

UK Tier-4 (General) Student Visa Instructions

(Students applying WITHIN the United States)

BU Study Abroad London Programmes – Summer 2019

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. Next, please click on the “Request CAS” button.

Once the upload is complete and the CAS request is 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 |
| List of Premium Application Centres & USCIS Application Support Centres | All students scroll to the bottom and select “ I can go to an appointment at one of these application support centres ”. |
| Apply Now | Select “ Apply Now ”. |
| Email Address & Password | Please use an email that you frequently check and note your password for future use! |

| Personal Details | |
|---|---|
| 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" . |
| 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". |
| U.S. Address | Enter your US address. International students should enter their US-based address. |
| Contact Number | Enter your best contact number. |
| 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" . |
| 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" . |
| Country of Nationality | Enter your nationality |
| Date of Birth | Enter date of birth in DD/MM/YYYY format. |
| Country of Birth | Enter country where you resided at birth. |
| Place of Birth | Enter state/city where you were born. |

| Passport Information | |
|--|--|
| Passport or travel document reference number | Enter your passport number |
| Place of issue | Enter the city or province your passport was issued within. |
| Issue Date | Refer to passport for issue date. |
| Expiry Date | Refer to passport for expiry date. |
| Do you have another passport or travel document? | If no, answer "No" . If yes, please enter details of your other passport(s). If you have a previously expired passport and no longer have the details, please enter "Lost or Stolen" or "Retained by Passport Issuer" in the "Passport or Travel Document Reference Number" section. |
| 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. |

| 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 | |
|---|--|
| Date you plan to arrive in the UK? | 21/05/2019 |
| How long do you intend to stay in the UK? | All students answer “ 11 Weeks ”. |
| Spoken language preference? | Enter “ English ” or other language as necessary. |
| Study as a Tier-4 (Child) student QUESTION FOR INTERNATIONAL STUDENTS ONLY! | Most 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 ”. |
| 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 grandparents or any family other than immediate family! |
| 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 have an address for where you are going to stay in the UK? | All students answer “ Yes ”. |
| Where are you planning to stay in the UK? | Boston University London Programmes |
| Address of stay in the UK | Use the below address information exactly as presented: |

| | |
|--|---|
| | Boston University London Programmes 43 Harrington Gardens Kensington Town/City: London Postal Code: SW74JU |
| When will you arrive there? | 21/05/2019 |
| When will you leave there? | 02/08/2019 (same for all students) |
| Will you be staying anywhere else in the UK? | All students answer "No." |

| Travel History | |
|--|---|
| How many times have you travelled to the UK in the past 10 years? | Answer as appropriate. |
| Have you been issued with a UK visa in the past 10 years? | Most students will answer "No" . If yes, please enter previous UK visa details 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. |
| Have you visited any other countries in the past 10 years? | Answer as necessary; when international travel history is complete answer "No" to continue. |

| 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 been: refused a visa for any country other than the UK, deported from any country other than the UK, removed from any country other than the UK, required to leave any country other than the UK, refused entry at the border of any country other than the UK | 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, warning, reprimand or other penalty; A civil | 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>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>Previous employer information</p> | <p>Most students indicate “I have not worked in any of the jobs listed above”.</p> |

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

| 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 or London Graduate Mass Communication Program |
| Qualification you will get | London Internship - "RQF6/SCQF9/10" or London Grad Mass Comm – "RQF7/SCQF11" |
| Are you going to be a student union sabbatical officer? | All students answer "No" . |
| Course Start Date | 21/05/2019 |
| Course End Date | 02/08/2019 |
| 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 - 4,142 GBP London Grad Mass Comm – 1,336 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 Internship - 6,238 GBP London Grad Mass Comm – 14,775 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 Internship - 6,238 GBP London Grad Mass Comm – 14,775 GBP |
| How can you prove this amount has been paid? | All students answer "My sponsor has confirmed this information on my CAS" . |
| Student Loan: 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" . |

| Differentiation Agreement | |
|---|---|
| Do you want to submit your application under the differentiation arrangement? | All students answer "Yes" . |
| 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 at the end of this form to double check that you have the correct documents. |
| REVIEW AND CHECK YOUR ANSWERS!!! | |

| Declaration |
|---|
| 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" . |

| Your Details (Enter only the missing information) | |
|--|--|
| Are you applying to stay in the Isle of Man, Jersey or Guernsey? | No |
| Course Start Date | 21/05/2019 |
| Course End Date | 02/08/2019 |
| 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 Internship Program students answer "No" . London Graduate Mass Communication Program students answer "Yes" . |
| Is your course a Master's degree? | London Internship Program students answer "No" . London Graduate Mass Communication Program students answer "Yes" . |
| 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 meeting with your Program Manager.</p> |

SCHEDULE BIOMETRICS APPOINTMENT

| Choose a visa application centre | |
|--|--|
| Students are able to book appointments at either Standard Application Centres (no additional cost) or at Premium Application Centres (additional cost applies) . | Choose either the Standard Application Centre (no additional cost) or Premium Application Centre (additional cost applies) nearest to your location. |

| | |
|---|--|
| <p>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.</p> <p>Students who book premium appointments will be required to submit application materials in person at the Premium Application Centre, not by mail.</p> | |
| <p>Choose an appointment</p> | |
| <p>Date & Time</p> <p>Choose carefully – you must be prepared to mail/submit your application materials within 1-10 days of your biometrics 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> |

PAYMENT PROVIDER

| | |
|--|---|
| <p>Choose your card provider</p> | |
| <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

| | |
|--|--|
| <p>Print Application & Biometrics Confirmation Sheet</p> | |
| <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>Print your:</p> <ul style="list-style-type: none"> • Tier-4 General Student Visa • Application Biometrics Confirmation Details • Document Checklist |

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 Service”** 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.

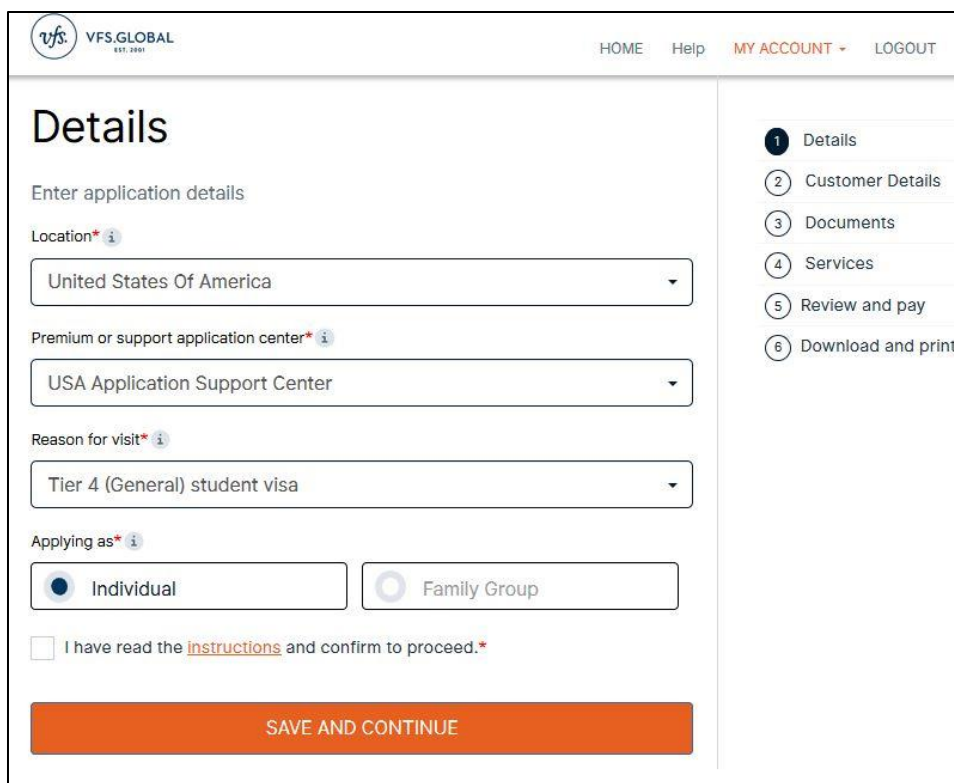
THERE ARE TWO METHODS FOR SUBMITTING YOUR APPLICATION:

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

BU Study Abroad will collect visa applications and mail them to the UKVI Scanning Hub in New York on *TWO* mailing dates (March 22 and April 10, 2019; pick one).

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

1. Go to <https://mycart.vfsglobal.co.uk/MyCart/Account/Register#no-back>
2. If you haven't already registered, register using the email address associated with your online visa application account
3. Activate your account
4. Enter the corresponding information EXACTLY as pictured below:



The screenshot shows the 'Details' page of the VFS Global website. The page is titled 'Details' and has a navigation bar at the top with 'HOME', 'Help', 'MY ACCOUNT', and 'LOGOUT'. The main content area is titled 'Enter application details' and contains several dropdown menus and radio buttons. The 'Location*' dropdown is set to 'United States Of America'. The 'Premium or support application center*' dropdown is set to 'USA Application Support Center'. The 'Reason for visit*' dropdown is set to 'Tier 4 (General) student visa'. The 'Applying as*' section has two radio buttons: 'Individual' (selected) and 'Family Group'. Below this is a checkbox labeled 'I have read the [instructions](#) and confirm to proceed.*'. At the bottom of the form is a large orange button labeled 'SAVE AND CONTINUE'. On the right side of the page, there is a vertical navigation menu with six items: '1 Details', '2 Customer Details', '3 Documents', '4 Services', '5 Review and pay', and '6 Download and print'.

5. Enter Customer Details (tailor to your individual application information)

Customer Details

Enter customer details

Reference number ⓘ

Email* ⓘ

Given name(s)/Forename(s)* ⓘ Family name/Surname* ⓘ

Nationality* ⓘ

Passport number* ⓘ

Contact number* ⓘ

[SAVE AND CONTINUE](#)

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

6. 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.

7. Under Services, please select “Return Courier Service”

The screenshot shows a web interface titled "Services". On the left, under "Individual services", there are three options:

- Priority Visa**: USD 283.00. Description: "UK Visas and Immigration will expedite the process... more". An "ADD" button is present.
- Roundtrip Courier**: USD 70.00. Description: "This service provides for courier delivery of your... more". An "ADD" button is present.
- Return Courier**: USD 41.00. Description: "This service provides for the return of your proce... more". An "ADD" button is present.

A large red arrow points from the right side of the screen towards the "Return Courier" service option. At the bottom of the service list is a "CONTINUE" button. On the right side of the page, there is a vertical navigation menu with five items: 1 Details, 2 Customer Details, 3 Services, 4 Review and pay, and 5 Download and print. The "3 Services" item is highlighted with a dark background.

8. You will be asked to pay for services, and then print one (1) shipping label
9. Attach this shipping label to a return envelope (a bubble mailer works well)
10. [USE THIS CHECKLIST](#) to make sure you have all the items you need to submit for group mailing!
11. 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.
 - ✓ **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.**

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 provide round-trip shipping to and from the UKVI Scanning Hub.

1. Go to <https://mycart.vfsglobal.co.uk/MyCart/Account/Register#no-back>
2. If you haven't already registered, register using the email address associated with your online visa application account
3. Activate your account
4. Enter the corresponding information EXACTLY as pictured below:

The screenshot shows the 'Details' page of the VFS Global website. The page header includes the VFS Global logo, 'HOME', 'Help', 'MY ACCOUNT', and 'LOGOUT'. The main content area is titled 'Details' and contains the following fields:

- Enter application details**
- Location***: A dropdown menu with 'United States Of America' selected.
- Premium or support application center***: A dropdown menu with 'USA Application Support Center' selected.
- Reason for visit***: A dropdown menu with 'Tier 4 (General) student visa' selected.
- Applying as***: Two radio button options: 'Individual' (selected) and 'Family Group'.
- I have read the [instructions](#) and confirm to proceed.*

At the bottom of the form is a large orange button labeled 'SAVE AND CONTINUE'. On the right side of the page, there is a vertical navigation menu with six items: 1 Details (selected), 2 Customer Details, 3 Documents, 4 Services, 5 Review and pay, and 6 Download and print.

5. Enter Customer Details (tailor to your individual application information)

Customer Details

Enter customer details

Reference number ⓘ

Email* ⓘ

Given name(s)/Forename(s)* ⓘ Family name/Surname* ⓘ

Nationality* ⓘ

Passport number* ⓘ

Contact number* ⓘ

SAVE AND CONTINUE

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

6. 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.

7. Under Services, please select “Round-Trip Courier Service”

The screenshot shows a 'Services' page with a navigation menu on the right and a list of services on the left. The navigation menu includes: 1 Details, 2 Customer Details, 3 Services (highlighted), 4 Review and pay, and 5 Download and print. The services list includes: Priority Visa (USD 283.00), Roundtrip Courier (USD 70.00), and Return Courier (USD 41.00). A red arrow points to the 'Roundtrip Courier' service.

| Service Name | Price |
|-------------------|------------|
| Priority Visa | USD 283.00 |
| Roundtrip Courier | USD 70.00 |
| Return Courier | USD 41.00 |

8. You will be asked to pay for services, and then print two (2) shipping labels
9. Purchase two (2) bubble mailer envelopes. The 1st envelope will have the return shipping label attached to it (this goes inside the 2nd envelope). The 2nd envelope will have the shipping label addressed **TO** the UKVI Scanning Hub attached to it.
10. **USE THIS CHECKLIST** to make sure you have all the items you need to mail your items to the UKVI Scanning Hub in NY!
 - a. **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.**

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.