



HomeOfficeCompliance@salford.ac.uk

T: +44 (0)161 295 0023 option 3 then option 2

Online Tier 4 Entry Clearance Form (application made outside UK) Guidance

You may complete the Tier 4 visa application once you have received a new CAS number from University of Salford. Please note that a CAS number is unique to each Tier 4 visa application decided by Home Office and cannot be re-used.

You can access the Tier 4 online application form here:
<https://visas-immigration.service.gov.uk/apply-visa-type/tier4>

This application form will save automatically as you go through it. You don't have to complete your visa application all at once. If you log out, it will again save automatically, and you will be emailed a link so you can return to the form later (see below)

Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes No

Confirmation of Acceptance for Studies reference number

[Return to this application later](#)

[Show and edit answers](#)

Situating at the bottom of the page

GOV.UK Visas and Immigration Your Name

BETA This is a trial service

Application saved

Use the link below to return to your application.

<https://visas-immigration.service.gov.uk/resume/3f90580b-0df5-4096-b42d-5f504eb45909>

You must return to your application within 10 weeks, or it will be deleted to protect your privacy.

[Download your part-completed application \(PDF\)](#)

[Take a 1 minute survey to help us improve the service](#)



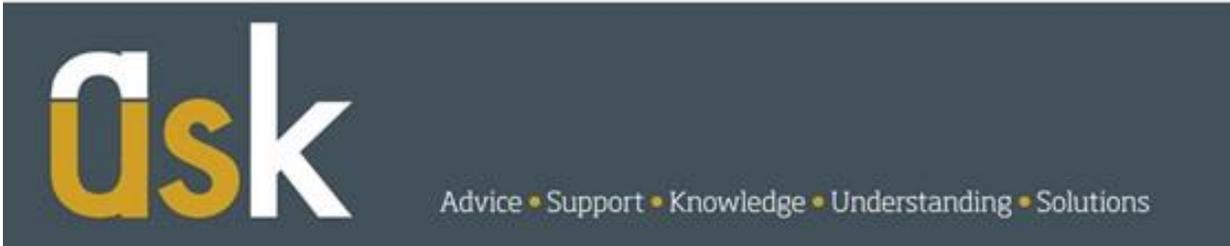
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Please remember the example below is just to give you an idea of what to expect when completing the form. You must ensure you complete your application with all details relevant to your own circumstances. The form is fully interactive, so the questions will vary depending on the answers you provide; it is very likely that you will have slightly different questions than appear in the example below.

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1) Creating your application:

a)

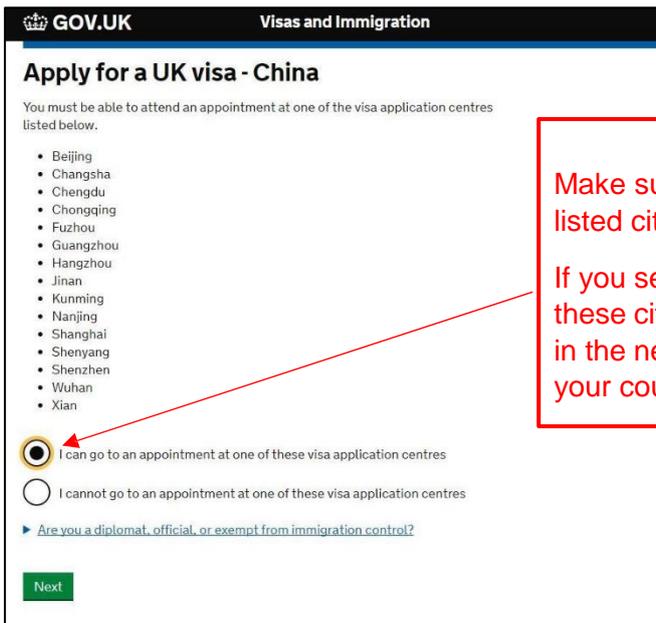
b) You will then be prompted to select the country where you are submitting this application.

This location will usually be your country of origin but it may also be the country you are currently studying or working in. You are allowed to submit the Tier 4 application in any country where you have some form of residence that is more than just a visitor/tourist. You have to physically attend the appointment in the location that you have selected.

Important point: If you are submitting the application in a country which is not your home country, then you will be asked what permission you have to be there later in the form. We will show this screen later in the guide.



- c) Once you click next, you will then be asked to declare that you can attend a visa appointment at one of the listed cities. The list will depend on what country you selected in the previous screen.
- i. **For American applicants**, you will be shown a list of premium appointment centres and individual US Dept. of Homeland Security locations in the individual states.
 - ii. Some countries do **not have their own visa application centres**, and this mean that you have to travel to another country to attend your visa appointment in person. You can check if this will affect your country here: <https://www.gov.uk/find-a-visa-application-centre>



d) Just two more screens and you're done creating the application form.

GOV.UK Visas and Immigration

Tier 4 (General) student visa

Use this form to apply from outside the UK for a Tier 4 (General) student visa.

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

Before you apply

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

- eligibility
- how to apply and required documents
- fees

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

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

Apply now

Just note that you will have to complete separate form(s) for your dependant (s) if you have any, but simply **click this button** to continue.

Please use an active email address as all communication from UK Visa and Immigration will be sent to this email. You will receive email confirmation after your registration is successful.



GOV.UK Visas and Immigration

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

Register your email

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

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

Email address

Your Email address

An email will be sent to:

Your Email address

Create a password

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

Repeat your password

Save and continue

Please create a memorable password that satisfies the securities requirements as suggested on screen. You will need this password to return to the application once logged out, and the link for returning to this application form will be sent to your registered email address.

You will be logged out for inactivity of more than 25 minutes for security purpose.

2) Completing the application form: Personal details, CAS and address

Great! You've now created the application form and it's now time to complete the required information. The application form is pretty self-explanatory and will provide extra information in the **light blue sections if needed**.

e) First, enter your name exactly how it is written in your passport.

GOV.UK Visas and Immigration Application menu

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Your name

What is your name, as shown in your current passport or other official documents?

Given names

Family name

[I am not sure how to enter my name](#)

[Save and continue](#)

[Return to this application later](#)

Given name = First name.
Family name = Surname (sometimes called a last name).
If you have a middle name or a suffix (e.g. Jr) then you can include this in your given name.

If you do not have a given or a family name, for example, you only have an extended family name, then you can click this option. Then click the "I do not have both a given and family name" option which appears after. An extra box will appear where you can state your name.

GOV.UK Visas and Immigration

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Any other names

Are you now or have you ever been known by another name?
This includes your maiden name and other names you use or have used in the past.

Yes No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you select yes, this next page will allow you to input your previous name.

GOV.UK Visas and Immigration

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Details of your other name

What is your other name?

Given names

Family name

[I am not sure how to enter my name](#)

[Save and continue](#) [Remove this name](#)

[Return to this application later](#)

[Show and edit answers](#)

If you select yes, this next page will allow you to input your previous name.

You can answer **no** to this question if you have never changed your name, but if you have officially changed your name (e.g. changed your name from marriage) then you can select yes.

- f) After you complete your name, you will then be prompted to input your CAS number. You may not have your CAS number yet and you cannot complete this application form without one.

You can select **yes** and copy/paste your CAS number in this field. The form will not let you continue unless the CAS number is valid.

The screenshot shows the 'Your Confirmation of Acceptance for Studies' section of the UK Visas and Immigration application form. The progress bar at the top indicates the current step is '2. Application'. The question asks 'Do you have a Confirmation of Acceptance for Studies (CAS) number?' with radio buttons for 'Yes' (selected) and 'No'. Below the question is a text input field containing the CAS number 'E4G00000000000'. A green 'Save and continue' button is visible. At the bottom, there is a link to 'Return to this application later' and a blue link to 'Show and edit answers'.

If you don't have your CAS number yet but want to continue drafting the form whilst you are waiting for it, you can select **no** and continue with the rest of your form. You will just have to remember to put this CAS in later.

Important point: Anytime during this application, you can select the **“Show and edit answers”** option to show all of your previous answers. You can select **“change”** to edit your answers before you submit. E.g. inputting your CAS number at a later date

- g) Your home address will refer to the address you are currently living overseas. The UKVI will rarely call you but in the event they do (e.g. for a credibility interview) it is important to provide an accurate phone number.

GOV.UK Visas and Immigration

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Your home address

Home address

TEST

TEST

Town/City

TEST

Province/State

TEST

Postal code (if applicable)

TEST

Country

China

[Save and continue](#)

[Return to this application later](#)

You can find a list of calling codes [here](#).
You can add more telephone numbers if needed.

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Your phone numbers

Telephone number

+1 0000000000

[+ Add another telephone number](#)

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

- h) You can enter the approximate time you have lived at your home address. Just round up the time lived to the nearest whole number.

- i) This question actually refers to your assigned biological sex. Select the sex that is listed on your passport or your official travel document.

You can select **“unspecified”** if you would rather not state your sex or if there is ambiguity.

3) Completing the application form: Passport, immigration status and travel details

That should be all of your own general personal information completed now. The next few pages will ask for information about your passport and immigration details. Remember to refer to the **light blue sections** for more information if needed.

- a) This section is pretty straightforward. You should state your main nationality and the UKVI will process your application using one nationality. However you need to declare if you hold multiple nationalities too.

GOV.UK Visas and Immigration TEST TEST

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Your nationality, date and country of birth

You must enter all the nationalities you hold.

Country of nationality
China

+ Add another nationality?

Date of birth
For example, 23 12 1976
Day Month Year
30 01 1989

Country of birth
China

Place of birth
Tell us your place of birth as shown in your passport
Beijing

Save and continue

Return to this application later

Show and edit answers

Enter your main nationality here.

If you hold multiple nationalities, then you can **click this option** and another box will appear. You can then enter as many nationalities as you hold.

Remember the UKVI will only process the Tier 4 application according to your main nationality. For example, if you want to be considered under another nationality, like a low-risk national, then you should enter this as your main nationality instead.

The "place of birth" will vary depending on your passport, it might be the city you were born, the state or the province. If your passport does not state your "place of birth" then you can just write the country you were born in again.

Chinese nationals only

- b) This section is for Chinese nationals only: You will just need to enter the province you were born in.

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Province of birth

What is your province of birth?
Beijing Municipality

I am not sure what my province of birth is

Save and continue

Return to this application later

Show and edit answers

Click this option for a list of all Chinese Provinces if you are unsure

- c) You will then be prompted to add your passport details. This should be your current passport details, the next section will deal with previous or other passports.

Check your passport for the “place of issue”. This again, is usually a city, province or state but could also be an official government body.

GOV.UK Visas and Immigration

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Your passport

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

Passport number or travel document reference number
123456789

Place of issue
This will be a city or province.
Beijing

Issue date
For example, 31 01 2010
Day Month Year
01 01 2018

Expiry date
Day Month Year
01 01 2028

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

- d) Now these next pages will ask if you have any other passports. If you don't then you can select “no” to continue onto the next section about national identity cards.

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Another passport or travel document

Do you have another passport or travel document?

This might be:

- a passport issued by another country
- an older passport which has expired but which contains more information about your travel history

Yes No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If yes

If you select yes, then you will be prompted in the next screen to input your other passport details. These could be passport details from your second nationality or from an expired passport that holds more travel information.

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Your other passport

Passport or travel document number
987654321

Place of issue
This will be a city or province.
Beijing

Issue date
For example, 31 01 2010
Day Month Year
01 01 2010

Expiry date
Day Month Year
01 01 2018

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

- e) If your country issues a National Identity Card (NIC), then you need to state the identity card number here. You are not obligated to provide your NIC as a mandatory document for your Tier 4 visa application, you just need to declare that you have one and state the number. However, it is a good idea to bring your NIC to your visa application appointment as you are always meant to have it on your person.

Having a NIC is dependent on your own government's laws and you should check with your government if a NIC is meant to be compulsory. If a NIC is not compulsory in your country but you still have one, you should still state it here.

You can find a list of countries that have compulsory/non-compulsory NICs in [this wiki page](#) but please do check your own government's information if you are not sure.

Only if applying in another country where you are not a national

- f) This next section will only appear if you are applying in a country where you are not a national. Remember, to meet the UKVI requirements to apply in a country that you are not a national of, you need to be in that country legally with more than tourist/visitor permission.

For example, if you are a Chinese National but you are studying in the USA, then you can input your study visa details here. Or if you are working in another country, then enter your work visa details.

Permanent resident will mean that you have no time limited restriction on your stay in that country. For example, you are a Chinese National but have a green card to reside in the USA permanently.

If neither option applies, then you can select this option but you then must explain in what capacity you are residing in this country. For example, you are waiting for a visa decision or you are exempt from immigration control(diplomat).

- g) For this next section, you need to write the date you “plan” to arrive in the UK. This date can affect when your Tier 4 visa will start. If the visa application is successful, the Tier 4 visa will start either 1 month before your course start date (that is listed on your CAS), or 7 days before the date you plan to arrive in the UK, whichever is later.

Important point: Remember to be mindful of your “date of enrolment” and when it is you should arrive for welcome week activities. If you think you will be arriving late, please email Salford-CAS@salford.ac.uk;

The screenshot shows the 'Your planned travel information' section of a GOV.UK application. It includes a progress bar with steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Download and print. A 'Back' link is visible. The main heading is 'Your planned travel information'. Below it, there are two questions: 'Date you plan to arrive in the UK' with an example '23 12 1976' and input fields for Day (01), Month (01), and Year (2018); and 'How long do you intend to stay in the UK?' with an example '2 years 4 months' and a text input field containing '3 years'. A red box highlights the '3 years' input, with an arrow pointing to a red text box containing advice: 'Remember that you shouldn't state that you intend to stay in the UK longer than your course length. Look at the course start and end date on your CAS to work out your course length e.g. 1 year or 4 years. We advise to just write the length of your course.' At the bottom, there are buttons for 'Save and continue', a link for 'Return to this application later', and a link for 'Show and edit answers'.

4) Completing the application form: English language

The screenshot shows the 'Spoken language preference' section of the application form. The breadcrumb trail is: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay, 6. Download and print. A 'Back' link is available. The question asks: 'We may have to talk to you about your application. Which language would you prefer to use?'. There are two radio button options: 'English' (selected) and 'Other'. A green 'Save and continue' button is present, along with a link to 'Return to this application later' and a 'Show and edit answers' link.

Whilst you can select **other and input yo language, you must remember that on requirements is that you can speak English at a proficient level. It is possible that the English preference will be considered as a risk factor assessing your credibility.**

h) This question is only asking what language you would “prefer” to be spoken with *if* the UKVI ever have to speak with you. For example, if they need to contact you regarding a credibility interview.

i) This question refers to whether you previously studied, or have just finished studies in the UK with a Tier 4 (Child) visa. You can only get a Tier 4 (Child) visa up until you are 17 years old so this may be if you studied GCSEs or A-Levels prior to degree level studies.

You can also study A-Levels with a Tier 4 (general) visa when you are 17 years old, so you must double check if you had a Tier 4 (child) visa. If you do, it should be clearly state on visa.

The screenshot shows the 'Study as a Tier 4 (Child) student' section of the application form. The breadcrumb trail is: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay, 6. Download and print. A 'Back' link is available. The question asks: 'Have you studied in the UK as a Tier 4 (Child) student?'. There are two radio button options: 'Yes' and 'No' (selected). A green 'Save and continue' button is present, along with a link to 'Return to this application later' and a 'Show and edit answers' link.

- j) During the admissions process, you would have provided evidence that you met the English language requirements for your course. Our admissions team assess that you have met the English language requirements, they will input information into the CAS which will say whether the HEI (University) has made an assessment or used an alternative such as IELTS.

The screenshot shows the 'English language assessment' section of the GOV.UK Visas and Immigration application process. The page title is 'English language assessment' and it is part of a multi-step process: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay, 6. Download and print. A 'Back' link is visible. The first question is 'Are you coming to the UK to study at a higher education institution?' with a definition of a Higher Educational Institution (HEI). The 'Yes' radio button is selected. The second question is 'Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?' with the 'Yes' radio button selected. A green 'Save and continue' button is at the bottom. A red box on the right contains instructions: 'Please select Yes' and a larger box explains that 'yes' is selected if the CAS indicates an assessment (e.g., at the University of Salford), while 'no' is selected if the CAS does not indicate an assessment (e.g., for a pre-session course or IELTS test).

Please select Yes

If your CAS says that the university has made the assessment on your English language ability then you can select **yes**. This will usually be if you will be studying a degree level course in University of Salford.

However, if the CAS does not say we have made the assessment, for example you are doing a pre-session course or we have used your "IELTS academic for UKVI" test, then you have to select **no** because you must provide your English qualification with your visa application.

5) Completing the application form: Dependant and family details

- k) This section will focus on your family and this question refers to family members that depend on you both financially and physically.

GOV.UK Visas and Immigration TEST TEST

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People financially dependent on you

Does anyone rely on you for financial support?
Include both those travelling with you and those who are not.
This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes No

Will these dependants be included in my application?

Save and continue

Return to this application later

Show and edit answers

If you have no people financially dependent on you then simply answer no and continue with the form.

If you do have people financially dependent on you, you can answer yes and you will then be prompted to put in their details in the next page.

If yes

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

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About your dependant

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

Given names

Family name

Date of birth
Enter date in the format DD MM YYYY

Day Month Year

Does this person currently live with you?

Yes No

Is this person travelling with you to the UK?

Yes No

Save and continue Cancel

Return to this application later

Show and edit answers

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Other dependants

Do you have any other people who need you for financial support?

Yes No

Save and continue

Return to this application later

Show and edit answers

Remember that only Tier 4 students who are studying a postgraduate course of over 9 months, or government sponsored students who are studying courses that are over 6 months long can have dependants with them in the UK. So if you indicate that the person will be travelling with you, make sure they have the right visa to come to the UK e.g. a dependant or a visitor visa.

You will be prompted to input that person's passport details if you answer yes.

- l) You will need details of your parents for these questions. It does not matter what order you list your parents, just make sure that the information is accurate.

If you don't know any of your parent's details click here.

If you only know information about one of your parents, complete the first parent section and click here on this section.

This question refers to if one of your parents has ever changed nationalities, e.g. through naturalisation. If they have then you will be asked to declare their previous nationality.

- m) This question will ask you for details of all the family that you know live in the UK. Even though the notes do not ask about family such as uncles, aunts or cousins, we would advise that you still declare all family members you know about. This is important because a later follow up question will ask if you will live with these family members.

Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes No



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About your relative

Their relationship to you

Given names

Family name

Nationality

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

They have a temporary visa

They are in the UK permanently

Their passport number

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

I cannot contact my relative

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

[Return to this application later](#)

Temporary visa could be a study/work/investor/visitor or spouse visa. You will be asked for the relative's passport number to verify.

This indicates your relative has permanent residence in the UK i.e. indefinite leave to remain or they are a British/EU national. Again you need their passport details to verify.

If you select this option, then a box will appear where you must explain in what capacity you are residing in this country. For example, they are waiting for a visa decision, they are exempt from immigration control or they are residing in the UK illegally (undocumented).

If you can't get in touch with your relatives to get the correct information then you can select this option but another box will appear which will ask why you can't contact them.

Keep inputting relative details to the best of your knowledge

GOV.UK Visas and Immigration

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Other relatives who live in the UK

Do you have any other relatives who live in the UK?

Yes No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

6) Completing the application form: Travelling and accommodation

This will be a short section asking about some travel information and accommodation plans. It is alright if you haven't confirmed accommodation plans at the time you make this application, this application form will allow you to explain the situation.

- n) This question refers to whether you are travelling to the UK as part of an organised group. For example, if you are travelling to the UK as a large group organised by an international agent, or a part of an official exchange programme and you will all be arriving at the same time, then you are part of an organised group.

The screenshot shows the 'Travelling as part of an organised group' section of the GOV.UK visa application form. The page title is 'Visas and Immigration'. The progress bar shows steps: 1. Start, 2. Application (current), 3. Documents, 4. Declaration, 5. Pay, 6. Download and print. A 'Back' link is visible. The question asks: 'Will you be travelling to the UK as part of an organised group? This include travel companies or sports, work, or study groups.' There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a text input field for 'Company or group name' with the value 'Kansai Exchange'. At the bottom, there is a green 'Save and continue' button, a link 'Return to this application later', and a link 'Show and edit answers'.

Answer **yes** if you are part of a group and you will then have to enter the name of the group.

Simply answer **no** and move on if you are not part of an organised group. Note that if you have just used an agent to help with your course/visa application but are not part of a large group that will arrive in the UK at the same time, then still answer **no**.

- o) If you were planning to travel to the UK with anyone then you must answer yes to this next question and declare their information here. This refers to if you and this other person will be arriving at the same time.

This other person can be a parent, friend, fiancé, spouse, child, colleague or employer.

If you are travelling by yourself, then just answer **no** and move on.

The screenshot shows the 'Travelling with another person' section of the GOV.UK visa application form. The page title is 'Visas and Immigration'. The progress bar shows steps: 1. Start, 2. Application (current), 3. Documents, 4. Declaration, 5. Pay, 6. Download and print. A 'Back' link is visible. The question asks: 'Will you be travelling in the UK with someone who is not your partner, spouse, or dependant?' There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a section for 'Who will you be travelling with to the UK?'. A note says: 'If you are travelling with more than one person, you only need to list one name'. There are four text input fields: 'Given names' (TESTFRIEND), 'Family name' (TESTFRIEND), 'Nationality' (China), and 'Relationship to you' (Friend). At the bottom, there is a green 'Save and continue' button, a link 'Return to this application later', and a link 'Show and edit answers'.

p) You will only see this question if you answered **yes** to having family in the UK. Skip if you declared that you had no family in the UK

The screenshot shows the 'Staying with family' section of the GOV.UK visa application process. The page title is 'Staying with family' and the question is 'Who will you be staying with in the UK?'. Below the question, there is a radio button next to the text 'TESTUNCLE TESTUNCLE'. A red arrow points from a callout box to this radio button. The callout box contains the text: 'If you will be staying with a family member that you previously declared then select them here and the next page will be to enter their address and contact details as well as your planned date of arrival.' Below the radio button, there is a link: 'I will be staying with another family member (for example an aunt, uncle or cousin)'. At the bottom of the form, there is a green 'Save and continue' button. A red arrow points from another callout box to this button. The second callout box contains the text: 'If you will not be staying with that family member then don't tick anything and just select save and continue.' Below the button, there is a link: 'Return to this application later' and another link: 'Show and edit answers'.

You will then be asked if you will stay anywhere else in the UK (e.g. a hotel, employer accommodation, a private home with friends/hosts, university accommodation) to which you can either select yes or no. If you select **yes** then you need to enter that address and contact details in the page after.

q) If you didn't declare that you had family in the UK then you will just see this question.

The screenshot shows the 'Accommodation in the UK' section of the GOV.UK visa application process. The page title is 'Accommodation in the UK' and the question is 'Have you already made arrangements for where you are going to stay in the UK?'. Below the question, there are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. A red arrow points from a callout box to the 'No' radio button. The callout box contains the text: '“Made arrangements” will mean already confirmed (maybe paid for) accommodation in the UK. Remember that it is ok to not have anything confirmed just yet, the UKVI will understand that most people will not confirm accommodation until the visa is issued.' Below the radio buttons, there is a green 'Save and continue' button. Below the button, there is a link: 'Return to this application later' and another link: 'Show and edit answers'.

If you select **yes** then you will see this page where you have to input the address planned and date of arrival.

GOV.UK Visas and Immigration

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Accommodation in the UK

! Tell us about where you plan to stay in the UK. You will be able to add another place on the next page.

Where are you planning to stay in the UK?
If you are staying with friends, other relatives, or in another person's home, give their full name.

Aston University

▶ I am not sure how to enter details about my stay

Enter the address for where you are staying
This must be in the UK.

Harriet Martineau Floor 0 Flat 0 Rm 0

ASTON STREET

Aston Triangle

Town/City

Birmingham

Postcode

B4 7UP

When will you arrive there?
For example, 23 12 1976

Day Month Year

01 09 2018

When will you leave there?

Day Month Year

01 10 2021

Save and continue Cancel

Return to this application later

▶ Show and edit answers

For example, if you will be living with a friend, then input their name and address here.

If you are staying in university accommodation and already have a room offer in a hall, but do not know the specific flat or room, please look online (<https://www.campuslivingvillages.co.uk/salford/>) for postal address.

If you select **no** then you will see this page where you can explain your accommodation plans.

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Accommodation plans in the UK

Where do you plan to stay in the UK?
Give as much detail as you can - such as in a hotel, with friends or in private housing.

1) I will stay in University accommodation but this hasn't been confirmed
2) Stay in a hotel/a friend for 1 month whilst I find my own accommodation

352 characters remaining of 500 characters

Save and continue

Return to this application later

▶ Show and edit answers

For example, if you have applied for university accommodation but not yet received confirmation then explain that here. Or if you will be staying somewhere temporarily (e.g. a hotel or friends house until you find your own place), then you can explain that here too.

- r) The form will then ask for any other places you will be staying in the UK. If you have already confirmed other places you will be staying then answer **yes** and repeat the above process. Just answer **no** if you have no other confirmed accommodation.

The screenshot shows the GOV.UK 'Visas and Immigration' application process. The breadcrumb trail indicates the current step is '2. Application', with previous steps being '1. Start', '3. Documents', '4. Declaration', '5. Pay', and '6. Download and print'. A 'Back' link is available. The main heading is 'Other accommodation in the UK'. The question is 'Will you be staying anywhere else in the UK?'. There are two radio button options: 'Yes' (unselected) and 'No' (selected). Below the options is a green 'Save and continue' button. At the bottom, there are two links: 'Return to this application later' and 'Show and edit answers'.

7) Completing the application form: Immigration history and national insurance number

This will be quite a long section asking questions about your travel/immigration history. If you have travelled extensively then we advise that you have your passports with you so you can refer to the entry/exit stamps if necessary.

- s) This question is specifically about travel to the UK in the last ten years. Count 10 years back from the date you plan to pay for the application. For example, if you are going to pay for the visa application on the 1st Sept 2018, only count trips to the UK from 1st Sept 2008. Most entry and exit stamps in your passport will be dated.

The screenshot shows the 'UK travel history' section of the GOV.UK visa application form. It asks 'How many times have you been to the UK in the last 10 years?' with radio button options for 'Zero', 'Once', '2 to 5 times', and '6 or more times'. The 'Once' option is selected. A green 'Save and continue' button is visible at the bottom, along with links for 'Return to this application later' and 'Show and edit answers'.

Select the appropriate answer and if you have visited the UK before, you will then be prompted to input the information on the next page.

If yes

The screenshot shows the 'Your past visit to the UK' section of the GOV.UK visa application form. It asks 'What was the reason for your visit?' with radio button options for 'Tourism', 'Business', 'To study', 'Transit', and 'Other reason'. The 'Tourism' option is selected. Below this, there are fields for 'Date of visit' (Month: 02, Year: 2010) and 'How long was your visit?' (1 Weeks). A green 'Save and continue' button is visible at the bottom, along with links for 'Return to this application later' and 'Show and edit answers'.

Tourism = holiday.

Business = visit to specifically conduct business e.g. sign contract, attend meeting.

Study = previous courses in the UK, whether at a university or not.

Transit = Layover between travel between two countries.

Other = could be anything not covered by the above. For example, attending a conference, university open day.

State the month/year you entered the UK here, you aren't expected to have the exact date. Then enter the approximate time of your visit. E.g. 2 weeks 3 days, round up to 3 weeks.

If you stated you have visited the UK more than once, you will be asked to input another visit. You will only need to enter up to two visits even if you select that you have visited more than 6 times so just enter the two most recent visits.

- t) This question asks about any medical treatment in the UK. The UKVI want to see if you have any unpaid medical bills because this could be a reason for refusal. If you are aware of any unpaid medical bills in the UK please contact us for advice before you submit this visa application.

Medical treatment means if you ever had to visit hospital or a GP/Doctor whilst you were in UK, either for an emergency or appointment. Buying medicine from a pharmacy s not count as medical treatment.



You will have input the details of either the hospital or doctor's office you visited and you may have to google the exact address.

Please contact us for advice if you were unsure if you had to pay or not. Usually, being asked to pay involves being invoiced or being asked for health insurance information.

Please refer to [this link](#) to find out what medical treatment is free in the UK.

Remember, an unpaid medical bill can lead to a visa refusal so make sure this is right before you submit the application.

- u) This question asks if you have ever applied for “Leave to Remain” in the UK. This is just the technical term for “applying for a visa inside the UK”. For example, if you applied to extend a visa whilst you were in the UK or applied to switch to a different visa.

Important point: Just so you know:

- 1) Leave to remain = Applying for a visa whilst you are in the UK.
- 2) Entry Clearance = Applying for a visa whilst you are outside the UK. If you’re reading this guide, you’re applying for Entry Clearance.

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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

[▶ What is leave to remain?](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

If you have ever applied for leave to remain, select **yes** and then you will be prompted to enter the month you applied for the visa. This will be the date you paid for the visa application. Check back through old emails as you should have been sent a payment confirmation.

You should state if that application was approved or refused. If the application was refused, you won't be required to input the reason for refusal here but will be asked about refusals later.

- v) This question is regarding national insurance which is similar to a social security number. If you haven't been to the UK before then you will not have a national insurance number. You have to physically be in the UK to apply for one and it is not mandatory to get one.

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National Insurance number

Do you have a National Insurance number?
This does not include any temporary National Insurance numbers that have expired.

Yes No

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

QQ123456C

Why did you get a National Insurance number?

Part time work

486 characters remaining of 500 characters

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

If you don't have a national insurance number then just select **no** and carry on. If you know you have a national insurance number then select **yes** and input the number when prompted.

Most of the time, international students will get a national insurance number so they can get a part time job.

For further details please see here:
<https://www.gov.uk/national-insurance>

- w) This section is similar to section 7a but asks how many times you have travelled to Australia, Canada New Zealand, USA and the Schengen Area.

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International travel history

How many times have you visited?

- Australia
- Canada
- New Zealand
- USA
- Schengen area

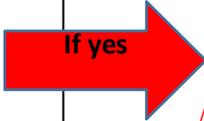
Zero

Once

2 to 5 times

6 or more times

Select the appropriate answer and if you have visited these places before, you will then be prompted to input the information on the next page.



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Your travel history

Which country did you visit?

Australia

Canada

New Zealand

USA

Schengen Area

Which country in the Schengen area?

France

What was the reason for your visit?

Tourism

Business

To study

Transit

Other reason

Date of visit
For example, 3 1976

Month Year

12 2015

How long was your visit?

1 Weeks

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

This box will only appear if you have stated you have travelled to the Schengen area before. You will then have to state what country in the Schengen area you have travelled to.

Please refer to this link listing all of the countries in the [Schengen area](#) if you are unsure.

Refer to notes on **section 7s** for guidance as the sections are very similar.

Like with section 7s, even if you answer that you visited these places more than 2 times, you will only be prompted to input two visits. So only input the two latest visits to these places.

- x) Once you finish this section, you now must do the same thing regarding all other countries.

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Travel history

⚠ Do not include visits to the UK, USA, Canada, Australia, New Zealand or the Schengen 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](#)



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Where you visited

Which country did you visit?

Singapore

What was the reason for your visit?

Tourism

Business

To study

Transit

Other reason

Date of visit

For example, 3 1976

Month Year

09 2016

Length of visit

1 Weeks

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

[Return to this application later](#)

[Show and edit answers](#)

After you complete this section you will be asked if you have visited any more countries.

If **yes**, you will be asked to input those details too and this is not limited to 2 entries. You must keep stating all countries you have visited within the last 10 years.

We appreciate that this can take a while but we advise you to be as accurate as possible. If you are in a situation where you cannot name all the countries you have visited as there are too many, (e.g. you live in Malaysia but travel to Singapore every day for work) then see the guidance notes in the additional information section later in this guide.

Select **no** once you have listed all the countries you have visited

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Any other visits

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](#)

8) Completing the application form: Immigration, criminal problems and specific employment

Even though this next section is relatively short, we must point out that it is extremely important that all information in this section is as accurate as possible.

Important point: Just because you have had a previous visa refusal or had a previous crime/penalty, does not mean that this visa application will be refused. It is just important that you **declare** any refusals or crimes as the UKVI will conduct mandatory background checks on all applications. If they find out you did not declare a previous refusal or crime/penalty, even if it was a very minor one, then the UKVI can automatically refuse an application and apply a 10 year ban from the UK for “deception”. This kind of refusal is extremely hard to challenge and will likely prevent any future study in the UK and possibly visiting the UK.

Ignorance is not an excuse. If an agent is completing this application on your behalf, make sure they know about any previous visa refusals and also make sure that you are aware of any past refusals if you travelled when you were younger with your parents.

- y) This first question only relates to issues with UK immigration. If you have had no issues with UK immigration then simply answer “**no**” and continue.

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Problems with immigration to the UK

Have you ever been:

- refused a visa for the UK
- deported from the UK
- removed from the UK
- required to leave the UK
- refused entry at the UK border

Yes No

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Select **yes** if you have had any of these listed issues. You will then be prompted in the next section to explain.

Here is some help with the terminology in this question as it can be confusing. For example, deportation and removal sound the same but are two different legal procedures. If you are unsure about something, please contact homeofficecompliance@salford.ac.uk for advice.

- **Refused:** if you applied for a visa before travelling to the UK or for an extension inside the UK and this application was refused. You will have received an official “refusal notice” if a visa application was refused. This is quite common and please declare all refusals you might have had.
- **Deported:** If you were in the UK and for some reason relating to the “goods of the UK public”, you were forced to leave the UK. You would have received a “deportation order” and legally not able to return whilst the deportation order is still in force. This is a very serious situation and you should know if you have ever been deported from the UK.
- **Removed:** Similar to deportation but slightly less serious. You can receive “removal instructions” for a variety of reasons like if you overstayed your visa, came here illegally etc, and the UKVI confirmed you had no further right to remain in the UK.
- **Required to leave:** This again can be for a variety for reasons but the likely scenario is if you had a visa which was cut short (not cancelled) and received a “curtailment notice” then a condition of having your visa cut short would be that you are required to leave the UK earlier than expected.
- **Refused entry at the border:** If you were refused entry at the airport for whatever reason then you have to declare this. It is technically a visa refusal for non-visa nationals (those who can request a visa on arrival).

- z) If yes, you will then be expected to give details of the immigration problem. Once you finish this section, you will be asked if you had any further problems with UK immigration. List as many as you have and then continue.

We advise that you have previous correspondence from the UKVI ready to refer to for specific information and dates. If you no longer have this information, please contact homeofficecompliance@salford.ac.uk as we may be able to obtain it from the UKVI directly.

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Details of immigration problem

Give details of what happened

An application for a visa was refused

I was deported

I was required to leave

I was removed

I was refused entry at the border

Date

For example, 3 1976

Month Year

11 2013

Give more details of what happened

A reference number or other background information will speed up the decision-making process.

I was refused a visitor visa because I didn't provide the right documents

427 characters remaining of 500 characters

Save and continue Cancel

Return to this application later

Show and edit answers

aa) Once you are finished with this section, you will then be asked the same thing about any immigration problems you might have had with other countries not including the UK. Whilst different countries may have different definitions of deportation, removal etc, the principles will be the same.

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Problems with immigration to countries other than the UK

Have you ever been:

- refused a visa for any country other than the UK
- deported from any country other than the UK
- removed from any country other than the UK
- required to leave any country other than the UK
- refused entry at the border of any country other than the UK

Give details of any time you were refused a visa or had to leave a country (other than the UK) for any reason.

Yes No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Select **yes** if you have had immigration problems with other countries and like above, you will then be prompted to give information similar to the above.

If you haven't had any immigration problems with other countries, select **no** and continue.

bb) This next question is asking about crimes and civil penalties (fines) for both the UK and other countries, including your own. Similar with immigration problems, you should be declaring **anything** which could constitute a crime or civil penalty, even if you think it was very minor (e.g. a parking/speeding ticket) as it is better to declare issues than possibly be accused of *deception* later.

If you haven't had any issues with crimes/civil penalties. Select **no** and continue.

Select **yes** if you do have any criminal convictions/other penalties you want to declare. Like with Immigration issues, the next page will allow you to input the information.

“Conviction” would mean that you have been formally found guilty of a crime and some kinds of punishment has been imposed. But please remember about the other categories listed here too.

See [here](#) for guidance about what is a “spent conviction” and “unspent conviction”. You have to declare both.

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Convictions and other penalties

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

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

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

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)



What crime were you convicted of?
TEST

Give details about your sentence
Include details about the sentence, for example, how long it was, how much you served, if you went to prison or did community service

TEST

496 characters remaining of 500 characters

Date you were sentenced (day, month and year)
Enter date in the format DD MM YYYY

Day Month Year
01 01 2017

Which country were you convicted in?
China

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

[Return to this application later](#)

[Show and edit answers](#)

cc) These next few questions will ask specifically about War Crimes, Terrorist activities, links to Terrorist Organisations and if you hold any Terrorist views. Just remember that you are expected to answer honestly and if you do state **yes** to any of these questions, another box will appear where you can give further information. For example, if you previously given support to a terrorist organisation but now denounce and no longer support them, then it would be best to explain the link as opposed to omitting it. Like the above, any omissions which come to light later during the UKVI mandatory background checks, will likely result in you being accused of deception and face a ban from the UK.

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War crimes

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

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

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

- wilful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- the taking of hostages
- Crimes against humanity
- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons
- Genocide
- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group

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

Yes No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

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Terrorist activities

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Terrorist activities are any act committed, or the threat of action designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that:

- involves serious violence against a person
- may endanger another person's life
- creates a serious risk to the health or safety of the public
- involves serious damage to property
- is designed to seriously disrupt or interfere with an electronic system

Yes No

[Save and continue](#)

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Terrorist organisations

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

An organisation is concerned with terrorism if it:

- commits or participates in acts of terrorism
- prepares for terrorism
- promotes or encourages terrorism (including the unlawful glorification of terrorism)
- or is otherwise concerned in terrorism

Yes No

[Save and continue](#)

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Terrorist views

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

Yes No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

dd) This last question will ask you if you have worked (paid or unpaid) in any of these specific sectors in any country (Armed forces, Government, Media organisations, security organisations or the Judiciary). If you answer yes to any of these then a box will appear where you can give further information.

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Your previous employers

Tell us about work for the following types of organisation.

Include information for any paid or unpaid work for the types of organisation below. You can select more than one option.

- Armed Forces (including compulsory national or military service)
- Government (including Public or Civil Administration and compulsory national service)
- Media organisations
- Security organisations (including police and private security companies)
- Judiciary (including work as a judge or magistrate)

Or

I have not worked in any of the jobs listed above.

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Again, be as honest as possible and if you have worked in any of these organisations, even if it was a very minor role or compulsory (compulsory military service) then it is best to declare it instead of leaving it out.

Select the last option and continue if you have never worked in any of these organisations.

9) Completing the application form: Tier 4 sponsor, course details and financial evidence

You are almost finished with the form and this last section will ask questions about your course and The University of Liverpool. You may need to have your CAS before you can accurately complete this section but we will give as much general information as possible to help you prepare this section.

ee) You won't need your CAS for this section. Just copy the address and sponsor license number exactly as in this screenshot and then continue.

The screenshot shows the 'Sponsor licence number and address' section of the GOV.UK application form. The progress bar at the top indicates the current step is '2. Application'. The form contains the following fields:

- What is your sponsor licence number?**: 9DFMKXFW4
- Sponsor's address**: University of Salford, The Crescent
- Town/City**: Salford
- Postcode**: M5 4WT

Buttons at the bottom include 'Save and continue', 'Return to this application later', and 'Show and edit answers'.

The correct answer for this question is that you will be studying at a **“Higher Education Institution”**. This is another term for “University”.

The screenshot shows the 'Place of Study' section of the GOV.UK application form. The progress bar at the top indicates the current step is '2. Application'. The form contains the following elements:

- Will you be studying at a school or higher education institution?**
- School
- Higher education institution
- [What is the difference between a school and a higher education institution?](#)
- Save and continue** button
- [Return to this application later](#)
- [Show and edit answers](#)

A red arrow points from the 'Higher education institution' radio button to the explanatory text box on the left.

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Primary site of study

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

University of Salford,
Crescent, Salford. M5 4WT

Yes No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

You will be studying on the main campus so the answer here should be: "Yes"

ff) This question about UCAS is only relevant if you're applying for a bachelor's course. This is because you can only apply for a bachelor's course in the UK through the UCAS portal system.

If you did apply for your course through UCAS (for your bachelors course), select **yes** and input your UCAS number here.

If you didn't apply through UCAS, e.g, you or your agent applied directly to the University for your masters, PhD, Pre-sessional course, just select **no** and continue.

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UCAS details

Did you apply for your course through UCAS?

Yes No

What is your UCAS personal identification number?

123456789

[What is UCAS?](#)

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

gg) This question is about “ATAS” and this isn’t relevant to everyone. An ATAS is mandatory clearance certificate which you need for certain postgraduate courses, (mostly science and engineering type courses).

You should be told if you need an ATAS by our admissions team when you receive your offer. You can find what courses need an ATAS certificate [here](#).

If you have an ATAS certificate then you should select **yes** and enter the ATAS reference number here.

If you need an ATAS, then you need to make sure you have the ATAS certificate approved (and the physical certificate) before you submit this application.

Select **no** if you do not need an ATAS and continue.

If you are unsure if you need an ATAS, please contact us to find out as the ATAS is an extremely important document to have before applying for this visa. You can contact us via our details on the 1st page or Salford-ATAS@salford.ac.uk

hh) This question is about “official financial sponsorship”. Remember, official financial sponsorship is not the same thing as receiving money from family. If family is helping you pay for your course, you are still a “self-funding” student.

If you will be receiving money for your living costs and course fee from any of these organisations, then you will be receiving official financial sponsorship:

- 1) UK government (British council) or your home, national or state government
- 2) A University/school either in the UK or overseas
- 3) An international company/organisation

If you will, then select **yes** and then select one of the three options before continuing.

If you are not receiving any money from an official financial sponsor, then select **no** and continue.

Important point: Remember that proving you have official financial sponsorship is important so you can show you have met the financial requirements for this Tier 4 visa application.

- 1) Your CAS will not state any information about your sponsorship.
- 2) You will need to have an official letter to show your sponsorship. If your sponsor will be covering all of your course fees and more than £1,015 a month for living costs, then you only have to provide this letter to meet the financial requirements.
- 3) If your sponsor is not covering all of your tuition fees or giving less than £1,015 per month for living costs, then you still need to provide an official bank statement which shows you can cover the difference.

- ii) This question asks about whether you have the correct financial evidence for this visa application (assuming you don't have official financial sponsorship covering all course fees and more than £1,015 a month for living costs)..

GOV.UK Visas and Immigration

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Maintenance funds

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

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

Yes No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If your financial evidence is your own, it is your bank statement and has your name on then you can select **yes** to this and continue.

If your financial evidence is your own, it is your bank statement and has your name on, then you can select **yes** to this and continue.

If your financial evidence is not in your name, for example, you are using your parent's financial evidence then you should answer **no** and declare what proof of relationship you are providing.

Remember, you can only use financial evidence in your own name, or your parents/legal guardian, not other family or friends .

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Maintenance funds

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

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

Yes No

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

Yes No

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

Yes No

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

Birth certificate

Adoption certificate

Court document

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

jj) For this section, you will likely need your CAS before you can complete it as you need to copy and paste the information into the section. Simply copy the course name and start/end dates into the relevant sections as required.

The way qualification levels are determined has recently changed and your CAS email will refer to a “QCF_NQF __” level.

QCF_NQF is now referred to as RQF/SCQF so make sure you select the right level in accordance to this list:

- 1) QCF_NQF 5 = RQF5/SCQF 9 - Foundation
- 2) QCF_NQF 6 = RQF6/SCQF 10 - Bachelors
- 3) QCF_NQF 7 = RQF7/SCQF 11 - Masters
- 4) QCF_NQF 8 = RQF8/SCQF 12 - PhD

This should always be NO

You will then be asked to give the course start date and course end date for your course. Please use the dates on your CAS statement to answer these questions.

kk) Please always answer “No” to this question as the University of Salford does not run our on - campus accommodation, any funds already paid towards it will be considered as payment into a private accommodation therefore will not be counted for visa application purpose.

The answer to this questions should always be “No”

ll) This is the very last question in this section. This question just asks about your course fees and if any has been paid already. They ask this because it will affect your financial requirement.

Enter your full course fee here. This should be on your CAS statement.

If you have already paid some money towards your course fees, then select **yes** then state how much you have paid.
 Except for a deposit for some courses, you are not expected to pay any tuition fees until after enrolment. It is your choice to pay tuition fees early.

If you find any discrepancy between the funds you have paid towards the university and what is stated on the CAS,
 Please contact our admission CAS Team via Salford-CAS@salford.ac.uk

10) Completing the application form: Additional information, financial documents and confirmation

We would now advise you take some time to go back over your form and check there are no mistakes before you submit this application.

Important point: You will not be able to revise any of your answers once you have submitted this form. You will either have to continue with payment in order to finalise the application, or just abandon it and start a new one if the mistake you made was serious e.g. you forgot to declare previous refusal.

- a) You can use this final section to list anything else about your application you may want the UKVI to know. For example, you can use this space to explain:
- ❖ That you can't fit all travel dates in previous section;
 - ❖ You don't need a new TB certificate if applicable (you lived for at least 6 months in a country where TB screening is not required by the UK, and you've been away from that country for no more than 6 months);
 - ❖ Give more information about previous immigration problems, crimes or penalties;
 - ❖ Provide information about healthcare you may have accessed in the UK;
 - ❖ Explain this is a visa extension for a course you are already studying and have only returned home temporarily to extend the visa;

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Additional information about your application

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

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

Add further details:

TEST APPLICATION

984 characters remaining of 1000 characters

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have nothing to enter, just leave this section blank and press continue

- b) Once you have finished everything, you will be given an overview of your whole form where you can easily check your answers.

The screenshot shows a web interface for a 'TEST APPLICATION'. At the top left, there is a section titled 'Extra information'. Below this, there is a text prompt: 'If there is no further information you want to add, click the 'Save and continue' button.' Below that, it says 'Add further details:'. On the left side, there is a green button labeled 'Continue'. A red box with an arrow points to this button, containing the text: 'Click here to continue when you are done'. On the right side, there is a blue link labeled 'Change'. A red box with an arrow points to this link, containing the text: 'If you need to change any answers, **click here** and you will be allowed to revise the answer.' At the bottom left, there is a blue link labeled 'Return to this application later'.

Extra information

TEST APPLICATION [Change](#)

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

Add further details:

[Continue](#)

Click here to continue when you are done

If you need to change any answers, **click here and you will be allowed to revise the answer.**

[Return to this application later](#)

11) Confirming your Documents

This section is different depending on your nationality and whether you are a national of a differentiation arrangement country ([see here](#)) so are not required to provide financial or academic documents at the time of the application. **However, you do still need to meet the requirements at the time of application, so we strongly advise you to prepare all documents, failure to provide them when asked will mean your application is refused.** You MUST include any ATAS or TB certificate if required.

The screenshot shows the 'Differentiation Arrangement' section. It asks: 'Do you want to submit your application under the differentiation arrangement?' and provides a brief explanation. There are two radio buttons: 'Yes' (selected) and 'No'. Below the buttons are 'Save and continue' and 'Cancel' buttons, and a link to 'Return to this application later'.

Only some nationalities will see this question. If you are not eligible to apply under the differential arrangements the next section will be shown.

The next section asks you to list the financial evidence you are sending to support this application (if you are applying under differential arrangements and ticked 'no' to the above, you will not see the section below). Remember, the financial evidence are the documents (Bank statement, letter, etc) that you are using to prove you have met the financial requirement which is that you have held £9,135 (max living costs) and remaining tuition fees for 28 consecutive days with the closing balance dated no more than 31 days from the date of your application.

The screenshot shows the 'Documents showing the required maintenance funds' section. It explains that you must provide documents showing required maintenance funds. It includes a text input field for 'Financial institution' with 'Bank of China' entered. Below are three radio buttons for 'Type of document': 'Statements from a personal bank or building society account' (selected), 'Building society passbook', and 'Letter from a bank, building society or other recognised financial institution'. There are 'Save and continue' and 'Return to this application later' buttons.

The screenshot shows the 'Add another financial document' section. It asks: 'Do you want to add another financial document?' and explains that documents need to prove the full amount. There are two radio buttons: 'Yes' and 'No' (selected). Below are 'Save and continue' and 'Return to this application later' buttons, and a link to 'Show and edit answers'.

You will then be prompted to add more documents and if you are using more than one financial document to prove you have met the requirement, keep listing until you are done. Select no and continue when you are done.

List the bank/financial institution your financial evidence comes from **here** and then select the type of document it is. Usually, it would be a "bank statement" but if you are unsure about what document you have, please contact us.



- c) You will be asked to complete a “checklist” of all of the required documents for this visa application. **REMEMBER** this checklist does not always show you every document you need and there are sometimes documents not listed which you definitely also need to provide. If you doubts, please get in touch.

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Documents

Mandatory documents

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

The passport or travel document for TEST TEST from China

Other documents

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

The birth certificate for TEST TEST
This must be a full birth certificate that shows the names of both of your parents.

Statements from a personal bank or building society account (Bank of China)

A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you

If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.

Your checklist will have a list of other documents you might want to send in. You can print off the checklist and appointment details when you have finished your application.

Tuberculosis test results

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

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

GOV.UK Visas and Immigration TEST TEST

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Check your answers

Check the information below before you continue to the next section.

Maintenance

Financial institution (such as a bank or building society)	Bank of China	Change
Type of document	Statements from a personal bank or building society account	

[Do you want to add another financial document?](#) [Add](#)

Documents

Mandatory documents	<ul style="list-style-type: none"> The passport or travel document for TEST TEST from China 	Change
Other documents	<ul style="list-style-type: none"> Statements from a personal bank or building society account (Bank of China) The birth certificate for TEST TEST A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results. 	

[Continue](#)

[Return to this application later](#)

This will simply be checking all the boxes and then pressing continue to progress through the form.

- d) This is the very last question and once you past this point, you will **not** be able to revise any information.

GOV.UK Visas and Immigration

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Declaration

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

- the information relating to your application
- your supporting documents

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, your application will be refused and you may be banned from the UK and prosecuted.

[I accept the above](#)

[Return to this application later](#)

We encourage you to read what you are agreeing to (Terms and conditions) before you accept and once you are done, press this button to continue. Remember, you cannot change any answers if you go past this point.

11) Paying the Immigration Health Surcharge

Once you complete the application form, you will then be directed to pay the **Immigration Health Surcharge**. Remember, this is a mandatory payment which you must pay to complete the form and the amount you pay depends on how long the visa will be.

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Immigration Health Surcharge (IHS)

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

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

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

[Go to IHS website](#)

[Save and continue](#)

[Return to this application later](#)

Just keep pressing **continue** to progress through the form. You will reach a page with some missing information

GOV.UK Immigration health surcharge

ALPHA This is a new service – your feedback will help us to improve it.

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](#).

Cost

The healthcare surcharge is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the healthcare surcharge is £150 per year.

Example

A person making a 5-year visa application would pay £200 x 5 = £1000.

Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

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](#)

a) You will then reach this page where you will need to answer some questions to fill in the missing information in order to progress.

Missing Details

Your details

[Add where you are planning to stay](#)
[Add your course start date](#)
[Add your course end date](#)

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

Your details

Applying from UK	No
Staying in Isle of Man, Jersey or Guernsey?	Add where you are planning to stay
Full name	TEST TEST
Email	v.ng@aston.ac.uk
From	China
Visa route	PBS Tier 4 Student
Visa type	Tier 4 (General) Student
Course start date	Add your course start date
Course end date	Add your course end date
NQF7 Course	Change
Masters Degree Course	Change
Course at specified locations	Change
Course less than 13 Months	Change
Passport or travel document number	123456789
Date of birth	30 January 1989

Besides the missing information, most of this form will be pre-populated with information you inputted during the application form which you cannot change. Select the parts in **red** to start completing the relevant sections.

b) For “Add where you are planning to stay”, answer exactly as in this picture.

GOV.UK Immigration health surcharge

ALPHA This is a new service – your [feedback](#) will help us to improve it.

Your Location

Are you applying from within the UK?

Yes No

Are you applying to stay in the Isle of Man, Jersey or Guernsey?

Yes No

Save and continue

Both answers in this section should always be **no**.
Press continue when done.

c) For “course start and end dates”, this will depend on the information on your CAS

Course start date
For example, 20 3 1976
Day Month Year
01 09 2018

Course end date
For example, 20 3 1976
Day Month Year
01 10 2018

If you're applying as someone's dependant, enter their course dates.

Is your course at NQF 7?
 Yes No

Is your course a Master's degree?
 Yes No

Is your course at any of these locations: University of Oxford, University of Cambridge, University of Bath or Imperial College London?
 Yes No

Is your course for 13 months or less?
 Yes No

Passport number or travel document
123456789
[I do not know how to enter my passport or travel document number](#)

Date of birth
For example, 20 3 1976
Day Month Year
30 01 1989
[Help with date of birth](#)

Save and continue

Copy course start and end dates exactly as in your CAS. This should match what you put in your application form.

NQF (or RQF) level 7 refers to a postgraduate qualification, so either a Masters or MEng.

Masters is usually a one year taught course. MEng is a 4 year undergraduate enhanced course

Please put NO

Calculate the time between your course start and end date (on your CAS) to confirm this.

Continue when done

d) You will then be asked to review all your answers and we advise to just make sure everything is correct.

Your details

Applying from UK	No	
Staying in Isle of Man, Jersey or Guernsey?	No	Change
Full name	TEST TEST	
Email	v.ng@aston.ac.uk	
From	China	
Visa route	PBS Tier 4 Student	
Visa type	Tier 4 (General) Student	
Course start date	01 September 2018	Change
Course end date	01 October 2018	Change
NQF7 Course	Yes	Change
Masters Degree Course	Yes	Change
Course at specified locations	No	Change
Course less than 13 Months	Yes	Change
Passport or travel document number	123456789	
Date of birth	30 January 1989	

Are you applying to join or remain with a person already in the UK?

[+ Add this person's details](#)

You don't need to add this person's details if they are a UK or EEA citizen.

You don't have any dependants

[These details are correct](#)

[Print these answers](#)

[Download these answers \(PDF\)](#)

Please remember to check your course start and end dates are correct as this will affect the amount you have to pay for immigration health surcharge. If you pay the wrong amount, this could delay your application.

This question is only relevant if you are applying for a **dependant visa** or **spouse visa**. If you're applying for Tier 4, just ignore this and press "these details are correct" to continue.



GOV.UK Immigration health surcharge

ALPHA This is a new service – your [feedback](#) will help us to improve it.

Declaration

I confirm that, to the best of my knowledge and belief, my details are correct and complete.

If I give false information, I, or a person named on this application could be:

- stopped from entering the UK now or in the future
- required to leave or removed from the UK
- required to pay extra for healthcare in the UK

I agree to the [terms and conditions](#) and [how my information will be used](#).

[I agree](#)

Again, we encourage you to read the terms and conditions before you agree to them. Once you are ready press "I agree" to continue.

e) Once you agree to the declaration, you will be presented with the amount you have to pay.

GOV.UK Immigration health surcharge

ALPHA This is a new service – your [feedback](#) will help us to improve it.

Payment summary

TEST TEST	0.00 (CNY)
Total	0.00 (CNY)

Next

This amount will be calculated by the information you entered for your course start/end date and it should be £300 per year for the length of visa you would get, rounded up to the nearest 6 months. Remember, you should get plus 4 months (or plus 6 months for Tier 4 pilot scheme students) at the end of your course end date and this is included in the calculation.

Make sure this amount is right and you may get some variances due to exchange rates, but the general amount to pay should be as follows:

1 Year course: **£450**

3Yearcourse:

£1050

4Yearcourse:

£1350

5Yearcourse:

£1650

If you pay the wrong the amount, then this can delay the application.

f) You will then be directed to an online payment portal to pay the agreed amount. You will be given a reference number once you pay.

GOV.UK Immigration health surcharge

ALPHA This is a new service – your [feedback](#) will help us to improve it.

✓ Complete

Your IHS reference number is **IHS204413690**

✉ We have sent you a confirmation email.

What you need to do next

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

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

Find out more

[Contact UKVI](#)

[Immigration health surcharge](#)

Return to my visa application

Make a note of your IHS reference number. Select "return to my visa application" to get to the next stage.

Then press "continue"

GOV.UK Visas and Immigration TEST TEST

BETA This is a new service - your [feedback](#) will help us to improve it.

Continue your application

Your IHS reference number is **IHS204413690**. Your number will be shown on your checklist and application form.

! You must now pay for your application.

Continue

12)BRP pick up location

Before you pay for the application form, you will be presented with this screen where you have to input the BRP pick up location.

Please note that due to the Coronavirus situation, the University should not be chosen as a collection location for your BRP until further notice.

Important point: Remember, if your visa application is successful and your course was over 6 months long, you will only get a 30 day entry sticker in your passport first and then you need to enter the UK within those 30 days. You will pick up the BRP card which contains the rest of your visa time when you arrive in the UK. You will pick up the BRP card from the closest **UK Post Office** to where you state you are staying initially on your visa application form.

13) Payment and appointment booking

This is the final stage of the online application form. Once you pay for the application, you will have **officially** submitted your visa application. The day you pay for the application is known as the “Date of Application”.

Important point: Remember, you should be confident that you have met **all** of the Tier 4 requirements before you pay for this application and ideally you should have all of your documents ready at this point too. The UKVI is under no obligation to consider any documents obtained after this point and importantly, you should have already held the correct amount of money for 28 days already. The UKVI explicitly state that if your financial evidence contains dates after the date you pay for the application, they will only consider dates on and before the date of application.

- a) Following completion of the BRP pick up location, you will be prompted to pick a payment service.

All fees will be shown in your local currency and you can expect some fluctuation because of exchange rates.

Usually the standard service will be fine if applying in good time but note that it can take up to 15 working days. Be mindful of the course start date and latest date of enrolment. You can opt to pay for a priority service but make sure that the UKVI partner which operates the visa process in your country has a priority service available before you pay.

The UKVI partner will be one of the following:

[VFS global](#): Will cover most of Asia and the Americas

[TLS contact](#): Will cover Africa, Europe and some of Asia (Middle- Eastern countries and Russia)

Your country will be covered by one of the two partners above. If you cannot find your country in one of them, check the other.

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Choose a service

Select a service from the options below

Standard service : pay 3065.00 CNY in total, most people get a decision within 15 working days

Priority service : pay 4749.00 CNY in total, your application will join the front of the queue for priority consideration. Most people get a decision within 5 working days

Make sure you can use the Priority service in the country you are applying from, and for the type of visa you are applying for. You can find information [here](#).

Super Priority service : pay 11474.00 CNY in total, your application will join the front of the queue. Most people get a decision within 24 hours

You are paying

4749.00 CNY - TEST TEST's application for Tier 4 (General) student visa

4749.00 CNY in total

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

- your supporting documents need to be verified
- you need to attend an interview
- your application is complex

[Save and continue](#) Continue when ready

[Return to this application later](#)

[▶ Show and edit answers](#)

b) These next two screenshots will be for the appointment booking. This appointment is where you will submit your documents and biometric enrolment.

You will need to visit this centre so that your application can be processed.

Beijing (premium lounge available)

A901-916, Second Group of Beijing Inn
No.5 Dongshuijing Alley
Dongcheng District
Beijing
100 010
CHINA

Tick this box if you want to use the premium lounge service (where you receive more personalised attention and service). There is an additional charge for this service. [Find out more about Visa Application Centres here.](#)

Changsha (premium lounge available)

Chengdu (premium lounge available)

Chongqing (premium lounge available)

Fuzhou (premium lounge available)

Guangzhou (premium lounge available)

Hangzhou (premium lounge available)

Jinan

Kunming (premium lounge available)

Nanjing (premium lounge available)

Shanghai (premium lounge available)

Shenyang (premium lounge available)

Shenzhen (premium lounge available)

Wuhan

Xian (premium lounge available)

[Return to this application later](#)

[▶ Show and edit answers](#)

You will be shown cities in your country which have a visa application centre you can attend. You have to confirm you can attend one of them.

This list will depend on what country you listed as the country you said you were making the visa application.

Some visa applications centres will have the option of a "Premium lounge". You don't have to select this option and it does not affect the speed or decision of your application. The premium part of this service only refers to the lounge itself.

Continue when ready.

c) Once you have chosen your visa application centre, you will then be asked to choose a time and date to attend.

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Choose an appointment

< Change Visa application centre

February 2018 | March >

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Choose a time

- 12:30
- 12:45
- 13:00
- 13:15
- 13:30
- 13:45
- 14:00
- 14:15
- 14:30
- 14:45

Appointment selected: 13:00, 28 February 2018, Beijing

Save and continue

Return to this application later

Show and edit answers

You need to confirm an appointment (pay for the application) and give your biometric data within 3 months from the day you pay in order for the application to remain valid, but this timetable will only show the most recent available appointments. We advise to not delay the application and book the earliest most convenient appointment.

Remember, the appointment is not secured until the application is paid for.

Continue when ready

d) Finally, you will; be presented with the payment screens. Complete payment as instructed.

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Your payment provider

You are paying

3065.00 CNY - TEST TEST's application for Tier 4 (General) student visa

3065.00 CNY in total

Choose your card provider

- Visa
- MasterCard
- China Union Pay
- Alipay

Before you continue

You should only move to the next page if you have checked your answers and you are ready to submit your application. Once you select 'Continue to Worldpay' you will not be able to return and edit your application.

Continue to Worldpay to make a secure payment. You will be able to download a copy of your application form after payment has been taken.

Continue to WorldPay

Return to this application later

Show and edit answers

Select your card provider and select Continue to WorldPay.

Payments for UK Visas and Immigration - services provided by WorldPay

You are paying for an application on a Tier 4 (General) student visa for TEST TEST

Payment reference: 3PG0004721044
 Payment method: Visa
 Description: Tier 4 (General) student visa
 Amount: CNY 3,065.00

Card details

* Indicates a required field

Card number: [input]
 Security Code: [input]
 Expiry date: [input]
 Cardholder's name: [input]

Cardholder details

* Indicates a required field

Address 1: TEST
 Address 2: TEST
 Address 3: [input]
 Town/City: TEST
 Region: [input]
 Postcode/ZIP code: TEST
 Country: United Kingdom
 Telephone: [input]
 Fax: [input]

Cancel

Make payment

Refunds and Returns

For more information visit our refund and returns policy
 For help with your payment visit the WorldPay Help

Put in your card details and click the tick to make payment.

14) Final steps

You have now officially applied for your visa. At the end of this application, you will be prompted to do the following:

- 1) Save a copy of the online application form. You can print this out if you want but it is not necessary. You just need a copy for your own records.
- 2) Print out a copy of the “UKVI Checklist” and take this to your appointment along with the rest of your documents.
 - a. This checklist is very important and it will remind you what kind of documents you have to bring to the appointment.



UK Visas & Immigration



Documents

You have agreed to include these documents with your application. All documents must be originals.

Name or description of document	Tick to confirm you are including this document	Official Use Only
If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.	<input type="checkbox"/>	<input type="checkbox"/>
The passport or travel document for [redacted] from China <small>Your passport must be valid for your [redacted] UK, be in good condition, and have at least one page blank on both sides. If you have had a UK visa before, but this is in an old passport, send in both of your passports.</small>	<input type="checkbox"/>	<input type="checkbox"/>
Court document to prove parents/guardians	<input type="checkbox"/>	<input type="checkbox"/>
A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you	<input type="checkbox"/>	<input type="checkbox"/>

Your application may be refused if you do not send your passport. We may also ask you to send in more documents at a later date.

This checklist will not include all the documents you have to bring, it just reminds you to bring the mandatory documents.

For example, it won't tell you to bring your bank statements but you **definitely** have to bring this to the appointment.

Remember to only tick the left hand column, the right hand column is for the UKVI.

- b. And lastly, at the appointment you will need to make some declarations and sign the checklist

Name or description of document

Please tick the following boxes to confirm you understand the application process.

The documents ticked in this checklist are all of the documents I wish to use to support my application.

To the best of my knowledge and belief, the documents I have used to support my application are genuine.

I understand that the visa application centre is not in charge of making a decision on my visa application.

IMPORTANT: do not sign until you are at your appointment.

Date:	Applicant's name:	Applicant's signature:
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Official Use Only		
Date:	Submission officer's name:	Submission officer's signature:

Make sure that you make the appropriate declarations on this checklist prior to your appointment.

Remember, you are asked to **not** sign this part until you are at the appointment. This is so the visa application centre staff can witness the signature is genuine.

Do not sign the “official use only” section. This is for the UKVI.

That should be everything, you would now just need to:

- 1) Pay for any priority fees if you are instructed to do this separately;
- 2) Bring all of your documents to the appointment and submit them with your biometric information;
- 3) You may also have to conduct a video interview at the appointment. Be prepared for that and any follow up interviews that are requested of you. These are to test if you are a genuine student. There is information and guidance on our [website here](#) about the interviews.
- 4) Wait for a decision.

Please contact us if you are unsure about any of the information or process for applying for your visa. Our contact details and lots more information is here:

<https://www.salford.ac.uk/askus/immigration-visas>

We look forward to welcoming you to University of Salford!