This guide is for prospective students who are completing their visa application from outside the UK for studying at the University of Sheffield.

**Online visa application form:** [https://visas-immigration.service.gov.uk/apply-visa-type/tier4](https://visas-immigration.service.gov.uk/apply-visa-type/tier4)

It is very important to answer all the questions honestly and accurately according to your situation and personal circumstances. If specific details for any information requested on the form are not available then it is better to explain / clarify it in the ‘additional information’ section of the application form.

There is some guidance and further information within the form to help you understand the questions.

You can select [Show and edit answers](#) to check back on and amend questions you have already answered.

The questions that you will see will depend on how you have answered previous questions, so you may not see all the questions listed in this guide.

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**Disclaimer:** This document was created in August 2019. It is important to note that the application format and how questions are phrased can be altered or changed by the UKVI at any time. This document should be used as a guide for understanding the application process, and it addresses any questions, which are frequently asked by our students applying for their Tier 4 (General) student visa for the first time. Please be aware that the order of questions on the application form can change or new questions may be added by the UKVI in the future.
Where to apply?

- Go to [https://www.gov.uk/tier-4-general-visa](https://www.gov.uk/tier-4-general-visa) and click on ‘Apply’. Once you’ve read the information on that page under ‘Apply outside the UK’ section, you will need to click the ‘apply online’ link (as shown below).

- Alternatively, you can go directly to [https://visas-immigration.service.gov.uk/apply-visa-type/tier4](https://visas-immigration.service.gov.uk/apply-visa-type/tier4), select ‘Tier 4 (General) student visa’ and click ‘Next’ to start your application (as shown below).
You will then be asked to select:

- **Country to provide your biometrics:** You must usually enter the country where you live - most of the time this will be your home country or the country you are a national of.

- If it is not possible to provide your biometrics in the country you select (you will be able to check this on the next page), then you will be redirected to another country. If it is difficult for you to travel to the redirected country, you will able to return to this page and select a different country that you are able to travel to.

- Once you have confirmed the country, and that you can attend an appointment at one of the visa application centres in your country, you will be directed to the next page. Please read the information carefully and click ‘Apply now’ (as shown in the screenshot below).

- Please note that if you are applying with dependant(s) then you **cannot include them on your application.** You must complete a separate form for your dependants, when applying from outside the UK.

![Tier 4 (General) student visa]

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1. **Start**

- You would need to **register an email** for your application. You must provide a secure email address for an account that you check regularly. Please create a secure and memorable password that you will be able to remember because you will need this to log back in to your application.

![Register an email](image)

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2. Application

2.1 Your Name

- Enter your name as shown in your passport. If your CAS does not reflect the same information as on your passport, you must get it updated.
- **Given names** must be the same as recorded in your passport. They are normally all the names you were given at birth, but not your family name / surname. Please do not use titles such as Mr, Snr or Esq.
- **Family names** is the name by which your family is known (also known as surname/last name) and must be as recorded in your passport. Please do not use titles such as Snr.
- If you only have one name (you do not have both a given name and a family name, choose 'I do not have a given name and a family name'. You will be able to provide your name(s) there.
- If you are officially known by another name, you can declare that on the next page. You may need to provide evidence of both names as part of your application.

![GOV.UK Visa and Immigration](image)

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2.2 Your Confirmation of Acceptance for Studies (CAS)

- You would receive your CAS from the Admissions team (or from the CAS Team in the International Student Support if you are a continuing student applying from outside the UK).
- Ideally, you must have received your CAS number to complete this section before continuing with your application. However, if you are waiting for your CAS, you can answer NO to this question to complete the remaining application.
- Please remember to update this answer once you have receive your CAS number.
- You need a Confirmation of Acceptance for Studies (CAS) number in order to apply for Tier 4. Copy this from your CAS statement.
2.3 Your home address

- Please enter your current residential address. This is the address where you live rather than your family home. You **MUST** include your full address details including house number / name / street / village / town / city / state / province / postal or zip code / country.

- In some countries, address is also listed on the passport. If you have changed your address after getting your passport then you should contact the relevant passport authorities to check if you are required to amend the address details on your passport. For the visa application, please use your current home address and use the ‘additional information’ section to clarify if your current home address and the address on your passport are different.

2.4 Your phone numbers

- Please provide the contact number, including the country code, on which you can be contacted by the Home Office if they need to discuss your application.
2.5 Living at your home address

- Please confirm the duration you have lived at your home address, and provide the details requested.

2.6 Your gender and relationship status

- Please state your gender at the time of application as shown in your passport; and

- Relationship status – Single, Married or a Civil Partner, Unmarried Partner, Divorced or civil partnership dissolved, Separated, Widowed or a surviving civil partner.
  - Civil partnerships in the UK currently only refer to same sex relationships.
2.7 Your nationality, date and country of birth

- Please enter the requested information accurately. It would be advisable to cross check your passport and provide the details as they are on your passport.
- This must correspond with the authority that issued your travel document/passport. If you hold dual nationality, you should select the issuing country of the passport/travel document you wish to travel with.

2.8 Province - Students from China would also need to confirm the ‘province of birth’ on the next page.
2.9 Your Passport

- You must have a valid passport in order to apply for a visa because you will need to submit your current passport as part of your application. Enter the number of the passport that you intend to submit with your immigration application. This should match the passport number in your CAS statement. If it does not match, please contact Admissions Team before proceeding with your visa application.

- For the UK, the passport needs to be valid at the time of visa application and, when travelling to and entering the UK – there is no minimum validity period for the passport to apply for the UK visa.

- **Passport Number:** Please enter the passport number as shown in your passport.

- **Issuing Authority:** This could be referred as ‘country of issue’ or ‘place of issue’ on your passport. Some passports list the country or place of issue under ‘Issuing authority’. Other passports may list the issuing organisation rather than the country or place of issue in this section. You should enter the information exactly as it is written in your passport.

![Image of passport input screen](image.png)

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2.10 Another passport or travel document

- You must provide details of any other passport (old or from another country) you currently hold or have held in the past.
- Where the information is available, please provide full details. This should include travel document or passport number, issue and expiry dates and place of issue.
- If you do not have the details of a relevant previous passport, you can enter ‘not known’ for the passport number, and write approximate issue and expiry dates. You should then explain in the ‘Additional Information’ section of the form that these are approximate dates and provide the reason as to why you do not have the details of your previous passport. Please include details about where your previous passports are (for example lost, stolen, expired or returned to the issuing authority and no longer with you).

2.11 National Identity Card

- If you have a valid national identity card, you will need to provide details here.
2.12 Your planned travel information:

- Please enter the date you intend to arrive in the UK. If you have already made travel arrangements then provide the date when you would be arriving in the UK, although we would not advise you to do this before getting the visa.

- If you are undertaking a course which is at least six months long or a pre-sessional course, you will be allowed to travel to the UK up to one month before the 'Course start date' in your CAS statement.

- If your course is less than six months and is not a pre-sessional course, then you will be allowed to travel to the UK up to 7 days before the 'Course start date' in your CAS statement.

- If you are coming to the UK for 6 months or longer, you will be issued with a sticker (visa vignette) in your passport that is valid for 30 days. You must enter the UK before the end of this 30-day period. The 30 days will start from the date 7 days before you intend to travel to the UK or the date that your visa is issued, whichever is later.

- If you do not travel to the UK during this 30-day period, your entry clearance will expire and you will need to apply for a new one if you still wish to travel to the UK.

- **Please note:** If you are unable to travel until after your course start date, we recommend you to contact your academic department to check the latest date you can register for your course at the University of Sheffield.

  - How long do you intend to stay in the UK?
  - Write the length of the course for which you are applying.
2.13 **Spoken language preference** – The Home Office may want to talk to you about your application. You should choose **English** here. Please note that if UKVI do invite you to be interviewed as part of your application, the interview will be conducted in English.

2.14 **Study as Tier 4 (Child) student**

- **Have you studied in the UK as a Tier 4 (Child) student?**
- **Only answer YES** if you had been issued with Tier 4 (Child) immigration permission to study in the UK.
2.15 English language assessment

- **Are you coming to the UK to study at a higher education institution?**
  - Select **YES**, the University of Sheffield is a Higher Education Institution (HEI).

- **Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a ‘gifted’ student?**
  - Check the ‘**English Language Qualification**’ section in your CAS.
  - If it says: ‘**Higher Education Institution (HEI) has made assessment**’ select **YES**.
  - If your CAS shows that your English level was assessed on the basis of a qualification (e.g. IELTs) or you don’t need to provide a test for another reason, such as because you are listed as a migrant from a majority English language country or as holding a degree from a majority English language country, select **NO**.

2.16 People financially dependent on you

- If you have any dependant(s) (including the ones accompanying you to the UK) then say **YES** and give details about your dependant(s) on the next page.
2.17 Your Family

- If known, please enter the details of your mother and father, even if deceased. If you do not know the answer to any of these questions please state ‘**Not known**’.

2.18 Family who live in the UK

- **Do you have any family in the UK?**
- Please answer this question truthfully based on your situation.

- If answered **YES** then provide their details on the next page.
2.19 Accommodation in the UK

- Do you have an address for where you are going to stay in the UK?
  - If YES then complete the information on the next page.
  - If you have already arranged your accommodation, write the address for your accommodation.
2.20 Accommodation plans in the UK

- Where do you plan to stay in the UK?
  - If you answered NO to the previous question (see 2.19) then try to explain your situation here as to where you intend to stay or what you plans are.

  - If you have not yet arranged your accommodation, you could write something like 'not yet confirmed' or 'to be confirmed once my visa is granted'.

  - If you plan to stay in private accommodation, you can write: 'private accommodation'.

  - If you will be staying in University of Sheffield accommodation, you can write: 'University halls of residence'. When you have arranged your accommodation, you should let the Home Office know that your details have changed. You can do this online: www.gov.uk/change-circumstances-visa-brp
2.21 UK Travel History

- Please answer as applicable.

- If you have travelled to the UK ‘Once’ or more, then complete the next section accurately about your previous travel to the UK as accurately as possible.

- This includes travel for any purpose (holidays, study, training, business trips etc). When giving this information please provide details of all your trips to the UK over the last 10 years.

- If, exceptionally, you do not have a record of your previous UK visa(s) and you cannot find the related information, you can write the approximate date of issue, and then write a full explanation about why you do not have the exact information in the ‘Additional Information’ section of the application form.

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2.22 UK visa applications

- Previous UK visa applications - please answer 'YES / NO'. Please give details of the most recent UK immigration or visa applications you have made in the last 10 years. This can be found on the previous visa(s) in your passport. You should enter details even if you did not use the visa(s).

![UK visa application form](image1.png)

2.23 Travel to Australia, Canada, New Zealand, USA or the European Economic Area

- Previous travels - please answer as applicable.
- If you have travelled to any of the countries mentioned, 'Once' or more, then complete the next section about your previous travel(s) as accurately as possible.

![Travel to Australia, Canada, New Zealand, USA or the European Economic Area](image2.png)
2.24 Travel history

- Please answer ‘YES / NO’, as applicable.

- If answered YES then complete the next section with details requested on the next page and continue. You should include travel for study, training, business trips etc.

2.25 Problems with immigration to the UK

- Previous Immigration History - answer ‘YES / NO’. Please provide details of all of the above that apply to you including dates, what country this was in, and any further details of why it happened, and a reference number if you have one.

- If you were refused a visa for the UK please enter the reference number you were given for the refusal, if known, in the following format XXX/123456 (the XXX is the country or post location abbreviation, for example New York is NYC).
• Refused entry at the border includes if you were refused entry by a UK Immigration Officer prior to arrival in the UK e.g. at Paris Gare du Nord or Brussels Midi etc. Please enter your reference number that refers to the port or airport where you were refused entry e.g. LHR/TN4/123456 or DVE/123456. (LHR/TN4/ is London Heathrow airport terminal 4 and DVE/ is Dover port). This can be found on your refusal notice.

• If deported, removed or otherwise required to leave any country, please give details including the date the country you were removed from and to and the reason for your removal. If you were removed, deported or otherwise asked to leave the UK please give additional details including your Home Office reference number (which is prefixed with the first letter of your family name, e.g. Smith = S12345) and how you left the UK e.g. voluntarily (paying for your own flight/transport), at UK government expense (arrangements were made and paid for by the Home Office).

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2.26 Criminality and other offences

- Answer ‘YES / NO’, as applicable.
- You must give details of all criminal convictions, including spent convictions. This includes convictions for road traffic offences, including drink-driving offences. Please give details of the date and place (country) of the offence and what you were convicted of. Please state what sentence you received. To assist your application, you may want to supply documentary evidence of the conviction (e.g. the official record) detailing the crime you were convicted of and the sentence you received.
- If you have been subject to, or received, any other penalty by a court or the police (for example caution, discharge, fine or community sentence in the UK or any other country) please provide full details of the date and place (country) of the offence, the type of penalty you received (e.g. caution, reprimand, warning or other – please specify) and what the offence was.
- If you have any UK court judgment against you for non-payment of a debt, or received a civil penalty under the UK Immigration Acts please provide full details of the date of the offence and whether you received a court judgment or civil penalty.

- If you are unsure whether your issue is defined as a ‘conviction’ or ‘penalty’ it is safer to declare it here, so is clear that you are not trying to hide anything from UKVI.

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Terrorist activities

Have you ever been involved in, supported or encouraged terrorist activities in any country?

- Yes
- No

Terrorist activities are any act committed, or the threat of action designed to influence a government or intimidate the public and made for the purpose of advancing a political, religious or ideological cause and that:
  - Involves serious violence against a person
  - Endangers another person’s life
  - Creates a serious risk to the health or safety of the public
  - Involves damage to property
  - Is intended to disrupt or interfere with an electronic system

Terrorist organisations

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

An organisation is concerned with terrorism if:
  - Committed or participated in acts of terrorism
  - Prepared for terrorism
  - Promotes or encourages terrorism (including the unlawful glorification of terrorism)
  - Is otherwise concerned in terrorism

- Yes
- No

Your previous employers

Tell us about your work for the following types of organisation:

- Arm Forces (excluding compulsory national or military service)
- Government (including Public or Civil Administration and compulsory national service)
- Police organisations
- Security organisations (excluding police and private security companies)
- Military (excluding work as a judge or magistrate)

- Yes
- No

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2.27 Sponsor licence number and address

- **What is your sponsor licence number?**
- Write **EGTNN8XR7**
- **Sponsor’s address**: The University of Sheffield, Western Bank, Sheffield S10 2TN

2.28 Place of Study

- **Will you be studying at a school or higher education institution?**
- Select **Higher education institution**
2.29 Primary site of Study?

- **Is this the site where the majority of your study will take place?**
- Check the address listed as your ‘Study location for the course’ on your CAS. If this is the same as the address listed on your application form choose **YES**. If it is different, select **NO**.

2.30 UCAS details

- **What is UCAS?**
  The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the ucas.com website.

- **Did you apply for your course through UCAS?**
  - If you are applying to study an undergraduate course, and applied for this course through UCAS select **YES**. If you applied directly to the University of Sheffield, or through an agent, select **NO**.
  - If you applied through UCAS then your UCAS number will be stated on your CAS.
2.31 Academic Technology Approval Scheme (ATAS)

- **Do you need to obtain permission from the ATAS?**
- Your CAS will say if you need ATAS clearance. If you need an ATAS certificate, you should include it with your Tier 4 supporting documents.
- If answered **YES** then complete and enter the **certificate reference number** - This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

2.32 Future official financial sponsor

- **Will you be receiving money from an official financial sponsor for your continuing studies?**
- You should only answer **YES** here if you are receiving money (a scholarship or bursary, but not a loan) from the British Government, the government in your home country, the British Council, an international organisation, an international company, a university (this could be University of Sheffield) or an independent school.
2.33 Are all of the maintenance funds required for this application in a bank account with your name on it?

- If you have the funds in a bank account in your own name then select **YES**. If your funds are in the name(s) of your parent(s) or other legally recognised guardian(s) then select **NO**.
- Your funds cannot be held by anyone else. Funds held by aunts, uncles, partners and siblings will not be recognised.
- If you are using funds held by your parent(s) or legal guardians, then you will need to provide additional evidence with your application. See our webpage here for detailed information about the requirements. If you will show the funds through a loan or scholarship, and these funds are not yet in your bank account, you can select **NO**.

2.34 Course Information

- **Name of sponsor institution (school/college/university)**: University of Sheffield
- **Course name**: Copy this from your CAS
- **Qualification you will get**: Copy from your CAS. NQF is the same as RQF.
- **Are they going to be a student union sabbatical officer?** Please answer **NO**.
  A sabbatical officer is a full-time officer elected by the members of a students’ union (or similar body such as students’ association, students’ representative council or guild of students), usually at a higher education establishment such as a university.
2.35 **Course dates** - Copy these from your CAS.

![Course dates](image)

2.36 **Accommodation payments**

- Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?
- If you will be living in the University of Sheffield halls of residence and you have already paid some money for your accommodation, you should select ‘YES’. If you are staying in private accommodation, choose **NO** for this question.

![Accommodation payments](image)
2.37 Course fees

- **What are your course fees for your first year?**
  Copy this from the ‘1st Year Course fees’ field in your CAS statement. Please be aware that on many CASs, there will be a sponsor note confirming a reduced tuition fee due to scholarships or discounts. If you have a note like this on your CAS, you should enter the reduced fee.

- **Have you or your parent(s) or legal guardian(s) already paid any of your course fees?**
  Select ‘YES’ if your CAS is showing any amount of tuition fee here as having been paid. You will then need to answer the following supplementary questions:

- **How much has been paid?** - This is listed in the ‘Course fees paid’ field in your CAS statement. If you have paid tuition fees since your CAS was issued, contact Income Office at studentcustomers@sheffield.ac.uk for an update or to request them to update your CAS.

- **How can you prove this amount has been paid?** - You should select ‘Shown in the CAS’.

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2.38 Student Loans

- Please answer accordingly, if applicable.

2.39 Maintenance Funds

- **Are all of the maintenance funds required for this application in a bank account with your name on it?** If the money for the maintenance funds is held in your personal bank account then select **YES**.
- If you are relying on your parent(s)' bank statement then select **NO**, and complete the following questions. If using your parent(s)' bank statement then you will also need to provide a **consent letter** from your parent(s) and **proof of relationship** as evidence with your application. Please carefully read our guidance to check how you can meet the Tier 4 maintenance requirements and the documents you will need to submit as evidence of this.
2.40 Additional Information about your application

- This section allows you to add additional information for the Entry Clearance Officer to consider.
- You may need to add additional information if you need to explain the circumstances of a previous UK immigration problem (e.g. if you have applied before and your immigration application was refused).
- If you have had a previous immigration problem, you may wish to seek advice from the International Student Support team at the University of Sheffield or another regulated immigration adviser before proceeding with your immigration application.
- Contact details for the International Student Support Team can be found here: https://www.sheffield.ac.uk/ssid/contacts/iss
3. Documents

Select all the documents you will include with your application. You will have to tick all the documents listed to continue with the application.

4. Declaration

You will then read and agree to the declaration. Once you have accepted the declaration, you will not be able to make changes to any of your answers. Please make sure you have checked all your answers and there are no errors before proceeding further.
5. Pay

The next step will be to pay the Immigration Health Surcharge (IHS) and pay the fee for your application. Once you made the payments, you will be able to download your ‘document checklist’ and ‘application form’, which you should print.

Collecting BRP after arriving in the UK:

When you have completed your form, you will be prompted to choose a location to collect your BRP (Biometric Residence Permit) card.

- To collect your BRP at the University when you arrive, you would need to enter an ACL code. Please enter our ACL code: 2HE237 when prompted.