

UK Tier-4 (General) Student Visa Instructions

(Students applying OUTSIDE the United States)

BU Study Abroad London Programmes – Summer 2020

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1. Before March 1st: 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.

2. Before March 5th: Determine Visa Mailing Method

Use the [Tier-4 Visa Flow Chart](#) created by Program Managers to select the best method of application submission for your circumstances. Options include standard service with independent mailing or group mailing OR expedited services.

3. Before March 15th: 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” .
If you have not received your CAS number, do not proceed with your visa application	
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

Travel & Family Information	
Spoken language preference?	Enter “ English ” or other language as necessary.
Are you coming to the UK to study at a higher education institution?	All students will answer “ No ”
Are you attending a short-term study abroad programme in the UK as part of a university course in the USA?	All students will answer “ Yes ”
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?	<u>ALL STUDENTS ANSWER “No”.</u>

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” .
Enter a UK postcode	“SW7 4JU” Select the below address information from the dropdown list. Boston University 43 Harrington Gardens Town/City: London
Will you be staying anywhere else in the UK?	<u>ALL STUDENTS ANSWER “No.”</u>

Travel History	
Have you been to the UK in the past 10 years?	Answer as appropriate.
Have you been issued with a UK visa in the past 10 years?	Answer as appropriate.
How many times have you visited the following places in the past 10 years?	Answer as appropriate and to the best of your historical knowledge. US citizens should not include the US in their response as having “visited.”
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	London Grad Mass Comm: 19/05/2020 London Internship: 31/05/2020

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	Most students answer “No” .

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	
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, 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	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.
In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?	All students answer “ No ”.
Have you ever been involved in, supported or encouraged terrorist activities in any country?	All students answer “ No ”.
Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?	All students answer “ No ”.
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?	All students answer “ No ”.
Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?	All students answer “ No ”.
Have you, by any means or medium, expressed any extremist views?	All students answer “ No ”.
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	All students answer “ No ”.

interests or national security of the UK or its allies?	
Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?	All students answer "No" .
Is there any other information about your character or behaviour which you would like to make us aware of?	All students answer "No" .
Previous employer information	Most students indicate "I have not worked in any of the jobs listed above" .

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 Graduate Mass Communication Program OR London Internship Program

Qualification you will get	London Grad Mass Comm – “ RQF7/SCQF11 ” or London Internship - “ RQF6/SCQF9/10 ”
Are you going to be a student union sabbatical officer?	All students answer “ No ”.
Course Start Date	London Grad Mass Comm: 19/05/2020 or London Internship Program: 31/05/2020
Course End Date	London Grad Mass Comm: 07/08/2020 or London Internship Program: 24/07/2020
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 Grad Mass Comm – 1,336 GBP London Internship - 1,879 GBP
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 Grad Mass Comm – 14,775 GBP London Internship - 4,158 GBP
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 Grad Mass Comm – 14,775 GBP London Internship - 4,158 GBP
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.
If you needed to add more information but were not able to, you can write it here	“ None. ”
REVIEW AND CHECK YOUR ANSWERS!!!	
Documents showing the required maintenance funds	Most students will select “ Statements from a bank or building society account ” or “ Letter from a bank, building society or other recognised financial institution ”. Insert the name of your financial institution.
Mandatory Documents	Tick the box to confirm your understanding of the mandatory documents to send to the visa processing centre. Refer to the UK Visa

	Application Document Checklist to double check that you have the correct documents.
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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	London Grad Mass Comm: 19/05/2020 or London Internship: 31/05/2020
Course End Date	London Grad Mass Comm: 07/08/2020 or London Internship Program: 24/07/2020
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?	London Graduate Mass Communication Program students answer “Yes” . London Internship Program students answer “No” .
Is your course a Master’s degree?	London Graduate Mass Communication Program students answer “Yes” . London Internship Program 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” .
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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 “Priority Service” “Bronze,” “Silver,” or “Gold” services until first emailing your Program Manager.</p>

PAYMENT PROVIDER

Choose your card provider	
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.	Select card type, then “Continue to WorldPay” to be redirected to the payment portal.

DOWNLOAD & PRINT

Print Application & Document Checklist	
At this stage, you can no longer go back and make changes to your application. Contact	Download and print your:

<p>your Program Manager if you notice an error.</p> <p>PLEASE NOTE – YOU ARE NOT FINISHED WITH THE VISA APPLICATION AFTER SUBMITTING THE ONLINE APPLICATION. PLEASE PROCEED TO COMPLETE THE PROCESS.</p>	<ul style="list-style-type: none"> • Tier 4 Visa Application (found at bottom of this page) • Download and print “Document Checklist”
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**** 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

<p>Download your supporting documents checklist</p> <p>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.</p>	<p style="background-color: #2e8b57; color: white; padding: 5px; text-align: center;">Download checklist</p>
<p>Get a tuberculosis test, if required</p> <p>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.</p>	<p style="background-color: #2e8b57; color: white; padding: 5px; text-align: center;">Check requirement</p>
<p>Make arrangements to provide your documents and biometrics</p>	<p style="background-color: #2e8b57; color: white; padding: 5px; text-align: center;">Provide documents and biometrics</p>



4. Before March 15th: Schedule Biometrics Appointment through VFS Global

Once you are redirected to the VFS Global website, you will be asked to register with VFS Global. Once you are registered and signed in, you will complete these steps:

<p>Location Details (choose location to have biometrics taken)</p>	<ul style="list-style-type: none"> a. If applying in U.S., choose “United States of America” b. Then, if applying from Boston, choose “USCIS Boston” (students applying WITHIN U.S. but OUTSIDE of Boston, choose USCIS location as appropriate) <i>*Please note that location cannot be changed in this system once selected. If you want to have your appointment while home on break or outside of Boston, select that location instead.</i>
<p>Customer Details</p>	<p>Auto populates information from UKVI application</p>
<p>Choose Services</p> <p><u>**Use the Visa Submission Flow Chart to determine which service to purchase and how to submit your visa application**</u></p>	<ul style="list-style-type: none"> a. Choose “Return Courier Service” if you are mailing your visa application through a BU Study Abroad Group Mailing (<i>more information in Step 4 below</i>) b. Choose “Round-Trip Courier Service” if you are mailing your visa independently c. Choose “Priority Visa Service” if you would like to pay extra to expedite your visa application (6 – 10 business day processing time versus the standard processing time of 14 – 21 business days)
<p>Document Upload</p>	<ul style="list-style-type: none"> a. If prompted, upload scanned PDF versions of your “Mandatory Documents” you were asked to include from your “Document Checklist”. This is most commonly: <ul style="list-style-type: none"> i. A copy of your passport photo and passport information page ii. A copy of your U.S. immigration documents (I-20 copy, or permanent resident [Green Card] copy) b. Click “<i>I have previewed the attachments and confirm that it meets the specifications given above</i>” c. Click “<i>Upload Documents</i>”

Choose an appointment	
<p>Date & Time</p> <p>Choose carefully – you must be prepared to mail/submit your application materials within 5 business days after your biometrics appointment if you selected a “Standard Service” or “Priority Service” appointment, or in person if you selected a “Premium” service package.</p>	<p>Choose a date and time to attend your biometrics appointment in person.</p> <ul style="list-style-type: none"> Once scheduled, print Registration Details document which has biometric appointment details and address (this has been emailed to you as well)

5. Before April 1st: Attend Your Biometrics Appointment

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 Service”** Appointment

To attend this appointment, you will need to bring:

- ✓ Your actual passport, signed
- ✓ Registration Details Page (printed from VFS website. 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)
- ✓ Additional, mandatory documents indicated on your application (will be listed on last page of application, if applicable)
- ✓ 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 ****

6. Before April 14th: Mail Your Visa Application Materials

Submit your full visa application via **mail** 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 in NYC.*** 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 **FIVE** mailing dates:

- MAR 18 (Biometrics: 3/11 – 3/18)
- MAR 25 (Biometrics: 3/18 – 3/25)
- APR 1 (Biometrics: 3/25 – 4/1)
- APR 8 (Biometrics: 4/1 – 4/8)
- APR 13 (Biometrics: 4/6 – 4/13)

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

Use [this checklist](#) to assemble your application and drop it off at the BU Study Abroad Office/mail independently.

7. Before May 1st: Upload Visa to London Personal Page

An image of your visa needs to be uploaded to the London Personal Page. Staff will review your visa to ensure there are no errors.