



# Visa Application Checklist

## PBS: Tier 4: (General) Student Visa

All documents must be the ORIGINALS unless otherwise stated.

Please refer to the attached notes (i-iii) below on each of the documentary requirements. If you wish to check the full detail of the policy guidance, you will find it at:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier4>

Please supply all documentation you feel necessary to show you qualify for entry into the UK. The decision of all visa applications is at the discretion of the Entry Clearance Officer. Select the correct box as it relates to the supporting documentation provided.

Document	Yes	No	Comments
Valid Original Passport	<input type="checkbox"/>	<input type="checkbox"/>	
Original Visa/Offer Letter from an approved provider (see (I) below)	<input type="checkbox"/>	<input type="checkbox"/>	
Original documents used to obtain your visa letter (see (ii) below)	<input type="checkbox"/>	<input type="checkbox"/>	
Original evidence of funds (see (iii) below)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of your Visa Application Form	<input type="checkbox"/>	<input type="checkbox"/>	
Two Passport Sized Photos	<input type="checkbox"/>	<input type="checkbox"/>	
Your Stamped Biometrics Appointment Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	



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### Notes:

#### (i) Visa letter:

- This letter must be original and from an approved provider
- The letter must be on letter-headed paper
- It must be signed and dated by an authorised official (original or electronic signature)
- The letter must be less than 6 months old
- The visa letter must contain the following information:
  - ✓ route (such as 'general')
  - ✓ student name and nationality
  - ✓ information about the education provider (license number, address, contact details, name and address or any partner or overseas institution your study is connected to)
  - ✓ course information - title, academic level or qualification, start date, expected end date, hours per week (unless it is a full-time degree course), address of main place of study, address of the organisation offering you a work placement (if known and applicable)
  - ✓ course fees for the first year, or length of the course
  - ✓ any course fees paid so far
  - ✓ any accommodation (or other maintenance) fees paid so far, specifying the figure paid
  - ✓ list of documents used to obtain the place at the institution and the visa letter (e.g. a previous qualification)

#### (ii) Documents used to obtain your visa letter:

You must provide any original documents listed on your visa letter that were used to obtain your place at the institution.

#### (iii) Evidence of funds:

- You must show original evidence of enough money to pay your fees for the first year and your monthly living costs for up to 9 months (or the length of the course if shorter).
- The required amounts are:
  - ✓ In London – course of 9 months or less: course fees plus £800 per month living costs
  - ✓ In London – course of more than 9 months: first year of fees and £7200 to cover living costs for 9 months
  - ✓ Outside London – course of 9 months or less: course fees plus £600 per month living costs
  - ✓ Outside London – course of more than 9 months: course fees plus £5400 to cover living costs for 9 months
- The funds must have been held for 28 days and have not dipped below the required amount on any day during those 28 days (Note: up until 1 June 2009 this requirement is waived – funds must be available at the time of application only).
- The evidence must be dated as a maximum of one month old at the date of biometrics being taken.



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- We will use the closing balance of the document (such as a bank statement) as the level of funds available. The value in pounds sterling will be calculated for this date and amount.
- If submitting bank statements, your bank statements must show:
  - ✓ Your name (the account must be in **your** name, not anyone else's – a joint account is acceptable as long as you are one of the holders named)
  - ✓ The account number
  - ✓ The date of the statement (maximum of one month old)
  - ✓ The financial institutions name and logo
  - ✓ The amount of money available
- If you use electronic bank statements **every page** must be stamped with the official bank stamp
- If submitting a letter from your bank, the letter must show:
  - ✓ Your name (the account must be in **your** name, not anyone else's – a joint account is acceptable as long as you are one of the holders named)
  - ✓ The account number
  - ✓ The date of the letter (maximum of one month old)
  - ✓ The financial institutions name and logo
  - ✓ The amount of money in your account
  - ✓ That there has been enough money consistently in your account for 28 days to cover the maintenance requirements
- If submitting a loan in your name, this must show:
  - ✓ Your name
  - ✓ The account number
  - ✓ The date of the letter (maximum of one month old)
  - ✓ The institutions name and logo
  - ✓ Either the money in your account or the money available as a loan