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.

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.

**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.

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.

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.

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

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

You can provide additional numbers if you have more than one telephone number. Once you have submitted all your telephone numbers you can choose how you would 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.

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.
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.

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

**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.
If you have a national identity card then please provide the details of this in your application.
The next sections ask about your nationality.

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.

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.

**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
- [x] 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**
The next section asks you about the language you’d like to be interviewed in.

**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.

|----------|----------------|--------------|----------------|--------|-------------------|

**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
- [x] No

- Save and continue
- Cancel

- Return to this application later
- Show and edit answers
The next part of the application asks about your English language assessment.

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

**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**.

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

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

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)

Save and continue

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.

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

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

If you 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.
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.

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**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

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

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.

**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 Disability 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.
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.

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.
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.

Refused a visa 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.
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.
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.

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.

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

![Your employment history form from GOV.UK](image)

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.

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

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

If you have applied for your programme directly to the university or via a different agent, please select ‘no’ for this question.
The next part of the application is about Academic Technology Approval Scheme (ATAS).

Some programmes of study require its students to secure an ATAS certificate before they can 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.
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).

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

![Future official financial sponsor](https://example.com/financial_sponsor.png)

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

**FOR ALL SCHOLARS**

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](Image)

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

**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

<table>
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<th>Day</th>
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Course end date

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Save and continue

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.

![Accommodation payments form]

**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

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.

**Return to this application later**

**Show and edit answers**
This next part is asking about your course fees.

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.

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

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

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

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

If you are attending a private institution such as Architectural Association, London Film School, Hult International Business School or Met Film School you can also use this box to explain that your CAS indicates that your university has made its own assessment of your English language ability if this is the case with you. This is because following a change in the rules, it has not yet been updated on the visa application form so this is an opportunity to explain it here.
Once you have completed this question you will be given a chance to review all the answers you have provided for each question before moving on to the next part of the application. **Please take time here to check to make sure that you have answered each question as accurately as possible.**
The next section of the application regards the **documents** that you will need to provide as part of your application.

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.

## 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**.

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.

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

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<th>0.00 (USD)</th>
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<tbody>
<tr>
<td>Exempt based on Visa Route</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0.00 (USD)</td>
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</tbody>
</table>

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.

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.

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.

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.

Application submitted successfully

Reference number
UKVI_

Date of submission

Name

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

Fee paid
No payment required

Your confirmation has been sent to

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.

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.
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.

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.
• **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.*

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Click here to see available free appointments

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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.

- **10:00 am** Assisted/ Self Service and upgrade to Premium Lounge
- **10:00 am** Only Premium Lounge
- **FLEXI** 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.