Applying for your Tier-4 General Student Visa – Process Overview and Checklist

Spring 2016

Beginning October 12, 2015

At least 60 Days before Program Start Date

- Apply/Renew Passport (must be valid for 6 months after program end date)
- International students must take a new, approved English Language Exam (SELT).
- Read ALL visa instructions: linked via Accepted Students section of the BU Study Abroad website.

Step 1

- Apply for a CAS number on you London Personal Page
- Apply for your Tier-4 General Student Visa online through the UKVI website.

Step 2

- Schedule biometrics appointment via the UKVI website.
- Pay Visa Fee via the UKVI website (Approx. $530)
- Update London Personal Page to reflect biometrics appointment date!

Step 3

- Attend biometrics appointment
- Keep stamped and signed biometrics confirmation page after the appointment.

Step 4

No later than 30 Days before Program Start Date

- Get passport photos taken. You SHOULD NOT take the photos yourself.
- Email your Program Manager at BU Study Abroad if you are going to use the group mailing option. Choose one group mailing deadline, either November 17 or December 1.

Step 5

- Prepare full visa application documents for submission to the UK Consulate
- Please see checklist via visa instructions for info on what to include. You must follow the instructions exactly, or the consulate can refuse to issue your visa!

Step 6

- Submit visa application to BU Study Abroad office if using group mailing, or mail to New york consulate independently.
- You must purchase tracking for your package regardless of submission method!
- Update Your London Personal Page to reflect date mailed.

Step 7

- After December 4, if you have not mailed your application, you must expedite your visa via VFS Global (See online instructions) before mailing your application.
- Priority Service (6-10 bus. days by mail, approximately extra $187.00)
- If the expediting instructions are not followed exactly, the consulate will refuse faster service.

Step 8

- NOTE: International Students may be contacted for a phone - conference interview.
- Once you receive your returned visa application, read all included documentation in case more information is needed.

Step 9

- Check out our Tier-4 FAQ in the visa instructions.
- Contact your Program Manager with any concerns or questions.
- Update your London Personal Page to reflect receipt of your visa.

Step 10

BU Study Abroad
Important Terms -

London Personal Page – A website/database managed by the BUSA London Office

United Kingdom Visas and Immigration (UKVI) – The government agency that issues the TIER 4 visa and manages all immigration matters in the UK.

CAS number - The number is issued by the UK government and is distributed by the London Office. The CAS number is tied to your passport information and to you as an applicant.

Biometrics and Application Support Centers – You have your biometrics, fingerprints and picture, taken at the local USCIS Application Support Center. They do not evaluate Tier-4 applications during this appointment. This may differ when applying abroad.

VFS Global – UKVI partners with Worldbridge, a commercial company for its expediting service.

Secure English Language Test (SELT) – Exam required, prior to application, for any student from a non-majority English speaking country, as defined by the UKVI.

Appendix 8 Form – Supplementary form generated upon receipt of your CAS number. This form is required as part of your full application package.

Biometric Residence Permit (BRP) – Students who are studying in the UK longer than 6 months are required to get the Biometric Residence Permit at a local UK Postal Office within 10 days of arriving in the UK. Students who are studying in the UK for one semester (less than 6 months) are not required to get the BRP.