ROBERT GORDON UNIVERSITY ABERDEEN

International Student Checklist: Applying for your Tier 4 visa

You must refer to information on the GOV.UK visa and immigration website for up-to-date information on Tier 4 visa requirements and application procedures. Read the information carefully, especially as it can change. For that reason, the Home Office overrides any information provided here.

The application process, forms, processing times and costs are different, depending on whether you are applying in your home country or in the United Kingdom (UK). All applicants are required to submit your biometric data (fingerprints and facial image).

	Consider the following when preparing for & applying for your Tier 4 visa
☐	Read and understand the Home Office's Tier 4 policy guidance
☐	Check that you have not exceeded any government time limit on studying on a Tier 4 visa if you have previously studied in the UK. If you think you may have exceeded your limit or would exceed it before completing your proposed studies at Robert Gordon, contact the Admissions Immigration Team
☐	Check if the Home Office allows your dependants to apply to stay in the UK whilst you study. Dependants of undergraduates and those studying Master's courses of less than 12 months are not eligible to apply.
☐	Determine where you will make your application, ensuring that you are eligible to apply in that country.
☐	Understand the application procedure, costs and processing times in the country where you will make your Tier 4 application.
☐	Check that you can provide the evidence in the exact format required, as explained in the policy guidance and on the application form.
☐	Consider when to make your application. Take into account: your course start date, Tier 4 processing times, ATAS processing times (if required), time to collate the documents required to make your application. You can only use your CAS, at the earliest, three months before your course start date.
☐	Check your offer letter to see if you are required to obtain Academic Technology Approval Scheme (ATAS) clearance from the Foreign and Commonwealth Office to study your course. This will be a condition of your offer, if applicable. If required, you must hold a valid ATAS certificate before submitting your Tier 4 application.
☐	Receive a Confirmation of Acceptance for Studies (CAS) by e-mail from Robert Gordon University Immigration Team. Your CAS is not an actual certificate or paper document but is a virtual document. You may find Your CAS statement explained useful. The Home Office requires your CAS number, and you require the detail from your CAS to complete your application, but the Home Office does not require your CAS statement.
☐	Review the detail in the CAS - If you believe the CAS statement contains any errors (e.g. course end date) or omissions (e.g. fees paid recently) contact us immediately (by replying to the CAS e-mail). If you do not request any necessary corrections before making your visa application, we cannot be held responsible for any subsequent problems with your visa.

☐	Check whether you are required to obtain a certificate proving that you are free from tuberculosis (TB) before applying for your visa: www.gov.uk/tb-test-visa
☐	Prepare your Tier 4 (General) Student application. Complete all sections of the form, fully and accurately. Collect all the required documents in the required format (as instructed by the Home Office). For example, you must evidence that you can meet the cost of the fees, and living costs set by the Home Office. The CAS shows the fees that you owe. The Tier 4 policy guidance details current living cost levels. Please read the requirements on how you evidence this amount and for how long you must hold these funds in a valid bank account.
☐	Contact the University's Admissions Immigration Team if, having read the information on our website and the Tier 4 Policy Guidance, you require further visa advice.
☐	Submit your Tier 4 application once you have the required documents, including ATAS where necessary (but no sooner than three months before the course start date).
☐	When invited, submit your biometric details data (finger scans and a full-face digital photograph). You will have to visit a UK visa office or visa application centre in person, and with any dependants You may also be required to attend a 'credibility interview' via video-link with the Home Office in the UK. The interview will focus on reasons for coming to the UK. The outcome of this interview will be considered alongside your visa application and supporting documents
☐	Receive the outcome of your visa application.
☐	Check that your visa has the correct amount of leave. Your visa/BRP should cover the full duration of your course (according to the end date shown in your CAS) plus two additional months (for courses more than six but less than 12 months) or four additional months (for courses 12 months or more). Contact us immediately if the dates are not correct as we may be able to request an error correction.
☐	After collecting your Biometric Residence Card from the post office you should make contact and attend enrolment. The Immigration Team will scan and process your documents. This is a requirement of you and the University.
☐	If your visa application is refused, inform the Compliance Immigration Team immediately. Only this office can inform you of the options available to you.

Handy Links

1. What is a Credibility Interview?

2. How can I calculate my costs for studying in the UK?

- UKCISA's International Student Calculator
- Cost of Living Guide
- Food Shopping Guide

3. How do I use my CAS to apply for visa?