then an international student adviser at your university may be able to help you.

When you have read this click the green apply now button to continue.

# Register an e-mail

To start a visa application, you will first need to register your e-mail address and create a password. Your application will then be registered with that address and you will be sent a link for your application to that email address.

It is important that you keep this link safe as you will need to use it to come back and finish off any sections of your application if at any point you save and close it.

Click the green save and continue button to move to the next screen.

# Contacting you by e-mail

You will be asked to confirm your e-mail address and will be taken to another screen where you can provide any additional e-mail addresses that you have.

## Show and edit answers

From this page onwards in the online application system there will be a tool at the bottom of the screen which says show and edit answers. When you click on this the page will expand and shows how you have answered all previous questions. Next to all these previous answers will be an add or change button which you can click on to either add additional answers or change your previously submitted answers.

# Your telephone number and contacting you by telephone

The next screen will ask you to provide a contact telephone number as a Home Office caseworker may want to contact you about your application. This is very rare, but it is a good idea to provide a contact telephone number that someone can call you on.

Make sure you include the full international dialling code if you are not providing a UK telephone number.

You can provide additional numbers if you have more than one telephone number. Once you have submitted all your telephone numbers you can choose how you would be contacted by the Home Office if they need to discuss your application with you.

Please select your preferred option and then click on the green save and continue button to move to the next screen.

# Your Confirmation of Acceptance of Studies

You must have a Confirmation of Acceptance of Studies (CAS) before submitting an application as a Tier 4 student. The CAS is an electronic document issued to you by your chosen university and is valid for six months from the date it was created by your university. However, you will be able to start and complete most of your online visa application before you receive your CAS. If you do this, you can come back to this question and provide the details at a later date.

Your CAS should contain the Confirmation of Acceptance for Studies reference number, the details of your university’s Tier 4 Licence number and your course details. The name of your sponsor is the name of the university where you will be studying in the UK.

If you submit your visa application with no CAS or the wrong CAS details your visa application will be refused.

You can find out more information about your CAS by visiting this [webpage about Tier 4 eligibility and requirements](https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements) on the UK Council for International Student Affairs (UKCISA) website the

When you have your CAS select yes to the question do you have a Confirmation of Acceptance of Studies (CAS) number and then provide the reference in the box below.

When you have done this click on the green save and continue button to move to the next screen.

## Important information on using your CAS

Your CAS can only be used once. If for any reason you need to submit a new visa application, then you may need a new CAS. If you do need to make a new visa application, please speak to an international student advisor at your university before you do so. Please also contact the Welfare and Immigration team by email welfare@chevening.org.

# Your name

You need to provide the details of your name on this page by completing the boxes fully.

You will need to provide details of your name, as shown in your passport or travel document.

You should be using your personal passport. If you have a diplomatic passport you should not be using this passport for this visa application because a Chevening Scholarship is not considered an official posting.

If you have been known by any other names, then you will be given an opportunity to provide these details on the next screen.

When you have done this click on the green save and continue button to move to the next screen.

# Your gender and relationship status

You will need to complete a few more personal details including details about your **relationship status** and **nationality.**

For gender, you can select the option of male, femal or unspecified.

You will need to select your relationship status by clicking on the the drop down menu and choosing from the options. The options available are:

* Single
* Married or a civil partner
* Unmarried Partner
* Divorced or civil partnership dissolved
* Seperated
* Widowed or a surviving civil partner

Civil partnerships are legal relationships which can be registered by two people of the same sex and gives couples legal recognition of their relationship.

The definition of an unmarried partner in the immigration rules is a person who has been living together with the applicant (you) in a relationship akin to a marriage or civil partnership for at least two years prior to the date of application.

If you select married/civil partner or unmarried partner, then you will need to provide some information about your spouse or partner.

# Your address and about this property

The screen after your gender and relationship status will ask you for your address details.

You should use your permanent address for the country where you will be applying for your visa from.

If you have a different correspondence address then you will have an opportunity to provide the details of this.

You will need to provide some other details about your property, including how long you have lived there for and the ownership status of your home.

# Your passport and your identity card

You need to provide the details of your passport during the visa application. This should be the passport that you intend to use for your travel to the UK and which the initial part of your visa, which is a 30-day vignette, will be attached to.

It is important that the passport details that that you submit here match the passport details that are shown on your CAS.

If you have received a new passport since you have provided your details to your university then you should **contact your university as soon as possibl**e as they will need to add a note to your CAS about your new passport details.

Please also send a scanned copy of your new passport to your programme officer.

Some countries require its citizens to be issued with a national identity card. If you have a national identity card then please provide the details of this when prompted.

# Your nationality, country and date of birth

This section asks about your nationality. If you are a dual national, we would advise that you select the nationality for which your scholarship has been awarded to you. You will have an opportunity to provide the details of any other nationalities that you hold.

On the page where you provide the details of your other nationalities, if you tick the box to show that you still hold your additional nationality then you do not need to put a date in the ‘date held to’ boxes.

If you hold any current and valid passports for any of your additional nationalities, then you will need to provide these details. You will come to a screen like the one where you had to provide the details of your main passport.

# Spoken Language Preference

This screen asks you about the language you would like to use if you are interviewed or asked about your visa application.

The options you can select here are English, or other. We strongly recommend that you select English as you are required to demonstrate to UKVI that you can undertake a course taught in English. If you do choose other it cannot always be guaranteed that your chosen language is available.

# Study as a Tier 4 (Child) student

A Tier 4 (Child) student visa is a specific visa used by people between the ages of 4 and 17 to study at independent schools in the UK. Please do not select yes to the question below unless you have successfully completed a course of study in the UK whilst holding this specific type of visa. If you have selected yes to this question then please contact welfare@chevening.org if you need any further advice.

# English language assessment

This part of the application asks about your English language ability has been assessed.

The first question asks if you are coming to the UK to study at a higher education institution (HEI). A HEI is an educational body in receipt of public funding that was awards academic qualifications and professional certificates.

## If attending a publicly funded university

If you are attending a publicly funded university then you should answer yes to this first question. Another question will then appear asking whether your institution (university) have assessed your English Language ability. This means that the university have set and used their own criteria for ensuring that you have the required English language ability. If this is the case then this will be indicated on your CAS and will say that the HEI has made its own assessment of your English language ability. If it does not say this on the CAS or says something different then please contact your university or welfare@chevening.org.

## If attending a private university

If you are going to attend a private institution then you should select ‘no’ here – this includes the following institutions Architectural Association, London Film School, Schumacher College, Hult International Business School and Met Film School.

If you’re unsure check your CAS and speak with your POUK or contact [welfare@chevening.org](welfare%40chevening.org).

If you select ‘yes’ to the first question you will be asked whether your institution (university) has assessed your English Language ability. This will be shown on your CAS and for most cases it will say that the HEI has made its own assessment of your English language ability. If it says something different and you are not sure what it means, then please contact welfare@chevening.org.

# Your current partner

If you selected your relationship status as being married, in a civil partnership or unmarried partnership then the next screen that comes up asks you to complete some details about your spouse or partner.

# People financially dependent on you and about your dependents

If there is anyone in your life who is financially dependent on you then you will need to provide these details on your application. A dependent may include any children under 18, children over the age of 18 who live with you, children who you look after all the time, older relatives who need you for accommodation or support.

If your dependents have a passport then you can use this to help you complete some of the details that the application form requires.

## Important on travelling with dependents

Please note that we advise against bringing dependents to the UK, and we are unable to provide immigration advice or financial support for your dependents. If you wish to bring your family, you should seek advice from your university’s international advice team. You can also find [information on dependents on the UKCISA website.](https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants)

Your dependents will not automatically be included on your visa application and this guide provides advice on your visa application only.

# Give details about your parents

The application form asks you to provide details of two of your parents.

You will initially come to a page that asks you to give details about your first parent. Please provide the details of your first parent.

## If you do not have the details of both parents

If you do not have the details for any of your parents then you can proceed without completing these details. To do this, there is a tab that you can click on this page that says what if I do not have my parents’ details? If you click on this then a box appears with the text saying I do not have my parents’ details. If you click this box then you can proceed with your application by pressing the green save and continue box, and you will not need to answer any further questions about this.

## If only have the details of one parent

If you only have the details of one parent, then please complete this on the page asking about the details of your first parent and then click on the green save and continue button.

# Family who live in the UK

If you have any relatives living in the UK, then you will need to provide their details including information about their immigration permission in the UK. The extra information on the application form says that family members include

* immediate family such as spouse, civil partner, parents, or children
* grandparents or grandchildren
* your spouse or civil partner’s family
* your child’s spouse, civil partner or partner
* your partner if you have lived with them for 2 out of the last 3 years

We would also advise that you select yes to this question if your siblings, or the siblings of your spouse, civil partner, or partner are already in the UK. For children, you should also include any stepchildren or adopted children that are currently in the UK.

If you do not know the full details of your relative living in the UK, then it may be necessary to contact them to ask them for the required information.

# Travelling as part of an organised group and travelling with another person

There is a question in the application form which asks whether you will be travelling as part of an organised group. Please select no this question.

If you are planning on travelling to the UK with another person, who is not your spouse, partner or dependent then you can provide their details on the next screen where it asks you if you are travelling with another person.

# Staying with family

If you are staying with a family member in the UK, you will be able to tick a box confirming this on the application form. If you are staying with an extended family member, such as an uncle or an aunt, then you will be able to provide their details later.

If you are staying with a family member that you named as already being in the UK then you will need to provide their address and contact details as well as the details of anywhere else that you might stay while you are in the UK.

# Where will you stay in the UK and accommodation plans in the UK

If you are not staying with family in the UK, then the next couple of pages will ask about your accommodation plans. If you have secured your accommodation you will be asked to provide the details. Having the postcode for your accommodation will help you complete this part of the application.

If you have not yet already secured your accommodation, then you will need to provide some explanation as to how you will plan your accommodation. It’s ok, if you do not have any plans for your accommodation at this stage but providing some information of how you might plan or arrange your accommodation would be useful.

# UK Travel History

The next few pages will deal with your travel history to the UK and countries other than your home country.

The first question of this type asks about your travel to the UK in the last 10 years.

The **UK** is defined as England, Scotland, Wales and Northern Ireland.

If you have travelled to the UK one or more times in the past 10 years you will need to provide details of your three most recent visits, starting with the latest.

When filling in this section, it will be useful to have your current passport and any other expired passports, as well as any travel itineraries, with you as you will need to remember the reason for your travel, the date that you visited the UK and how long you stayed for. As with all parts of the form, you need to ensure that you complete this page as accurately as possible.

# Medical Treatment in the UK

If you have travelled to the UK in the last 10 years, then the next page will ask you about any **medical treatment** you may have had in the UK.

If you received medical treatment in the UK and you were required to pay for it then you can explain this here. Most NHS medical treatments would not have incurred a charge if you paid the immigration health surcharge as part of your previous visa application. Treatment in an Accident and Emergency department should have been free of charge. Most other non-emergency treatment may have incurred a charge depending on the visa you had at the time of your stay in the UK.

# Details of previous medical treatment in the UK

If you have received any medical treatment when you were previously in the UK, then you will be need to provide the details of this on this page. It is important that you complete these parts of the form accurately. If you have any queries about this then please contact us on welfare@chevening.org.

# UK leave to remain

A leave to remain to request is when you are in the UK with a valid visa and you make a new visa application in order to extend your stay. If you have made a visa application for leave to remain in the UK in the last 10 years, then you will need to provide the details of this here.

If you select *‘no’* to the question *‘Have you applied for leave to remain in the UK in the past 10 years?’* then you will move to the next section of the application form.

If you select *‘yes’* then you will need to provide the details of when you applied and the result of the application.

# National Insurance Numbers and your National Insurance number

If you have previously worked in the UK, you may have a National Insurance number. If so, then you should answer yes on this question and provide details of it here. If you do not have a National Insurance number, you can answer no here and move on to the next screen.

# Driving licence

If you have a UK driving licence, then you will need to answer yes to the question asking if you have one and will need to provide the details of this here.

# Public Funds

If you have previously been to the UK, it is very unlikely that you will have received public funds, but if you have then please provide the details in the following pages.

The first question that you will have to answer is simply to ask whether you have received any public funds (money) in the UK. There is a specific definition of what public funds are and you can find this on the [UK Government’s webpage about public funds](https://www.gov.uk/government/publications/public-funds--2/public-funds).

If you have selected yes to this question, then you will need to provide more details about the types of funds that you have received.

If you have received public funds previously and have answered the question accordingly, then before you can proceed from this page you must tick a box confirming that you have the documents to show the public funds you received. Please make sure you do have those documents before proceeding with the rest of your application.

If you have answered yes to the question regarding public funds then please do contact us at welfare@chevening.org if you need more advice.

# Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

If you have travelled to Australia, Canada, New Zealand, USA, or a country in the European Economic Area (EEA) within the last 10 years you will need to provide some details regarding this in the following section. [You can click here to find a list of EEA countries](https://www.gov.uk/eu-eea). If you have travelled to any of these countries then the next screens will ask you to provide some details of your two most recent trips so it will be useful if you have your old and current passports to help you complete this section as accurately as possible.

# Travel history (other)

You will also need to provide any details of any other countries, not including UK, USA, Canada, Australia, New Zealand, the EEA, the UK, or your own country that you have visited within the last 10 years. Again, you will need to provide more details of these international trips, including dates of travel and the reason for travelling.

# Your planned travel information

This page of the application process asks you about your intended date of arrival to the UK. The earliest date you can enter in the box asking for the date that you plan to arrive in the UK is one month before the start date on your CAS. If you do not know when you intend to travel to the UK we would advise that you select the date that is one month before your course start date on your CAS.

# Immigration History

This part of the forms asks about any previous immigration issues you have had with the UK and other countries.

The page on the application form lists some specific immigration issues that you may have had in the past and which you should declare in your application. We have provided some extra information and definitions of these specific immigration issues below under the appropriate headings.

You should select yes to this question even if the immigration issue was resolved, overturned, or successfully appealed.

Please contact the welfare and immigration team for further advice if you need to select ‘yes’ to any of these questions.

If you have had immigration issues on more than one occasion then you will have the chance to answer this question several times.

## Refused a Visa

Refused a visa means that you have been refused a visa of any type for any country, including the UK.

## Refused entry at the border

Refused entry means that you were not permitted to enter the UK or another country at the border, for example, at the airport. This also includes situations where you were refused entry into a country even if you held a valid visa.

## Refused permission to stay or remain

Refused permission to stay or remain in the UK or another country means that you are already in the country for which you are making a new visa application to extend your stay, and it has been refused.

## Refused Asylum

Refused Asylummeans that you have made an application for asylum or refugee status which has been refused.

## Deported

Deportedmeans that you were subject to a deportation order in the UK or another country.

## Removed

Removed means that you were forcibly removed, at the cost of the government, from the UK or another country, as a result of a breach of the immigration rules.

## Required to leave

Required to Leavedoesn’t mean that you left because your plans changed, but that you were served with removal papers and were required to leave at the request of the government.

## Excluded or banned from entry

Excluded or banned from entrymeans that the Secretary of State has directed that your presence or entry to the UK is not conducive to the public good and any visa application will face mandatory refusal.

# Details of an immigration problem

If you have answered yes to the previous question, then you will be taken to another screen where you will have to provide the details of the immigration issue you had. You must answer this section accurately and honestly. If it is determined that you have withheld information or used deception during this part, or any other part of your visa application, then your visa will be refused, and you could be banned from traveling to the UK for up to 10 years.

# Breach of UK immigration law

The previous question asked about your immigration history for all countries. This page askes specifically about breaches of UK immigration law.

If you have ever entered the UK illegally, or remained in the UK beyond the validity of your visa or permission to stay (also known as overstaying), or breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission, or given false information when applying for a visa, leave to enter, or leave to remain, or breached UK immigration law in any other way, then you should declare this on your application form.

If you do not answer this question accurately or withhold information then it could be determined that you are using deception in your visa application, and your visa will be refused, and you could be banned from traveling to the UK for up to 10 years.

Please contact the welfare and immigration team for further advice if you need to select ‘yes’ to any of these questions.

# Details of breach of UK immigration law

If you answered yes to the previous question then you will need to provide some more information about your breach of the UK immigration law.

You will need to select the correct option indicating how you breached the immigration laws. You will also need to provide a date of when the breach happened and also provide details of what happened.

Please contact the welfare and immigration team for further advice if you need any further help with this section.

# Convictions and other penalties

This page will ask you about any criminal convictions or penalties you may have had whilst in the UK or other countries.

Convictions and penalties that you need to declare include:

* A criminal conviction
* A penalty for a driving offence, for example disqualification for speeding or no motor insurance
* An arrest or charge for which you are currently on, or awaiting trial
* A caution, warning, reprimand or other penalty
* A civil court judgment against you, for example for non-payment of debt, bankruptcy proceedings or anti-social behaviour
* A civil penalty issued under UK immigration law
* No, I have never had any of these

If you have received any convictions or penalties in the UK or any other country, then you will need to provide the details here. Unless you select *‘No, I have never had any of these’* you will be requested to submit further information on the next screen.

You can read more about criminal convictions on the [UKCISA website](https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements).

If you have any concerns or questions about this then please contact us at welfare@chevening.org.

# Your criminal conviction

If you answered yes on the previous question you will be taken to a screen where you need to provide more details about your criminal conviction or penalty.

You will need to provide details of the crime you were convicted of, the details about the sentence, the date you were sentenced, and the country you were convicted in. Please try and provide the required details as fully and accurately as possible.

If you have had more than one conviction or penalty then you will have the opportunity to answer this question more than once.

If you have any concerns or questions about this then please contact us at welfare@chevening.org.

# War crimes, Terrorist activities, organisations and views, Person of good character

The next few screens will ask if you have ever been involved with or suspected of involvement with war crimes, terrorist activities, terrorist or extremist organisations, or whether you have expressed any views that glorify or justify terrorism, or if you have undertaken any other activity that may be dangerous to the to the interests or security of the UK and its allies. It also asks if you have undertaken employment, activities, or anything else that may indicate that you are not a person of good character. If you answer yes to any of the questions on these pages you will be provided with an opportunity to provide more information.

Please read the information and the guidance carefully and please contact welfare@chevening.org if you have any questions or concerns.

# Your employment history

This page asks whether you have been employed in any of the specific occupations or industries listed below. These occupations and industries are

* Armed Forces (career)
* Armed Forces (compulsory national or military service)
* Government (including Public or Civil Administration and non-military compulsory national services)
* Intelligence services
* Security organisations (including police and private security services)
* Media organisations
* Judiciary (including work as a judge or magistrate)

You can tick more than one box but if more than one occupation applies to you. For each box that you tick you will need to provide some details about your job title, who you worked for, and the dates of your employment.

# Sponsor licence number and address

The next section of the application form will focus on your studies and university. You will need your CAS for many of the next pages so please make sure that you have it available to you to help complete the application form.

The page about sponsor licence number and address asks you for information that will be on your CAS. You will find the sponsor licence number and address on the CAS.

You will not be able to proceed beyond this page without the sponsor licence number. Please enter the address on this page as it is shown on the CAS.

# Primary site of study

It may be that your choice of university has different sites and campuses. If you will be based at a different site to the main address of your university, you should enter the address of the department where you will be studying at your university on this part of the form.

If you are not sure what department your course is being taught in the please refer to your university’s offer of study letter.

# UCAS details

This page asks about UCAS details.

UCAS is the Universities and Colleges Admissions Service which mainly operates the application process for undergraduate degrees.

If you have applied for your programme directly to the university or via a different agent, please select *‘no’* for this question.

# Academic Technology Approval Scheme (ATAS)

This part of the application is about Academic Technology Approval Scheme (ATAS). Some programmes of study require its students to secure an ATAS certificate before they can enrol on the course. If this is the case with your programme then you will also need the ATAS certificate to secure your visa. There is lots of [information about ATAS on the UK government’s website](https://www.gov.uk/guidance/academic-technology-approval-scheme).

You should refer to your university offer letter and CAS to find out if you need an ATAS certificate or not. If you are in doubt then you should ask the course convener, programme administrator, or another relevant member of university staff.

ATAS certificates generally take 20 working days to produce but can take longer during the busy summer period, so you should apply for them as soon as you can. Once you have the ATAS certificate you can complete this part of the application form by providing the ATAS reference number. Chevening cannot intervene with the Foreign and Commonwealth Office to speed up the process of obtaining an ATAS certificate.

# Future official financial sponsor (for fully funded scholars)

This page asks about whether you will be receiving any money from an official financial sponsor for your studies.

If you are in receipt of a full scholarship (full tuition fees, stipend and flights), then you need to select yes.

When you select yes a further question appears asking how you will prove receipt of financial sponsorship. You will prove this with a ‘*letter of official financial sponsorship’* so please choose this option. This is what we refer to as your Final Award Letter (FAL).

# Future official financial sponsor (for part funded scholars)

Please only follow the guidance under this heading if you are in receipt of a part award or you need to make a personal contribution towards tuition fees. If you’re not sure check your Final Award Letter or contact your programme officer.

Please select yes to the question Will you be receiving money from an official financial sponsor for your continuing studies?

When you select yes, a further question appears asking how you will prove receipt of financial sponsorship. As a recipient of a part award you should select the option that says I am not being wholly sponsored.

# Course information (for all scholars)

This part of the application form asks you about the details of the course that you have accepted.

The application form asks you for the name of sponsor institution and course name. Please complete these details as it is shown on your CAS.

You will also need to select the level of the qualification that you will receive when you complete your course. All masters programmes should be RQF Level 7/SCQF Level 11 so please select this from the drop down menu.

There is one further question asking if you are going to be a student union sabbatical officer. Please select no this question.

# Course dates

On this page you will need to provide your course start and end dates. Please refer to your CAS to find the official course start and end dates.

# Accommodation payments

This page about accommodation payments only applies to you if you are staying in university owned or managed accommodation. If you have not made any accommodation payments, then select no and click the green save and continue button to move on to the next section.

If you are staying at university accommodation and either you, your parents, or legal guardians have made some accommodation payments, then select yes to the first question.

You will then be prompted to fill in how much has been paid. You will then need to select the option to show what proof you have that amount has been paid. Your options here are to select that your sponsor has confirmed the payment on the CAS or that you have a receipt.

If you made an accommodation payment after you initially received your CAS you can ask your university to update it to show that it has been paid.

If you are using receipts to prove that payment has been made, then you may need to submit these with the rest of your documents at your visa appointment.

# Course fees

This page asks about the tuition fees of your course. The first question asks what the course fee is for your first year. Please enter the full academic fee for your course and not just the percentage that Chevening or your university are paying. This information should be on your CAS and Final Award Letter.

The next question asks have you or your parent(s) or legal guardian(s) already paid any of your course fees? To answer this question you will need to check your CAS because some universities will class your scholarship as your fees already being paid, and others will not. Neither way is incorrect. If your university has shown on your CAS that part of your tuition fee has been paid then select yes to the question. If your university has shown on your CAS that no amount of the tuition fee has been paid then select no and proceed to the next page.

If you do select yes to the question, have you or your parent(s) or legal guardian(s) already paid any of your course fees? then another box appears asking how much has been paid. Please refer to your CAS and fill in the box with the figure that has been confirmed as having been paid.

If you are required to contribute to your tuition fees and you have already paid this then please make sure that this is shown on your CAS. If it is not shown on your CAS then please contact your university and ask them to update it.

# Student Loan (for fully funded scholars)

If you are a fully funded scholar who does not need to make a contribution to tuition fees, then the Final Award Letters meets all the financial requirements that you need to prove as part of your visa application. In this case please select *‘no’* to the question about whether you will be in receipt of a student loan.

# Maintenance Funds (for fully funded scholars)

In order for your visa application to be successful you must demonstrate that you have adequate funds to support your living costs in the UK. As a fully funded scholar your monthly stipend meets the UKVI maintenance requirement . Your Final Award Letter demonstrates that you meet these requirements.

Therefore, on the question of whether your maintenance funds are in a bank account with your name on it, please select no.

A further question will appear asking whether you are relying on money held in an account under your parent(s) or legal guardian(s) name. Again, select no for this question and then proceed to the next screen by clicking on the green save and continue button.

# Student Loan (for part funded scholars)

If you have a part award scholarship, or you need to make a contribution towards your tuition fees, you will need to show that you have additional funds available to pay your tuition fee and/or meet the financial maintenance requirements of the Tier 4 visa.

If you are using a loan to meet the maintenance requirements of the Tier 4 visa application then you can answer yes to the question above. However, you should only answer yes to this question if the loan is being provided to you by your national government, state or regional government, or by a government approved student loan company or if the loan is part of an academic or educational loans scheme. If your loan does not meet this requirement then you will need to meet the maintenance requirements for the Tier 4 application by showing that you have cash funds in an appropriate bank account. This will be dealt with on the next screen. For further information about documents used to evidence funds, read page 27onwards of the [Tier 4 policy guidance.](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/303848/T4_Guidance_06-04-14.pdf)

If you have any questions about this then please contact the Chevening Welfare and Immigration Team.

# Maintenance Funds (for part funded scholars)

If you need to make a financial contribution towards your fees, you will need to demonstrate that you personally have these funds or that your parents’ or legal guardians’ have these funds for you to use for the purpose of studying in the UK.

If this is the case we advise that you make the payment to your university and then ask them to update your CAS. This way you will not need to show that you have the financial means to pay any outstanding tuition fees.

If you are not receiving a Chevening stipend you will need to show that you have the required funds to support your living costs in the UK.

If your award does not include living costs (stipend), then you will need to show that you have the following:

* £9,135 for living costs (stipend) for the year or
* £11,385 for the year if you are studying in London

You will be considered to be studying 'in London' if you are studying at the University of London, or at institutions wholly or partly within the Greater London Area, which means the City of London and the 32 London Boroughs.

If you are not sure if your institution is considered to be 'in London' you should check with your university before you make your Tier 4 application.

If you also need to make a contribution to your tuition fees and you have not yet paid this to the university, then you will also need to add the outstanding balance of the tuition fee to the maintenance requirements above.

On the application form, when you are on the screen which asks about maintenance requirements the first question will ask whether all of your maintenance funds are in a bank account with your name on it. If this is the case and you have the required funds, as described above, then please select yes to this question.

If the money is not in a bank account in your name then it is possible to show you meet the maintenance requirements if the required money is in your parents’ or legal guardians’ bank account. In this case select no to the initial question asking if the money is in account under your name, and then select yes to the follow up question asking if the required funds are available to you from your parents’ or legal guardians’ account. You will also need to provide documentation proving the relationship between you and your parents or legal guardians. Only certain documents can be used to prove this relationship and there is more information about this in the [Tier 4 guidance document.](https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student)

If you need to show that you meet the maintenance requirements of the Tier 4 visa using cash funds, then the required funds must have been available to you for at least 28 consecutive days and on a date not ending earlier than 31 days before the date of your visa application. If you are using documents from a bank in Bangladesh, India, Iran, Pakistan, the Philippines, it is important that you check[Appendix P](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions) of the Immigration Rules, which lists financial institutions in those countries which do not satisfactorily verify financial statements. If your money is held in one of the institutions on the list, it cannot be counted as evidence of funds available to you. Appendix P also includes lists of acceptable institutions in those countries, and in Cameroon, Ghana, and Sri Lanka. We advise you only use documents from those banks on the ‘acceptable’ list. For further information about documents used to evidence funds, read page 50 onwards of the [Tier 4 policy guidance.](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/303848/T4_Guidance_06-04-14.pdf)

# Additional information about your application (for all scholars)

If you have answered any questions during your online application for which you feel requires further information or explanation, then please use this box to provide any extra detail.

If you are a fully funded scholar, you may wish to write *‘As a recipient of a Chevening scholarship, all course fees and living costs are paid by the Foreign and Commonwealth Office as per the final award letter which includes a partnership contribution from [insert university]’* to make it clear that you’re a Chevening scholar.

If you are attending a private institution such as Architectural Association, London Film School, Hult International Business School or Met Film School you can also use this box to explain that your CAS indicates that your university has made its own assessment of your English language ability if this is the case with you. This is because following a change in the rules, it has not yet been updated on the visa application form so this is an opportunity to explain it here.

Once you have completed this question you will be given a chance to review all the answers you have provided for each question before moving on to the next part of the application. Please take time here to check to make sure that you have answered each question as accurately as possible by using the show and edit answers button at the bottom of this page.

# Documents

This page of the application provides some explanation about the documents that you need to submit as part of your application. You will see a variety of documents listed depending on how you have answered the questions throughout the application.

Mandatory documents are documents you must submit as part of your visa application.

Other documents are also documents that you should submit as part of your visa application.

## Mandatory documents

These are documents that you must submit as part of your visa application. This includes your passport or travel document and also your final award letter. You might be able to upload these documents when you book your biometrics appointment, but you must also take these document to the appointment with you.

## Other documents

You should submit any document that is listed under this category. You should be able to upload these documents when you book your biometric appointment, and we would also advise that you take copies of these documents with you to your appointment.

## Regional information

Under the other documents section there is some information about how your visa will be processed. This does vary from region to region so please make sure you read it carefully. It will also explain more on the process of submitting your documents and the options available to you.

## Tuberculosis test results

Depending on your residential history for the last 6 months you may need to submit a TB certificate. You can read more about this on the [UK Government’s webpage on tuberculosis testing](https://www.gov.uk/tb-test-visa).

# Conditions

Once you have completed the page about your documents you should read the information and conditions about your visa which you will need to accept if you wish to proceed.

# Declaration

One of the final parts of the application is the declaration. Once you have completed the application and confirmed that you have all the required documents you will need to complete this declaration that confirms that, to the best of your knowledge, you have provided correct information. It also confirms that you accept the privacy policy and accept the terms and conditions of the application.

# Immigration health surcharge (IHS)

Once you have accepted the declaration, the next screen will take you to the part of the application form where you need to confirm your details for the Immigration Health Surcharge (IHS).

If you’ve selected the correct visa category - **Tier 4 student visa (for Chevening, Marshall, and Commonwealth scholars –** then you should be able to proceed without making a personal payment as the FCO pays the IHS on your behalf. However, you will still need to complete your details on this section of the form in order to get an IHS number.

To start this part of the form you will need to click on the green button on this page that says go to the IHS website. Clicking on this button will take your browser to a new website. Don’t worry, any details you put into your visa application will be saved and you will automatically return to the main visa application once you complete the IHS page.

To complete the IHS you will need to provide some of the details about your course and university again. Some of these fields should be populated with information that you have used in the main part of your application. They should be correct but you should check these to make sure they are right. You will need to confirm your course start and end dates. You will need to confirm that your course is at RQF Level 7 or above and you will need to confirm that your course is 13 months in duration or less. You will also need to select the university you are going to attend from a drop down menu. The menu does not contain all universities by name and only lists those which are part of the Tier 4 pilot scheme. If your university is not on that list then you can scroll to the bottom and select other.

Once you have completed this page you should be taken to the payment summary. As you should be exempt from this the payment required should show as 0.00 (USD). Click on the green next button to confirm the payment summary and complete the IHS process.

Once you have completed the IHS part of the application, a screen will appear with your individual IHS number. You should also receive an e-mail confirmation with these details within a few minutes. You can now return to your visa application by clicking on the green button which says return to my visa application.

Once you click on this you will go to a page that says you will now need to pay for your application. You will see this page even though you shouldn’t need to pay for your application if you have chosen the Tier 4 (Chevening, Marshall, Commonwealth Scholars) subcategory at the start of your application.

# Demonstrating your permission to be in the UK

This page is about deciding where you will need to collect your Biometric Residence Permit (BRP). This is a document that you will only be able to collect in the UK and is effectively your visa and will demonstrate your right to be in the UK, and the conditions attached to your stay.

You will have the option of collecting your BRP from an assigned Post Office by using a specific postcode. If you chose this option, it’s best to choose a Post Office near your accommodation or university, so you should use that postcode to find the nearest Post Office to you.

Please check with your university to see if they have and **Alternative Collection Location code**. Some institutions have arrangements in place to distribute your BRP and you will need this information for this part of the application.

Once you click confirm you will receive a message asking you to confirm that the location is suitable. **We advise you to check the location of the Post Office or Alternative Collection Location before you do this.**

# No payment required

Once you have confirmed where you will collect your BRP you will then be taken to a page titled no payment required. As a Chevening scholar you should not be required to pay for your visa application if you’ve selected the correct visa category - **Tier 4 student visa (for Chevening, Marshall, and Commonwealth scholars.**

If there is a mistake on this page then please contact us at welfare@chevening.org.

If everything is correct on this page click on the green save and continue button. You will now have submitted your application and you will be taken to a page confirming this. This should include confirmation of your name, date of submission, the type of visa you have applied for, the fee paid, confirmation of your e-mail address and a unique UKVI reference number. You will also receive e-mail confirmation within a few minutes of coming to this screen.

# Further actions you must complete

You will be taken to a screen with further actions to complete following the submission of your application. You will need to complete all mandatory actions.

You should download the supporting document checklist and print it for when you provide your biometrics.

You should also check if you need to be tested for TB. The requirement of the TB test will depend on your residential history for the last 6 months. You can read more about this on the [UK Government’s webpage on tuberculosis testing](https://www.gov.uk/tb-test-visa).

To complete your mandatory actions you must make arrangement to provide your documents and biometric data (fingerprints and facial photograph). You will need to click on the green button that says provide documents and biometrics to continue.

# Provide documents and biometrics

The management of your documents and biometrics will be provided by one of UKVI two commercial partners, VFS or TLS Connect. When you click on the button to provide your documents and biometrics you will be forward to the webpage for the commercial partner for your country. Here you will make an appointment to attend a visa application centre (VAC) to submit your biometrics. You will also be able to upload your supporting documents. You can choose to take your documents with you to the VAC and have them processed by the staff there, though there is an additional charge for this.

## Provide documents and biometrics (VFS Global)

The following paragraphs explain the process of booking your appointment if VFS provides the visa application centre services in your country. Scroll further down for guidance if TLS Connect is providing the Visa Application Centre services in your country.

First you will need to register an account with VFS Global. Please provide your personal details and keep them safe so that you can use them to log-back in later, if you need to.

You will then need to select the location of the visa application centre which you wish to attend. Remember, that at the beginning of your visa application you would have selected the country for where you submit your biometric data and so you should see the details of this country here.

Once you have confirmed your location, you will be presented with a list of optional extra services that can be included as part of your application. Please note that Chevening will not be able to pay for any of these extra services and so if you do opt to use them then you will need to pay for them yourself before you can confirm your visa appointment. Each service listed gives details of what is provided and the cost. You can proceed to the next page without selecting any additional extras and scrolling to the bottom of the screen to continue.

This next screen tells you about the documents you can and should upload and to where. Please make sure that you read the information on this page carefully before you upload your documents. Certain documents will be listed in a blue box with a tick next to them. These are documents that you must provide.

The bottom half of the screen contains a list of documents that you may need to upload. You should upload the correct document to the appropriate heading.

We’ve provided a short list below explaining what document you might want to upload under each heading. We would advise that you only submit documents that are required as part of your application.

* Sponsor Evidence – Please use this option to upload your final award letter.
* Financial Evidence – If you are required to submit financial evidence, because you are a part funded scholar, then please use this box to upload your financial documents
* Employment Evidence – You will not need to upload anything to this box as part of your Tier 4 application
* TB certificate – If you are required to provide a certificate showing that you are free of tuberculosis then please upload the document here
* Consent letters and proof of relationship – If you are required to submit your own financial evidence and your finances are held in an account in the name of your parent(s) or legal guardian(s) then you will need to upload proof of relationship to your parent(s) or legal guardian(s) here
* Educational Evidence – If you are not attending a Tier 4 pilot university or are not from a country listed in [appendix H of the immigration rules](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements), you will need to provide copies of documents used to obtain your CAS. This should be noted on your CAS and may include items such as degree certificates, transcripts or references. Please only provide the documents specifically mentioned on your CAS to this box.
* Additional Documents – Please use this to upload any additional documents that are required as part of your application that does not fit the category above.
* Accommodation – Please only use this box to upload receipts for university accommodation that you have paid for if it matches what you have completed in your application form.
* Appendix ii – Please use this for any additional or surplus documents

If you haven’t uploaded any documents, cannot upload any documents, or need assistance uploading documents you can pay for Document Scanning Assistance, which will allow you to take your documents to your appointment and the staff at the visa application centre will scan the documents for you.

If you do upload your own documents we would advise that you still take physical copies of your documents with you to your appointment. Please note, you **MUST** take your passport with you to your appointment.

Once you have completed this page scroll to the bottom to continue to the page to book your visa appointment.

## Provide documents and biometrics (TLS Contact)

The following paragraphs explain the process of booking your appointment if TLS Contact provide the visa application centre services in your country.

First of all you will need to confirm your identity and the location of the visa application centre that you will be attending for your visa appointment to submit your biometric data.

Remember, that at the beginning of your visa application you would have selected the country for where you submit your biometric data and so you should see the details of this country here.

Once you have confirmed your identity and selected the location for the VAC that you want to attend you should click the green continue box to move to the next screen.

The next page come to will show the additional TLS Contact services that you can choose to pay for. You do not need to choose any additional services and please note that if you do opt for any additional services then Chevening will not be able to provide any additional funding to cover this. Once you are ready continue by clicking the green button that say Step 2: Book an appointment.

The next part of the application takes you to the page where you will need to book a time and date for your visa appointment. When the page first opens it will display the available appointments for Assisted Service, which you will have to pay extra for. To book a free appointment you will need to select the option for Self Service. Do this by clicking on the Self Service tab next to Assisted Service tab.

All available self-service appointments will now be displayed. You may still need to pay for some self-service appointments if they are premium lounge, prime time or flexi appointments. However, there should still be free time slots available and you can scroll through different weeks and months to find a time and date that suits you.

Once you have booked and confirmed a self-service appointment you will receive an e-mail providing instructions on how to self-upload your documents.

You can choose the assisted service if you wish. This means that the TLS Connect staff will scan your documents for you at the visa application centre. Please note that you will need to pay for this service and Chevening will not be able to provide additional funding for this.

Once you have completed the page about your visa appointment you will then be asked to review and pay for any additional services related to your application.

*DISCLAIMER: Whilst every effort is made to ensure this guide is up to date, UKVI changes visa rules and regulations frequently. The information in this document is correct as of 23 June 2020.*