

## Documents required to support an application to extend Leave to Remain (Visa) under Tier 4 (General) Student:

- **Completed Form – Tier 4 (G) version 07/11 which has been filled in with BLACK INK and CAPITAL LETTERS. Download forms and guidance from:**

<http://www.ukba.homeoffice.gov.uk/studyingintheuk/quickguideforstudent/adultstudents/>

- Separate forms for each dependant, if applicable. Download forms and guidance from:  
<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/dependants>
- 2 identical passport-sized photos of yourself (and your dependants if applicable). Photos must be less than one month old. Write your full name written on the back of each photo. Check UKBA Guidance for further details of photo requirements:  
<http://www.bia.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidance0409.pdf>
- If you want us to submit your application for you, postal orders **or** a banker's draft totalling £386 + **separate** postal orders/banker's draft for £193 for each dependant applying with you. Must be made payable to '**Home Office**'
- Your passport/s or other relevant travel document – if you have travelled to the UK or extended your immigration leave on more than one passport, all of them must be submitted
- If you have ever been known by any other name, you will need to provide evidence of the change, e.g. a marriage certificate
- ATAS certificate if you are a postgraduate student on a course requiring you to have one. Please refer to <http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/> to check if this applies to you.
- Police registration certificate if you are required to register with the police. This must show your current address
- Biometric Residence Permit if you have been issued with one
- Confirmation of Acceptance for Studies (CAS) number and CAS details
- Documents listed with your CAS – e.g. certificates for qualifications – originals, not copies
- If your CAS does not mention tuition or accommodation fees which you have already paid, an official receipt confirming the amount of accommodation and tuition fees paid.
- Proof that you have sufficient funds to meet your tuition fees and living costs. You may use your own account or a joint account with your name on it. As of 24 November 2011, bank statements or other documents from certain financial institutions in India, Pakistan and the Philippines are not acceptable for Tier 4 visas. Please see the UKBA list to check: <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/studying/financial-institutions/%20>
- You may also use your parents' or guardians' account(s), **but** you will also need to provide proof that the person named on the account is your parent or legal guardian. Acceptable proof is:
  - your original birth certificate, or a notarised copy, showing the name of the parent(s) whose bank account(s) you are using
  - if you are adopted, the original certificate of adoption, or a notarised copy, showing
  - your name and the name of the parent whose bank account you are using
  - if you have a legal guardian, an original court document, or notarised copy, which shows the name of the guardian whose bank account you are using

You must be able to show that you have held the required amount of money continuously for 28 days. The closing balance (i.e. the date of the last transaction on the statement, or the date of the closing balance in a letter from the bank) must be within 31 days of the date you make your visa application.

The money must be in CASH – shares, bonds, pension funds and similar savings accounts are NOT acceptable.

If you are using foreign currency you must write the closing balance in £'s sterling on the document. Use the official exchange rate at: [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic)

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Further information: [www.kentunion.co.uk/advice/international](http://www.kentunion.co.uk/advice/international)

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**The bank statement must include the following information:**

Your name  
Account number  
Date of statement  
The bank's name and logo  
The amount of money available

Please see paragraphs 181-194 of the Tier 4 Policy guidance for full details of what your financial documents must include.  
<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>

**If you are using internet statements, each page must be stamped by your bank**

There must be enough money in the account to cover the cost of your current fees if you have not already paid them, plus one month's living costs at £600 per month, up to a maximum of 9 months (£5,400) plus £400 per month to support each dependant unless they have this money in their own name. If, for example, you only need to extend your visa for one month, you only require the balance of any fees due, plus £600, plus £400 per dependant.

A reduced amount of £1,200 (two months maintenance) applies if you meet the following conditions:

- **You have current UK immigration leave under Tier 4, as a student (pre-Tier 4) or as a postgrad Doctor or Dentist AND either:**
  - you have finished a single course that was at least 6 months long within your last period of immigration leave, **or**
  - you are applying for leave to continue a single course which you have been studying for at least 6 months

If you have official or government financial sponsorship, you must provide proof of this sponsorship and proof that your sponsor consents to your application to extend your leave to remain. If you have been sponsored within the past 12 months, you also need that sponsor's consent.

All documents should be written in English or Welsh – if they are not, then the original documents must be accompanied by fully certified translations from a professional translator. The translations **must** include:

- The translator's/translation company's credentials and contact details
- Confirmation that it is an accurate translation of the original document
- The date
- The translator's signature or signature of authorised official of translation company

**It is your responsibility to make sure that you have the necessary documents – Advisers cannot get the documents for you. We will check them before sending your application to the UKBA.**

**“Low risk” nationals (List of relevant countries paragraph 12, Tier 4 Policy Guidance)**

If you are applying as a national of the countries considered by the UKBA to be “low risk”, you do not have to submit certain documents, as stated on the Tier 4 form. You **MUST** still have these documents available because the UKBA may ask for them. **Your application will be refused if you cannot produce them in time.** We will ask you to show us these documents if you want us to send your application via the Student Batch Scheme so that we can see that you meet the requirements. If you cannot produce them, we will check your application, but we will **not** send it to the UKBA for you. We will ask you to sign a disclaimer confirming that we have advised you that you must have the relevant documents and that you are making the application at your own risk if we have not seen all of your documents.

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