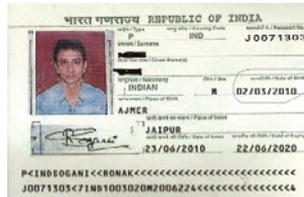


Tier 4 Visa Checklist

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>

- Tier 4 visa application:** you need to go online at: www.gov.uk/tier-4-general-visa
- click on 6 if applying in the UK and 5 to apply overseas. Complete your ONLINE application and print the cover sheet. Don't forget to submit the signed cover sheet and your documents to UniHelp if you are sending as part of the Check and Send Scheme and would like your application checked by us.

- Passport and visa:**



- Two passport sized photographs:**
Must be less than one month old and have not been used in a current passport or visa. Write your full name on the back of each photograph. For photo guidance check:
www.gov.uk/photos-for-passports



- Credit/Debit card:**
If you haven't yet finished your visa application when you see one of our advisors please bring a credit or debit card to pay for your application. If you want to get a decision more quickly than the standard 8 weeks, you can apply:

- for priority service - there's a limited number of places each day
- to use a **premium service centre** - you'll need to go in person

UK fees:

Application type	Time for a decision	Cost per person
Standard	8 weeks	£475
Priority	10 days	£952
Premium	Same day	£1085
Overseas fees - £348	Priority - £212	Super Priority - £956

Please note you will also need to pay for the IHS (Immigration Health Surcharge) which costs £150 per year of study (payable in advance). For more information on the matter please refer to our leaflet called "IHS- Immigration Health surcharge".

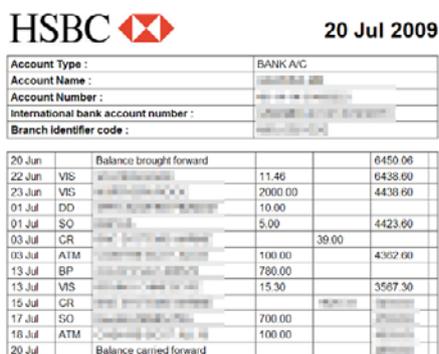


- Cas number:**
The Student Visa Compliance Team will send your CAS number to your private/personal email address on my UniHub. Your CAS will confirm your passport number, nationality, country of birth, start and end date of course, and

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. You are advised to print off the email with your CAS number and to attach it to your Tier 4 visa application form. 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:** You will need to provide **original bank statements** in your name, showing that you have funds to cover your living costs (also called "Maintenance") **PLUS any outstanding tuition fees.**



HSBC 20 Jul 2009

Account Type :	BANK A/C		
Account Name :	[REDACTED]		
Account Number :	[REDACTED]		
International bank account number :	[REDACTED]		
Branch Identifier code :	[REDACTED]		

20 Jun	Balance brought forward		6450.06
22 Jun	VIS	11.46	6438.60
23 Jun	VIS	2000.00	4438.60
01 Jul	DD	10.00	
01 Jul	SO	5.00	4423.60
03 Jul	CR		39.00
03 Jul	ATM	100.00	4302.60
13 Jul	BP	780.00	
13 Jul	VIS	15.30	3567.30
15 Jul	CR		
17 Jul	SO	700.00	
18 Jul	ATM	100.00	
20 Jul	Balance carried forward		

All applicants must be able to show **£1,265 per month** for living costs if you are studying in London. So for 9 months of study an applicant must be able to show **£11,385** to cover their 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.

If you are financially sponsored (by your government for example) you must bring an original official sponsorship letter instead of bank statements. **Please note: if you have dependents you may need to show additional evidences. Check with one of our advisors if in doubt. Phd graduates applying for Doctorate Extension Scheme will have to show £2530.**

- Previous educational certificates:** 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** - 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
- Police registration certificate** (only if applicable)
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

For more information ring us on: **020 8411 4507** or email the International Student Advice Team at: 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.

July 2018