

## TIER 4 (GENERAL) VISA APPLICATIONS

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As a non-EEA (European Economic Area) student you will need a visa to study at Anglia Ruskin University. The Tier 4 (General) category is for adult students who want to come to or remain in the UK for their post-16 education. These pages aim to identify some of the things you need to think about in preparation for making a Tier 4 visa application.

For full official guidance from the Home Office please visit: <https://www.gov.uk/tier-4-general-visa>

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## Visa terminology

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There are two different types of Tier 4 (General) application, depending on where you are applying:

**Entry clearance** - This means applying in your home country, also known as a visa application.

**Leave to remain** - This means applying in the UK, sometimes called a visa extension.

The UK Visa & Immigration (UKVI) is responsible for deciding applications in both cases.

## What is a Tier 4 licensed sponsor

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If you are accepted unconditionally into one of our courses, Anglia Ruskin University will become your Tier 4 licensed sponsor for the duration of your time in the UK.

As your sponsor we are responsible, under immigration law, for you during your entire duration in the UK. We must tell the UKVI if you do not arrive for the start of your course, change the course you are studying, withdraw from your course, defer or suspend your studies, or if you do not attend classes.

We are also the Tier 4 sponsor for those studying at our partners: Cambridge Ruskin International College (CRIC), ARU London (previously known as LCA) and students based at Guild House in Peterborough. These partner students will need to be mindful of the admissions processes and procedures of their partner, however, responsibility and sponsorship of these students falls under the control of our University.

## Confirmation of acceptance of studies (CAS)

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A CAS is the only route to gaining a Tier 4 student visa. It is a unique 14 digit alphanumeric reference number, not a paper document. As a University, we will issue you with a 'CAS statement' which will be sent by email.

Your CAS will not be issued until you have met all the University conditions. You will not be issued a CAS if you cannot realistically obtain a visa before the start of your course.

<https://www.gov.uk/visa-processing-times>

Check your CAS statement carefully and report any incorrect information to [internationaladmissions@anglia.ac.uk](mailto:internationaladmissions@anglia.ac.uk) immediately.

You will need to transfer some of the details on the CAS statement onto your visa application form. Any differences between the information on the CAS and what you provide on the visa application form could result in a visa refusal.

The CAS is valid for 6 months and can only be used for one visa application.

## Basic visa application requirements

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To obtain a Tier 4 visa students must meet the full requirement of the Immigration Rules and also have 40 points under the Points Based System:

- 30 points will be issued for having a CAS

- 10 points if you can show you have enough finances to cover your fees and monthly living expenses (known as maintenance).

## Applying within the UK

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If you are applying for a visa extension you must apply before your current immigration permission ends. If you do not apply before then you become an over-stayer. Please note that overstaying is a criminal offence and Anglia Ruskin University will no longer sponsor you. Your future UK immigration applications may also be affected.

Please make an appointment with our International Student Advice Service (ISAS) or student support/compliance team at our partner institution who will be able to offer immigration advice and guidance.

## Applying from outside the UK

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You should apply for your Tier 4 visa as soon as you meet the conditions but no earlier than three months before the start date of your course.

Before you apply, watch our video tutorial which will guide you step by step:  
<http://www.anglia.ac.uk/international/immigration/studying-with-us-for-longer-than-six-months>

You must apply online here <https://www.gov.uk/apply-uk-visa>.

Make sure that you apply in good time so that you can attend our Orientation events. You can check current visa application processing times in your home country here <https://www.gov.uk/visa-processing-times>

## Progressing students at Anglia Ruskin University

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If you wish to progress to a new programme at Anglia Ruskin in **September**, for example a Masters following successful completion of your Bachelor's degree, your current Tier 4 visa will allow you to register on a new course before extending your visa. You must extend your Tier 4 visa for the new course within six weeks of your enrolment on the new course, or before it expires, whichever is the earlier.

If you wish to progress to a new programme at Anglia Ruskin in **January, April or June** intakes, you will need to make your Tier 4 extension application **before** you can register at our University.

These rules are set annually at the discretion of the Home Office and may change in the future.

## New students: who can apply / switch to the Tier 4 (General) visa without leaving the UK

You can switch into Tier 4 (General) without leaving the UK if you have, or were last given, permission to stay in one of the following categories:

- Tier 1 (Post-study work)
- Tier 2 (General)
- Tier 2 (Intra company transfer)
- Tier 2 (Minister of religion)
- Tier 4 (Child)
- prospective student
- student (under rules in place before 31/03/2009)
- student re-sitting an examination
- student nurse
- students writing up a thesis
- student union sabbatical officer
- work permit holder
- postgraduate doctor or dentist
- Science and Engineering Graduates Scheme
- International Graduates Scheme
- Fresh Talent: Working in Scotland Scheme

If you are currently in the UK in any other immigration category, including student visitor, you must leave the UK and apply for a Tier 4 (General) visa from your country of residence.

Please note: if you are applying within the UK, please visit our website [www.anglia.ac.uk/isas/visa](http://www.anglia.ac.uk/isas/visa) and book an appointment with our specialist International Student Advisers who can check and send your visa extension application for free.

## Documents required for a Tier 4 application - ALL applicants

- 1) A Tier 4 (General) Student application form completed online

Outside the UK: <https://www.gov.uk/apply-uk-visa>

Inside the UK: <https://www.gov.uk/tier-4-general-visa/apply>

If you are in the UK, your International Student Adviser will assist you with the online application process at your visa checking appointment.

- 2) A valid passport and valid visa (or biometric residence permit if you have extended your visa in the UK).
- 3) A credit or debit card to pay the application fee online. Your International Student Adviser can help you to make your payment online if you are applying in the UK.
  - The application fee for a Tier 4 application outside the UK is £328 (+£150 per year for the health surcharge) paid as the equivalent in your local currency.
  - The application fee for a Tier 4 postal application within the UK is £448 (+£150 per year for the health surcharge), and the cost of a premium appointment at a Public Enquiry Office is £948 (+£150 per year for the health surcharge).
- 4) CAS Statement (Confirmation of Acceptance of Studies) – sent to you by email.

- 5) If you have an official financial sponsor, you will need your Sponsor letter from your home government, British Council, Her Majesty's Government, British Council or any international organisation, international company or University.
- 6) Your personal bank statement or bank letter to confirm that you have the money for your tuition fees AND living costs. Tuition fees costs will be shown on your CAS statement. See "Evidence of your money" section for further details. You must show that you have held the money for tuition fees and living costs in your bank account continuously for a minimum of 28 days. The final date of this 28 day period must not be more than 31 days old on the date that you submit your application.

OR

You can also use a bank account that belongs to your parent(s) or legal guardian to show that you have enough money to cover your tuition fees and living costs. ONLY if you are using your parent's bank statement, you must also include one of the following:

- Your original birth certificate (or notarised copy) showing the name of the parent(s) providing the funds OR Certificate of adoption showing your name and the parent(s) providing the funds OR Court document stating your name and the name of your legal guardian(s) providing the funds.
  - You must also provide an original signed and dated letter from the parent(s) or legal guardian(s) who are providing the funds. This letter must confirm the relationship between the parent(s)/legal guardian(s) and the named student and also confirm that the parent(s) or legal guardian(s) have given their consent to their funds being available to you while you are studying in the UK.
- 7) If your funds are not in pounds sterling, the closing balance should be converted using the conversion rate at [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic) and the sterling sum should be written on the document you are using as proof of your finances.
  - 8) Two identical colour passport size photographs taken within the last month. See the strict photo guidance here: <https://www.gov.uk/photos-for-passports> and write your full name and date of birth on the back of each photograph.
  - 9) Academic qualifications listed on your CAS statement. This will be all the original certificates or transcripts from your previous educational institutions that are listed on your CAS.

**Some students will have to also provide:**

- 10) If you are applying in the UK – a Police Registration Certificate (if applicable). If you are required to register with the police this will be stated on your entry clearance or biometric identity card. Ensure the certificate has your latest address.
- 11) If you are applying outside the UK – TB Screening Certificate (if applicable). Check if you need one here <https://www.gov.uk/tb-test-visa>
- 12) ATAS Clearance Certificate if stated in your offer letter/CAS. More information can be found here <https://www.gov.uk/guidance/academic-technology-approval-scheme>

**Remember to retain copies of all the original documents you submit with your visa application.**

## Your Finances

Before you can apply for your visa, you will need to show that you have access to sufficient money to cover any unpaid tuition fees and a fixed amount of money for living expenses (maintenance).

If you have paid for University accommodation, a maximum of £1,265 can be deducted from the total maintenance fees you are required to have. This is the case even if you have paid more towards your accommodation. You cannot deduct any other advance payments you make to private accommodation providers. You have to meet the maintenance requirements even if you are going to live for free with relatives.

The UKVI maintenance amounts are:

<b>Please note: These amounts change frequently and are correct at time the time of publication</b>	
<b>Location of study</b>	<b>Amount required for your maintenance</b>
Chelmsford, Cambridge and Peterborough Campuses	£ 1,015 for each month of the course or a maximum of £9,135 (9 months)
London Campus	£ 1,265 for each month of the course or a maximum £ 11,385 (9 months)

Examples of how to calculate your maintenance:

<b>Length of course</b>	<b>Where you will study</b>	<b>Maintenance (funds) needed</b>	<b>For example</b>
More than 9 months (1 academic year)	London Campus	First year of fees <b>and</b> £11,385 to cover living costs for 9 months in the UK	If your tuition fee for your first year of study is £10,000, you have paid a deposit of £4000 and your scholarship is £500, then your remaining tuition fee to show will be £5500. You must show £11,385 (living costs) + £5,500 = £16,885 in available funds.
More than 9 months (1 academic year)	Cambridge, Chelmsford and Peterborough Campuses	First year of fees <b>and</b> £9,135 to cover living costs for 9 months in the UK	If your tuition fee for your first year of study is £10,000, you have paid a deposit of £4,000 and your scholarship is £500, then your remaining tuition fee to show will be £5,500. You must show £9,135 (living costs) + £5,500 = £14,635 in available funds.

We have developed an online calculator to help you work out how much money you will need to show: <http://web.anglia.ac.uk/internatsupport/calculator.phtml>

## English language proficiency

If you are applying to study a course at or above NQF 6 (Bachelor's degree level) the UKVI's minimum level of English proficiency is CEFR B2. However Anglia Ruskin's entry requirements are higher and vary according the course.

For Undergraduate bachelor degrees the requirement is IELTS 6.0 or equivalent, with no lower than 5.5 in any of the four elements (listening, speaking, reading and writing).

For Postgraduate Masters degrees the requirement is IELTS 6.5 or equivalent, with no lower than 5.5 in any of the four elements (listening, speaking, reading and writing).

Anglia Ruskin University will assess your English language ability using information you submitted as part of the admissions process. You will need to include your certificate with your visa application.

If you are applying to study a pre-sessional English language course we must use a Secure English Language Test (SELT) to confirm your English language ability is CEFR B1 or above.

## **SELT providers**

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From 6 April 2015 only two test provider will be approved by the Home Office as secure English language tests (SELTs) for immigration purposes, IELTS and Trinity College London. The most well-known of which is IELTS.

The new SELT test centres are spread throughout the UK and the rest of the world and will continue to provide easy access for applicants. Applicants should go online to find their nearest test centre and must ensure at the time of booking that the test centre offers a test that can be used for immigration purposes.

[http://www.ielts.org/ukvi\\_test\\_centre\\_search.aspx](http://www.ielts.org/ukvi_test_centre_search.aspx)

## **Tuberculosis tests for Entry Clearance applicants**

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Students from countries listed on the Home Office website <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk> will now need to include a TB certificate, from an approved test centre, with their visa application. This does not apply to visitors including student visitors who apply to come for six months or less.

Details of how to obtain a TB certificate in your country can be found: <https://www.gov.uk/tb-test-visa>

Please be aware that you will need to book an appointment and at busy times you may have to wait 10 days for an appointment especially during the UK student visa peak season between July-October. Therefore it is important that you plan for your visa application to make sure you have enough time to fulfil all of the requirements and still arrive for the start of your course.

## **Credibility Interviews**

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In addition to meeting all the above requirements, you may also have to attend an interview as part of your visa application, in the UK or your home country. The purpose of the interview is for the entry clearance officers to assess whether a student is 'genuine' before granting their visa. The interview selection process is random and does not mean that if you are called to interview that there is something wrong with your

application. It is really important that you attend your interview. Failure to do so will result in your visa application being refused.

You are expected to carry out in depth research as part of your visa application to study in the UK. [Click here](#) to read some examples of questions you may be asked at the interview. These are not necessarily the exact questions that you will be asked or in this order, but they should give you an idea of what the UKVI expects you to have considered as part of your visa application process.

We cannot provide you the answers to these questions, as they must be your own personal responses. You should carry out your own research so that you are able to answer the interviewer with confidence. The areas you should focus should include the course that you have decided to study, the area: Chelmsford, Cambridge, Peterborough or London, our University and the visa requirements prior to your interview.

The interview will also be a further test of your English, try to stay as calm as possible during your interview so that the hard work that you have done to ensure that your English is at the right level shows during the interview. Do not be afraid to ask the interviewer to speak more slowly or clearly if you are struggling to understand the question or if their accent is particularly unfamiliar to you. Report immediately any problems with the video connection.

It is important to remember that you must not lie during your interview by providing an answer that you believe the interviewer wants to hear instead of what is true.

When giving your answers it is important to show an awareness of the Tier 4 visa rules and what you can and can't do whilst studying under this visa category in the UK.

The Home Office will also use the interview as a way of checking that your English Language is at the level stated on your CAS so it important you give your answers confidently and clearly.

Please read [our Credibility Interview Guide](#) and email us if you have any questions.

## When you receive your visa

### **In your home country:**

If your stay in the UK will be less than 6 months your visa will be issued in the form of a vignette (stamp) in the passport for the whole duration of your stay.

If you are going to stay in the UK more than 6 months you will receive a 30 day vignette. You will be required to collect a Biometric Residence Permit (BRP) upon your arrival in the UK. You should collect your BRP within 10 days of arriving in the UK, otherwise you may have to pay a fine.

Anglia Ruskin University has been allocated as an 'Alternative Collection Location' (ACL) for your Biometric Residence Permit (BRP) when you reach the UK.

To ensure your smooth registration process we would advise that you enter the ACL code shown below when you make your visa application on Visa4UK to ensure your BRP is sent to your study location. This is much easier than going to the Post Office.

<b>Chelmsford</b> Please use code: <b>2HE569</b>	<b>Cambridge</b> Please use code: <b>2HE574</b>	<b>Peterborough</b> Please use code: <b>2HE579</b>	<b>London</b> Please use code: <b>2HE584</b>
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**Please note:**

It is really important that you travel to the UK during the validity of the 30 day vignette as otherwise you would have to pay again to obtain a new vignette. You may also miss the final deadline of registration and not be accepted on the course. However, if you are unable to travel within the 30 days of the vignette, you must inform us immediately at [internationaladmissions@anglia.ac.uk](mailto:internationaladmissions@anglia.ac.uk) and we will give you further instructions as to what to do next.

**Students extending the visa in the UK:**

The BRP and supporting documents with your new leave will be posted to the correspondence address provided in your online visa application form. If you applied for the visa in person, the supporting documents will be returned to you, and the BRP will be posted to your correspondence address.

## Your Tier 4 work restrictions

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As a Tier 4 international student at our University you can work up to 20 hours a week in term-time if you are studying at degree level. You may work unrestricted hours during University Vacation periods and once your studies have finished. The writing up period of your degree is still considered term time. You cannot do any work or work placement (even if it is unpaid) if you have 'no work' in your passport.

Some courses will include work placements and these can be more than 20 hours per week. Please keep in mind that any course related work you do that is not assessed (ie 'work experience') will come out of your 20hr weekly allowance whether it is paid or unpaid (voluntary)

A Tier 4 student is **prohibited** from the following activities:

- Self-employment and business activities
- Professional sportsperson or sports coach
- Entertainer
- Permanent full time job
- Doctor or dentist in training

For more information please visit our website [www.anglia.ac.uk/isas/work](http://www.anglia.ac.uk/isas/work)

## Visa refusals

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If your visa application is refused you must email all the pages of the Refusal Letter/Notice of Refusal to [internationaladvice@anglia.ac.uk](mailto:internationaladvice@anglia.ac.uk) immediately. As a Tier 4 sponsor we must record all visa refusals. We may also be able to advise you about challenging a refusal – but there are strict deadlines to do so, so please inform us urgently.

## Changing institutions

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Think very carefully before choosing your course and University. If you apply for a course using a CAS provided by Anglia Ruskin University your visa will be issued to study at Anglia Ruskin University only. If you decide to move to another college or university after you arrive in the UK, you will have to make a fresh application under Tier 4 to study at another college or university from your home country.

## Changing courses

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It is really important that you research your chosen course carefully and are completely sure that it is the right course for you. The Home Office may think you are not a genuine student if you change your mind about your course at a later date. In addition, be prepared that you may have to leave the UK and obtain a new visa before you can join a new course.

If you are not sure about your course choice please contact your International Admissions Officer at [internationaladmissions@anglia.ac.uk](mailto:internationaladmissions@anglia.ac.uk) who would be happy to talk you through all the available options.