# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Immigration Advice and Information</td>
<td>4</td>
</tr>
<tr>
<td>Visa Application Process</td>
<td>5</td>
</tr>
<tr>
<td>Confirmation of Acceptance for Studies (CAS)</td>
<td>6</td>
</tr>
<tr>
<td>Making a Tier 4 (General) Visa Application</td>
<td>8</td>
</tr>
<tr>
<td>After You Receive Your Visa</td>
<td>15</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>17</td>
</tr>
<tr>
<td>Tier 4 Application Checklist</td>
<td>20</td>
</tr>
<tr>
<td>Contact Us</td>
<td>22</td>
</tr>
</tbody>
</table>
INTRODUCTION

This guide provides important information to assist you to make a Tier 4 (General) student visa application. This guide is intended for students starting a new course at the University of Kent.

How to use this guide

The information in this guide changes depending on where you are applying for your visa. Colour coding (shown below) is used throughout this document to help you identify the following information:

For students applying OUTSIDE OF THE UK

For students applying WITHIN THE UK

Please ensure you read the relevant information as the information differs for applications made outside the UK to that for applications made within the UK.

This document provides general information, links to UK Government policy guidance and an overview of documents you will need to make your visa application. This guide also includes a checklist at the back of guide for you to use while preparing your application.

Important

Please note the information provided in this guide is not comprehensive or exhaustive and does not provide a full list of immigration requirements. It should be read in conjunction with the Tier 4 Policy Guidance. This guide will help you prepare for the visa application process, however please ensure you read all sections that refer to your situation carefully as missing key points may lead to a refusal of your visa application.

Disclaimer

This document is subject to change and the University is entitled to revise its policies and procedures relating to compliance with its sponsor licence duties at any time and in line with changes to the Immigration Rules. This guide is intended to provide general information related to your visa application and is not to be used as a substitute for immigration advice. It is your responsibility to apply for your own visa and ensure you meet the requirements for a Tier 4 (General) student visa.
IMMIGRATION ADVICE AND INFORMATION

Free independent immigration advice is provided by the Kent Union and GK Union Advice Centres and is available to all applicants and students at the University of Kent.

We highly recommend contacting one of our Advice Centres for immigration advice if you require assistance with your visa application or have any queries about immigration requirements.

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<tr>
<th>Kent Union Advice Centre</th>
<th>GK Unions Advice Centre</th>
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<tbody>
<tr>
<td><strong>T:</strong> 44 (0) 1227 827724 (Canterbury Campus)</td>
<td><strong>T:</strong> 44 (0) 1634 888989 (Medway Campus)</td>
</tr>
<tr>
<td><strong>E:</strong> <a href="mailto:advice@kent.ac.uk">advice@kent.ac.uk</a></td>
<td><strong>E:</strong> <a href="mailto:advice@gkunions.co.uk">advice@gkunions.co.uk</a></td>
</tr>
<tr>
<td><strong>W:</strong> <a href="http://www.kentunion.co.uk/welfare/advice-centre/">www.kentunion.co.uk/welfare/advice-centre/</a></td>
<td><strong>W:</strong> <a href="http://www.gkunions.co.uk/advice/international">www.gkunions.co.uk/advice/international</a></td>
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You may also wish to request help from one of our official international representatives in your country. You can find details by visiting the overseas representatives’ webpage (see link below) or alternatively you can contact a member of the International Recruitment Team for assistance.

**International Representatives**

**W:** www.kent.ac.uk/internationalstudent/application/representatives

**International Recruitment Team**

**W:** www.kent.ac.uk/internationalstudent/index.html

**T:** 44 (0) 1227 824904

**E:** international@kent.ac.uk
The process of applying for a new course at the University of Kent, leading through to the visa application stage is outlined below.

1. Application to the University of Kent for your (new) course

2. Once you have received an unconditional offer, your application will be passed through to the CAS team

3. The CAS team will conduct a review of your file and request any missing information after your offer has become unconditional. This may include contacting you to conduct an immigration history and/or financial check

4. Once all information has been provided the CAS team will issue you with a pre-CAS

5. You must approve the pre-CAS and approve the University’s terms and conditions of Tier 4 sponsorship

6. The CAS team will then issue you with your CAS number

7. Apply for your Tier 4 (General) student visa
CONFIRMATION OF ACCEPTANCE FOR STUDIES (CAS)

A Confirmation of Acceptance for Studies (CAS) is a unique reference number essential to your Tier 4 (General) visa application. The University provides information about your studies to UK Visas & Immigration (UKVI) and UKVI issues the University a unique CAS reference for your visa application. Without it, you will not be able to make a visa application.

Important information about your CAS

- A CAS can only be used once and is only valid for six months from the date of issue.
- You cannot use your CAS after the latest start date of your course.
- A CAS issued by the University of Kent can only be used to study at the University of Kent. If you apply for a Tier 4 (General) visa using a CAS from another university, you will not be able to use the visa to study on a programme at Kent.
- The University will issue your CAS within three months before your course start date. We are unable to issue the CAS any earlier.
- Your CAS can only be used for the visa application to study the course you applied for at the University of Kent.
  - If you do not take up your place your CAS will be withdrawn (cancelled).
  - If you decide to change courses before you apply for your visa then you will require a new CAS.

The University issues CAS's in accordance with its Tier 4 Sponsorship and CAS Issuing Policy.
Pre-CAS

The University will issue you with an electronic ‘pre-CAS’ document before issuing you with a formal CAS number. The pre-CAS will be sent to you via your student portal on KentVision, our application system. The pre-CAS is a draft version of the CAS. You must carefully check the details are all correct and approve the pre-CAS before we will issue your actual CAS.

We will only issue you with a pre-CAS once we are satisfied you meet the conditions of our Tier 4 Sponsorship and CAS Issuing Policy. This includes, but is not limited to, providing financial documents or having us check your immigration history with UKVI.

Does your pre-CAS contain the correct information?

Once your pre-CAS is ready for you to check you will be sent a notification and asked to login to your applicant portal, KentVision. It is important that you thoroughly check that your pre-CAS document contains all the correct information. Once a CAS has been issued the University of Kent can only amend a small number of fields. If you do not check your pre-CAS carefully and later find an error this could delay your visa application significantly.

You may wish to check the Frequently Asked Questions section at the end of this document as many common questions are explained here, for example the course hours listed on your CAS.

If you believe there are errors on your pre-CAS or CAS, or if there is information missing, please submit a request through KentVision or email the CAS Team at admissionscas@kent.ac.uk.

Providing financial evidence to the University

The University checks financial documents for many of its applicants to satisfy ourselves your documents are in order to make a visa application. While visa refusals are rare, in our experience the majority of visa refusals are due to students providing inappropriate financial documents with their visa application. UKVI impose specific financial requirements for Tier 4 (General) visa applicants and this is a good chance for us to identify upfront that your financial documents are appropriate for obtaining a Tier 4 visa. We will notify you if you need to provide us with financial documents when we assess you for a CAS.

If we request any information from you it is important that you supply the appropriate documents as quickly as possible to allow us time to review your documents. Any delay at this stage may cause a delay in the issue of your CAS.

The financial documentation you provide to us is stored securely, never passed on to anyone outside the University and is only used for the purposes of conducting the financial document check for assessing you for a CAS.

If you wish to receive advice about your financial documents and how they may or may not comply with UKVI guidance you should send these documents and an explanation of your situation to the Kent Union Advice Centre, or GK Union Advice Centre if your course is based at our Medway campus.

Refer to pages 8-11 for further information on the financial requirements for a Tier 4 visa.

When will I receive my CAS?

Your CAS will be issued within three months before the start date of your course. It is important you respond to all requests for information from the University to ensure we can issue your CAS as quickly as possible.
MAKING A TIER 4 (GENERAL) VISA APPLICATION

There are several steps involved in making a Tier 4 (General) visa application.

You should have the following documents ready to make your visa application.

- Your unique Confirmation of Acceptance for Studies (CAS) number.
- Entry qualifications used as part of your offer.
- English language qualification and/or supporting documentation
- Academic Technology Approval Scheme (ATAS) certificate, if required.
- TB certificate, if required.
- Evidence of finances
- Translations of any of the above documents, if required.

**Step 2: Prepare your finances**

**Evidence of finances**

You will need to submit evidence of your finances to UKVI when you apply for your Tier 4 (General) visa. We have outlined on pages 9-11 details about the financial requirements, however we strongly advise you to refer to the Tier 4 Policy Guidance as this document only provides an overview of requirements and is not intended to replace the policy guidance provided by UKVI.

Please make sure you take the time to understand the Tier 4 requirements before you submit your visa application. If you require any help regarding your financial documents please contact the Kent Union Advice Centre of GK Unions Advice Centre.
How much money do I need?

**Tuition fees**

You must be able to show you have enough money to pay for your course fees for the first year of your course, or for the entire course if your course is less than a year long. The amount of tuition fees required will be stated on your CAS. If you have already made a tuition fee payment to the University and indicated you want this listed on your CAS then this will be deducted from the total fees you must show to UKVI.

**Maintenance**

In addition to the tuition fees you must be able to show UKVI you have living costs at £1,015 per month of leave granted up to a maximum of 9 months (£9,135).

**Currency conversion**

If you are using a currency other than GBP you must convert amounts into GBP for your visa application. To convert current values for your visa application it is suggested you use [www.oanda.com](http://www.oanda.com). The UKVI will always use the currency value from the day the application is submitted and currency values will fluctuate.

If you are required to demonstrate financial evidence in order for the University to issue you with a pre-CAS, we expect to see an additional £500 on top of the tuition and maintenance payments to cover for currency fluctuations. In our experience, visas are sometimes refused on financial grounds due to fluctuation in currency rates.

**Tuition fee payments**

You do not have to pay your tuition fees prior to submitting a Tier 4 (General) visa application but if you decide to pay your fees and would like the payment added to your CAS before you apply for your visa, you will need to do the following:

1. Pay your fees online [here](http://www.oanda.com). You will need your Kent student ID to make payments online via the University website. If you do not have a Kent student ID you will only be able to make a bank transfer which can take up to 10 working days to clear.

2. Complete an online Confirmation of fee payment form by confirming detail about your payment.

3. The Admissions Office will update your CAS with your payment once it has been confirmed as received by the University and will contact you via your Kent Portal on KentVision once the CAS has been updated.

Please note that some payments, especially during busy periods, can take up to 3-5 working days for us to confirm receipt. Between July – October it may take significantly more than 5 working days to verify payments and include this on your CAS.

Further information on paying your fees and adding this to your CAS can be found on the University’s student immigration website.
Paying accommodation fees

We can only list a maximum payment of £1,265 paid towards University Campus accommodation on your CAS. This means that even if you pay your accommodation in full we will only be able to include this as a payment of £1,265 on your CAS.

If you would like to pay £1,265 towards your accommodation and wish to have this added to your CAS please follow the guidelines above on tuition fee payments, making it clear your payment is towards accommodation. This will only apply if you have been allocated University accommodation on the Canterbury Campus.

Any money paid for accommodation at Liberty Quays cannot be added to your CAS, as Liberty Quays is privately owned accommodation.

How to show evidence of funds

You can show UKVI that you have enough funds in one or more ways:

- Your own personal bank statements
- Parent/legal guardian(s) bank statements
- Official financial sponsorship
- Scholarships

Your own personal bank statements

If you use your own bank account, you must provide a document from your bank which confirms you have held the required amount of funds for at least 28 consecutive days ending within one month prior to the date of your visa application. The most commonly accepted documents are an official bank statement or a purpose written letter from the bank on official headed paper.

The statement from the bank must show:

- That you have had the required amount of money (tuition fees plus living costs) in your bank account for at least 28 days without falling below the required amount during this period.
- The date of the statement or letter which must be within one month of the date of your visa application.
- Your name/your parents’/legal guardian’s name(s)
- The account number
- The financial institution’s name and logo

Alternatively, a purpose written letter from your bank (on letter-headed paper) should confirm that the minimum balance on the account has been above the required amount over a period of at least 28 consecutive days. This letter should be dated within one month prior to the date of your visa application.

Salary, stocks, share portfolios, property values and other non-cash assets such as government pension schemes cannot be used as evidence.

The evidence you provide can be from a bank in your home country or from a UK bank. Not all overseas banks are accepted by UKVI. To find out more information on which banks can provide evidence of your funds please refer to Appendix P of the Immigration Rules.
**Parent/legal guardian(s) bank statements**

Only parents or legal guardians can provide parental sponsorship. Financial evidence from other family relatives is not permitted. If you are using your parents’/legal guardian’s bank accounts, you must send bank statements or a letter from the bank in a format described in the previous section under *Your own personal bank statements*. You must also send the following documents to UKVI with your visa application if you are using your parents’ or legal guardian’s bank statements:

- Your original birth certificate, an adoption certificate or official court document confirming legal guardianship status if applicable (an affidavit is not sufficient evidence of legal guardianship or to confirm your relationship to your parents); and
- A brief, signed letter from your parents/legal guardian which confirms your relationship to them and that the funds can be used for your UK education; and
- Official translations of all documents that are not in English or Welsh.

*Important:* UKVI will not accept business accounts as evidence of financial funds, even if they are solely in your name or the name of your parent or legal guardian.

**Official financial sponsorship**

If you receive financial sponsorship from an official financial sponsor (such as the UK government, your national government, an international scholarship organisation, an international university, or international company) you must provide an original letter, on the organisation’s headed paper and stamped by the organisation, which details:

- Your name
- The name and contact details of your official financial sponsor
- The date of the letter
- The length of your sponsorship
- The amount of money the sponsor is giving you, or a statement that your official financial sponsor will cover all of your fees and living costs.

Please note that not all financial sponsors are accepted by UKVI and it is important to check this before submitting your visa application. If you are unsure whether your sponsor is acceptable for UKVI purposes please send a copy of your sponsorship letter via email for review to the Kent Union Advice Centre of GK Unions Advice Centre.

**Scholarships**

If you have been awarded a scholarship by the University of Kent, please submit evidence of your scholarship through your Kent Portal on KentVision and we will ensure this information is added to your CAS where applicable.

If you have been awarded a scholarship from an approved external provider this cannot be added to your CAS in most circumstances. You will need to submit an original document to UKVI with your visa application as proof of your scholarship.

Please note that not all scholarships are recognised by UKVI and it is important to check this carefully before submitting your visa application.
Step 3: TB Test

If you are coming to the UK for more than 6 months and are a resident in a number of listed countries you will require a tuberculosis (TB) test in order to make a visa application. Further information about TB tests and whether you are required to take a TB test can be found on the UKVI website.

Step 4: Immigration Health Surcharge (IHS)

If you are coming to the UK for more than 6 months you will be required to pay the Immigration Health Surcharge (IHS). You will be required to pay £150 per year of your visa. If there is a part year of less than six months, the IHS will be charged at £75. Your visa will include a period after the end of your studies which is included in the IHS payment. For example, on a 12 month study programme you would normally have a 16 month visa and would need to pay £225 (£150 full year plus £75 part year).

The IHS payment is compulsory and you must pay this charge as part of your visa application. Further information can be found on the UK Home Office webpage: www.gov.uk/healthcare-immigration-application

Step 5: Make your application online

If you have questions about your visa application or require assistance please contact us. Please refer to our information provided on page 4 of this guide for further details on the immigration advice and guidance we can provide to you.

Applying for your visa from outside the UK

If you are making your visa application from overseas, you will need to follow the guidance for applying outside of the UK.

Applicants from North Korea are unable to apply online and must apply in person. Guidance can be found here.

You should make your visa application no sooner than three months before the start date of your course. The University strongly suggests you make your visa application as soon as possible once your CAS is issued in order to allow you enough time to receive your visa and enter the UK to register on your course.

Before you submit your visa application you should read the Tier 4 Policy Guidance carefully to familiarise yourself with the rules.

Applying for your visa from within the UK

If you are already in the UK and are eligible to apply for a visa from within the UK then you should refer to the UKVI guidance on extending your visa in the UK.
Step 6: Biometric Residence Permit

**BRP - Applying for your visa from outside the UK**

If you are applying for your visa from overseas you will be issued with a 30 day temporary entry clearance visa (known as a vignette). Your 30 day temporary visa will allow you to enter the UK and collect your Biometric Residence Permit (BRP) that will serve as your legal visa status throughout your leave in the UK.

When you apply for your Tier 4 visa you will be asked whether you would like to collect your BRP from the University or from a local UK Post Office.

In order to collect your BRP directly from the University of Kent you will need to use the University of Kent’s ACL (Alternative Collection Location) code:

**Canterbury Campus:** 2HE362  
**Medway Campus:** 2HE367

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Step 7: Biometric appointment and interview

**Biometric appointment and interview - Applying for your visa from outside the UK**

You will need to arrange an appointment at your nearest Visa Application Centre (VAC) to complete the next steps of your visa application. This includes an appointment to take your biometric information and possibly an interview with an Immigration Officer. You can find the location of your nearest VAC online at [www.gov.uk/find-a-visa-application-centre](http://www.gov.uk/find-a-visa-application-centre)

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**Biometric appointment and interview - Applying for your visa from within the UK**

In country applicants should read the guidance about providing biometric information at [www.gov.uk/biometric-residence-permits/personal-data](http://www.gov.uk/biometric-residence-permits/personal-data)

Information on locations to provide your biometric data can be found at [www.postoffice.co.uk/foreign-nationals-enrolment-biometric-residence-permit](http://www.postoffice.co.uk/foreign-nationals-enrolment-biometric-residence-permit)
Visa processing times

Visa processing times - Applying for your visa from outside the UK
A Tier 4 (General) visa will normally take 15 days to process overseas and it is important you factor this in when making your visa application.
For more information on visa processing times in your country please visit the following website:
www.gov.uk/visa-processing-times

Visa processing times - Applying for your visa from within the UK
Tier 4 (General) student visa applications submitted in the UK will be processed within 8 weeks. Decisions are usually made the same day when using the Premium Service (at an additional cost).
Once you’ve applied you can stay in the UK until you’ve been given a decision, as long as you applied for your new visa before your previous visa expired.
AFTER YOU RECEIVE YOUR VISA

It is important to check your visa once it is received to ensure it contains all the correct information. If you notice an error it is important to quickly get it corrected.

You are granted a Tier 4 Visa

Entry clearance vignette

- Check your entry clearance vignette (the sticker type visa in your passport, valid for 30 days) to make sure all the details are correct. If there are any mistakes you must contact the Visa Application Centre where you made your application to have them corrected before you travel to the UK. Failure to do so could affect your leave in the UK. This visa must show our sponsor licence number which is ZE55KBJQ7

- Make sure you travel to the UK within the dates displayed on entry clearance vignette. If you do not travel within this 30 day period you will have to apply for a new Tier 4 (General) visa and pay a new application fee.

- Upon arrival in the UK you will need to register in person at the University. Dates and times of registration and BRP collection can be found here. We must see your passport, visa and decision letter issued by UKVI in order to register you on your course.

- You are required to collect your BRP by the later of the expiry date of your short-term travel vignette or 10 days after arriving in the UK. Depending on the ACL that you chose as part of your visa application, this will be the Canterbury or Medway campus of the University or the relevant local UK Post Office. If collecting from the Post Office please ensure you take your Passport and decision letter.

- Make sure you arrive before the start date of your course. The latest date for arrival (for standard September start dates) is 5:00pm Friday 6th October 2016. Please note that some courses have an earlier latest start date so it is important to check this with your School.

Biometric Residence Permit

- Check your BRP to make sure all the details are correct.

Errors on your BRP

If there are any mistakes on your BRP you must report any problems to UKVI within 10 days or you may have to apply and pay for a replacement. For further information we strongly recommend referring to UKCISA’s guidance on correcting visa errors.
If your Tier 4 application is refused

- You should email visarefusals@kent.ac.uk immediately and provide a copy of your full visa refusal notice.

- If you are already in the UK and have registered at the University using proof of a valid visa application and have started your course you should seek immediate advice from the Kent Union Advice Centre.

- If you want to submit a new Tier 4 student visa application you will need a new CAS number. Before issuing a new CAS number we will consider why your first application was refused and whether the issues have been addressed and fixed. The University of Kent holds the right not to issue a second CAS if it is felt the second visa application is likely to be refused.
FREQUENTLY ASKED QUESTIONS

You have sent me the pre-CAS but I am unsure how to get my CAS number.
Once you are happy that the information displayed in the pre-CAS is correct and you have clicked “Approve CAS” in the KentVision student portal, then you will normally be issued your CAS within a single business day, although this may take significantly longer during peak periods. Your CAS will be sent to your student portal; please make sure you log into your portal to check for CAS messages before contacting the CAS team to chase your CAS.

My CAS says 0.00 course study hours but my course is full time.
The CAS will confirm that you are studying a full time course and study hours are 0.00. Please do not worry about this as we put 0.00 for all courses as it is not necessary for the University to confirm your hours of study to UKVI if your programme is full-time.

You confirmed my fee payment has been added to my CAS, so why have I not received a new CAS?
You will not receive a new CAS if we update the fee payment on your current CAS. Your updated fee payment will be confirmed directly with UKVI electronically and will not be shown on the CAS you have already approved. Please note that depending on what stage of the visa application you are at it may not be possible for us to update your fees, however, we will email you once we have updated it if applicable.

My overall IELTS band score is incorrect.
All Secure English Language Test (SELT) band scores represent the overall and individual scores achieved within that particular SELT; the band listed on the CAS will represent the lowest grade achieved.

I have a scholarship from an external source that covers all my tuition fees but my CAS still shows tuition fees due.
The University of Kent is unable to display any information regarding external scholarships on the CAS. You will need to send an official letter about your scholarship alongside the visa application. For further information on scholarships or on individual cases please contact Kent Union Advice Centre or GK Union Advice Centre.

I have a scholarship from the University of Kent that covers my tuition fees but my CAS still shows tuition fees due.
Some scholarships issued by the University of Kent may be shown on your CAS. If you think your scholarships should be shown on your CAS, please contact the CAS team as soon as possible to admissionscas@kent.ac.uk.

Does pre-payment of fees/accommodation affect my visa application?
Pre-payment of fees does not mean your visa application will be more successful. Your visa application will be decided based on the evidence you send to UKVI to show that you have the funds available as required. Pre-payment of fees therefore only reduces the amount you have to show in other evidence.
My name is written incorrectly / displayed on a single line (e.g. “Smith, John”).
All information given on the CAS must be shown exactly as displayed on the relevant passport
document. However, if we have made a spelling error or you still feel your name is displayed
incorrectly, it is vital that you tell the CAS team as soon as possible so that we can correct it before
we assign your CAS.

Can I have a hardcopy of my CAS?
A CAS is sent electronically and no hard-copy is produced; however, it is possible to print a copy
of your CAS yourself.

I cannot arrive at the university in time to start my course because my visa has not arrived
yet, what should I do?
Please contact the admissions team if you think you won’t be able to arrive by the start date. They
may need to assess what date you can arrive by and notify the UKVI of this date, if applicable.
If you expect to arrive after your course start date, you must contact the CAS team before you
leave your country to confirm if you are too late to be registered on the course.

I have changed my passport since you issued my CAS.
You must tell the CAS team of any changes to your circumstances after a CAS has been issued.
You can upload a new passport via the ‘My Visa’ section on your KentVision student portal and we
highly recommend that you notify the CAS team by email as well by emailing them at
admissionscas@kent.ac.uk. If you change your passport after we have already issued your CAS,
this CAS will be invalid and the CAS team will need to issue you with a new one.

Do I need an ATAS certificate?
Students studying certain science and technology courses require approval from the UK Foreign
and Commonwealth Office under the Academic Technology Approval Scheme. When you apply to
the University of Kent, a condition of your offer will be dependent on obtaining an ATAS certificate,
if you are required to obtain this approval. For information on the ATAS procedure please visit the
following website: www.gov.uk/guidance/academic-technology-approval-scheme

Do I need translations?
If any of your documents are not in English or Welsh, the original must be accompanied by a fully
certified translation by a professional translator/translation company. For further information see
the UKVI Tier 4 Policy Guidance.

What is an entry qualification?
The ‘entry qualification’ refers to the academic qualifications used by the University of Kent to
assess your application for the course and make you an offer. The qualifications we have used will
be listed on your CAS and should contain the correct academic title, awarding body and year it
was awarded. We may not use all previous qualifications or use your most recent qualification,
however, you must supply the academic qualifications we list on your CAS.

I am thinking about deferring, what do I need to do?
We will not accept a deferral but you are welcome to apply to the University of Kent again for
another year if you decide not to take your place this year or cannot arrive in time for your course.

Is there a time limit on the number of years that I can study in the UK?
There is a limit on the amount of time you can spend in the UK with student immigration
permission at degree level. If you have previously studied in the UK at degree level, you can only
apply for a Tier 4 student visa if this will not take you beyond 5 years of study at degree level,
subject to certain exceptions. You must therefore provide details of previous study to help us
assess this before issuing your CAS.
Study at PhD level is exempt from the 5 year study limit. However, if you have previously completed a PhD or one of the postgraduate research qualifications listed in Annex 5 of the Home Office’s Tier 4 Policy Guidance in the UK, any new Tier 4 application is subject to an 8 year cap (including courses below degree level).

**Can I take up a part time course at the University of Kent?**
You cannot study a part time course on a Tier 4 (General) student visa.

**My offer has changed from conditional to unconditional will I automatically be sent a CAS now?**
If you are a new applicant to the University, an unconditional firm offer does not guarantee that you will be issued with a CAS and we hold the right to refuse to issue a CAS at this stage. We are required to carry out further checks which will require you to provide further information about your previous UK study, academic documentation and most importantly evidence of your finances to ensure they meet the strict UK Visas & Immigration requirements. Only upon successful completion of these checks will you be issued with a pre-CAS.

**What does academic progression mean?**
If you have studied in the UK previously, you must be able to confirm how your new course represents academic progression from your previous one, for example, progressing from an undergraduate degree to a postgraduate degree. We will state on your CAS how you meet the academic progression requirements in accordance with the Tier 4 Sponsor Guidance.
# TIER 4 APPLICATION CHECKLIST

This checklist is intended to help you prepare information for your Tier 4 visa application. You should refer to the key information in this guide and the Tier 4 Policy Guidance, in conjunction with this checklist, to help you prepare for your visa application.

**Essential documents to be included by all students**

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<th>Document</th>
<th>Tick when you have the document</th>
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<tr>
<td>Confirmation of Acceptance for Studies (CAS)</td>
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</tr>
<tr>
<td>Immigration Health Surcharge reference number</td>
<td></td>
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<tr>
<td>Current valid passport</td>
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</tr>
<tr>
<td>Application submission coversheet (to be printed and signed after submitting and paying for the Tier 4 application online)</td>
<td></td>
</tr>
<tr>
<td>Photographs:</td>
<td></td>
</tr>
<tr>
<td>One colour passport photograph (if applying from outside the UK)</td>
<td></td>
</tr>
<tr>
<td>Two colour passport photographs (if applying from within the UK)</td>
<td></td>
</tr>
</tbody>
</table>

**Documents which may need to be included by some students**

<table>
<thead>
<tr>
<th>Document</th>
<th>Tick if required</th>
<th>Tick when you have it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any previous passport / travel document used for travel to the UK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biometric Residence Permit for the UK (if you have already studied in the UK and are applying before your current visa expires)</td>
<td></td>
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<tr>
<td>Up to date original Police Registration Certificate (if required and you are applying from within the UK)</td>
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<tr>
<td>Tuberculosis (TB) certificate, if required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original academic certificate / transcript for each qualification listed on your CAS under ‘Evidence u’</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td></td>
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<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Original evidence of your English language qualification if stated on</td>
<td>ATAS certificate, if required</td>
<td></td>
</tr>
<tr>
<td>the CAS</td>
<td></td>
<td></td>
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<tr>
<td>Original translation of any document not in English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original financial documentation showing that you have the required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>amount of money in your own name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original financial documentation showing the required amount of money</td>
<td></td>
<td></td>
</tr>
<tr>
<td>is in your parent(s) bank account, and:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Original birth certificate, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Letter of consent from your parent(s) confirming your relationship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and consenting you to use their money</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of any internal or external scholarships (some Kent scholarships</td>
<td></td>
<td></td>
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<tr>
<td>on your CAS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan letter (US / Government loans only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written consent from your Official Financial Sponsor if you have been</td>
<td></td>
<td></td>
</tr>
<tr>
<td>fully sponsored within the last 12 months</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please contact one of the relevant teams below depending on the nature of your query.

<table>
<thead>
<tr>
<th>Team</th>
<th>Contact Details</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent Union Advice Centre</td>
<td>T: 44 (0) 1227 827724 (Canterbury Campus) E: <a href="mailto:advice@kent.ac.uk">advice@kent.ac.uk</a> W: <a href="http://www.kentunion.co.uk/welfare/advice-centre/">www.kentunion.co.uk/welfare/advice-centre/</a></td>
<td>The Kent Union Advice Centre offers free independent immigration advice to students studying at the Canterbury Campus.</td>
</tr>
<tr>
<td>GK Unions Advice Centre</td>
<td>T: 44 (0) 1634 888989 (Medway Campus) E: <a href="mailto:advice@gkunions.co.uk">advice@gkunions.co.uk</a> W: <a href="http://www.gkunions.co.uk/advice/international">www.gkunions.co.uk/advice/international</a></td>
<td>The GK Unions Advice Centre offers free independent immigration advice to students studying at the Medway Campus.</td>
</tr>
<tr>
<td>International Recruitment Team</td>
<td>T: 44 (0) 1227 824904 E: <a href="mailto:international@kent.ac.uk">international@kent.ac.uk</a> W: <a href="http://www.kent.ac.uk/internationalstudent/index.html">www.kent.ac.uk/internationalstudent/index.html</a></td>
<td>The International Recruitment Team can direct you to our overseas representatives who may be able to assist in your home country.</td>
</tr>
<tr>
<td>CAS Team</td>
<td>T: 44 (0) 1227 824904 E: <a href="mailto:admissionscas@kent.ac.uk">admissionscas@kent.ac.uk</a> W: <a href="http://www.kent.ac.uk/studentimmigration">www.kent.ac.uk/studentimmigration</a></td>
<td>The CAS Team can assist with any queries related to your CAS once you have an unconditional offer.</td>
</tr>
</tbody>
</table>