

Tier 4 (General) Student– Applying for a visa outside of the UK

Student visa applications made since 31 March 2009 come under a new set of rules, called Tier 4 (General) Student.

We aim to ensure that our online and written guidance is accurate however immigration rules and processes are subject to substantial change often at short or without significant public notice.

We therefore advise that the immigration rules and the policy guidance issued by the UK Government and published on their official websites or publications as referred to in our information supersedes our own guidance and should be used as your primary source of information.

The International Office cannot accept responsibility for any errors or omissions, for consequences arising from the use of our advice nor for the decisions made by the UKBA or other agencies regarding immigration applications.

The International Office provides immigration advice and services regulated by the Immigration Services Commissioner and authorised to provide immigration advice and guidance by an order under Section 84(4)(d) of the Immigration and Asylum Act 1999 (Part V Exemption: Educational Institutions and Health Sector Bodies) Order 2001 (Statutory Instrument 2001 No. 1403).



THIS INFORMATION IS INTENDED FOR:

- Non-UK based students who hold an unconditional and firm offer for studies at the University of Edinburgh or; Current Edinburgh students who wish to extend their student visa outside of the UK.

ADVICE FROM THE INTERNATIONAL OFFICE

Please read this information carefully – it has been produced to give you enough information to guide you through the application process. We also suggest that you read the information produced on the [UK Border Agency website](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf) which is frequently updated as well as the in depth information from the UKBA called

www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf

Your primary contact for any questions you might have or for any advice or guidance is the relevant UK visa facilitation service in your home country. However, if you have questions during the application process, please do not hesitate to contact us on immigration@ed.ac.uk and we will be more than happy to help.

1. WHO NEEDS A UK STUDENT VISA?

If you are a **non-EEA** national, you will require entry clearance (a visa) to come to the UK to study. A full list of visa nationals can be found here: www.ukvisas.gov.uk/en/doineedvisa/visadatvnationals

If you are a non-EEA national and your nationality is not in the visa national list above, you are a **non-visa national**. In such cases, you will require prior entry-clearance (a visa) if your intention is to come to the UK to study for:

- a period of more than 6 months **or**
- if you wish your permission to be in the UK to allow you to work part-time **and/or**
- you may wish to extend your visa for further studies.

Non-Visa National Visiting Students

If you are a **non-visa national** and you are going to Edinburgh to study for a *course* of **less** than 6 months' duration **and** you have no intention to extend your stay **and** you have no wish to work during your studies, then you can apply at the UK Border at the airport to enter the country as a **Student Visitor**.

In such cases, you will be issued with a letter from the Visiting Students Office which will enable you to apply for a student visitor stamp on entry.

In addition to this document (and your passport), you should bring:

- Original bank statements in your name which show that you have funds available to you to support your studies. We would advise that you should calculate this on the basis of 600 GBP per month of study **and/or**;
- Any letter which details how you are funding your studies in the UK.
- Details of your return journey out of the UK.

Student visitors are allowed only single entry to the UK and if you plan to travel outside of the UK during your short time here in Edinburgh, you will need to satisfy the immigration rules *each* time you arrive. For that reason, you must carry the documentation listed above in your hand luggage to ensure you can demonstrate you meet the student visitor rules.

Student Visitors Arriving Through Dublin

You should note that if you plan to study in Edinburgh on a short course of study (less than 6 months) **and** you are a non-visa national **and** you plan to apply for your visa upon arrival in the UK, you **must not** arrive through Dublin. You will not encounter an immigration officer on arrival in Edinburgh and will therefore be here only as a tourist and not eligible to study.

2. EU/EEA NATIONALS AND DUAL NATIONALITY

You will **not** need entry clearance (a visa) if you hold an EU/United Kingdom passport or one issued by another country in the European Union or European Economic Area (EEA), or Switzerland. This **includes** dual nationals as long as you travel on your EU/EEA passport to the UK.

We recommend that if you are a dual national with an EU country, you should use your EU passport as you would be able to reside in the UK without immigration restrictions.

3. WHERE TO APPLY FOR VISA/ENTRY-CLEARANCE

You **must** be outside the United Kingdom, the Channel Islands and the Isle of Man when you make your application for entry clearance under Tier 4. All entry clearance applications must be made to the British diplomatic post in the country or territory where you are living or legally resident.

If you intend to make your application in a country other than your country of nationality, you will have to prove a formal reason for residency in that country (other than tourism or visitor status) for the embassy to consider your application. Check locally with the British diplomatic post. A list of the www.fco.gov.uk/en/about-the-fco/embassies-and-posts/ is available from the Foreign and Commonwealth Office website.

4. APPLICATION PROCESS

Applications for a Tier 4 (General) Student Visa are either made online or on a printed application form completed by hand, depending upon where you are applying from.

To begin the process, visit www.ukvisas.gov.uk/en/howtoapply/wheretosapply/ to find out how to apply in your country. Select your country and you will be given a link to the application route through the city in which the nearest UK embassy is located or be given a link to the online application facility.

Any visa application to come to the UK as a student requires the following basic steps:

Application	Complete the form (VAF9) online or on paper as required in your country. Complete Appendix 8 by hand (all countries). Pay fee of £145 or equivalent in local currency.
Biometrics	Attend a Biometric data appointment, giving fingerprints and digital facial photograph. In some countries, booking an appointment is done as part of the online process. In others, you give your biometrics when you make your application at the Visa Application Centre.
Complete Application	Send in original documentary evidence, application form Appendix 8, your passport and biometrics receipt to the relevant visa application centre.
Decision	The embassy visa section will consider your application and will notify you of the decision either by email or by post. Your visa will be placed in the passport and sent back to you before you travel.

5. APPLYING WITH DEPENDANTS

Please refer to our guidance on *“Tier 4 General – Applying with Dependants”*.

6. BIOMETRICS

Biometric details are scans of all 10 fingers and a full-face digital photograph. You will need to provide your biometric details in person. The whole procedure should take no more than 5 minutes to complete. Your visa application will not be processed until you have met this requirement. More information about biometrics is available on the www.ukvisas.gov.uk/en/howtoapply/biometricvisa/ page on the UKVisas website.

7. TIMESCALE

The UK visa authorities suggest that you should submit your application **at least 6-8 weeks prior** to when you intend to travel. At certain peak times of the year (August/September) there can be delays.

Note that the earliest you can apply is **3 months** before you need the visa i.e., if you are applying for studies starting in September, the *earliest* you can apply is mid-June. We suggest that as soon as you have **all** the documents required, you should make your application. UKVisas have published the following continuously updated information advising on processing times in your area: www.ukvisas.gov.uk/en/howtoapply/processingtimes/

Please also note that your visa will be valid for travel up to a maximum of **one month** before your course start date and immigration officers on arrival will only endorse the visa on or after that date.

8. SCORING THE 40 POINTS FOR TIER 4

To get a Tier 4 (General) Student visa you must pass a points' based visa assessment. Tier 4 (General) requires that you score **40 points**.

Points	What you get points for	Evidence:
30	Studying on a course with an approved education provider	- The Visa Letter from the University in addition to the original diploma or transcript listed in the visa letter. - ATAS Certification
10	Maintenance (Funds) Requirement	- Personal Bank statements - Visa Letter - Letter from official sponsor - Student loan letter

There are no additional areas to score points and no discretionary cases. When you make your application, you need to ensure that you have fulfilled **all** the points as set out by the rules, including ensuring that the documentation you provide is in the required format.

9. APPLICATION FORM AND DOCUMENTS

a) Application Form



[Application form VAF9 - PBS Migrant](#)



[PBS Appendix 8 \(General\) Student](#)



[PBS Migrant guidance notes](#)

You will need to complete application form **VAF9 – PBS Migrant** either [online](#) or in hard copy format according to where you apply. You must also complete **Appendix 8 (General) Student** by hand and enclose this with your application. Check www.ukvisas.gov.uk/en/howtoapply/wheretapply/ to find out how and where to apply in your country.

b) Application Form VAF9

VAF9 (or the equivalent choice on the online application system) is an application form which requests your basic details. You should follow the official guidance notes www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf at all times when you complete the application form. The following notes are basic guidance to help you through the application form. They are numbered according to the hard copy form but will correspond to sections in the online form.

Part 1 (About your Self-assessment Appendix)
The appendix you will complete is number 8, title (General) Student. The points' summary is 30 points for attributes and 10 for the Maintenance (Funds) Requirements.
Part 2 (About You), Part 3 (Passport Information) and Part 4 (Your Contact Details)
These are your basic details and should match those in your passport wherever relevant.
Part 5a (Your Family)
Complete this if you wish your family (spouse, partner, and children) to join you in your current application or at a later date (see also our information on <i>"Tier 4: Applying with Dependants"</i>).
Part 5b (Your Parents)
Complete only if required (if you are 16 or 17 years old).
Part 6 (Previous Applications and Travel Details)
This section requires that you detail any travel to the UK that you have previously taken in the past 10 years, even if this was for tourism. It also asks about any criminal convictions. You should detail these, even if they are minor or traffic offences.

Part 7 (Additional Information)
VAF9 Appendix 8 will cover most, if not all additional information required. You can use this section to elaborate on any points you have made in the form.

i It is essential that you answer all questions carefully and accurately according to your circumstances, disclosing any relevant convictions, visa refusals and travel as set out by the form. If relevant information is not disclosed, even unintentionally, it will normally result in a refusal and a ban on you travelling to the UK for up to 10 years.

c) Application Form PBS Appendix 8 (General) Student

[PBS Appendix 8 \(General\) Student](#) is the specific form required for a student visa application. Again, you should refer to the official guidance notes linked above as you complete it.

Part 1 (About You)
Complete as in your passport.
Part 2 (Parent/Guardian details)
You need only complete this section if you are 16 or 17 years old. Otherwise, leave this section blank.
Part 3 (Sponsor Contact Details)
The University is sponsoring you as a migrant to the UK for study purposes: ▪ 3.1 Full name of sponsor: University of Edinburgh ▪ 3.2 Give your sponsor licence number: (This is given on the Visa Letter) ▪ 3.3 Full address including postal code: University of Edinburgh Old College South Bridge EDINBURGH EH8 9YL
Part 4 (Your course of studies)
These are your course details and you should complete them according to your Visa Letter. Give the full address of your place of study: this will be detailed on the Visa Letter and in the vast majority of cases, will be different from the full address of the University given in 3.3.
Part 5 (Attributes)
The information required in this section is detailed in your Visa Letter. It asks you to tick the sections relevant to you and to enclose the relevant documents. Please refer to section 9.d) "Documents" as well as section 11 "Visa Letter" in this guidance as well as the PBS Migrant Guidance and the Tier 4 Migrant Guidance as linked above. ATAS: www.fco.gov.uk/atas/ will give you full details of how to apply for this. Please also see section 10 "ATAS Certificate".
Part 6 (Maintenance Funds Requirement)
Please refer to the full guidance on the Maintenance (Funds) Requirement in the UKVisas information as well as section 12 "Maintenance(Funds) Requirement"
Part 7 (Summary Sheet)
Complete this section, noting your 30 points for the Visa Letter and 10 points for the Maintenance (Funds) Requirement.

d) Documents

The success of an application for a Tier 4 (General) student visa rests entirely on providing all the correct documentation which proves you fulfil the requirements of the visa as required in the rules **at the time of applying**. You should include only **originals** of any document specified. You should also provide a copy of each document. The guidance notes at www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf specify the format and essential information needed in each document. You must carefully check that each document you send with the application contains the required information as set out in these notes.

e) Translations

Where a document is not in English or presented in a bilingual format, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's qualifications and confirmation from the translator that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator. Full details are contained in the guidance notes at paragraph 134 and appendix A of www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf.

f) Proof of Finances

Following a change to the rules on 1st June 2009, if you apply for the visa before the 30th September 2009, you need only show that your required level of maintenance funds are present by the closing balance of one month of bank statements in your name. The date of the end balance on that bank statement must fall within 1 month of your date of application.

Note that these transitional arrangements will remain available to applicants until 30 September 2009. If you are applying for a visa to come to study after this time, for example, to start a course which begins in January 2010, you will need to show that you have held the required level of funds for a full 28 days.

If you do not show the required level of funds in place in an account in your name or in one of the other approved methods as per paragraphs 98-104 and 135-145 of www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf, you will not score the 10 points required for the Maintenance (Funds) Requirements and your visa will be refused.

The only exceptions to this are people who are fully funded for tuition fees and maintenance funds by a recognised financial sponsor, or those who have taken out a student loan from their home country which fully covers their required level of tuition fees and maintenance funds.

g) Document Checklist

In addition to a completed print out of [PBS Appendix 8 \(General\) Student](#) you should provide the following documents **at the time** of the application:

- **Your passport** – you **must** send your original passport.
- **A recent passport standard sized photograph** as per:
www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidance
- **Your "Visa Letter"** and **any original documents** or **transcripts** listed under the section of the letter which details the basis on which your offer of study was made (*see section 11 "Visa Letter"*).

- **Bank statement/Letter from Bank** demonstrating the required level of maintenance funds (*see section 12 “Maintenance (Funds) Requirement”*).
- **Tuition fee receipt:** if you have paid tuition fees after your Visa Letter has been issued, you should request an original tuition fee receipt from feepayment@ed.ac.uk. In the email, you should state that you require a receipt for visa purposes, quote your name, your University student number and an address to which it can be sent.
- **ATAS certificate** (if required) see www.fco.gov.uk/atas/ and *section 10 “ATAS Certificate”*
- **Sponsor’s Letter** (if applicable): if you are sponsored by the UK government, your home government, the British Council, or any international organisation, company or university, you should provide a letter to confirm this (*see section 12 “Maintenance (Funds) Requirement”*).
- **Student loan agreement** (if applicable) (*see section 12 “Maintenance (Funds) Requirement”*).

10. ATAS CERTIFICATE

ATAS, standing for Academic Technology Approval Scheme, is a process by which students studying particular subjects in science and engineering, deemed to be sensitive to the interests of UK national security, undergo background checks.

If you require ATAS, your Visa Letter will state this in the final box of the required information. If it is not expressly stated on your Visa Letter, you do not require ATAS clearance.

The process is carried out entirely online and you will need to complete this process **before** you apply for your visa. Once approved, your ATAS certification will be emailed to you as an attachment and you should print the full document and enclose it with your application.

You can find full information on how to apply for your ATAS certification as well as a link to the application site at: www.fco.gov.uk/atas

 Please note it can take longer than the **5-10** working days stated on the ATAS website. For this reason, we suggest that once you have been made an unconditional offer of study in one of the relevant subject areas, that you apply for your ATAS clearance.

11. THE VISA LETTER (30 POINTS)

The “Visa Letter” is fundamental to your application for a Tier 4 (General) Student visa. You will be issued with a Visa Letter with or after your unconditional offer letter. **You should note that your offer letter is not your Visa Letter and it should therefore not be used to apply for a visa.**

You will need this letter not only as documentary evidence for your application but also to complete many of the sections on the application form for a visa. You should double check the details in the Visa Letter when you receive it. If there are any corrections to be made, you should contact your College Office immediately.

Documents Listed in the Visa Letter

In the section of the Visa Letter entitled “**Documents used to get the offer (used by the sponsor to assess your suitability to complete the course)**”, the highest level certificate, exam transcript or similar documents you used to apply for your course will be listed. When you send in your visa application, you must provide **each** one of the listed documents with your application. This should be the original version of the document.

If any of these documents are not in English or bilingual-to-English format, you must provide a fully certified translation as detailed in *section 9.e) “Translations”*.

12. MAINTENANCE (FUNDS) REQUIREMENT (10 POINTS)

i The maintenance requirement is a new part of the UK visa process. It carries an essential **10 points**. All amounts stated below must be demonstrated either in the Visa Letter (in the case of paid fees) **or** in above-zero, credit balance cash funds, in a bank account **in your or in joint name**.

The only exception to this is if your fees and maintenance are covered by an official financial sponsor (*see section e) below on "Sponsored Students"*) **or** if you are fully funded for your maintenance and fees by a student loan.

No other proof of funds is accepted and as a result, you may need to rearrange your banking in order to fulfil the requirements of the visa.

a) Required Level of Funds

The level of funds required can be broken down into **fees** and **maintenance (funds)** requirements.

b) Fees

The UKBA will use the figure stated in the Fees section of the Visa Letter to determine how much in fees you will be assessed against. This will be the first or current year of fees **not** the fees for the full course if more than 1 year long.

If you have fully paid your fees for the year in advance:

This will be shown in your Visa Letter and your fees will be off-set against your total maintenance (funds) requirement. You will therefore only need show the required evidence of the maintenance funds.

If it is not in the Visa Letter and you have paid your full fees since obtaining your Visa Letter, you should provide an official receipt from Fees section of student finance. Contact feepayment@ed.ac.uk to request this. Quote your name, your University student number and the date of any payment that you have made. You should also advise of your home address to which the receipt can be sent.

If you have part-paid of your fees for the year, or made no payments:

If you have part-paid your fees for the year **and/or** still have payments to make, your total payment to date will be shown in your Visa Letter next to the cost of fees for the year. If the part-payment is not quoted in the Visa Letter, you should provide an official receipt from Fees section of student finance. Contact feepayment@ed.ac.uk to request this.

If you have paid part your fees for the year, the balance left over will need to be shown in cash funds in a bank account in your or in joint name **in addition** to your maintenance funds.

If you have not paid any fees, you will need to show the full balance of fees as well as your maintenance (funds) requirement in cash funds in a bank account in your or in joint name.

c) Maintenance Funds

The UKBA have determined that for a student based outside of London, it costs **£600 per month up to a maximum of 9 months** (in addition to fees) to financially maintain themselves.

Proving the Maintenance (Funds) Requirement can be done by having the relevant cash funds in an above-zero balance in a bank account **in your name**. Joint accounts are also accepted as long as your

name is given as one of the account holders. The evidence must be provided in the form of an original bank statement, covering 28 days with the closing balance dated within 1 month of the date you apply for your visa. If your bank statement is given in a currency other than GBP, you should visit www.oanda.com/convert/classic to print off a conversion of the amount given in the closing balance.

The Maintenance (Funds) Requirement is based on the number of months your course runs for and, if relevant, the number of months you have already been studying in the UK. It also takes into account your tuition fees for the year.

Students making an **initial application** to enter the UK on a Tier 4 (General) Student visa for the first time will be assessed for their Maintenance (Funds) Requirements under either one of the following categories:

Course of 9 months or less Examples: English language courses, Semester-only studies.	Course fees and £600 per month of the course.
Course of 9 months or more Examples: Full-year exchange, Full Undergraduate, Postgraduate or PhD programmes.	First year of fees (UG/PhD) or Course fees (Postgraduate) and £5,400 to cover living costs in the UK.

If you have previously studied in the UK **and** are applying from your home country **within the specified time frame below** to return for further studies in the UK, you may qualify for the lower rate of the Maintenance (Funds) Requirements:

If you have completed a course in the UK in the past 4 months and ; that course was more than 6 months in length and ; you need to extend your visa for less than 9 months.	First/Current year of fees and £600 per month up to a maximum of 2 months.
If you have completed a course in the UK in the past 4 months and ; that course was more than 6 months in length and ; you need to extend your visa for more than 9 months.	First/Current year of fees and £1,200 to cover 2 months maintenance in the UK

i If you apply before 30 September 2009: the required level of funds must be present *on or by* the closing balance in the 28 days of your bank statement which itself. If you apply after 30 September 2009: the amounts **must** be held in your personal bank account for a **minimum** period of 28 days. The end of that 28 day period must not be more than one month before the date of your application, for which you must show bank statements/other evidence.

d) Evidence of Funds

There are specific requirements for how to demonstrate your fees and maintenance in your bank account. **The UKBA will accept the following documents as evidence:**

- Personal bank or building society statements;
- Savings account/building society pass book/s;
- Letter from your bank or building society;
- Letter from a financial institution regulated by the home regulator (official regulatory body for the country in which the institution operates and the funds are located) confirming funds or loan.

Personal bank or building society statements (paragraphs 138-144 of www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf)

These should clearly show:

- Your name;
- Your account number;
- The date of the statement;
- The financial institution's name and logo;
- The level of funds available.

If you wish to send electronic bank statements from an online account they must have all of the details listed above. In addition, you will also need to send a supporting letter from your bank, on company headed paper, confirming the authenticity of the statements provided. An electronic bank statement bearing the official stamp of the bank will be accepted. This stamp should appear on every page of the statement.

Savings account/building society pass books (paragraphs 138-144 of www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf)

These should clearly show:

- Your name;
- Your account number;
- The financial institution's name and logo;
- The level of funds available.

Letter from a bank confirming funds (paragraphs 138-144 of www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf)

These should clearly show:

- Your name;
- Your account number;
- The date of the letter;
- The financial institution's name and logo;
- The funds held in your account;
- That there is enough money in the account to cover your tuition fees and living costs.

e) Sponsored Students

Financially sponsored students are only considered to be those who receive funding for all or part of their tuition fees and/or maintenance costs from the UK government, your home government, the British Council, or any international organisation, University, company or the University of Edinburgh.

If you receive financial sponsorship from any of the sources above, they will need to provide you a letter of confirmation. The letter **must** be on the **official letter-headed paper** of the organisation and it must also carry the **official stamp** of the organisation.

The letter will need to show: (paragraphs 170-175 of www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf)

- Your name
- The name and contact details of the sponsorship organisation
- The date of the letter
- The length of sponsorship
- The amount of money they will sponsor you with or a statement that your official financial sponsor will cover all fees and living costs.

If you are making an application and you have had sponsorship from such an agency within the past 12 months for your studies, you will need to provide a further letter from them which states that they "have no objection" to you extending your time in the UK, whether they will fund you for this set of studies or not.

Please note that if you are sponsored and are applying on the basis that you will receive sponsorship during your studies, a sponsor's letter is an essential requirement and without it, your application will be refused.

If there is any difference between what your sponsor will pay and your level of fees and Maintenance (Funds) Requirement, you will need to demonstrate that you have the balance of these funds available to you in cash funds in your bank account.

f) University of Edinburgh Sponsored Students

If you are sponsored by the University, this sponsorship will be confirmed in your Visa Letter. The level of sponsorship would then be off-set against your maintenance (funds) requirement (if any) and you will need to demonstrate cash funds for any balance between your requirement and the sponsorship you will receive.

g) Funding from parents or legal guardians

In a change to the rules on the 21st August 2009, you can now use bank statements of cash fund accounts held by parents or legal guardians. There are, as with the other documents, very precise requirements on how these should be presented.

Appendix A and paragraph 37 are relevant, as are the paragraphs relating to bank statements as referred to above.

In addition to an **original** bank statement in accordance with the guidance notes (www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf), you should also enclose one of the following original documents with the application:

- The applicant's birth certificate, showing the name of the parent(s) showing the funds.
- Certificate of adoption showing the name of the student and the parent(s) showing the funds.
- Court document stating the name of the legal guardian(s) of the named student showing the funds.

and

Applicants must also provide an **original signed** and **dated** letter from the parent(s) or legal guardian showing the funds when they submit their application form, confirming:

- The relationship between the parent(s)/legal guardian(s) and the named student; and
- That the parent(s) or legal guardian(s) have given their consent to the funds being available to the student for study in the UK.

h) Student Loans

Students receiving student loans from an official source in their home country should provide a letter confirming the funds that are available to them.

The letter must be an **ORIGINAL** document confirming the loan (i.e. on letterhead and signed – emails or print-outs of online statements will not be accepted).

It should clearly show (paragraphs 145 of www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf)

- Your name;
- Your account number or loan reference number;
- The date of the letter;

- The financial institution's or loan provider's name and logo; and either;
- The funds held in your account; **or**
- The funds available to you as a loan.

The letter must specifically state that a) the loan has already been confirmed or b) the loan will be confirmed upon issuance of the visa.

If there is any difference between the loan and the level of maintenance and tuition fees required for your maintenance (funds) requirement, you will need to show the balance in above zero cash funds in an account in your name.

Overseas funds must be converted into GBP so that the UKBA can assess them. The official exchange rate is the one produced by OANDA. You should use the exchange rate on the [OANDA website](#) for the date the document was issued.

We have been advised that FAFSA Loan Providers have produced such letters to enable people to apply for their UK Visa and if you receive such a loan, you should contact your loan provider to arrange the letter.

14. DOCUMENT CHECKLIST

Once you are ready to make your application, you may wish to use the UKVisas Tier 4 Checklist to ensure as far as possible, that your application is valid: [UKVisas Tier 4 Checklist](#)

15. HOW LONG YOUR VISA WILL BE GIVEN FOR

If you successfully obtain your Tier 4 (General) Student visa, you should expect to be given permission to be in the UK for the following period of time:

Undergraduate Students, Postgraduate Taught, Postgraduate Research: You are entitled to the full length of the course as stated in your Visa Letter **plus 4 months**.

Exchange Students (Semester Only), Short-course Students less than 6 months: If your course is less than 6 months, you are entitled to the full length of the course as stated in your Visa Letter **plus 7 days at the end of your course**.

Exchange Students (Full year): You are entitled to the full length of the course as stated in your Visa Letter **plus 2 months**.

 When you get your passport with visa back, **check it** and note your expiry date in your diary. All dates given on a UK visa are in the DD/MM/YYYY format. If you think there is anything wrong with your visa contact the [visa application centre or visa section](#) immediately.

16. GENERAL INFORMATION

We have provided this information as supplementary guidance to the guidance produced by the UK Border Agency. Where there may appear to be a conflict in information, we would appreciate knowing about it and would ask that you contact us to report this at immigration@ed.ac.uk. For this reason, the UKBA's own information on Tier 4 must be your primary reference point.

17. FURTHER LINKS

Tier 4 full guidance from UKBA:

www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf

ATAS Certification information:

www.fco.gov.uk/atas

UKVisas information on applying for the Tier 4 (General) Student visa:

www.ukvisas.gov.uk/en/howtoapply/infos/inf29pbsstudent

UKVisas information to find out where to apply in your country:

www.ukvisas.gov.uk/en/howtoapply/wheretapply/

Tier 4 Application Checklist

www.vfs-uk-kr.com/images/TIER%204%20GENERAL%20APPLICANTS%20AGED%20OVER%2018.pdf