

Applying for a Tier 4 Visa Step by Step Guide

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 read *Applying for a Tier 4 student visa* on the [Chevening website](#) first before you start your visa application. You can also read more in the [Home Office's Tier 4 Policy Guidance](#).

After 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 by following this link <https://www.gov.uk/tier-4-general-visa/apply> and the screen below will appear.

Apply

You should read the [full guidance](#) before you apply.

Apply outside the UK

You must [apply online](#) for a Tier 4 (General) student visa.

You'll need to have your fingerprints and photograph taken at a [visa application centre](#) (to get a biometric residence permit) as part of your application.

[Click here to apply](#)


You'll have to collect your [biometric residence permit](#) within 10 days of when you said you'd arrive in the UK (even if you actually arrive at a later date).

[Find out how to get your visa decision faster](#) - this depends on what country you're in. Check if your visa application centre offers faster decisions and other services.

Click on the link as shown in the box above to start the application process.

IMPORTANT: You must complete the form fully and accurately. If you deliberately withhold or use false information your current application and any future UK visa applications could be refused.


There is a specific visa type that Chevening scholars should apply for so please make sure that you select the **Tier 4 student visa (for Chevening, Marshall, and Commonwealth scholars)**. This will allow you to bypass the visa fees and qualify for a free visa.

 **GOV.UK** **Visas and Immigration**

Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

- Short-term student visa
- Tier 4 (General) student visa
- Tier 4 (Child) student visa
- Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)



IMPORTANT: Please note that failure to select the correct category as described above will mean that you will be charged for your visa application and the immigration health surcharge which we cannot reimburse

Next, choose the country from where you are making your application.

You should be applying for the visa in the country where you are legally resident. Normally you will be required to submit your biometric data (fingerprints and photograph) at a visa application centre (VAC) in that country. Not all countries will have a VAC and if this is the case for you then you will need to travel to a different country to submit your biometric data. If the country where you are resident does not have a VAC then there will be more information about this on the next page, and so we would recommend that you still enter the country where you are resident on this page.

Please note that, where possible we strongly encourage you to attend a VAC in a country where your scholarship is awarded so that you can receive your Final Award Letter from the British Embassy there.

The screenshot shows the GOV.UK website interface for 'Visas and Immigration'. The main heading is 'Select a country to provide your biometrics'. Below this, there is explanatory text about biometrics and a text input field. A red arrow points to the input field with the text 'Enter your country here'. Below the input field is a link 'Can I enter any country?'. At the bottom, there is a green 'Next' button with a red arrow pointing to it and the text 'Click here'.

GOV.UK Visas and Immigration

Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

Enter the country in which you are making your application and wish to provide your biometrics

Enter your country here

▶ [Can I enter any country?](#)

[Next](#) Click here

You will then be asked to confirm that you are able to attend an appointment at a visa application centre in your country.

On this screen you will need to confirm that you would be able to attend the visa application centre (VAC) for country of your application.

GOV.UK Visas and Immigration

Check available biometric enrolment locations

You must [check the available biometric enrolment locations](#) for your country of application. You will not be able to change your country of application after you have submitted your application..

If you have entered a country where no biometric enrolment location is available, then you will be redirected to another country. If it is difficult for you to travel to the redirected country, then you can [change the country where you will be providing your biometrics](#).

Sao Tome And Principe

[Change the country where you will be providing your biometrics](#)

I have checked [available biometric enrolment locations](#) and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country.

I am unable to travel to a location in my selected country or, as there is no location available, to the redirected country.

Next

Click here to check VAC availability

Clicking the link shown above will take you to a page showing VACs in your region. If there is no VAC in your country it will show where you will need to travel to.

S

San Marino	Apply through Italy	
Sao Tome and Principe	Apply through Angola	
Senegal	Dakar	Priority-service
Serbia	Belgrade	Priority-service

The screen you will see will depend on the region you are applying from. It will look like either the screen above or below.

Premium Services

Select the country you entered on your GOV.UK application below. Note that centres are not available in all countries.

If no centre is available and your country is redirected, you must be able to travel to a centre in the designated country. If you cannot travel to the designated country, you should go back to your GOV.UK application and enter a different country which you can travel to.

For example, if you have entered Uruguay, you will need to travel to Argentina if you continue without changing. If you cannot travel to Argentina, you should go back to your GOV.UK application and enter a different country which you can travel to.

Where are you applying from?

Uruguay

Which Visa Application Center would you like to attend?

Select Your Visa Application Centre

Buenos Aires

Select Your Visa Application Centre

Once you confirm that there is a VAC available for you to attend, go back to the main application page and select the option *'I have checked [available biometric enrolment locations](#) and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country.'* Then click 'Next' to continue.

If there is no VAC in your country, then you will have to travel to the redirected country indicated on the webpage.

If you are not able to travel to a location in your selected country, or redirected country, then you can go back to the initial page to select a country to provide your biometrics and choose to apply from another country where you have legal residency.

NB If you *must* travel to a different country *because* there is no VAC in your home country, the Chevening Secretariat may be able to reimburse some of the costs associated with this travel. Please contact your Programme Officer for further information.

The next two screens will take you to the start of the online application.

GOV.UK Visas and Immigration

Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)

Use this form to apply from outside the UK for a Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars).

You cannot add family members ('dependants') to this application. You must complete a [separate form](#) for your dependants.

Before you apply

Before you start your application, [read the guidance](#) on:

- eligibility
- how to apply and required documents
- fees

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

How we use your data

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Border, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

[Apply now](#)

GOV.UK Visas and Immigration

1. **Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

Register an email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

Create a password

Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

[Save and continue](#)

Please also note that if you wish to bring dependents (family) to the UK you will need to make separate applications for them. The Chevening Secretariat advises against bringing dependents due to the high living costs in the UK. We are not able to provide any additional funding to cover any costs associated with dependents nor are we 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.

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.

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.

- 1. Start
- 2. Application**
- 3. Documents
- 4. Declaration
- 5. Pay
- 6. Further actions

[Back](#)

Contacting you by email

We may use email to contact you about your application, for example, we may contact you for further information, or send a decision on your application by email. We may also use email to contact you about your immigration status after your application has been decided.

You must notify us immediately if the contact email addresses you provide as part of this application change.

youremail@email.com

If your email is wrong, click [here](#) to change it.

Who does this email address belong to?



You



Someone else

Save and continue

Cancel


[Return to this application later](#)

[Show and edit answers](#)

If at any stage throughout your visa application, you would like to review and change your previous answers then you can do this by clicking on this button

You will then be asked to confirm your e-mail address and will be taken to another screen where you can provide an additional e-mail address.

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 telephone number where you can be contacted if required.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your telephone number

We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided.

You must notify us immediately if the contact telephone number(s) you provide as part of this application change.

Provide your telephone number

Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

Where do you use this telephone number?
You can select more than one option

For use whilst in the UK

For use whilst out of the UK

Select whether this is your home, mobile or work telephone number
You can select more than one option

Home telephone number

Business telephone number


Mobile telephone number

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Contacting you by telephone

Are you able to be contacted by telephone?

I can be contacted by telephone call and text message (SMS)

I can only be contacted by telephone call

I can only be contacted by text message (SMS)

I cannot be contacted by telephone call or text message (SMS)

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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 like to be contacted by the Home Office if they need to discuss your application with you.

For the next section you will need your CAS (Confirmation of Acceptance of Studies) from your university.

The screenshot shows the GOV.UK website interface for the 'Visas and Immigration' section. At the top, there is a navigation bar with the GOV.UK logo and the title 'Visas and Immigration'. Below this is a progress indicator with six steps: '1. Start', '2. Application' (which is underlined and bolded), '3. Documents', '4. Declaration', '5. Pay', and '6. Further actions'. A 'Back' link is visible on the left. The main heading is 'Your Confirmation of Acceptance for Studies'. Below the heading is a question: 'Do you have a Confirmation of Acceptance for Studies (CAS) number?'. There are two radio button options: 'Yes' (which is selected) and 'No'. Below the question is a text input field labeled 'Confirmation of Acceptance for Studies reference number'. At the bottom of the form, there are two buttons: a green 'Save and continue' button and a grey 'Cancel' button. Below the buttons, there is a link 'Return to this application later' and a blue arrow button labeled 'Show and edit answers'.

You must have a CAS before submitting your Tier 4 student visa application. 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.

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

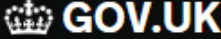
If you submit your visa application with no CAS or the wrong CAS details your visa application will be refused.

You can find out more information about your CAS by visiting the [UKCISA website](#).

IMPORTANT: 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

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.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your name

Enter your name, as shown in your current passport or travel document.

Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.

All given names

Family name

▼ I cannot enter my name using a current passport or travel document

If you do not have a passport or travel document use a biometric residence permit, immigration document or birth certificate. For recognised refugees, stateless persons or beneficiaries of humanitarian protection without these documents, enter the name by which the Home Office knows you.

▼ I do not have both a given and family name

Enter your name(s)

[Save and continue](#)

[Return to this application later](#)

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

Following this page you will also have to complete a few more personal details including details about your **relationship status** and **nationality**.

The screenshot shows the GOV.UK website interface for the 'Visas and Immigration' section. At the top, there is a navigation bar with the GOV.UK logo and the title 'Visas and Immigration'. Below this is a progress indicator with six steps: '1. Start', '2. Application' (which is underlined and bolded), '3. Documents', '4. Declaration', '5. Pay', and '6. Further actions'. A 'Back' link is visible on the left. The main heading is 'Your gender and relationship status'. The first question is 'What is your gender, as shown in your passport or travel document?' with three radio button options: 'Male', 'Female', and 'Unspecified'. The second question is 'What is your relationship status?' with a dropdown menu. The dropdown is open, showing the following options: 'Single' (highlighted in blue), 'Married or a civil partner', 'Unmarried partner', 'Divorced or civil partnership dissolved', 'Separated', and '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.

The next screen 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.

The screenshot shows the 'Your address' step of a visa application process on the GOV.UK website. The page has a dark blue header with the GOV.UK logo and 'Visas and Immigration' text. Below the header is a progress bar with six steps: '1. Start', '2. Application' (highlighted), '3. Documents', '4. Declaration', '5. Pay', and '6. Further actions'. A 'Back' link is visible. The main heading is 'Your address'. There are several input fields: 'Address' (three stacked boxes), 'Town/City' (one box), 'Province/Region/State' (one box), 'Postal code (if applicable)' (one box), and 'Country' (one box). Below the fields is a question: 'Is this address also your correspondence address?' followed by explanatory text: 'We may use this address to contact you about your application, including after it has been decided.' There are two radio button options: 'Yes' and 'No'. At the bottom is a green 'Save and continue' button.

GOV.UK Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[Back](#)

Your address

Address

Town/City

Province/Region/State

Postal code (if applicable)

Country


Is this address also your correspondence address?

We may use this address to contact you about your application, including after it has been decided.

Yes No

Save and continue

You will also need to provide some information about how long you have lived at this address and the ownership status of your home.

**Visas and Immigration**

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Further actions](#)

[◀ Back](#)

About this property

How long have you lived at this address?
Select a unit of time and enter a value

What is the ownership status of your home?

I own it

I rent it

Other

[Save and continue](#)


[Return to this application later](#)

[▶ Show and edit answers](#)

It is important that the passport details that appear on the CAS match the passport details that you submit here.

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 possible** 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.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your passport

 **You must use your passport or travel document to complete this section.**

Passport number or travel document reference number

Issuing authority

On your passport or travel document this could also be referred to as 'country of issue' or 'place of issue'.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Enter date in the format DD MM YYYY


Day Month Year

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you have a national identity card then please provide the details of this in your application.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes No

National identity card number
Provide the number as shown on your identity card

Issuing authority
On your identity card, this could also be referred to as 'country of issue' or 'place of issue'.

Issue date (if applicable)
Enter date in the format DD MM YYYY

Day Month Year

Expiry date (if applicable)
Enter date in the format DD MM YYYY


Day Month Year

[Save and continue](#) [Cancel](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

The next sections ask about your nationality.

Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your nationality, country and date of birth

Country of nationality

Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

For example, 31 3 2020

Day Month Year

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you have other nationalities, you must provide details of this on the next pages on the application.

GOV.UK Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship?
You must provide all the nationalities that you currently hold or have ever held.

Yes No

[Save and continue](#) [Cancel](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

GOV.UK Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Details of other nationality

Country of other nationality
If you have additional nationalities, you will be able to add these later.

Date held from
Enter date in the format DD MM YYYY
If you are unsure of the exact date, provide the month and year

Day Month Year

Date held to
Enter date in the format DD MM YYYY
If you are unsure of the exact date, provide the month and year

Day Month Year

Confirm if you still hold this nationality
 I still hold this nationality


[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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 passport for any of your additional nationalities then you will need to provide these details, like the page regarding your main passport. If you do not have access to your additional passports, then please select no to this question.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Your passport (Brazil)

Do you have a valid passport?
Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

Yes No

Passport number

Issuing authority
On your passport this could also be referred to as 'country of issue' or 'place of issue'.

Issue date
For example, 31 3 2020
Day Month Year

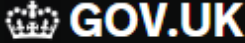
Expiry date
For example, 31 3 2020
Day Month Year

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

The next section asks you about the **language** you'd like to be interviewed in.

**Visas and Immigration**

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Further actions](#)

[◀ Back](#)

Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

English

Other

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

IMPORTANT: We strongly recommend that you select English as you are required to demonstrate to UKVI that you can undertake a course taught in English

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.

**Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

◀ Back

Study as a Tier 4 (Child) student

Have you successfully completed a course of study in the UK as a Tier 4 (Child) student?

Yes No

Return to this application later

▶ Show and edit answers

The next part of the application asks about your **English language assessment**.

The screenshot shows the 'English language assessment' section of a GOV.UK application. At the top, there is a navigation bar with the GOV.UK logo and 'Visas and Immigration'. Below this is a progress indicator with steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'English language assessment'. The first question is 'Are you coming to the UK to study at a higher education institution?' with a definition of HEI. There are two radio buttons: 'Yes' (selected) and 'No'. The second question is 'Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?' with two radio buttons: 'Yes' and 'No'. A red box highlights the 'Yes' button with the text 'Select 'YES' here if your CAS indicates that your university has made its own assessment of your English language ability'. At the bottom, there are 'Save and continue' and 'Cancel' buttons, a 'Return to this application later' link, and a 'Show and edit answers' link.


For the first question should select yes if your university is [publicly funded](#). Publicly funded universities are listed as an HEI provider type.

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.

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 the majority of 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.

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 the following questions about your spouse or partner.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your current partner

Use your partner's passport or travel document, if they have one, to complete this section

Given names

Family name

Date of birth
Enter date in the format DD MM YYYY
Day Month Year

Country of nationality

Do they currently live with you?
 Yes No


Will they be travelling with you to the UK?
 Yes No

[Return to this application later](#)

[▶ Show and edit answers](#)

The next part of the application asks about people who are **financially dependent** on you.

If your dependents are travelling with you then you will need to provide their details in your visa application but a separate visa application will need to be made for each dependent travelling with you. If you do have dependents, even if they are not travelling with you to the UK, then you will need to provide some details. If they have a passport then use this to help you complete this part of the application form.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

About your dependant

You should use your dependant's passport, if they have one, to complete this section.

What is this person's relationship to you?

Given names

Family name

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Does this person currently live with you?

Yes No


Is this person travelling with you to the UK?

Yes No

[Return to this application later](#)

[▶ Show and edit answers](#)

The next few questions ask you for information about your **parents**.

Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Give details about your first parent

Give details about 2 of your parents.

▶ [What if I do not have my parents' details?](#)

What is this person's relationship to you?

Mother

Father

Given names

Family name

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Country of nationality

Have they always had the same nationality?

Yes No

[Save and continue](#)

[Return to this application later](#)

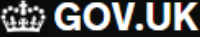
▶ [Show and edit answers](#)

The next part of the application asks you about any **family you have who live in the UK**.

The screenshot shows a web page from GOV.UK titled "Visas and Immigration". At the top, there is a navigation bar with the GOV.UK logo and the text "Visas and Immigration". Below this is a progress indicator with six steps: "1. Start", "2. Application" (which is underlined and bolded), "3. Documents", "4. Declaration", "5. Pay", and "6. Further actions". A "Back" link is visible on the left. The main heading is "Family who live in the UK". The question is "Do you have any family in the UK?". Below the question, it says "This includes:" followed by a bulleted list: "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", and "your partner, if you have lived with them for 2 out of the last 3 years". There are two radio buttons: "Yes" and "No". A green "Save and continue" button is present, along with a link "Return to this application later" and a "Show and edit answers" link.

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. 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.

As well as the family members listed on the application page, as shown above, you should also include the details of any siblings and step-siblings or siblings and step-siblings of your spouse or partner that are living in the UK.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

About your relative

Their relationship to you

Given names

Family name

Country of nationality

What permission do they have to be in the UK?
Ask your relative for the answer if you do not know it.

They have a temporary visa

They are in the UK permanently

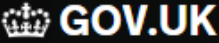
They do not have a visa and are not in the UK permanently

I cannot contact my relative

[Return to this application later](#)

▶ Show and edit answers

The next question asks about **travelling as part of an organised group**. Please select no.

 **GOV.UK** **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?
This include travel companies or sports, work, or study groups.

Yes No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you are planning on travelling to the UK with another person, who is not your spouse, partner or dependant then you can provide their details here.

 **GOV.UK** **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Travelling with another person

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

Yes No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you are staying with a family member during your stay in the UK then you will need to provide their address details and the details of when you will be arriving and when you will be leaving the address. If you are not staying with a family member then you can leave this screen without selecting any option and simply click save and continue.

**Visas and Immigration**

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Further actions](#)

[◀ Back](#)

Staying with family

Who will you be staying with in the UK?
Choose only one person if your family lives at the same address. If you will not be staying with family, click 'save and continue'.

Family Member

▶ I will be staying with another family member (for example an aunt, uncle or cousin)

[Return to this application later](#)

▶ Show and edit answers


The next couple of pages 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.

The screenshot shows the GOV.UK Visas and Immigration application interface. At the top, there is a navigation bar with the GOV.UK logo and the title 'Visas and Immigration'. Below this is a progress indicator with six steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'Where you will stay in the UK'. The question is 'Do you know where you will be staying in the UK?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is present, along with a 'Return to this application later' link and a 'Show and edit answers' link.

If you have not yet secured your accommodation, then you will need to provide some explanation as to how you will plan your accommodation.

The screenshot shows the GOV.UK Visas and Immigration application interface. At the top, there is a navigation bar with the GOV.UK logo and the title 'Visas and Immigration'. Below this is a progress indicator with six steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'Accommodation plans in the UK'. The question is 'Where do you plan to stay in the UK?'. Below the question is a text prompt: 'Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends.' There is a large text input field. Below the field, it says 'Maximum of 500 characters'. A green 'Save and continue' button is present, along with a 'Return to this application later' link and a 'Show and edit answers' link.

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

**Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

UK travel history

Have you been to the UK in the past 10 years?

Yes No

How many times have you been to the UK in the past 10 years?

If you are unsure of the exact number, provide an estimation. You will be asked to provide details for up to 3 of your most recent times in the UK.

Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

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 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.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your most recent time in the UK

Select why you were in the UK:

Tourism (including visiting family and friends)

Work

Study

Transit (travelling through the country)

Other reason

Date you arrived in the UK
Enter date in the format MM YYYY

Month Year

How long were you in the UK?
Select a unit of time and enter a value

[Save and continue](#)

[Return to this application later](#)

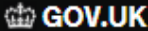
[▶ Show and edit answers](#)

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.

The screenshot shows the 'Medical treatment in the UK' section of a GOV.UK visa application. The page is titled 'GOV.UK Visas and Immigration' and has a progress bar at the top with steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'Medical treatment in the UK'. The first question is 'Have you ever been given medical treatment in the UK?' with a sub-note: 'For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment'. There are two radio button options: 'Yes' and 'No'. The second question is 'Were you told that you had to pay the hospital, clinic or doctor's surgery for your medical treatment?' with a sub-note: 'This does not include the Immigration Health Surcharge'. There are two radio button options: 'Yes' and 'No'. The third question is 'Have you paid the full amount?' with two radio button options: 'Yes' and 'No'. At the bottom, there is a green 'Save and continue' button, a blue link 'Return to this application later', and a blue link 'Show and edit answers' with a right-pointing arrow.

If you have previously received medical treatment in the UK and you were required to pay for it then you can explain this here. Most National Health Service 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.

If you have received any medical treatment then you will be able to provide the details of this on the following 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.

 **GOV.UK** **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Details of previous medical treatment in the UK

Where did you go for your previous medical treatment in the UK?
You will be able to add details of any additional medical treatments after you click 'Save and continue'

Accident and Emergency (A&E) at a hospital

To a doctor, clinic or hospital for non-emergency treatment

Name of hospital, clinic or doctors's surgery

Address
This address must be in the UK

Town/City

Enter a UK postcode

When did you start receiving this medical treatment?
Enter date in the format MM YYYY

Month Year

When did you stop receiving this medical treatment?
Enter date in the format MM YYYY

Month Year

I am still receiving this medical treatment


[Return to this application later](#)

[▶ Show and edit answers](#)

The next page will ask you about any previous **applications you have made seeking permission to remain in the UK**. This means applying for a new UK visa whilst you were already in the UK with a current valid visa.

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 as indicated below.

**Visas and Immigration**

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Further actions](#)

[◀ Back](#)

UK leave to remain

Have you applied for leave to remain in the UK in the past 10 years?

Yes No

Date of application

Enter date in the format MM YYYY

Month Year

What was the result of your application?

Approved Refused


[▶ What is leave to remain?](#)

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you have previously worked in the UK, you may have a National Insurance number. If so you should 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.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

National Insurance numbers

Do you have a UK National Insurance number?

Yes No

[Save and continue](#) [Cancel](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your National Insurance number


What is your National Insurance number?
For example, QQ 12 34 56 C

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you have a UK driving licence then you will need to provide the details of this here.

Visas and Immigration

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Further actions](#)

[◀ Back](#)

Driving licence

Do you have a UK driving licence?

Yes No


Enter your licence number, if you know it

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

It is very unlikely that you will have received public funds whilst you were in the UK, but if you have then please provide the details in the following pages.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Public funds

Have you received any public funds (money) in the UK?
This includes benefits for people on low incomes, housing or child benefit

Yes No

[Save and continue](#) [Cancel](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you did receive public funds and selected yes to the question above, you will then see a page listing the different types of funds that you may have received. Please tick all that apply to you. You must tick the box to confirm that you have documents to show the public funds you have received before you can proceed, so please make sure you have those documents before you submit your visa application.

Severe Disablement Allowance

Housing help

Council Tax Benefit

Council Tax Reduction

Housing Benefit

Housing or Homelessness Assistance

Other public funds

Any other types of public funds or benefits

Confirm you will provide:

Documents to show the public funds I or anyone else who is part of this application received any time during the 12-month period prior to the date of my application. For example, this can include bank statements or letters.

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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 find a list of EEA countries [here](#). 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.

GOV.UK Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[Back](#)

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

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

[Which countries are part of the European Economic Area \(EEA\)?](#)

Zero

Once

2 to 5 times

6 or more times

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

GOV.UK Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[Back](#)

Details of your most recent travel

! This is about your most recent visit to either Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

Which country did you visit?

[Which countries are part of the European Economic Area \(EEA\)?](#)

Australia

Canada

New Zealand

USA

European Economic Area and Switzerland

What was the reason for your visit?

Tourism (including visiting family and friends)

Work

Study

Transit (travelling through the country)

Other reason

Date of visit

Enter date in the format MM YYYY

Month Year

How long was your visit?


Select a unit of time and enter a value

[Save and continue](#) [Cancel](#)

[Return to this application later](#)

[Show and edit answers](#)


You will also need to provide any details of any other countries, not including UK, USA, Canada, Australia, New Zealand or the EEA that you have visited within the last 10 years. You will see a similar screen to one above in order to provide the necessary details.

**Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

◀ Back

Travel history

 **Do not include visits to the UK, USA, Canada, Australia, New Zealand or the European Economic Area.**

Have you visited any other countries in the past 10 years?


Yes No

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

The next set of questions ask about your **travel plans**. The earliest date you can enter in the box 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.

**Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

◀ Back

Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day Month Year

▶ Why is this information important?

Save and continue

Return to this application later

▶ Show and edit answers

The next part of the form asks about any previous issues with immigration to the UK and other countries.

If you have ever been refused a visa, or been deported, removed or required to leave the UK or another country or refused entry at the UK border or the border of another country then you will need to provide these details at this point.

You should select yes to this question even if visa refusals were subsequently overturned on appeal or after an administrative review.

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.

GOV.UK Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. P

[Back](#)

Immigration history

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Yes No

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Refused a visa or refused permission to stay or remain in the UK or another country means that you have made an application to enter or remain in the UK and has been refused

Refused entry means that you were not permitted to enter the UK, for example at the airport

Refused Asylum means that you have made an application for asylum which has been refused

Deported means that you were subject to a deportation order in the UK

Removed means that you were forcibly removed from the UK as a result of a breach of the immigration rules

Required to Leave doesn't mean that you left because your plans changed, but that you were served with removal papers and were required to leave

Excluded or banned from entry means 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

If you have answered yes to the previous question, then you will be taken to this screen. 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.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Details of an immigration problem

Give details of what happened
You will be able to add details of any further immigration problems after you click 'Save and continue'

An application for a visa was refused

I was refused entry at the border

I was refused permission to stay or remain

I was refused asylum

I was deported

I was removed

I was required to leave

I was excluded or banned from entry

Country

Do you have an appeal against that decision which is yet to be heard or is awaiting judgement?

Yes No

When did this immigration problem happen?
Enter date in the format MM YYYY

Month Year

Give more details of what happened


Maximum of 500 characters

[Save and continue](#)

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.

**Visas and Immigration**

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Further actions](#)

[◀ Back](#)

Breach of UK immigration law

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way


Yes No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Details of breach of UK immigration law

Give details of what happened

You will be able to add details of any additional breaches after you select 'Save and continue'

I entered the UK illegally

I remained in the UK beyond the validity of my visa/permission to stay

I breached the conditions of my leave

I gave false information when applying for a visa, leave to enter or remain

Other

When did this breach of UK immigration law happen?

Enter the date in the format MM YYYY

Month Year


Give details of what happened

Maximum of 500 characters

[Save and continue](#)

[Return to this application later](#)

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

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?
Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- 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

You must tell us about spent as well as unspent convictions.

[Save and continue](#)

[Return to this application later](#)

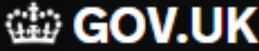
[▶ Show and edit answers](#)

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 on the UKCISA website [here](#).

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

If you have had any convictions or other penalties then you will next see a screen like the one below. Please make sure you provide full and accurate information. If you have had more than one conviction or penalty then you will have the opportunity to answer this question more than once.

Visas and Immigration

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Further actions](#)

[◀ Back](#)

Your criminal conviction

What crime were you convicted of?

[Save and continue](#)[Return to this application later](#)[▶ Show and edit answers](#)

The next few screens will look similar to the one below and 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, or 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 give more information.

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

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

War crimes

You must read all of the information on this page before answering.

▼ [War crimes](#)

War Crimes are grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict.

The types of acts that may constitute a war crime include:

- wilful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- the taking of hostages

Crimes against humanity include:

- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons

Genocide includes:

- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group


This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at legislation.gov.uk. It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

Yes No

I have read all of the information about war crimes, including the guidance

If you have been employed in any of the occupations or industries listed below then please provide the required details.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your employment history

Have you ever worked for any of the following types of organisation?
Include information for any paid or unpaid work. Select all that apply.

Armed Forces (career)

Armed Forces (compulsory national or military service)

Government (including Public or Civil Administration and non-military compulsory national service)

Intelligence services

Security organisations (including police and private security services)

Media organisations

Judiciary (including work as a judge or magistrate)


I have not worked in any of the jobs listed above

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

The next part of the application is about your chosen university.

**Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

Sponsor's address

Town/City

Postcode

Save and continue


[Return to this application later](#)

[▶ Show and edit answers](#)

You will need to refer back to your CAS to complete the details required on this page. Your CAS should have the details of your university's Tier 4 Sponsor licence number. The sponsor's address is the address of the university where you will be studying in the UK as listed on the CAS.

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 in your university in the section on the form where it asks for the address of the main site of study.

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

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Primary site of study

Is this the site where the majority of your study will take place?

The address of your university should appear here

Yes No

Address of your primary site of study

Town/City

Postcode

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

The next page asks about **UCAS details**.

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

The screenshot shows the GOV.UK 'Visas and Immigration' application process. The current step is '2. Application', which is underlined. The progress bar includes: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'UCAS details'. The question is 'Did you apply for your course through UCAS?' with radio buttons for 'Yes' and 'No'. A dropdown menu 'What is UCAS?' is expanded, showing a text box with the following text: 'The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the ucas.com website.' Below this is a green 'Save and continue' button, a link 'Return to this application later', and a 'Show and edit answers' link.

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

The next part of the application is about [Academic Technology Approval Scheme \(ATAS\)](#).

GOV.UK Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

Yes No

What is your Academic Technology Approval Scheme (ATAS) reference number?

This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Some programmes of study require its students to secure an ATAS certificate before they can enroll on the course. If this is the case with your programme then you will also need the ATAS certificate to secure your visa.

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.

The next few pages talk about tuition fees, living costs and finances. This guide displays several pictures of the same screen of the online application showing how to complete it depending on your circumstances. Please read the info in the blue boxes to see what scenario applies to you

FOR FULLY FUNDED SCHOLARS ONLY

The following section only applies if you are in receipt of a full Chevening Award. Please scroll down if you are a scholar with a part award or you must make a personal contribution to 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. If you are in receipt of a full scholarship (tuition fees, stipend and flights), then you need to select 'yes' to the question 'Will you be receiving money from an official financial sponsor for your continuing studies?' 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).

 **GOV.UK** **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

Yes No

▶ [What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?

My Tier 4 sponsor has confirmed this information on my CAS

Letter of official financial sponsorship

I am not being wholly sponsored

[Save and continue](#)

[Return to this application later](#)


▶ [Show and edit answers](#)

FOR SCHOLARS WITH A PART AWARD

This only applies to scholars who have a part award or need to make a contribution to their fees

This section only applies to you if you're 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.

If you are in receipt of a part award or paying some of the tuition fees yourself (tuition fees or part tuition fees only), then you need to select 'yes' to the question 'Will you be receiving money from an official financial sponsor for your continuing studies?' but should select the option 'I am not being wholly sponsored'.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

Yes No

▶ [What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?

My Tier 4 sponsor has confirmed this information on my CAS

Letter of official financial sponsorship

I am not being wholly sponsored


[Save and continue](#) [Cancel](#)

[Return to this application later](#)

▶ [Show and edit answers](#)

FOR ALL SCHOLARS

The next part of the application asks about your **course details**, and you will need your CAS to answer these questions

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Course information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get
This is the level of the qualification you will receive at the end of your course.
If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

Are you going to be a student union sabbatical officer?
[▶ What is a student union sabbatical officer?](#)

Yes No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Enter your course information as it is shown on your CAS. Your qualification should be stated on your CAS and should be either RQF Level 7 or SCQF Level 11

Please select 'no' for the question are you going to be a student union sabbatical officer

The next page will ask you about your course start and end dates. Please refer to your CAS to find the official course start date used by your university for your chosen course.

**Visas and Immigration**

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Further actions](#)

[◀ Back](#)

Course dates

Course start date

Provide the start date of your main course of study, but do not include any other courses you may be taking before.
Enter date in the format DD MM YYYY

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Course end date

Day Month Year


<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

[Return to this application later](#)

[▶ Show and edit answers](#)

The next section asks about **accommodation payments**.

This page regarding accommodation **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 move on to the next section. If you have made some accommodation payments then please provide the details.

 **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance [here](#)

Yes No

How much has been paid?
£

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS

Receipts

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Only answer yes here if you are staying in university managed accommodation and you have made a payment towards your accommodation

The amount that you fill in here should match what is on your CAS or receipts

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

This next part is asking about your **course fees**.

The screenshot shows the 'Course fees' section of a GOV.UK application. At the top, there is a navigation bar with '1. Start', '2. Application' (highlighted), '3. Documents', '4. Declaration', '5. Pay', and '6. Further actions'. Below this is a 'Back' link. The main heading is 'Course fees'. The text asks: 'What are your course fees for your first year? If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.' There is a text input field with a pound sign (£) and a green 'Save and continue' button. Below the button is a link 'Return to this application later' and a 'Show and edit answers' link.

The first question here asks about fees. Please enter the 'total academic fee' for your course into this box, not just the percentage Chevening is paying or your university is paying. You should have this information on your CAS and Final Award Letter.

For the question 'Have you or your parent(s) or legal guardian(s) already paid any of your course fees?' you should check your CAS. Some universities will class your scholarship as your fees already being paid, others will not, so check your CAS. If you select yes to that question the following question appears.


The screenshot shows a follow-up question: 'How much has been paid?' with a text input field and a pound sign (£). Below this is another question: 'How can you prove this amount has been paid?' with two radio button options: 'My sponsor has confirmed this information on my CAS' (which is selected) and 'Receipts'.

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 fee and you have already paid this then please make sure that this is shown on your CAS.

FOR FULLY FUNDED SCHOLARS ONLY

The following section only applies if you are in receipt of a full Chevening Award.
Please scroll down if you are a scholar with a part award

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

Visas and Immigration

[1. Start](#) **[2. Application](#)** [3. Documents](#) [4. Declaration](#) [5. Pay](#) [6. Further actions](#)

[◀ Back](#)

Student Loan

You must show that you have enough money to cover your course fees and living costs. [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.

Are any of the maintenance funds required for this application in the form of a student loan?

Yes No

[Save and continue](#)


[Return to this application later](#)

[▶ Show and edit answers](#)

FOR FULLY FUNDED SCHOLARS ONLY

The following section only applies if you are in receipt of a full Chevening Award. Please scroll down if you are a scholar with a part award

This part of the application is asking about funds for your course fees and living costs.

 **GOV.UK** **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Maintenance funds


You must show that you have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

Yes No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

Yes No

 **If you are relying on money held in a bank account, it must be in an account that you or your parent(s)/legal guardian(s) are named as account holder(s) on.**

[Save and continue](#)

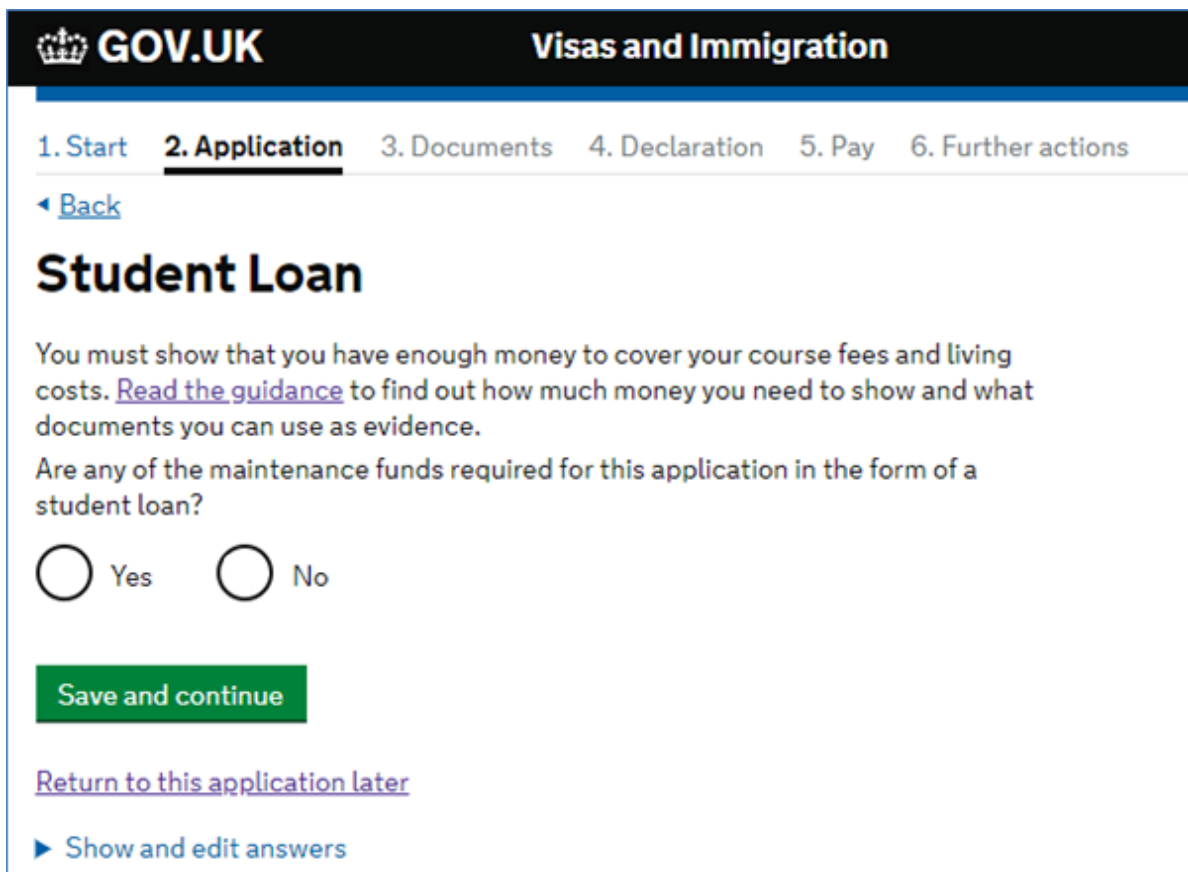
[Return to this application later](#)

[▶ Show and edit answers](#)

FOR SCHOLARS WITH A PART AWARD

This only applies to scholars who have a part award or need to make a contribution to their fees

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.



The screenshot shows the GOV.UK website interface for the 'Visas and Immigration' section. The page is titled 'Student Loan' and is part of a multi-step application process. The steps are: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'Student Loan'. Below this, there is a paragraph of text: 'You must show that you have enough money to cover your course fees and living costs. [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.' This is followed by a question: 'Are any of the maintenance funds required for this application in the form of a student loan?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is present, along with a link to 'Return to this application later' and a 'Show and edit answers' link.

If you need to make a financial contribution towards your fees, you will need to demonstrate that you have these funds. If you need to make a contribution towards your fees we advise that you make the payment to your university and then ask them to update your CAS, this way you won't need to provide any further financial evidence as part of your visa application.

Additionally, 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 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 27 onwards of the [Tier 4 policy guidance](#).

FOR SCHOLARS WITH A PART AWARD

This only applies to scholars who have a part award or need to make a contribution to their fees

GOV.UK **Visas and Immigration**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[Back](#)

Maintenance funds

You must show that you have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

Yes No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

Yes No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

Yes No

How can you prove they are your parent(s) or legal guardian(s)?

Birth certificate

Adoption certificate

Court document

[Return to this application later](#)

[Show and edit answers](#)

If you answer yes to this question you will not see the further questions below. The required cash amount must have been available to you for 28 consecutive days on a date not ending earlier than 31 days before the date of your application

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, or the Philippines, it is important that you check [Appendix P](#) 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 27 onwards of the [Tier 4 policy guidance](#).

You can meet the requirements if the cash is available to you in your parent(s), or legal guardian's bank account, but you would need to have additional documents confirming that the money is available to you for the purpose of study, and proof of relationship.

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.

GOV.UK Visas and Immigration

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Click here to review and edit any of the answers that you have provided for each question

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.**

The next section of the application regards the **documents** that you will need to provide as part of your application.

GOV.UK Visas and Immigration

1. Start 2. Application **3. Documents** 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Documents

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The passport or travel document for xxxxxxxxx

The final award letter for xxxxxxxxx

Other documents

If you do not provide these documents, your application may be delayed or refused.

The ATAS clearance certificate for xxxxxxxxx

Visa applications submitted throughout Latin America are processed digitally. To ensure that the supporting documents you are submitting are in the correct order for scanning:

- visit [VFS Global](#) and choose the country you are applying in; and
- go to 'Visa Application Centres', and click on Supporting Documents Guidelines at the bottom of the page

You will find information on which barcode separators you should use, and a link to download them free of charge. If you do not use these barcode separators, your appointment at the Visa Application Centre may take longer and you may be charged an additional fee for your documents to be ordered correctly.

After you submit your application, you must provide your documents to our commercial partner. You can provide your documents by:

- uploading copies of your documents yourself through our commercial partner's website, free of charge
- taking your documents (originals or copies) to your appointment where our commercial partner will scan them for you, for a fee

If you choose to pay for the assisted scanning service, all documents (originals or copies) need to be A4 size or you may be charged to make them suitable for scanning.

If we require passports, you must take the originals to your appointment. If you have self-uploaded copies on our commercial partner's website you must still take your original passports, but will not be charged for scanning.

Tuberculosis test results

You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application. [Check](#) if you need to get tested.

[Save and continue](#)

[Return to this application later](#)

This is the final award letter that Chevening will provide to you once your scholarship is confirmed. You will need to submit along with your other documents

Depending on where you apply, you will see a different message here about the steps that you need to take to upload your documents

Please note that whilst copies of most documents is permissible, any passports that are required must be original versions

Depending on your residential history of the last 6 months you may need to submit a TB certificate. You can read more about this [here](#)

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



Visas and Immigration

1. Start 2. Application 3. Documents **4. Declaration** 5. Pay 6. Further actions

[← Back](#)

Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

I confirm that I understand and accept these conditions

[Save and continue](#)

[Return to this application later](#)

One of the final parts of the application is the **declaration**.

GOV.UK Visas and Immigration

1. Start 2. Application 3. Documents **4. Declaration** 5. Pay 6. Further actions

[← Back](#)

Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the [privacy policy](#)

I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.

I understand that any passports/travel documents submitted in support of my application, which remain uncollected after 3 months from the date they were ready for collection, will be returned to an office of the authority that issued the document. If this happens, the Visa Application Centre will be able to advise where the document has been sent.

I have discussed with any other applicants that I am acting on behalf of, and confirmed that the contents of the application are correct and complete.

I agree to the [terms and conditions](#).

I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.

I confirm that:

- I am the applicant aged 18 or over
- I am the applicant aged under 18
- I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- I am submitting the form on behalf of the applicant

[I accept the above](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

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.

Once you have accepted the declaration, the next screen will be about the **Immigration Health Surcharge**.

If you've selected the correct visa category - **Tier 4 student visa (for Chevening, Marshall, and Commonwealth scholars)** – then you should be able to bypass the payment page of this section as the FCO pays the IHS on your behalf.

GOV.UK Visas and Immigration

1. Start 2. Application 3. Documents 4. Declaration **5. Pay** 6. Further actions

[◀ Back](#)

Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

! **Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.**

[Check your answers](#)

Go to IHS website

Save and continue

[Return to this application later](#)

However, you still need an IHS number even if you're not paying the charge so unless you want to make any changes to your application, you should select '*Go to the IHS website*'

Please note that it isn't possible to amend your answers once you have continued onto the IHS website so please make sure that you have double checked that the information you have provided is correct.

Next you will see a page related to payment of the Immigration Health Surcharge

Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests.](#)

Scroll down to the bottom of the page and click 'Continue'

You'll need:

- your passport or travel document
- your payment card



You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

Continue

You may be asked some additional questions about your course and course dates but you should see the summary below once you have confirmed that all your answers are correct.

Payment summary

xx

0.00 (USD)

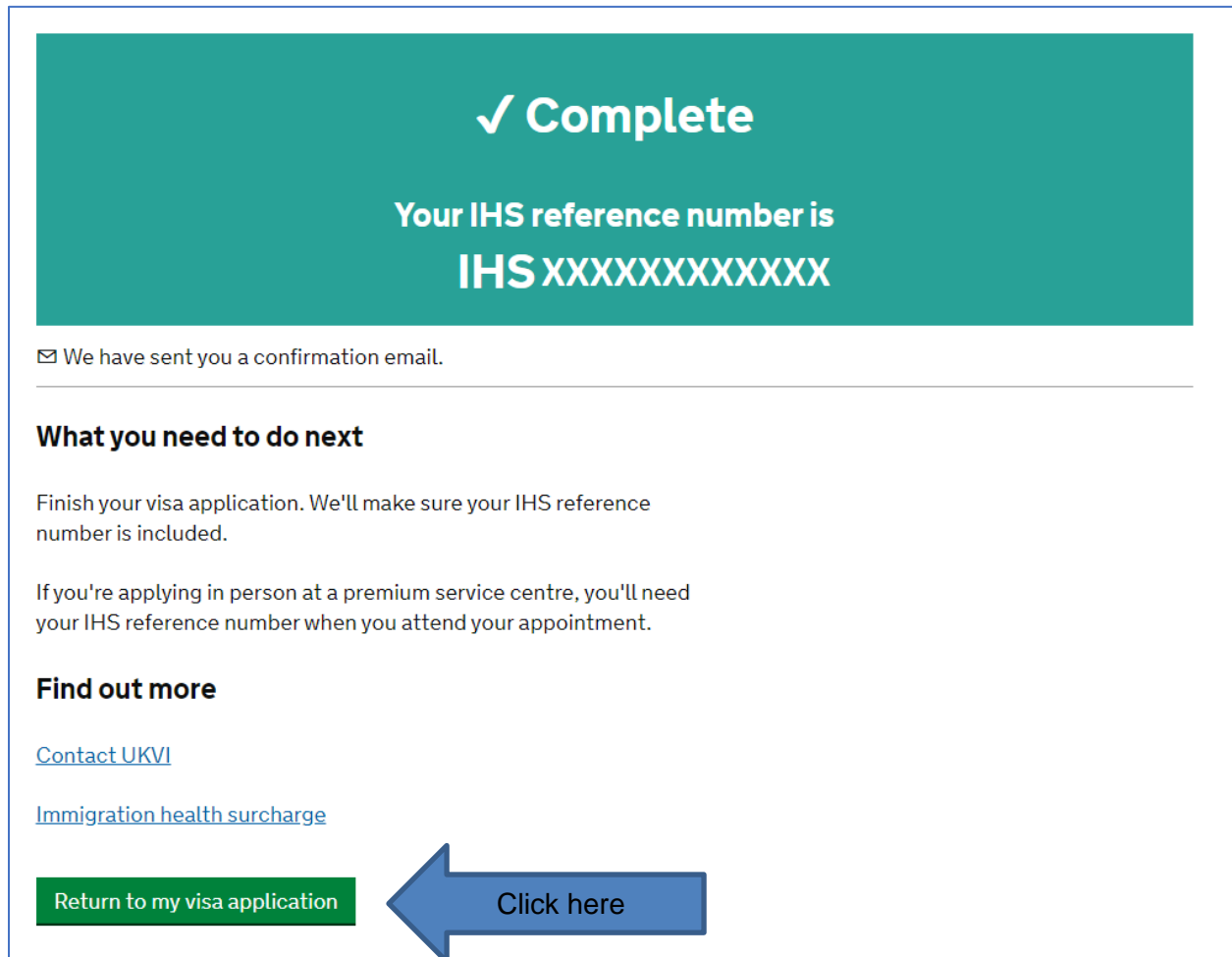
Exempt based on Visa Route

Total

0.00 (USD)

Next

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.



The screenshot shows a green header with a white checkmark and the word 'Complete'. Below this, it states 'Your IHS reference number is IHS XXXXXXXXXXXX'. A message icon indicates a confirmation email has been sent. The section 'What you need to do next' provides instructions on finishing the visa application and attending appointments. Under 'Find out more', there are links for 'Contact UKVI' and 'Immigration health surcharge'. At the bottom, a green button labeled 'Return to my visa application' is highlighted by a blue arrow pointing left from a blue button labeled 'Click here'.

✓ Complete

Your IHS reference number is
IHS XXXXXXXXXXXX

✉ We have sent you a confirmation email.

What you need to do next

Finish your visa application. We'll make sure your IHS reference number is included.

If you're applying in person at a premium service centre, you'll need your IHS reference number when you attend your appointment.

Find out more

[Contact UKVI](#)

[Immigration health surcharge](#)

[Return to my visa application](#) ← [Click here](#)

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.

The next part of the application is about where you will collect your **Biometric Residence Permit**.


The screenshot shows a web page from GOV.UK under the 'Visas and Immigration' section. The page title is 'Demonstrating your permission to be in the UK'. It includes a progress bar with steps: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay (highlighted), and 6. Further actions. A 'Back' link is visible. The main heading is 'Demonstrating your permission to be in the UK'. Below this, it states: 'If your application is successful you may need to collect evidence of your immigration status in the UK. You will usually need to do this if you are given permission to stay in the UK for more than six months.' The question asks: 'If you need a biometric residence permit (BRP) in the UK, where do you want to collect it from?'. There are two links: 'What is a BRP?' and 'What if I do not need a BRP?'. The text explains that a sponsor can provide an Alternative Collection Location (ACL) code, or the user can collect from a UK Post Office. Two radio button options are provided: 'Collect from a UK Post Office' and 'Collect from an alternative location (for example, your sponsor)'. At the bottom, there is a green 'Save and continue' button, a link to 'Return to this application later', and a link to 'Show and edit answers'.

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.**

Once you have passed this page you will come to a screen confirming that no payment is required.

Visas and Immigration

[1. Start](#) [2. Application](#) [3. Documents](#) [4. Declaration](#) **[5. Pay](#)** [6. Further actions](#)

[◀ Back](#)


No payment required

You do not need to pay for this service.

What happens next?

Most people get a decision within 15 working days

UK Visas and Immigration will contact you if it will take longer to process your application.


 **You will no longer be able to edit your answers after you click 'Save and continue'**

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

You have now submitted your visa application and you should see the screen below. You will also receive e-mail confirmation within a few minutes of coming to this screen.



Visas and Immigration

1. Start 2. Application 3. Documents 4. Declaration 5. Pay **6. Further actions**

Application submitted successfully

Reference number
UKVI_

Date of submission	XXXXXXXXXX
Name	XXXXXXXXXX
Application	Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)
Fee paid	No payment required

Your confirmation has been sent to

XXXXXXXXXX

[Print confirmation](#)

! You have a few more steps before your application will be complete.

[Save and continue to final tasks](#)

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

GOV.UK **Visas and Immigration** → Barry Cribbins

1. Start 2. Application 3. Documents 4. Declaration 5. Pay **6. Further actions**

Further actions you must complete

There are some more actions below that you must complete. **Your application may not be successful** if you do not complete the mandatory actions.

! Any previously booked appointments are no longer valid due to a change in how we collect documents and biometrics. You must now make arrangements with our commercial partner to provide your documents and biometrics.

Mandatory actions

Download your supporting documents checklist [Download checklist](#)

You must download your supporting documents checklist and print it for when you provide your biometrics. This document will only be available to download until 13 February 2021.

Get a tuberculosis test, if required [Check requirement](#)

You must check if you need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application.

Make arrangements to provide your documents and biometrics [Provide documents and biometrics](#)

You must make arrangements to provide your documents and biometrics (fingerprints and facial photograph) with our commercial partner.

Optional actions

Download a copy of your application form

You can [download a copy of your application form](#) for your records. This document will only be available to download until 13 February 2021.

Cancel your application

Your application details cannot be changed. If you need to change any of your information, you will need to [cancel your application](#) and submit a new one.

[Sign out](#)

When you click on the green button to provide documents and biometrics you will be redirected to one of the UKVI's two commercial partners, VFS or TLS Connect. This is where you will book an appointment to submit your biometric data and documents. Most fields will automatically populate with information included in your visa application form, but if they do not, please ensure that you fill in the necessary fields correctly.

The following screens show 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 at a later date 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.

The screenshot shows the 'Register with VFS Global' page. At the top left is the VFS Global logo. The main heading is 'Register with VFS Global'. Below it is a sub-heading: 'We're an official partner of UK Visas and Immigration. We'll help you with the next stage of your visa application. To continue your application register with your email and a new password.' There is a 'Login' link with a right-pointing arrow. A text box contains a notice: 'From 1 June, UK Visas and Immigration is beginning a phased resumption of services and we will be starting operations in certain Visa Application Centres for existing customers first and then for new applications. Please check our individual country pages and GOV.UK for more information.' Below this are three input fields: 'Email*', 'Password*', and 'Re-enter password*'. There is a 'Refresh' button and a CAPTCHA area with the text 'Enter the string in below text' and a small image of the letters 'UDCJI'. At the bottom is a large orange button labeled 'REGISTER WITH VFS GLOBAL'. On the right side, there is a link 'Already have an account?' with a right-pointing arrow.

The screenshot shows the 'Location Details' page. At the top left is the VFS Global logo. The main heading is 'Location Details'. Below it is the sub-heading 'Select Visa Application Centre'. There are three dropdown menus: 'Location*' (set to 'Chile'), 'Visa Application Centre*' (set to 'Santiago'), and 'Visa type*' (set to 'T4 Scholarship student'). Below the second dropdown is a note: 'This location has limited opening days and mandatory user fee applies'. There is a radio button for 'Applying as*' with 'Individual' selected. At the bottom is a checkbox 'I have read the instructions*' which is checked. A large orange button labeled 'SAVE' is at the bottom. On the right side, there is a vertical list of steps: 1 Location Details, 2 Customer Details, 3 Services, 4 Documents, 5 Appointment, and 6 Review and confirm.

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.

vfs VFS.GLOBAL
EST. 2001

HELP CONTACT US MY ACCOUNT LOGOUT

[Back](#)

Services

Packages and Individual Services

Specially crafted optional services for your convenience and peace of mind

To enhance your visa application process you may want to choose from the following services. These services may be bought individually or, to get the best value for money, in a package.

[I do not wish to purchase these optional services](#)

Gold Package Service USD 330.00

This is VFS Global's superior service package, offering flexibility and convenience.

[Hide details](#)

- Check and Verify
- Document Scanning Assistance
- Fast Pass
- Priority Visa
- SMS Service
- VFS Premium Courier 700

ADD

Student Package USD 124.00

VFS Global's selection of services to support students through the visa application process.

[Hide details](#)

- Application and Document Checks
- Document Scanning Assistance
- Fast Pass
- Form Filling Assistance Over the Phone
- SMS Service

ADD

Silver Premium Package USD 48.00

This is VFS Global's superior service package, offering flexibility and convenience.


- 1 Location Details
- 2 Customer Details
- 3 Services
- 4 Documents
- 5 Appointment
- 6 Review and pay


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. Please make sure that you read the information on this page carefully before you upload your documents. The bottom half of the screen contains online tools to upload your documents. The items in the blue box show the documents that you will need to upload.

We would advise that you only submit documents that are required as part of your application.

We've provided a short guide below for what you might want to upload for each section.

 **Final Award Letter ***
The final award letter for Barry Cribbins

 **Travel Doc Ref ***
The passport or travel document for Barry Cribbins from Chile

 **Atas Certificate**
The ATAS clearance certificate 1 for Barry Cribbins

Documents

Sponsor Evidence

This includes: Sponsor Passport/ID Documents, Invitation Letter, Guarantee/Support Letter, Sponsor Financial Documents, Sponsor Proof of Accommodation

[Choose file](#)

You can upload pdf files upto10MB and jpg, jpeg and png files upto 1.5 MB.

Financial Evidence

This includes: Bank Book, Bank Reference Letter, Account Statements, Fixed Deposit Letter, Other financial documents e.g. Financial Reports, UK Correspondence, Solicitor Letters, Marketing Documents, Evidence of Third Party Investment, Associated Legal Letters

[Choose file](#)

You can upload pdf files upto10MB and jpg, jpeg and png files upto 1.5 MB.

Employment Evidence

[Choose file](#)

You can upload pdf files upto10MB and jpg, jpeg and png files upto 1.5 MB.

Tuberculosis (TB) Certificate

[Choose file](#)

You can upload pdf files upto10MB and jpg, jpeg and png files upto 1.5 MB.

81

- **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 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](#), 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.

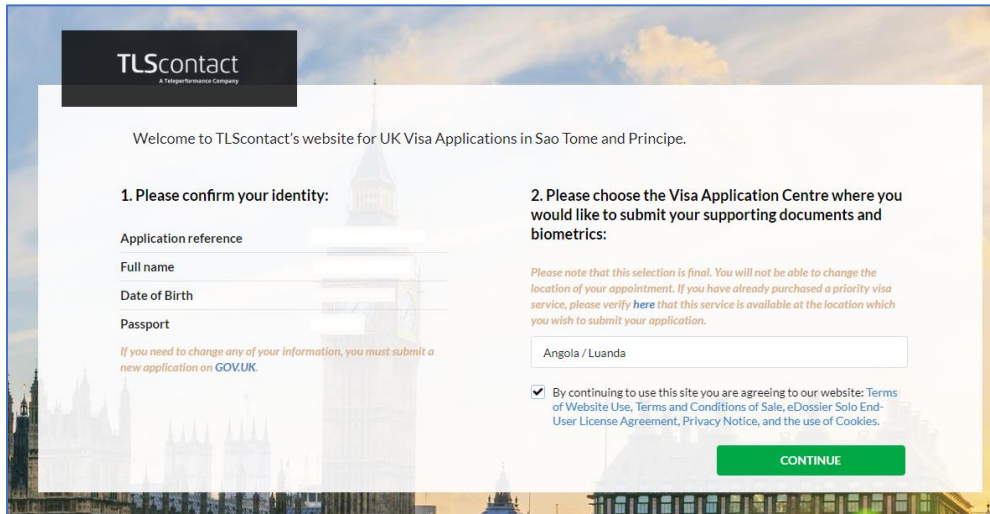
If you do upload your own documents we would advise that you still take physical copies of your documents with you to your appointment. Please note, you **MUST** take your passport with you to your appointment.

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

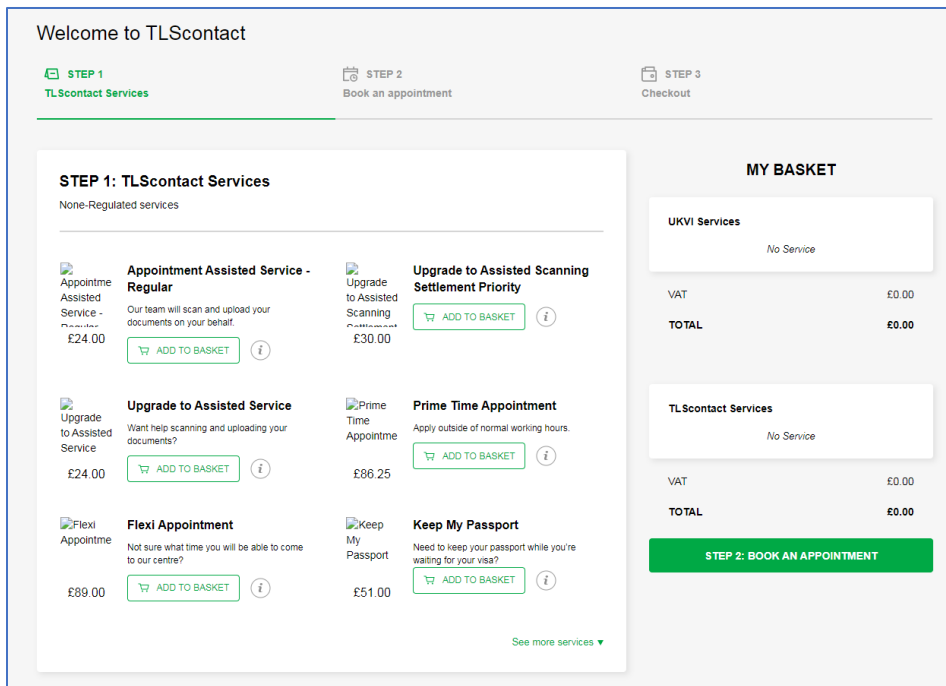
If TLS Connect are providing the Visa Application Centre services for your country then you will see the following screens.

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.




The first screen you will see after this 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, click the green button on the right to 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 show 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.**




STEP 2: Book an appointment

 **Important:** For Tier 4 select a slot from 09:30-11:30. Assisted Service is free until 10th April. After that it will cost GBP 20.00. Some slots are prime-time with extra fees.

ASSISTED SERVICE **SELF SERVICE**

June 2019 July 2019 August 2019

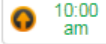


Mon 01st Tue 02nd Wed 03rd Thu 04th Fri 05th Sat 06th Sun 07th

						
07:30		13:00		07:30		
08:00		13:30		08:00		
13:00		14:00		13:00		
13:30		14:30				
14:00				14:00		
14:30				14:30		

Click here to see available free appointments

If you are a family group and wish to attend Visa Application Centre at the same time, please select a FLEXI appointment for yourself and all members of your family group. With choosing a FLEXI appointment for each member, your appointments will be consolidated upon your arrival to the Centre and you will be able to apply at the same time. Please be aware that you will have to pay FLEXI appointment fee in Visa Application Centre for all applicants/members of your family group.

Assisted Service: Our staff will scan your supporting documents at the Visa Application Centre. *Chargeable service.*
Self Service: Upload your supporting documents online before attending the Visa Application Centre.

 Assisted/Self Service and upgrade to Premium Lounge
 Only Premium Lounge  Upgrade to Flexi Appointment

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.