

## Tier 4 Visa Checklist

We recommend you attend a visa workshop for guidance in completing your application form. You can book this via UniHub or with the UniHelp team in the Sheppard Library : <http://unihub.mdx.ac.uk/appointments> or with the help of the Unihelp team in the Sheppard Library. If there are no workshops available then please email your query (together with your student number) to our team at [intadvice@mdx.ac.uk](mailto:intadvice@mdx.ac.uk)

Before you fill in the visa application you may need to gather a number of documents. Your **nationality** (as per your passport) will indicate if you are subject to different documentary requirements. The UKVI calls this 'differentiation arrangement' for 'low-risk applicants'.

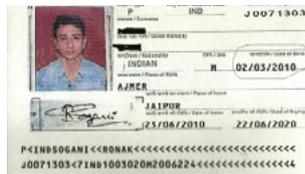
This means that if you are a national of one of the following countries and applying for a visa in your own country or in the UK you will need to **submit** less evidences than other students. **However you still need to make sure you have all documents ready in case you are asked to show them.**

<b>Argentina</b>	<b>The Dominican Republic</b>	<b>Singapore</b>
<b>Australia</b>	<b>Indonesia</b>	<b>South Korea</b>
<b>Bahrain</b>	<b>Japan</b>	<b>Thailand</b>
<b>Barbados</b>	<b>Kuwait</b>	<b>Trinidad &amp; Tobago</b>
<b>Botswana</b>	<b>Malaysia</b>	<b>United Arab Emirates</b>
<b>Brunei</b>	<b>The Maldives</b>	<b>United States of America</b>
<b>Cambodia</b>	<b>Mexico</b>	<b>British National (Overseas)</b>
<b>Canada</b>	<b>New Zealand</b>	<b>Hong Kong</b>
<b>Chile</b>	<b>Qatar</b>	<b>Macau SAR</b>
<b>China</b>	<b>Serbia</b>	<b>Taiwan*</b>

\*if you hold a passport issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan

If you are a national from a country not listed above then assume you need to prepare and submit good quality scanned copies of most of the evidence listed below– if you are unsure please email our team [intadvice@mdx.ac.uk](mailto:intadvice@mdx.ac.uk) or ring them on **020 8411 4507**

**Passport and visa:** Please note that everyone (regardless of their nationality) need to submit copies of passport and visa



**Credit/Debit card:** Please note that everyone (regardless of their nationality) need to use a credit/debit card to pay for their visa application. Cash is not accepted. The fees are:

UK fees:

**Application type**

Standard

Premium

**Time for a decision**

Up to 8 weeks

Same day

**Cost per person**

£494.20 (including biometric)

£1104.20 (including biometric)

**Overseas fees** - £348

**Priority** - £212

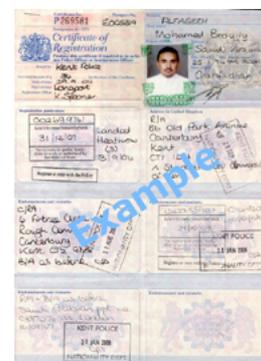
**Super Priority** - £956

Please note you will also need to pay for the IHS (Immigration Health Surcharge) which costs £300 per year of study (payable in advance). For more information on the matter please refer to our leaflet called "IHS- Immigration Health surcharge".

- CAS number:** Please note that everyone (regardless of their nationality) must have a CAS number to make a visa application. The Student Visa Compliance Team will send your CAS number to your private/personal email address on myUniHub. Your CAS will confirm your passport number, nationality, country of birth, start and end date of course, and that you are starting your studies here. It will also include how much of your tuition fees you have paid. Check the details on the CAS record carefully to make sure the information is correct. If you are repeating a year/module you need to request CAS go to: <http://unihub.mdx.ac.uk/your-support-services/visas-international/while-you-are-studying/request-a-cas-number>
- Evidence of funds:** Please note that, even if everyone needs to have funds in place, only students from a non “low risk” country will need to submit this evidence. You will need to provide **bank statements** in your name, showing that you have funds to cover your living costs (also called “Maintenance”) **PLUS any outstanding tuition fees.** All applicants must be able to show **£1,265 per month** for living costs. So for 9 months of study you must show **£11,385** to cover maintenance. **This money must be in your own bank account, or your parent’s, for a period of 28 consecutive days prior to you making your application for your Tier 4 Visa.** If you have paid a portion of your fees for your programme of study you will be required to show the remaining balance in your bank account. Please include any official receipts showing payment of tuition fees and check your CAS Record is showing the correct payment.
- Previous educational certificates:** Only students from a non “low risk” country will need to submit this evidence. You must provide all the qualifications listed in the CAS letter (i.e. IELTS test, Pre-sessional Qualification, or high school diploma). They must be **originals** and, if not in English, must have been translated by an official and recognised translator before you can submit them.
- ATAS Certificate** - Please note that everyone (regardless of their nationality) must have this evidence required by the course. If you are studying on a PhD programme, you may require an ATAS. This will be stated on your CAS but we recommend you check with the Research Office if one is required, and for the JACS code: [www.academic-technology-approval.service.gov.uk](http://www.academic-technology-approval.service.gov.uk)
- Police registration certificate** Please note that everyone (regardless of their nationality) must have this evidence required.

Make sure it’s up to date (i.e. it has your current address and visa number).

To be successful (and to avoid unnecessary delays) you must fill in the application form correctly AND include all the above documents in the format specified. **If you do not follow these instructions your application may be refused, which will affect your immigration status and ability to continue to study at Middlesex University.**



For further advice please read Tier 4 Policy guidance by going to link [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6066](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6066)

For more information ring us on: **020 8411 4507** or email the International Student Advice Team at: [intadvice@mdx.ac.uk](mailto:intadvice@mdx.ac.uk). You can also book an appointment via myUniHub advisors (based in the ground floor of the Sheppard Library).

Middlesex University International Student Advice Team has made every effort to ensure that the information contained in this leaflet is accurate at the time of printing. Middlesex University however, cannot be held responsible for any omissions or errors. This publication can only be a guide and is not intended to replace the complex and diverse legislation covered. Statutes and regulations may change during the year without notice. If in doubt seek independent advice.

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Produced by the Middlesex University International Student Advisors