UKCISA UK Council for International Student Affairs

Applying for a Tier 4 visa in the UK using the print and send application

Continuing your course of study at the same institution

Apply for ATAS clearance certificate (if applicable)

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Obtain a 'Confirmation of Acceptance for Studies' (CAS) number from the institution (this is an electronic reference number that you will need in order to apply for a Tier 4 visa; it is valid for six months).

Beginning new course of study

Choose institution and course

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Apply for place and receive unconditional offer

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Check that gap between end of current leave and course start date is no more than 28 days – if it is you must go home to apply for a new Tier 4 visa.

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Check that you meet the Tier 4 requirements
Obtain the necessary supporting documents (for example previous qualifications; English language qualifications; financial documents).

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Create an online account and complete the Tier 4 'print and send' application form.
(Note: you can start preparing your application as early as you like but you cannot complete it (ie complete the declaration section) more than three months before your course start date.)
Choose whether to submit your application by post or in person.

By post

Select the 'standard' option and pay the fee online. Print out your application form and sign the relevant page.

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Post your application and supporting documents **before your leave expires.**

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Attend a participating post office to provide your biometric information (you cannot do this until you have received a letter from the Home Office inviting you to do so).

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Attend a credibility interview if you are asked to do so.

In person

Select the 'premium' option and book an appointment at a Public Enquiry Office (PEO) (**this appointment must be before your current leave expires**).

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Pay the fee online. Print out your application form and sign the relevant page.

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Attend appointment, provide your biometric information, submit your application form and other documents and attend a credibility interview (if you are asked to do so).

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The Home Office decide whether to refuse or grant your application and return your documents to you.

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Biometric Residence Permit (BRP) is sent to you by post if your application has been successful.

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Check that all of the details on your BRP are correct, in particular that you have been granted the correct length of leave

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