



# Study Abroad



## Applying for a UK TIER-4 Visa: Process Overview and Workshop



# Agenda

- Important Terms
- What is the Tier-4 Visa?
- Before you Apply
- Application Steps
- Expediting
- What Happens Next?
- Application Tips
- Additional information for International Students
- Questions and Contact info



## 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 VFS Global, a commercial company for its expediting and shipping services.





## Before You Apply:

- **Take a look at your passport. Will it still be valid 6 months *after* the program end date?**

If not, you need to apply or renew your passport, strongly consider expediting the application so your visa application is not delayed too long. You will need your passport in hand to apply.

- **We highly recommend all students apply WITHIN the United States.** If you are applying in your home country, you may need to provide additional documentation for your visa application. Check with your local UK Consulate for any specific requirements. BU Study Abroad cannot advise you on how to apply for the Tier-4 outside the United States.

# TIER 4 Visa Application: Step One

**General Passport Information**  
Your passport MUST be valid for six months after the end date of the programme. All students are to complete the sections to the right.

Internship students can apply for a Tier 4 Visa 90 days before their semester starts. **Full Tier 4 Visa application information will appear below at that time.**

Passport Photo Page Upload

Issued:  Expires:

Check box to confirm upload of a colour copy of your passport's photo and signature page as .pdf or ipeq (300dpi)

Check box to confirm upload of your visa

Nationality: \* Sweden [European Union \(EU\) Citizens](#)  
[Non US/UK/EU Passport holder](#)

Town/City/Place of Birth: \* Vienna

Country Of Birth: \* Sweden

Date of Birth: 4/4/1978

Passport Number: \* ER76790 27/03/1977 Date Issued

Country of Issue: \* Sweden

Expires: \* 27/03/2077 Gothenberg City of Issue

## Tier 4 Visa Application

You will need a Certificate of Acceptance of Studies (CAS) number to complete your Tier 4 Visa Application. Upload your passport's photo page and complete ALL of the section above then, click the 'Request CAS' button below to upload.

Copy and paste the responses below to the Sponsor section of your online form at:

<https://www.visa4uk.fco.gov.uk>

Sponsor Number: 3UNW4WWE2  
Tier 4 Sponsor Name: Boston University -  
Primary Site of Study & Full Address of Sponsor: 43 Harrington Gardens  
London, UK  
Postcode: SW7 4JU  
Primary contact no: 0207 244 6255  
Secondary contact no: studentlife@bu-london.co.uk  
Email address: ---

### Course Details

CAS Number: ---  
Course of Study: Graduate RA Programme

CourseID: FTB TR 101  
Academic Level: Bachelor's Degree (QCF\_NQF6)  
Course Start: 14/01/2007  
Course End Date: 04/05/2007  
Course Full Time: Yes  
Hours Per: -  
Have you already started this course?: No  
Fulfilment of English language requirement: N/A EU passport holder

### Maintenance and Fees

How much are the fees for your course of study?  
Have any of your course fees been paid?  
Do you have an established presence in the UK? No  
Accommodation fees paid to your sponsor:  
Do you receive support from a financial sponsor? No  
Remaining fees and maintenance due for payment: None  
Do you have money in your own name? Yes

### Points Claimed

Confirmation of Acceptance for Studies	30
Maintenance	10
<b>Total</b>	<b>40</b>

You must have your Tier 4 Visa by: **Thursday 4 January**

### Visa Application Progress

Biometric Appointment	Date Mailed	Passport Returned
15/11/2010	03/11/2010	24/11/2010

Use the space below to update us on problems with your application

Appendix\_8\_Form\_1200.pdf

By checking this box, I acknowledge my responsibility to submit all stages of my visa application to the consulate for processing. Failure to receive my visa well before the start of the programme will result in withdrawal, with liability to cover



## Tier 4 Visa Application: Step Two

Create an account for your visa application on the UK Visa and Immigration (UKVI) website. There are 4 parts to complete in order.

- **Questionnaire:** using the Sample Visa Application as a guide, fill out and submit a Tier-4 General Student visa application.
  - You will also have to confirm some (BRP) collection information and Immigration Health Surcharge (IHS) information. It is just a formality but must be completed to advance.
- **Biometrics:** Schedule a biometrics appointment after you submit your online visa application. This appointment can only be made using the online application system.
- **Payment:** Pay the visa fee of approx. **\$450.00** after you schedule your biometrics appointment. The charge will come from the UK, so you may want to alert your bank or credit card company before you place the payment to avoid fraud alerts.
- **Print:** Print your completed online application and biometrics confirmation form from the online application system.

# TIER 4 Visa Application: Step Three

## Attend your biometrics appointment.

During this appointment, no evaluation of your visa application will take place. Electronic finger prints and a photo will be taken and stored in the US State Department database. To attend this appointment, you will need to bring:

- Your actual passport, signed.
- Biometrics Confirmation Form
- 2nd form of government issued photo ID (driver's license is fine)
- Printed Tier-4 visa application

**NOTE:** Your full visa application needs to be sent to the consulate for processing **within 5 days of this appointment.** *\*Note (Those doing group mailings can have biometrics within two weeks of submission)*





## Tier 4 Visa Application: Step Four

**Assemble all application and supplemental materials.** Use the checklist provided to make sure that you have all the necessary documents and their required characteristics.

### Helpful Tips:

- You do not need to provide a photo! Your photo from your Biometrics Appointment will be used on your Tier-4 UK visa sticker.
- Only use VFS Global or UPS for your return envelope/shipping. It will be rejected by the UK Consulate in New York otherwise. We recommend using the VFS Global website for shipping (VFS Global is a trusted partner with the UK Government)

**NOTE:** that any deviation from the checklist could result in severe delays or a rejection of your visa application.



## Tier 4 Visa Application: Step Five

Submit your full visa application to the British Consulate General in New York.

- If you are applying in the US, you must use the New York consulate. The only way to submit your full visa application is by mail - in person appointments are not allowed except in extreme emergencies for a substantial fee.
- Applications are typically processed in 14-21 business days.
- If your application is denied, you will need to fully re-apply, which includes re-submitting Biometric Data, the Application Fee, and obtaining a new CAS number.
- In all cases, you should be sure that you will be at the address you indicate as your return address for at least 4 weeks after mailing. Please keep in mind winter and summer breaks, and your campus's mail forwarding process when selecting an address.



# Tier 4 Visa Application: Step Five, Cont.

There are three methods for submitting your full application:

1. **Use a group mailing through the BU Study Abroad office.** Program managers will look for basic errors, and mail them in a group to the New York Consulate. The advantages of this method are:
  - Increased accuracy of your application
  - Occasionally slightly faster processing times.

If you need to expedite your visa application, please submit independently. **Group mailing deadline is June 28 or July 19.**

2. **Mail your visa application independently** to the British Consulate General in New York. This method might be right for you if:
  - You have international travel plans
  - Need to expedite your application
  - You are unable to submit your application for a group mailing

You may request a time to meet with your program manager, either in person or by phone, to go over your full application for accuracy.





## Tier 4 Visa Application: Step Five, Cont.

3. Schedule a “premium appointment” at the UK Consulate in Boston or another “premium” location (San Francisco, New York, Houston, Washington DC, Miami, Los Angeles, Chicago).

There are select UK Consulates in the US where you can attend your biometrics and submit your Tier-4 application in person at one time - these are called premium appointments and centers. These consulates will send your documents to the UK Consulate in New York, but do require additional fees above and beyond the cost of the Tier-4 visa. Students selecting premium appointments will be required to attend their biometrics at the application center and will submit their applications in person to the UK Consulate instead of by mail.

Fees vary depending on the package chosen (\$235 - \$1,645) so please be very careful to read through what is included in your package before purchasing and scheduling your premium appointment with a UK Consulate.

This method might be right for you if:

- You wish to have your biometrics and application submission at the same time
- You are late to submit your application
- You do not wish to expedite
- You are unable to submit your application for a group mailing or on your own



## Tier 4 Visa Application: Expediting

Faster processing is available for an extra fee of approx. \$210.00. Expediting using the Priority Service takes approx. 6-10 business days from the date of receipt (excluding mail time).

- Priority Service should be purchased **before mailing your full application**.
- Instructions must be followed exactly, or expedited processing will be refused.
- Expediting services are through a third-party company, VFS Global. **Do not** use another expediting company as it will cost more and can delay your application. VFS Global is the official partner of the British Consulate.



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EST. 2001

**General Passport Information**

Your passport MUST be valid for six months after the end date of the programme. All students are to complete the sections to the right.

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**Passport Photo-Page**



**Visa Page Upload**

[Can't see the upload button? Use Opera](#)

Check box to confirm upload of a colour copy of your passport's photo and signature page as .pdf or ipeq (300dpi)

Issued:  Expires:

**Note: Please see your CAS number below**

Nationality: \*  [European Union \(EU\) Citizens](#)  
 Town/City/Place of Birth: \*  [Non US/UK/EU Passport holder](#)  
 Country Of Birth: \*   
 Date of Birth:   
 Passport Number: \*   Date Issued  
 Country of Issue: \*   
 Expires: \*   City of Issue

**\* Mandatory Fields**

**Tier 4 Visa Application**

You will need a Certificate of Acceptance of Studies (CAS) number to complete your Tier 4 Visa Application. Upload your passport's photo page and complete ALL of the section above then, click the 'Request CAS' button below to upload.

Copy and paste the responses below to the Sponsor section of your online form at:

<https://www.visa4uk.fco.gov.uk>

Sponsor Number: 3UNW4WWE2  
 Tier 4 Sponsor Name: Boston University -  
 Primary Site of Study & Full Address of Sponsor: 43 Harrington Gardens  
 London, UK  
 Postcode: SW7 4JU  
 Primary contact no: 0207 244 6255  
 Secondary contact no: ---  
 Email address: studentlife@bu-london.co.uk

**Course Details**

CAS Number: ---  
 Course of Study: Graduate RA Programme

CourseID: FTB TR 101  
 Academic Level: Bachelor's Degree (QCF\_NQF6)  
 Course Start: 14/01/2007  
 Course End Date: 04/05/2007  
 Course Full Time: Yes  
 Hours Per: -  
 Have you already started this course?: No  
 Fulfilment of English language requirement: N/A EU passport holder

**Maintenance and Fees**

How much are the fees for your course of study?  
 Have any of your course fees been paid?  
 Do you have an established presence in the UK? No  
 Accommodation fees paid to your sponsor:  
 Do you receive support from a financial sponsor? No  
 Remaining fees and maintenance due for payment: None  
 Do you have money in your own name? Yes

**Points Claimed**

Confirmation of Acceptance for Studies: 30  
 Maintenance: 10  
 Total: 40

You must have your Tier 4 Visa by: **Thursday 4 January**

**Visa Application Progress**


Biometric Appointment:   
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## Traveling to the UK: your passport, visa and supporting documentation

When arriving in the UK, make sure that you have:

- Your passport with Tier-4 Visa
- Immigration letter, download from your London Personal Page
- Directions to your flat in South Kensington, downloaded from your Personal Page.
- You may only enter up to 7 days prior, and *must leave the UK no later than 7 days after the program end date*. Most students can then re-enter on a travel visa.
- Do Not fly through Ireland as a connecting flight into the UK – They will not be able to verify your visa!!

# Application Tips!

## #1: Plan Ahead:

- Think about how much time you need – do you need to renew a passport?
- Are you traveling abroad before your semester in London? Do you need to expedite your visa?

## #2: Only use the BU instructions/VFS Global

## #3: Follow the instructions literally:

- Triple check before mailing – this could be the difference between going or not.
- Apply as early as possible!

## #4: If you forgot something, say something! Get in touch with your Program Manager.





# International Students

- You may be interviewed by phone or video-call.
- The London Personal Page denotes an English Language Requirement section – please DO NOT fill out this section. English Language Tests are NO LONGER required for international students applying in the US.
- We strongly do not recommend applying outside of the USA, as the visa application process may be different. If you are applying from your home country, you are solely responsible for your local UK Consulate's specific visa requirements.
- Schengen Visa:
  - Non-EEA citizens, exceptions apply
  - For planned travel to continental Europe
  - Separate visa, apply after you receive the Tier-4





# Questions & Wrap-Up

- Questions?
- London Calling: Watch out for future communications from Boston *and* London.
- Contact information:
  - Corey Blackmar: [coreys@bu.edu](mailto:coreys@bu.edu)
  - Shannon Williams: [sw1@bu.edu](mailto:sw1@bu.edu)
  - Student Life (London)  
[studentlife@bu-london.co.uk](mailto:studentlife@bu-london.co.uk)



**LONDON  
CALLING**

