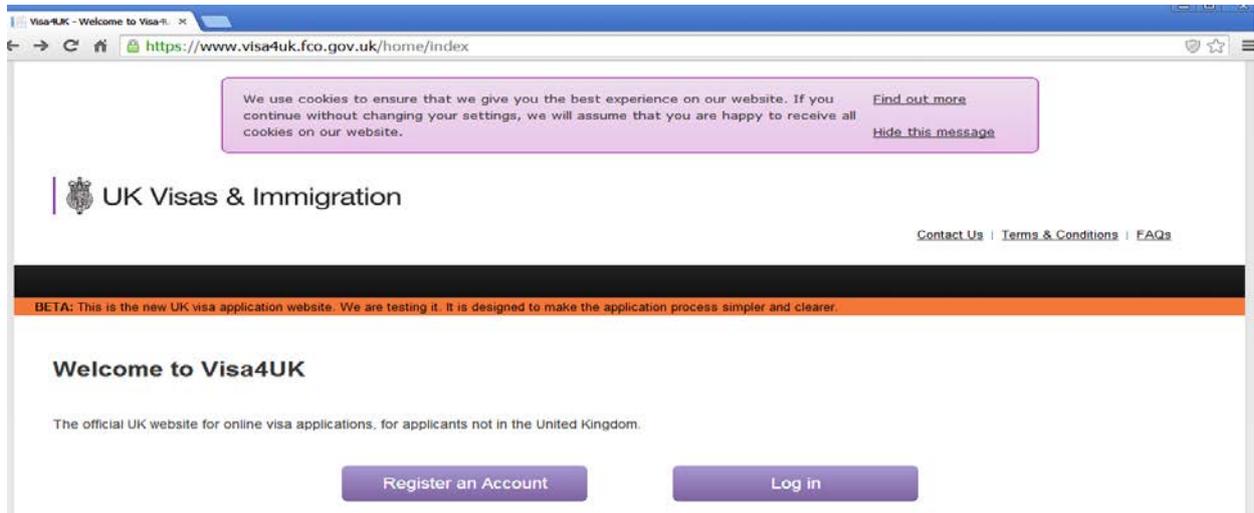


Applying from Outside the UK: Online Form Guide

This guide applies to students aged 18 or over applying for a Tier 4 Student visa. Guidance on applying for dependant family members is included at the end.

1. Register an account at www.visa4uk.fco.gov.uk

(Note some Visa Application Centres also ask for PBS [Appendix 8](#) paper form, printed and completed. If unsure whether or not this is required, we recommend that you complete the Appendix 8 and submit it with your supporting documents).



2. Follow the link sent to your email and log in
3. Click **“Apply for myself”**
4. Read the guidance and click **“Continue”**
5. Complete sections:
“Applicant Details”:
 - complete your passport details and intended date of travel
(Additional information relevant to your country of residence is provided on this page)

“Select Visa Type”:

A screenshot of the 'Select Visa Type' form. The title is 'Select Visa Type'. Below the title is the instruction: 'Please select the correct visa category. When you select the visa category you want, we will ask you a s'. The form has three dropdown menus: 'Reason for Visit' with 'Study' selected, 'Visa Type' with 'PBS Tier 4 Student' selected, and 'Visa Sub Type' with '-- Loading --' selected. A dropdown menu is open for 'Visa Sub Type', showing options: '-- Select a Visa Sub Type --', 'Tier 4 (Child) Student', 'Tier 4 (Child)(Sponsored) Student', 'Tier 4 (General) Dependant Child', 'Tier 4 (General) Dependant Partner', 'Tier 4 (General) Student', 'Tier 4 (General)(Sponsored) Student', and 'Tier 4 (Scholarship) Student'. A green arrow points from a text box on the left to the 'Tier 4 (General) Student' option.

If you are a self-financed student select:
Tier 4 (General) Student.
If you are sponsored or hold a University studentship select:
Tier 4 (General)(Sponsored) Student

If you are unsure whether you are “sponsored” follow this [link](#) for guidance.

6. Click “**Create Application**”, note your unique application reference number and complete each section of the form. The online system does not provide accompanying guidance on completion of the form, however, relevant guidance can be found via the following links and we have provided some basic guidance and answers to frequently asked questions below.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/273841/vaf9-guidance.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/303848/T4_Guidance_06-04-14.pdf

Passport and Travel Information >	- This section requires information about family members travelling with you and also your address in the UK. Use the University’s address if you have not yet arranged accommodation.
Personal Details and Travel History	-These questions concern any previous travel to the UK.
Family Details	-Here you should enter details of your family members. This should be completed even if your family is not travelling with you (do not include your adult/non-dependent children).
Medical Treatment	-Here you will be asked about any medical treatment you may have had on a previous visit to the UK.
Tier 4 Student	-This section will ask for details of your Tier 4 sponsorship. All the information you need will be found in your CAS statement. Further guidance on how to complete Maintenance and Fees and Points Claimed can be found below.
Additional Information	-Here you can provide any information you wish to include that could not be given in any other section of the form.
Save	-Click Save regularly while completing your form. You will be logged out automatically if inactive for a few minutes and you may lose what you have already completed. Save & Quit
Save & Quit	will take you out of the form so you can log in again and complete it later on.
Confirm Application	-When you have completed all the above sections of the form, click confirm application ; you will then be prompted to go back to any sections that are incomplete before you submit your form.

Maintenance and Fees:

Maintenance and Fees

How much are the fees for your course of study?

Have any of your course fees been paid?

Do you have an established presence in the UK? Yes No

Have any of your accommodation fees been paid to your sponsor?

Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor? Yes No

The **course fees** and the amount paid must match what is written on your CAS. If you make a payment after your CAS is issued it will be updated. The updated CAS will be sent to you by email. You should not apply for your visa until you have received the updated CAS.

Accommodation fees: answer "yes" only if you have made a payment to The University of Exeter.

If you are financially sponsored by your government, an international company, or a university, tick 'Yes'. Otherwise, tick 'No'. Your parents do not count as a UKBA financial sponsor.

Students with "established presence" show a lower amount of finance. Answer "No" if you have not studied in the UK before, or if you have studied in the UK but for less than 6 months. You can answer "yes" only if you currently hold a Tier 4 student visa issued for a course with a duration of at least 6 months. You must be making your visa application before your previous visa expires to qualify for this.

Do you have any remaining fees and maintenance still due for payment? Yes No

Course fees

Maintenance

Total

Do you have money in your own name? Yes No

This is where you show your visa finance calculations. Tick 'yes' in all cases.

Enter your **course fees** minus any payments you have made that are shown on your CAS.

Enter the **maintenance** figure you have calculated that you need to show: £7380 (9x£820) for higher maintenance or £1640 (2x£820) for those with established presence who can show lower maintenance.

You can deduct up to £1020 paid for University of Exeter accommodation from the maintenance total if this payment is shown on your CAS.

Tick 'Yes' if you will be using a bank account in your own name OR you are sponsored. If you are using parent's bank statements, tick "no". You will then be asked to list your supporting documents.

Points Claimed: copy the example below:

(These are the points you are claiming under the Points Based System (PBS) for visa applications. A score of 40 points is required for your visa application to be successful. The [Tier 4 Policy guidance](#) explains this in more detail but for ALL applicants the form should be completed as follows.

Points Claimed	
Confirmation of Acceptance for Studies	Do you have sufficient funds to cover remaining course fees?
<input type="text" value="30"/>	
Maintenance	Maintenance
<input type="text" value="10"/>	
Total	Total Points you are claiming
<input type="text" value="40"/>	

7. Submit application:

Status:
Incomplete

Next Step:
Sign Declaration

Study
Tier 4 (General) Student

- ✓ Application Completed
- ✎ Sign Declaration
- 📅 Book Appointment
- 💰 Pay for Application
- 🖨️ Print Application
- ✎ Delete Application

When complete you will be required to complete an online declaration, book an appointment at your nearest visa application centre or UK Embassy, pay for the application (online, or you may be given instructions on how to pay at an office), and print your own record of the application.

8. Made a mistake?

Once you have signed the online declaration you cannot delete the application. However, if you do not proceed to pay/book an appointment, it will be deleted automatically after some time and will not affect any other applications you create and complete.

If you need to cancel an application after you have made a payment you may be able to claim a refund, for information on how to do this and how to solve other online form problems go to <https://www.visa4uk.fco.gov.uk/Home/ViewFAQ>

9. Need more help?

Please refer to our 5 step online guide to ensure that your application meets all the requirements to qualify for a Tier 4 Student visa:

<http://www.exeter.ac.uk/internationalstudents/immigration/tier4superguide/outside/>

Another useful online resource is the UK Council for International Student Affairs:

<http://ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/Applying-for-a-Tier-4-General-visa/Where-when-and-how-to-apply/>

Applying for Dependants:

Although you will have listed your family members who are coming with you to the UK in your own application, you must make separate applications for each of your dependants.

1. Log in and Click “Apply for someone else”
2. Complete sections:
“**Applicant Details**” with the dependant’s personal/passport information

“**Select Visa Type**”: select answers as below:

For a partner/husband/wife:

Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit	Study	▼ *
Visa Type	PBS Tier 4 Student	▼ *
Visa Sub Type	Tier 4 (General) Dependant Partner	▼ *

For a child:

Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit	Study	▼ *
Visa Type	PBS Tier 4 Student	▼ *
Visa Sub Type	Tier 4 (General) Dependant Child	▼ *

For more information about whether your family can come with you and the rules that apply see:

<http://www.exeter.ac.uk/internationalstudents/immigration/tier4superguide/outside/step3/family/>