Applying for your Tier 4 Visa

Step one – Obtain your CAS

Your Conditional Offer will outline everything you need to do in order to receive your CAS (Confirmation of Acceptance for Studies) number. **Read your offer carefully and make sure you send all documents requested to Chichester College**. The CAS number will be generated by Chichester College and it is necessary to your Tier 4 application.

Our admissions team will send you a CAS Statement once you have met all the conditions of your offer and receipt of full tuition fees have been confirmed by our finance team. The statement will contain your CAS number and will detail all of the original documents that need to be included with your visa application plus any monies that you have already paid to the College.

Step two – Proof of Maintenance

Make sure you have enough money to cover your living expenses. You will need to show that you have had £9135.00 in living expenses in your or your parent's or sponsor's bank account for 28 days prior to the visa application. Please note that you cannot use any other relative's bank account to show these funds. The amount in the bank account must not drop below the amount that the UKVI needs to see at any point during that 28 day period. Always check UKVI guidance to be sure of the amount required.

Step three - Complete the visa application form

Check your online Tier 4 visa application for accuracy, ensuring spelling and all other information is correct before submitting. Make sure all mandatory fields are complete and make the application as clear as possible for the Entry Clearance Officer. Make sure you use the College's **ACL code -2FE232** when completing your application so that your BRP card can be delivered directly to the college. If you have any questions about this process, please contact the college **before** submitting your visa application.

Step four – Pay the Health Surcharge

You will be directed to pay the International Health Surcharge as part of your online Tier 4 visa application. Failure to pay and obtain your HIS number will result in your visa application being refused.

Step five– Include original documentation

Other than your CAS statement, <u>NEVER</u> use copies of any documents. Your CAS statement can be a print-out but you must submit original documents for everything else. This includes passport, bank statements, photos and ALL certificates and letters listed on your CAS statement as well as any other supporting documents. Make sure that you send the required documents to the visa office within the time allowed.

Step six – Payment

The fee you pay the UKVI for your visa application is non-refundable so make sure you enter all details correctly if using a bank card and ensure funds are available to avoid rejections.

When should I apply for my visa?

You cannot submit your Tier 4 application until 3 months prior to the start date of the course as stated on your CAS Statement. You should make your application as soon as possible within the three month period to avoid being late for your course.

Is there anything else I should expect?

As part of your Tier 4 application you will be required to attend an approved center for biometric data collection. This means that you will be asked to provide your finger prints and have a picture taken.

You may also be interviewed by an Entry Clearance Officer as part of your application. This interview can take place in person or over the telephone. You should be prepared to answer questions about your course, the modules you will be studying, the College, how you plan to finance your course and where you intend to live in the UK.

Your Entry Clearance visa will contain a special number that links you to your College/University. When you have obtained a visa using a CAS number from Chichester College it can only be used to study with us.

You must enrol at Chichester College on the first day of the academic year or as soon as possible after that. If you think you are going to arrive late for any reason please inform the International Admissions Team as soon as possible.