

Immigration Guide

Tier 4 (General) visa: Application guide 2017-18

For new students who are making a visa application from outside the UK. If you are already in the UK and wish to extend your Tier 4 visa, please contact our [International Student Advisors](#).

Introduction

Congratulations on your acceptance to Robert Gordon University!

One of the most important things you need to do now is get the right visa to allow you to enter the UK. The Immigration Team at the University's Admissions Office specialise in student immigration to the UK and can help you through the process.

This guide gives you the information you need to make a successful, straightforward Tier 4 (General) student visa application. Being prepared and paying attention to the details are important to ensure a successful application.

In this guide you will find out about:

- Tier 4 (General) student visas, and whether you need to apply for one
- How, when and where to make your Tier 4 (General) visa application
- What documents you will need for your Tier 4 (General) visa application
- Your rights and responsibilities as a Tier 4 (General) student

It is important that you read the information and follow the guidance carefully. You should find all you need about your visa application in this guidance but if there is anything that you don't understand, please email us at pgimmigration@rgu.ac.uk and we will be happy to help.

Immigration Entry Team
Admissions Office, Robert Gordon University

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About your visa requirements



What is a visa?

A visa is a certificate (also referred to as 'Entry Clearance') which gives you permission to enter the UK. Your visa application will be assessed by the British diplomatic post (e.g. Embassy or Consulate) in your country of nationality or where you are officially resident. In some cases, the application is handled by a British diplomatic post in a regional headquarters.

If you are coming to study for more than 6 months, you can travel to the UK up to one month before the start of your course. When you make a successful visa application, you will get a 'vignette', which is a sticker in your passport, valid for 30 days to allow you to travel to the UK. The start date of the vignette will be seven days before your intended date of travel.



Do I need a visa?

Immigration requirements are determined by nationality.

Non-EU/EEA/Swiss nationals:

If you are a non-EU/EEA/Swiss national arriving in the UK as a student to study a course of six months or more at Robert Gordon you must arrange a Tier 4 (General) visa from the British Embassy or Consulate in your home country before travelling to the UK.

EU/EEA/Swiss passport holders:

You do not need a visa and are not subject to UK immigration control. You should enter the UK through the EU/EEA/Switzerland channel at passport control on arrival. This includes 'dual nationals' - people who have an EU/EEA/Swiss passport in addition to a non-EU/EEA/Swiss passport. If you have EU/EEA/Swiss nationality in addition to another, use your EU/EEA/Swiss passport when you arrive in the UK.



What type of visa should I apply for?

My course is a full-time degree.	Tier 4 General visa
My course is six months or less, and includes work-based learning or a work placement.	Tier 4 General visa
My course is a Pre-sessional English programme of less than 6 months	Tier 4 General visa
My course is six months or less, and has no work-based learning or work placement.	Short-term study visa (up to 6 months)

You can find information about the Short-term study visa online [here](#).



What is Tier 4 sponsorship?

When you apply for your Tier 4 (General) student visa, your name is added to the University's sponsor licence. If you are a Tier 4 student, you cannot study at Robert Gordon University unless you have a Tier 4 (General) visa with the University's sponsor licence number on it.

As your Tier 4 sponsor, the University has a legal duty to ensure that we and, as far as possible, you comply with UK Visas & Immigration requirements. As a Tier 4 (General) student in the UK, it is essential that you comply with the conditions of your Tier 4 (General) visa. The University is required to withdraw sponsorship where the requirements are not being met.



What is a Biometric Residence Permit?

A Biometric Resident Permit (BRP) is an identity card which contains your biometric information, and details of your permission to stay in the UK. When you arrive in the UK, you will have 10 days within which to collect your BRP. This will be your new visa. Your decision letter from the Home Office will advise you both when the BRP will be available to collect and which Post Office branch you can collect it from. Check the UKVI webpages [here](#) for any other questions you may have,

Making your Tier 4 application

You can find further information about the Tier 4 General visa online:
www.gov.uk/tier-4-general-visa

STEP 1: Prepare your documents

The Tier 4 General visa is a points-based visa. For a successful application you have to score the full 40 out of 40 points by providing the required documents.

What documents are required?

The documents you **may** require are:

- Confirmation of Acceptance for Studies (CAS)
- Entry qualification
- Progression evidence
- English Language qualification
- Academic Technology Approval Scheme certificate (ATAS)
- Maintenance requirements (financial requirements)

Do I have to provide original documents?

All documents in your application must be originals. UK Visas & Immigration will not accept photocopies, scans, faxes, emails or other copies of your documents.

You will find a checklist of the documents you will need to send along with your application on page 21. If any of your documents do not match this list exactly then you must not submit them. You should wait until you have all of the correct documents before you apply. If you do not have the original and correct documents your visa may be refused and you could lose your application fee.

Do I need to provide translations?

If any of your documents are not in English (or Welsh), the original **MUST** be accompanied by a full translation that can be independently verified by UK Visas & Immigration. This original translation must include:

- Confirmation from the translator that it is an accurate translation of the original document
- The date of the translation
- The translator's/an authorised official of the translation company's full name and signature
- The translator's/translation company's contact details



What is a CAS?

The Confirmation of Acceptance for Studies (CAS) number is a 14 digit alpha-numeric reference number essential to your Tier 4 visa application. The University provides mandatory information about your studies to the UK Visas & Immigration and in return, receives a unique CAS reference number for your visa application. Without it, you will not be able to make a successful application for the visa.

When you have accepted an unconditional offer the University will email you with instructions for requesting your financial evidence. Once we have verified your financial documents such as bank statements or sponsorship letter we will arrange your CAS number in sufficient time for you to make a visa application.

Once the CAS has been issued by the UKVI, we will email an electronic copy to your contact email address. If there are any mistakes in the information, or your situation changes, including your passport number, payments for fees and accommodation, you have to let us know within 7 days of the CAS being issued so that your CAS can be changed and an updated version emailed to you before you apply. If you need any changes made to your CAS, please email: CAS@rgu.ac.uk

The CAS remains valid for only six months and can only be used within three months of the start date of your course. A CAS number can only be used once - if your visa application is refused, you will need a new CAS to reapply.

You cannot use your CAS after the latest start date of your course.

When you apply for the visa, you need only write down the correct CAS number in the required section of the application form. No additional documents are required as evidence of the CAS. Robert Gordon University only provide CAS numbers directly to your contact email account.

The Immigration Officer who assesses your application will use the CAS number you write on your application form to access your file on the system. The file will contain all of the details about your studies and information detailing what original documents they will expect to see.



What is an entry qualification?

This is the academic qualification that the University used to assess your suitability for the course. The qualification will be noted on your CAS. We will use only one of your previous qualifications. You do not need to submit any references you may have used.

You must include your original certificate or transcripts detailed in the CAS with your visa application.

If you are a low-risk national (see page 20) you do not need to send this document, but you must have the original document available in case you are asked for it.

What is progression?

This refers to your academic progression. If you have studied in the UK previously, your CAS must confirm how your new course represents academic progression from your previous one, for example, progressing from an undergraduate degree to a postgraduate degree.

If you are making a Tier 4 application from outside the UK, you do not have to justify academic progression from previous UK study.

What is an English Language qualification?

If required, your English Language qualification will be stated on your CAS. This is the qualification that the University assessed your English language ability to ensure it is to the required standard.

You must submit the original certificates, if this is stated on your CAS. You can find guidance on approved tests and the documents required online:

www.gov.uk/tier-4-general-visa/knowledge-of-english

Some students do not need to show evidence of their English language ability. If you do not need to submit evidence, your CAS will state that:

- i. You are from a majority English speaking country; or
 - ii. You have completed a degree from a majority English speaking country;
- or**
- iii. Your sponsor is a Higher Education Institution (HEI), and has made its own assessment of your English language ability.

Do I need an ATAS certificate?

Your offer letter will tell you if you need an ATAS certificate to study your course. Students studying certain science and technology courses require approval from the UK Foreign and Commonwealth Office, under the Academic Technology Approval Scheme. If you do, you must submit your certificate to meet the condition of offer and then subsequently, with your visa application.

You can find information about ATAS and apply online:

www.gov.uk/academic-technology-approval-scheme

The ATAS application takes around four weeks. If you are successful, your ATAS certificate will be emailed to you. It is important that you make your ATAS application as soon as you accept your offer to study. You must get a new ATAS certificate every time you apply for a new visa.

What are maintenance requirements?

You will need to prove that you are able to pay your tuition fees for the academic year, plus a set amount for your living costs. If you are a low-risk national (see page 20) you do not need to send financial evidence, but you must have the original document available in case you are asked for it.



How much money do I need?

For a successful visa application you must be able to show that you meet the maintenance requirements. This means you must be able to prove that you have access to enough money to pay for your tuition fees for the coming academic year plus living costs as follows:

Length of course	Maintenance (funds) needed
9 months or more	Tuition fees for the year as stated on CAS plus 9,135 GBP
Less than 9 months	Tuition fees for the programme of studies as stated on CAS plus 1,015 GBP per month/part month of studies up to 9,135 GBP

The amount you need to show can either be demonstrated in UK Sterling (GBP) or any recognised world currency. If you are using a currency other than GBP, you must convert amounts into GBP on your application. To convert currency values UK Visas & Immigration use: www.oanda.com/convert/classic

Tuition fees

Your CAS contains information about your tuition fees for the first year of the course or in the case that your course lasts 12 months or less, the total tuition fee.

You must be able to prove that you have enough money to pay the tuition fees as stated on your CAS, in addition to your living costs.

If you have already made a payment to the University for fees, the amount that you have paid will be deducted from the total amount you must show. Any tuition fees that you still have to pay to the University will need to be demonstrated to the UKVI in other evidence such as bank statements. If you have already made a payment for your tuition fees you must make sure that this is stated on your CAS.

Living costs

In addition to your course fees, you must demonstrate that you have access to living costs. These are: 9,135 GBP for students coming to study a degree; or 1,015 GBP per month or part-month of studies if the course is less than nine months.

Most student visa refusals result from applicants submitting their financial evidence in the wrong format.

University Accommodation payments

If you have pre-paid for University-provided accommodation fees before making your visa application, you can use some of the money as evidence that you meet the financial requirement. You can show payments for University accommodation, up to a maximum of 1,265 GBP, as evidence of your maintenance, and this will be offset from the living costs. For example, if you are coming to study a three-year programme:

	Total for first year	Paid to University	How much to show in financial
Course fees	10,000 GBP	8,000 GBP	2,000 GBP
Funds	9,135 GBP	2,000 GBP*	7,870 GBP**
Total	19,135 GBP	10,000 GBP	9,870 GBP

*For accommodation payments

**The maximum that you can deduct for accommodation costs is 1,265 GBP



Does prepayment of fees/accommodation affect my visa application?

Pre-payment of fees does not make a successful visa outcome more likely. Your visa application will be decided on the evidence you send to show that you have the funds available as required - whether these are paid fees/ accommodation, bank statements, student loans or an official financial scholarship. Pre-payment of fees therefore only reduces the amount you have to show in other evidence.



How do I ensure payments are included on my CAS?

Tell us about payments (or any other required changes to your CAS) by replying to your CAS email with the subject line 'CAS for visa – UPDATE'.

Your email message should include:

- your student number
- your CAS number
- information on how much you paid and when the payment was made
- an e-receipt of your payment if you received one



How do I show evidence of my funds?

You can show that you have enough funds in one or more of four ways.

- Your bank statements
- Parental/legal guardian(s) bank statements
- Official financial sponsorship
- Student loans

The [Tier 4 Policy Guidance](#) (pages 55-60) explains these documents and what they should contain.

1. Your bank statements

If you use your own money, or your parents'/legal guardian's money as evidence of maintenance, you must provide a document from your bank which confirms that you have held the required amount for one month (at least 28 days).

The most commonly accepted documents are an official bank statement or a purpose-written letter from the bank. An official statement must cover a period of at least 28 days that ends within the month prior to your visa application date.

Alternatively, a purpose-written letter from your bank (on letter-headed paper) should confirm that the minimum balance on the account has been above the required amount over a period of at least 28 days. The letter should be dated within the month prior to your visa application date.

The statement or letter from the bank must show:

- That you have had at least the required amount of money (tuition fees + living costs) in your bank account for every day of a 28 day period. The balance must not fall below the required amount during the 28 day period, otherwise your application will be refused;
- The date of the statement or letter. This date must be within one month of your date of application;
- Your name/your parents'/legal guardian's name(s);
- The account number;
- The financial institution's name and logo.

Salary, stocks, shares portfolios, property value or other non-cash assets such as government pension schemes are not considered as evidence.

The evidence you provide can be issued from a bank in your home country or from the UK. There are restrictions on the acceptability of some banks' statements. You can find more information on which banks can provide evidence of your funds online [here](#).

Sample letter from the bank:

**BANK
LOGO**

[Date - must be within the last 31 days]

To whom it may concern,

This letter confirms that *[your name/parent/guardian name]* holds an account at our bank. The account number is *[account number]*.

The total amount held is *[closing balance on issue date of this letter]*. The minimum balance held over the last 28 consecutive days is *[lowest balance figure over the last 28 days]*.

Yours faithfully,

[Signature]
[Bank employee's name]

Sample statement from the bank:

**BANK
LOGO**

**STAMP and
DATE**
Online
statements
stamped by
the

[Date - must be within the last 31 days]

[Account number]

[Name of account holder]

[Address of account holder]

Date	Credit	Debit	Balance
01/06/2016	£1000.		£16000.00
03/06/2016		£600.00	£15400.00
03/06/2016		£100.00	£14400.00
06/06/2016	£2000.		£16400.00
10/06/2016		£20.00	£16380.00
13/06/2016		£380.00	£16000.00
18/06/2016		£2000.0	£14000.00
19/06/2016	£1000.		£15000.00
22/06/2016		£500.00	£14500.00
29/06/2016		£500.00	£14000.00
30/06/2016		£4865.0	£9135.00
30/06/2016	£2620.		£10000.00

The date of the last transaction must be within the last 31 days

The lowest balance over the 28 day period must not fall below the required amount

2. Parental/legal guardian(s) bank statements

If you are using your parents' /legal guardian's bank accounts, you must also send:

- Your original birth certificate or an adoption certificate or official court document confirming legal guardian status.
- A brief, signed letter from your parents/legal guardian which confirms your relationship to them, and that the funds can be used for your UK education.
- Official translations of all documents that are not in English or Welsh (for further information about translations see page 5).

Only biological parents or legal guardians (through a court of law or adoption procedures in your country) are eligible to be considered for 'parental' sponsorship. You cannot use financial evidence which belongs to other family relatives.

Sample of a signed letter from your parent/legal guardian:

[Your parent's/guardian's address]
[Your parent's/guardian's telephone number]
[Your parent's/guardian's email address]

UK Visas and Immigration

[Date]

Dear Sir/Madam, Re:

[your name]

This is to confirm that I am the *[mother/father/guardian]* of *[your name]* and I give my consent for the funds in my bank account to be used by my *[son/daughter]* while *[he/she]* studies in the UK. *[He/She]* is to enrol on a *[full title of course]* at Robert Gordon University, in September 2016.

I am happy to financially support my *[son/daughter]* with the amount of *[amount in currency on bank statement]*. Please find attached evidence of the funds in the form of a *[bank statement/bank letter]*.

Yours faithfully,

[Signature]
[parent/guardian name]

3. Official financial sponsorship

Sponsored students

If you receive sponsorship from an official financial sponsor – such as the UK government, your national government, an international scholarship organisation, an international university or international company – you must provide an original letter which details:

- Your name;
- The name and contact details of your official financial sponsor;
- The date of the letter (this must be less than six months old on the date of your application);
- The length of your sponsorship; and
- The amount of money the sponsor is giving to you, or a statement that your official financial sponsor will cover all of your fees and living costs.

Robert Gordon University sponsorship

If you receive sponsorship from the Robert Gordon University, it will be stated on your CAS at the time you apply. When you are sent your CAS, make sure the details of your sponsorship are included. Without it, your University sponsorship cannot be considered and an Immigration Officer will expect to see any required funds through other evidence, such as your bank account. If your sponsorship from Robert Gordon University is not included on your CAS, please email CAS@rgu.ac.uk

4. Student loans

If you receive student loans from a student loan organisation or bank in your country, you need to provide a letter which confirms the details of the loan.

The [Tier 4 Policy Guidance supporting document guide](#) provides detailed information on the information your letter should contain.

STEP 2: Take the Tuberculosis test

Some students are required to undergo this medical test, which involves a chest x-ray, as part of the visa application process. This must be done in a UK Visas & Immigration approved medical centre.

Do I need a Tuberculosis test?

If you are coming to the UK for more than six months, and you live in certain regions of the world, you may be required to undergo a Tuberculosis (TB) test.

You can find out if you need a TB test and further information online [here](#).

STEP 3: Pay the Immigration health surcharge

Most students are required to pay the Immigration health surcharge as part of the visa application process. The charge will allow you the same access to the UK healthcare system as permanent UK residents.

How much is the Immigration health surcharge?

If you are coming to the UK for more than six months, you will be required to pay £150 per year of your visa. If there is a part year of less than six months, it will be charged at £75.

Your visa will include a period after the end of your studies which is included in the payment. For example, on a 12 month study programme you may have a 16 month visa and would need to pay £225 (£150 full year + £75 part year),

The payment is compulsory and you must pay this charge as part of your visa application.

You can find full information about the Immigration health surcharge [online](#).

STEP 4: Make your online application

Before you start your application, you should read the Tier 4 Policy Guidance carefully. You can find the guidance online [here](#).



When should I make my Tier 4 Visa application?

You should make your application for visa as early as possible. However, you cannot apply more than three months before the start date of your course, as stated on your Confirmation of Acceptance for Studies (CAS). If you submit your application before that, it will be refused.

When you apply from outside of the UK the 'date of application' is the date that you pay for your visa application online.



Where should I make my application?

You must make your application while in your home country or the country where you are officially resident. However, if you are a national of North Korea, you cannot make your application online.

You will not usually be allowed to make a Tier 4 (General) application from outside of your home country or the country where you are officially resident. If you want to submit an application in another country, you should contact the British diplomatic post there to find out if it can be accepted.



How do I apply?

All students, except those living in North Korea, will apply online. You can find the application form online [here](#).

When you are completing the application form, make sure that you have all the details of your Confirmation of Acceptance for Studies (CAS) available. Your CAS will have all the answers you need about your course, previous qualifications and financial details.

When you are applying online you should choose which type of Tier 4 application you are making:

I'm applying with an official financial sponsor*.	Choose Tier 4 (Sponsored)
I'm applying with a Chevening Scholarship or Fellowship, a British Marshall Scholarship, or a Commonwealth Scholarships and Fellowships Plan.	Choose Tier 4 (Chevening, Marshall and Commonwealth Scholars)
I'm applying without an official financial sponsor or scholarship.	Choose Tier 4 (General)

* See page 14 for definition of 'official financial sponsor'. Please note that education loans, including US Federal Loans, are not considered to be official financial sponsorship. In the case you are in receipt of a US loan you will present your final loan confirmation letter as evidence of access to funds much like a student who is self-financing will present personal bank statements.

Biometric Residence Permit (BRP) Collection

You need to specify a Post Office Branch location to collect your Biometric Residence Permit. You will get a 'decision letter' which will tell you when your BRP will be available and identify the Post Office you can collect it from.

You can find more information on the BRP online [here](#).

Further information

You must fully complete each question which is relevant to you. If you are unsure about any section of the application form please contact us for help:

pgimmigration@rgu.ac.uk

You can find full information about making a Tier 4 General visa application online [here](#).

STEP 5: Your biometric appointment and interview

You need to arrange an appointment at your nearest Visa Application Centre (VAC) to complete the next steps of your visa application. This includes an appointment to take your biometric information and an interview with an Immigration Officer.

You can find the location of your nearest VAC online [here](#).

What is a biometric appointment?

You have to attend an appointment at your nearest VAC to provide your biometric information - an Immigration Officer will take your fingerprints and a digital photograph.

What is the format of the interview?

You may need to undergo an interview with an Immigration Officer during your visa appointment at the Visa Application Centre (VAC). The interview will be carried out via video link with a UK Visas & Immigration Officer in the UK. The Immigration Officer will ask you questions to check if you are a 'genuine student'. The Immigration Officer may ask you about your English language ability, your immigration history to the UK and other countries, your education history and intentions, and your financial circumstances – in particular how you intend to fund your studies.

It is important to prepare for the interview in advance so you are ready to answer the questions they ask you.

How should I prepare for the interview?

English language ability

You must be able to hold a conversation in English to the standard expected of your course level, without the help of an interpreter. All students who are coming to study at Robert Gordon University will have been assessed and will speak English to a high standard.

Immigration history

The Immigration Officer will check your immigration history to the UK and other countries, if applicable. They will check if you have had any previous visa refusals or if you have breached your visa conditions in the past – for example, if you stayed in the UK after your visa had expired. If you have had any previous visa refusals, or if you have breached your visa conditions before, you must be able to explain why.

If you have had previous visa refusals, or if you have previously breached your visa conditions, please contact us for further advice before your interview:
pgimmigration@rgu.ac.uk

Previous study

The Immigration Officer may ask you about your previous courses and how they relate to the course you will study at Robert Gordon University. If your previous studies do not relate to your course at Robert Gordon University, you should be able to explain why you have decided to change to your new field of study.

If you have had a long break in studying since your last course, you should be able to explain why you have decided to return to studies.

Knowledge of new course

You will know a lot about your new course from researching before you made your decision to apply to Robert Gordon University, but it is a good idea to read about the course again and be able to talk about it.

You will have completed a 'Intent to Study' form as part of your application, it is a good idea to read over it again to remind yourself why you applied for the course.

You should be familiar with similar courses which are being offered in your home country, and be able to explain why the course at Robert Gordon University is more suitable for you.

Intentions

You should be able to talk about your future career, and how your course at Robert Gordon University will help you to achieve your goals.

STEP 6: Send your documents

Once you have prepared all of your documents, completed the application and attended your appointment at the Visa Application Centre, you must send your application and supporting documents to the Embassy. The application will tell you the address to post your documents. You must only send original documents with your application.

If you are a low risk national you do not need to send official original points-scoring evidence with your visa application to come to the UK, if applying in your home country. You may still need to provide the required evidence in the required format, if the UK visa office asks for it. You will still have to send your original passport, photographs and other relevant documents.



What are low risk nationals?

UK Visas & Immigration consider the following nationalities as low risk, if they are applying for the visa in their home country:

Argentina	Chile	Singapore
Australia	Hong Kong*	South Korea
Barbados	Japan	Taiwan**
Botswana	Malaysia	Trinidad and Tobago
British National Overseas*	New Zealand	United Arab Emirates
Brunei	Oman	United States of
Canada	Qatar	America

*Where the applicant is the rightful holder of a passport that has been issued by the relevant competent authority, and where he is applying for leave to remain in the UK, or for entry clearance in the territory related to the passport he holds.

**Those who hold a passport issued by Taiwan that includes their national ID card number.

What documents do I need to send?

Document required	Information	Who is required to send this?
Immigration Health surcharge	You need to pay this as part of your visa application.	Applicants coming to the UK for more than six months.
Payment	Your visa application will cost the equivalent of 322 GBP in your local currency.	All applicants.
1 x passport	You must submit your original, current and valid passport.	All applicants.
1 x photograph	This must match the UK Visas & Immigration guidance. The photo must have a light cream or light grey background.	All applicants.
CAS email	You do not need to include an original; an emailed copy will suffice. You must include your CAS number on your application form as, if you do not, your visa will be refused.	All applicants.
Entry qualifications	You must submit your original certificates or transcripts of your academic entry qualifications. These will be listed on your CAS statement.	All applicants must have these available. Low-risk nationals (see page 20 for more information) only need to submit if requested. All other applicants must submit original documents.
English language qualification	Your CAS will state which documents you need to send. You must normally submit original certificates or transcripts, if this is stated on your CAS. In some cases, a screen print of your results will be sufficient. Please contact us if you need further information.	Applicants whose CAS states that an English language qualification (or other evidence) was used to assess their English language ability. See page 7 for more information.
Financial evidence for maintenance	You must show evidence that you have enough money for both your course fees for your first year and living expenses (maintenance). Please see pages 8-14 for more information.	All applicants must have these available. Low-risk nationals (see page 20 for more information) need not submit them with their visa application unless they are requested. All other applicants must submit original documents.
ATAS Certificate	If you need one, when your certificate is granted it will be emailed to you. You should print it and send it with your visa application. It can take up to four weeks to get your ATAS certificate, so make sure to apply for it in time.	Applicants to certain postgraduate science, engineering or technology courses. Your CAS will tell you if you need an ATAS certificate (see page 7 for more information).
Translations	If any documents are not in English or Welsh, the original must be accompanied by a full translation that can be independently verified by the UK Visas & Immigration. See page 5 for full information.	All applicants.
Tuberculosis (TB) test certificate	The Tuberculosis (TB) test must be done in a UK Visas & Immigration approved medical centre. You can find full information about TB testing online: www.gov.uk/tb-test-visa	Certain nationalities are required to provide this certificate (see page 15 for more information).

After you apply



How long will it take to process my application?

The application process normally takes around 3 weeks from outside the UK. You can find current processing times in your country [here](#).



What are the next steps I should take?

If your Tier 4 application is successful

- Check your entry clearance certificate (the sticker in your passport) to make sure all of the details are correct. If there are any mistakes, you must contact the Visa Application Centre where you made your application to have them corrected before you travel to the UK.
- Make sure that you travel to the UK within the validity of your entry clearance certificate. If you do not travel between the start and end dates of the entry clearance certificate, you may have to apply for a new Tier 4 visa, and pay a new application fee.
- When you arrive in the UK, you must collect your Biometric Residence Permit (BRP) within 10 days.
- Make sure that you arrive before the start date of your course. If you cannot arrive on time, you must contact us at pgimmigration@rgu.ac.uk to arrange a later start date, or you may not be allowed to enter the UK.

If your Tier 4 application is refused

- Email pgimmigration@rgu.ac.uk immediately with a full copy of your visa refusal notice and to seek full advice and request a new CAS.

Top ten tips!

- **Don't leave it too late.**
You cannot apply for your visa more than three months in advance of the start date of your course. Similarly, you must ensure not to leave it too late to apply or you could miss the start of your course. Remember, there is also a limit on how soon you can travel to the UK (see tip 10).
- **Include original documents with your visa application.**
You must submit only original documents, including your passport, with your visa application. For more information see the documents checklist on page 21.
- **If you are an EU/EEA/Swiss citizen, you don't need a Tier 4 visa.**
EU/EEA/Swiss citizens do not need to get immigration permission to study in the UK. You should use your EU/EEA/Swiss passport to travel to the UK.
- **Only apply for your visa if you meet the points requirement.**
If you do not have the correct points your visa will be refused. You will lose the application fee and have a visa refusal on your record. You also risk delaying your arrival to the UK, and in some cases this could mean that you will not arrive in time to start your course.
- **Keep copies of every document that you send with your application.**
You should take a copy of every document that you send with your application, including the application form. This will be useful if there is any problem with your application, or in case any of your documents are lost. Take these copies to the UK with you.
- **If your visa is refused, contact us immediately (pgimmigration@rgu.ac.uk).**
We will be able to advise on where you went wrong, or help to correct it if it was a mistake on the part of UK Visas & Immigration. You should send scanned copies of all of your documents, including the refusal notice.
- **Don't use the same CAS twice.**
A CAS can only be used for one visa application. If your visa application is refused and you want to make a new application, you must get a new CAS. Email us at pgimmigration@rgu.ac.uk with a scanned copy of your refusal letter for more information.
- **Don't travel to the UK via the Republic of Ireland.**
If you do, you may not meet with UK Immigration officials on arrival. This means that you will not be granted 'leave to enter' and your permission to study in the UK could be in doubt. You may then not be able to enrol at the University. If you wish to transit through the Republic of Ireland, check with your airline to make sure that you will meet UK Immigration control.
- **Don't travel to the UK before you get your visa.**
If you do, you will not have correct immigration permission to study, and you will be unable to enrol at the University. You must present your Tier 4 (General) student visa to an Immigration Officer on arrival to the UK. Check the 'valid from' date on your visa, and do not travel to the UK before that date - you may be refused entry to the UK and may have to return home.

Contact us

Admissions and Immigration Office
Robert Gordon University
Aberdeen
AB10 1FR

T: 01224 262209

W: www.rgu.ac.uk/future-students/international-students/visa-information

E: General enquiries: pgoffice@rgu.ac.uk or
ugoffice@rgu.ac.uk

Immigration enquiries: pgimmigration@rgu.ac.uk

Visa refusals: CAS@rgu.ac.uk



International Student Advisory Service team

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Louise McDowell

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Donna Simpson

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