

UK Tier-4 (General) Student Visa Instructions

(Students applying WITHIN the United States)

BU Study Abroad London Programmes – Spring 2020

Step One: Upload Your Passport & Receive Your CAS Number

Upload a signed, color copy of your passport to the [London Personal Page](#) “Passports & Visas” tab, and input passport information in the fields provided on the right-side of the tab.

Once the upload is complete and verified by the London staff, you should receive your “Confirmation of Acceptance of Studies” (CAS) number on your London Personal Page within 5-7 business days.

Step Two: Apply Online for Your Visa

Create an account for your visa application on the [UK Visas & Immigration \(UKVI\)](#) website. Use the Sample Form below as a guide to completing your application accurately.

UKVI APPLICATION QUESTIONNAIRE

Account Creation	
Confirm your visa type	Tier-4 (General) Student Visa
Enter the country in which you are making your application	USA
Check the available biometric enrolment locations	All students should select “ I have checked available biometric enrolment locations and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country ”.
Apply Now	Select “ Apply Now ”.
Email Address & Password	Please use an email that you frequently check and note your password for future use!

Additional Email	We recommend you put “No”
Telephone Number	Please use current mobile number that you use “whilst out of the UK,” including country code (+1 for US).
Any other telephone numbers	We recommend you put “No”

Personal Details	
Do you have a Confirmation of Acceptance of Studies Number?	All students answer “Yes” .
Confirmation of Acceptance of Studies (CAS) Reference Number	Enter the 14-digit CAS number from your “Passports & Visas” Tab of the London Personal Page starting with the letter “E”.
What is your name as given in your current passport or travel document?	Enter your Given Name (First) and Family Name (Last).
Have you been known by any other names?	Most students answer “No” .
What is your gender, as shown in your passport or travel document?	Enter gender as appropriate.
What is your relationship status?	Most students will answer “Single” .
U.S. Address	Enter your US address. International students should enter their US-based address.
How long have you lived at this address?	Enter length of time as appropriate.
What is the ownership status of your home?	Most students answer either “I rent it” or “I live with my family” .

Passport/Personal Information	
Passport or travel document reference number	Enter your passport number
Issuing Authority	Enter the country or province your passport was issued from
Issue Date	Refer to passport for issue date.
Expiry Date	Refer to passport for expiry date.
Do you have a national identity card?	All US citizens and most international students answer “No” unless given a nationality identity card by their government.
Country of Nationality	Enter your nationality
Country of Birth	Enter country where you resided at birth.
Place of Birth	Enter state/city where you were born.
Date of Birth	Enter date of birth in DD/MM/YYYY format. Please note European date format.
Other Nationalities	Answer as appropriate

Immigration Status (QUESTION FOR INTERNATIONAL STUDENTS ONLY)	
What permission do you have to be in the United States of America?	Most students will answer “ I have a temporary visa ” or “ I am a permanent resident. ”

Travel & Family Information	
Spoken language preference?	Enter “ English ” or other language as necessary.
Does anyone rely on you for financial support?	All students answer “ No ”.
Parent/Guardian Information	Enter details for two parents, including: Given Name, Family Name, Date of Birth, Nationality, and Nationality of Birth.
Do you have any family in the UK?	Most students answer “ No ”. If yes, enter immediate family details as appropriate. Do not indicate “Yes” for any family other than the categories mentioned!
Will you be travelling to the UK as part of an organised group?	All students answer “ No ”.
Will you be travelling to the UK with someone who is not your partner, spouse or dependant?	All students answer “ No ” regardless of whom they are traveling with.
Do you know where you will be staying in the UK?	All students answer “ Yes ”.
Address of stay in the UK	Select the below address information from the dropdown list. Boston University London Programmes 43 Harrington Gardens Town/City: London Postal Code: SW74JU
Will you be staying anywhere else in the UK?	All students answer “ No ”.
Are you coming to the UK to study at a higher education institution? QUESTION FOR INTERNATIONAL STUDENTS ONLY!	All students answer “ No ”
Are you attending a short-term study abroad programme in the UK as part of a university course in the USA? QUESTION FOR INTERNATIONAL STUDENTS ONLY!	All students answer “ Yes ”.

Travel History	
Have you been to the UK in the past 10 years?	Answer as appropriate.
Have you ever been given medical treatment in the UK?	Most students answer "No" .
Have you applied for leave to remain in the UK in the past 10 years?	Most students answer "No" .
Do you have a UK National Insurance number?	Answer as appropriate.
Do you have a UK driving licence?	Answer as appropriate.
Have you received any public funds (money) in the UK?	Answer as appropriate.
How many times have you visited the following places in the past 10 years?	<p>Answer as appropriate and to the best of your historical knowledge.</p> <p>US citizens should not include the US in their response as having "visited."</p>
Have you visited any other countries in the past 10 years?	Answer as necessary; when international travel history is complete answer "No" to continue.
Date you plan to arrive in the UK	12/01/2020 (same for all students)

Immigration & Criminal History	
Have you ever been: refused a visa for the UK, deported from the UK, removed from the UK, required to leave the UK, refused entry at the UK border	Most students answer "No" .
Have you ever: entered the UK illegally remained in the UK beyond the validity of your visa or permission to stay breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission; given false information when applying for a visa, leave to enter, or leave to remain; breached UK immigration law in any other way	Most students answer "No" .
At any time have you ever had any of the following, in the UK or in another country: A criminal conviction; A penalty for a driving offence; An arrest or charge for which you are currently on, or awaiting trial; A caution,	Most students answer "No, I never had any of these" , but please do report any speeding tickets or other offences you have received. Parking tickets do not need to be reported.

<p>warning, reprimand or other penalty; A civil court judgement against you, for example for non-payment of debt, bankruptcy proceedings or anti-social behaviour; A civil penalty issued under UK immigration law; No, I never had any of these</p>	
<p>In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?</p>	<p>All students answer "No".</p>
<p>Have you ever been involved in, supported or encouraged terrorist activities in any country?</p>	<p>All students answer "No".</p>
<p>Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?</p>	<p>All students answer "No".</p>
<p>Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?</p>	<p>All students answer "No".</p>
<p>Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?</p>	<p>All students answer "No".</p>
<p>Have you, by any means or medium, expressed any extremist views?</p>	<p>All students answer "No".</p>
<p>Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?</p>	<p>All students answer "No".</p>
<p>Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?</p>	<p>All students answer "No".</p>
<p>Is there any other information about your character or behaviour which you would like to make us aware of?</p>	<p>All students answer "No".</p>
<p>Previous employer information</p>	<p>Most students indicate "I have not worked in any of the jobs listed above".</p>

Visa Sponsor Information	
What is your sponsor license number?	3UNW4WWE2 (same for all students!)
Sponsor's address?	Use the below address information exactly as presented: Boston University London Programmes 43 Harrington Gardens Kensington Town/City: London Postal Code: SW74JU
Will you be studying at a school or higher education institution?	All students answer "higher education institution" .
Is this the site where the majority of your study will take place?	All students answer "Yes" .
Did you apply through your course through UCAS?	All students answer "No" .
Do you need to obtain permission from the ATAS?	All students answer "No" .

Maintenance & Fees	
Will you be receiving money from an official financial sponsor for your continuing studies?	ALL students answer "No" .
Name of sponsor institution	Boston University London Programmes
Course Name	London Internship Program
Qualification you will get	Please select "RQF6/SCQF9/10"
Are you going to be a student union sabbatical officer?	All students answer "No" .
Course Start Date	12/01/2020
Course End Date	24/04/2020
Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?	All students answer "Yes" even if your bill is not yet paid to BU or your home institution.
How much has been paid?	London Internship - 4,508
How can you prove this amount has been paid?	All students answer "My sponsor has confirmed this information on my CAS" .
What are your course fees for your first year?	London Internship - 10,061

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?	All students answer “Yes” even if your bill is not yet paid to BU or your home institution.
How much has been paid?	London Internship - 10,061
How can you prove this amount has been paid?	All students answer “My sponsor has confirmed this information on my CAS” .
Are any of the maintenance funds required for this application in the form of a student loan?	All students answer “No” even if they may have a student loan for the program.
Are all of the maintenance funds required for this application in a bank account with your name on it?	All students answer “Yes” even if your fees are being paid by your parents or by financial aid.
Add further details	Most students will answer “None”
Documents showing the required maintenance funds QUESTION WILL APPEAR FOR CERTAIN INTERNATIONAL STUDENTS ONLY!	Most students will select “Statements from a bank or building society account” or “Letter from a bank, building society or other recognised financial institution” .
Mandatory Documents	Tick the box to confirm your understanding of the mandatory documents to send to the visa processing center. Refer to the UK Visa Application Document Checklist to double check that you have the correct documents.
REVIEW AND CHECK YOUR ANSWERS!!!	

Conditions & Declaration
Review and accept the conditions by the UKVI to advance in your application.
Review and accept the declaration by the UKVI to advance in your application.

IMMIGRATION HEALTH SURCHARGE

Immigration Health Surcharge	
Students studying less than 6 months in the UK are not charged an Immigration Health Surcharge, but must register regardless.	Scroll to the bottom and click “Go to IHS Website”.
Pay towards your healthcare in the UK...	Scroll to the bottom and click “Continue”.

IHS - Your Details (Enter only the missing information)	
Are you applying from within the UK?	No
Are you applying to stay in the Isle of Man, Jersey or Guernsey?	No

Course Start Date	12/01/2020
Course End Date	24/04/2020
Are you applying to continue on the same course for which you were last given Tier-4 Leave to Enter or Remain?	All students answer "No" (even if you have been granted a Tier-4 visa before).
Is your course at NQF7?	All students answer "No" .
Is your course a Master's degree?	All students answer "No" .
Is your course for 13 months or less?	Yes
Please select the location of your course	All students select "Other" .
Summary	Scroll to the bottom and click "These details are correct" .
Declaration	Scroll to the bottom and click "I agree" .
Total Charge	Total charge should be USD 0.00
Complete	Record your IHS reference number and click "return to my visa application" .

BIOMETRICS RESIDENCE PERMIT

Biometrics Residence Permit	
Students studying less than 6 months in the UK do not need to collect a Biometrics Residence Permit, but must indicate a post office regardless in order to continue their application.	<p>Scroll to the bottom and click "Collect from a UK Post Office" then "SW7 4JU" as the Postal Code. If done correctly, the location will show as:</p> <p>Post Office - Kensington 208 - 212 Kensington High Street London W8 7RG</p> <p>Click "Save and Continue".</p>

VISA PROCESSING SERVICES

Choose a service	
<p>Please use the document linked below to help you select the most appropriate service and cost for your unique visa application:</p> <p>How Should I Submit My Tier-4 UK Visa Application?</p>	<p>Most students will select either “Standard Service” (no additional fees) or “Priority Service” (additional fee applies).</p> <p>Please <u>DO NOT</u> purchase “Bronze,” “Silver,” or “Gold” services until first emailing your Program Manager.</p>

PAYMENT PROVIDER

Choose your card provider	
<p>It is best practice to contact your bank/credit card company BEFORE submitting the payment, as the charge comes from the UK and may be flagged by your bank as fraudulent if not cleared in advance.</p>	<p>Select card type, then “Continue to WorldPay” to be redirected to the payment portal.</p>

DOWNLOAD & PRINT

Print Application & Document Checklist	
<p>At this stage, you can no longer go back and make changes to your application. Contact your Program Manager if you notice an error.</p>	<p>Download and print your:</p> <ul style="list-style-type: none"> • Tier-4 General Student Visa Application • Document Checklist

**** Once you have paid the visa fee (approximately \$450 - \$500) you will reach the “Further Actions” page that has an option for you to schedule your biometrics appointment. Please click the “provide documents and biometrics” box that will redirect you to the VFS Global website ****

Further actions you must complete

There are some more actions below that you must complete. **Your application may not be successful** if you do not complete the mandatory actions.



Any previously booked appointments are no longer valid due to a change in how we collect documents and biometrics. You must now make arrangements with our commercial partner to provide your documents and biometrics.

Mandatory actions

Download your supporting documents checklist

Download checklist

You must download your supporting documents checklist and print it for when you provide your biometrics. This document will only be available to download until 26 February 2020.

Get a tuberculosis test, if required

Check requirement

You must check if you need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application.

Make arrangements to provide your documents and biometrics

Provide documents and biometrics



SCHEDULE BIOMETRICS APPOINTMENT THROUGH VFS GLOBAL

Choose a visa application centre

Students are able to book appointments at either **Standard (USCIS) Application Centres (no additional cost)** or at **Premium Application Centres (additional cost applies)**.

Students who book a standard appointment will be required to submit their applications through either a BU Study Abroad group mailing or mailing on their own only.

Students who book premium appointments will be required to submit application materials in person at the Premium Application Centre, not by mail.

Choose either the **Standard Application Centre (no additional cost)** known as “USCIS” locations or **Premium Application Centre (additional cost applies)** nearest to your location.

Choose an appointment

Date & Time

Choose carefully – you must be prepared to mail/submit your application materials within 5 business days after your biometrics

Choose a date and time to attend your biometrics appointment in person.

<p>appointment if you selected a “Standard Service” or “Priority Service” appointment or in person if you selected a “Premium” service package.</p>	<ul style="list-style-type: none">Once scheduled, print Registration Details document which has biometric appointment details and address
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Step Three: Attend Your Biometrics Appointment (Standard OR Premium)

During this appointment, no evaluation of your visa application will take place. Electronic fingerprints and a photo will be taken and stored in the US State Department database.

- If you chose a **“Standard Services” or “Priority Visa” Appointment**

To attend this appointment, you will need to bring:

- ✓ Your actual passport, signed
- ✓ Biometrics Appointment Details (printed from your UKVI account. An email will *NOT* substitute)
- ✓ Printed Tier-4 visa application (from your UKVI account)

- If you chose a **“Premium Services (Bronze, Silver, Gold)” Appointment**

To attend this appointment, you will need to bring:

- ✓ Your actual passport, signed
- ✓ Photocopy of your passport
- ✓ Biometrics Appointment Details (printed from your UKVI account. An email will *NOT* substitute)
- ✓ Printed Tier-4 visa application (from your UKVI account)
- ✓ Receipt of your “Premium Service” payment
- ✓ Printed return shipping label

***** Students who book a Premium Appointment will be required to submit their visa application materials in person at the Premium Application Centre, and are finished after this step *****

Step Four: Mail Your Visa Application Materials (Standard appointments only)

Submit your full visa application to the UKVI Scanning Hub in New York. If you are applying in the US, you must use this processing center. The only way to submit your full visa application is by mail – ***in person appointments, drop-offs, and pick-ups are not allowed***. Applications are typically processed in 14-21 business days, upon arrival at the processing center.

THERE ARE TWO METHODS FOR SUBMITTING YOUR APPLICATION:

1. Use a group mailing through the BU Study Abroad office. (*RECOMMENDED*)

***** Students using Priority Visa Service need to mail independently (scroll to method 2) *****

BU Study Abroad will collect visa applications and mail them on a rolling basis to the UKVI Scanning Hub in New York on **THREE** mailing dates (**November 8***, **November 22***, or **December 2***; pick one).

- * **November 8** (Biometrics held Nov 1 – Nov 8)
- * **November 22** (Biometrics held Nov 15 – 22)
- * **December 2** (Biometrics held Nov 25 – Dec 2)

You will need to purchase return shipping so the UKVI Scanning Hub can mail your passport/visa back to you.

1. Go back to your original UKVI application (direct link was emailed to you), and click the button that has you “provide documents and biometrics”
2. You will be redirected to the VFS Global website where you can purchase the courier services
3. Under Services, please select “Return Courier Service”

Services

Service details

Individual services

Priority Visa USD 283.00
UK Visas and Immigration will expedite the process... [more](#)

ADD

Roundtrip Courier USD 70.00
This service provides for courier delivery of your... [more](#)


ADD

Return Courier USD 41.00
This service provides for the return of your proce... [more](#)

ADD

CONTINUE

- 1 Details
- 2 Customer Details
- 3 **Services**
- 4 Review and pay
- 5 Download and print



4.

Under Upload Documents, please upload a photocopy of your passport under the “Additional Documents/Others” section. Please **DO NOT** upload any other documents.

Additional Documents / Others
e.g. Death Certificate / Other documents etc.

[Choose file](#)
You can upload jpg,jpeg,png or pdf files upto 10 MB.

Please name the file

5. You will be asked to pay for services, input your return mailing address, and then print one (1) shipping label

✓ **Be sure that you will be at the address you indicate as your return address for at least 4 weeks after mailing. Keep in mind winter and summer breaks, and your campus’ mail forwarding process when selecting an address.**

6. [USE THIS CHECKLIST](#) to make sure you have all the items you need to submit for group mailing!

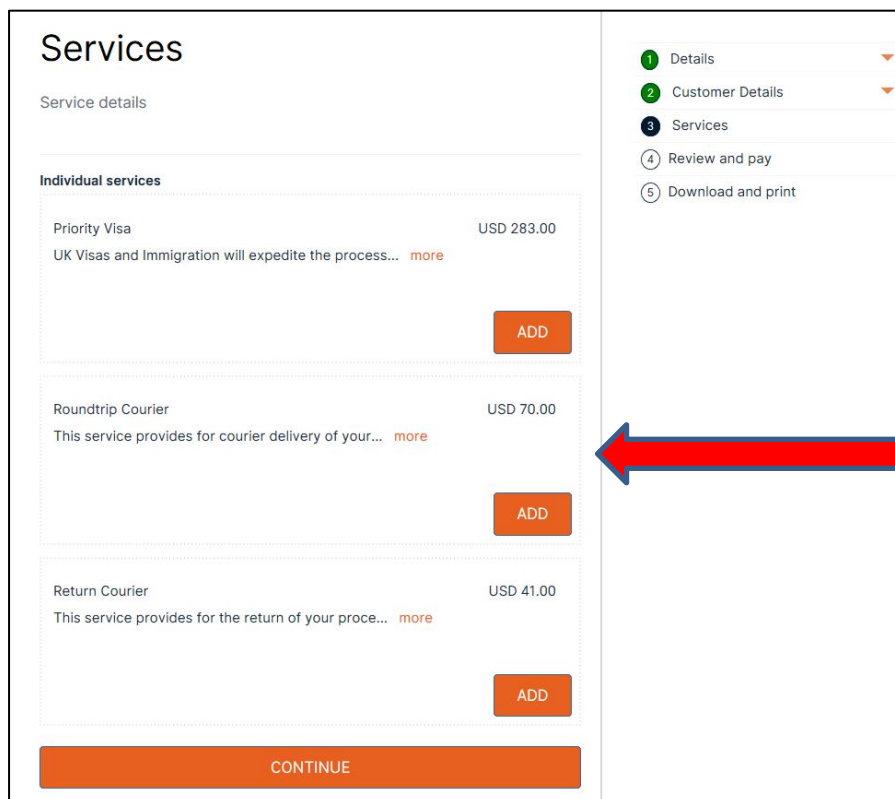
7. Submit your application to the BU Study Abroad office either in person or by mail (please use a trackable shipping method such as FedEx, UPS, or DHL). Once received, program managers will look for errors, and mail applications in a group to the UKVI Scanning Hub.

The advantage of this method is increased accuracy of your application, and occasionally reduced processing times. You will need to submit your application to the study abroad office exactly the same as you would send it to the processing center. *If you need to expedite your visa application, please submit independently.*

2. Mail your visa application independently to the UKVI Scanning Hub.

You will need to purchase round-trip shipping to and from the UKVI Scanning Hub.

1. Go back to your original UKVI application (direct link was emailed to you), and click the button that has you “provide documents and biometrics”
2. You will be redirected to the VFS Global website where you can purchase the courier service.
3. Under Services, please select “**Round-Trip Courier Service**”



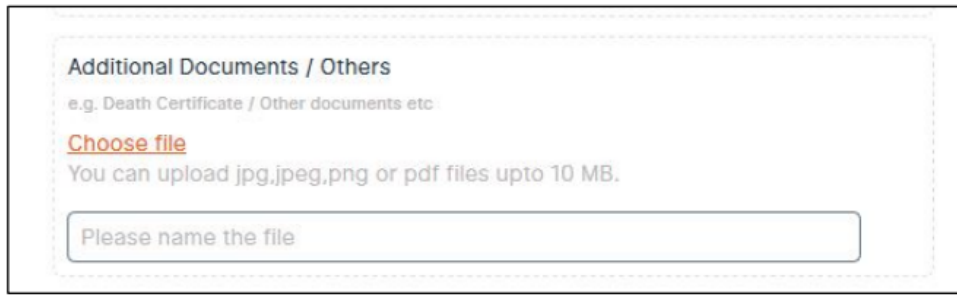
The screenshot displays the 'Services' section of the VFS Global website. On the right, a vertical navigation menu lists five steps: 1. Details, 2. Customer Details, 3. Services (highlighted with a blue circle), 4. Review and pay, and 5. Download and print. The main content area, titled 'Services', shows 'Service details' and a list of 'Individual services'. Three services are listed: 'Priority Visa' for USD 283.00, 'Roundtrip Courier' for USD 70.00, and 'Return Courier' for USD 41.00. Each service has a brief description and an 'ADD' button. A large red arrow points to the 'Roundtrip Courier' service. At the bottom of the list is a 'CONTINUE' button.

Service	Price	Action
Priority Visa UK Visas and Immigration will expedite the process... more	USD 283.00	ADD
Roundtrip Courier This service provides for courier delivery of your... more	USD 70.00	ADD
Return Courier This service provides for the return of your proce... more	USD 41.00	ADD

[CONTINUE](#)

4.

Under Upload Documents, please upload a photocopy of your passport under the “Additional Documents/Others” section. Please **DO NOT** upload any other documents.

A screenshot of a web form section titled "Additional Documents / Others". Below the title is a placeholder text "e.g. Death Certificate / Other documents etc:". There is a red "Choose file" link. Below that is a text box stating "You can upload jpg,jpeg,png or pdf files upto 10 MB.". At the bottom is a text input field with the placeholder text "Please name the file".

Additional Documents / Others

e.g. Death Certificate / Other documents etc:

[Choose file](#)

You can upload jpg,jpeg,png or pdf files upto 10 MB.

Please name the file

5. You will be asked to pay for services, input your mailing address, and then print two (2) shipping labels

✓ **Be sure that you will be at the address you indicate as your return address for at least 4 weeks after mailing. Keep in mind winter and summer breaks, and your campus' mail forwarding process when selecting an address.**

6. [USE THIS CHECKLIST](#) to make sure you have all the items you need to mail your items to the UKVI Scanning Hub in NY!

This method might be right for you if you have international travel plans, need to expedite your application, or if 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/email, to go over your full application prior to mailing.