Guide for MMU foundation year, undergraduate and postgraduate students sending their Tier 4 (General) application to the Home Office

Manchester Metropolitan University

Before Starting the Application

1 Check if you have valid immigration permission. If your most recent visa has expired contact the Immigration & Welfare Team at visaextension@mmu.ac.uk or telephone 0161 247 1022 (option 3), as soon as possible to discuss your options.

2 Read the guidance on MMU's website here: http://www2.mmu.ac.uk/international/visas-and-immigration/applying-for-a-visa/

3 Make sure you have your CAS statement and certificates or transcripts listed on your CAS

If you have not applied for your CAS you should do this as soon as possible as it can take up to 8 working days, once you have submitted the application and all the relevant documents, for your CAS to be issued.

- New students, and current MMU students progressing to a higher level of study, should read and follow the guidance in MMU's CAS Policy for students joining a new course of study- http://www2.mmu.ac.uk/media/international/publications/cas-policy-new-students.pdf

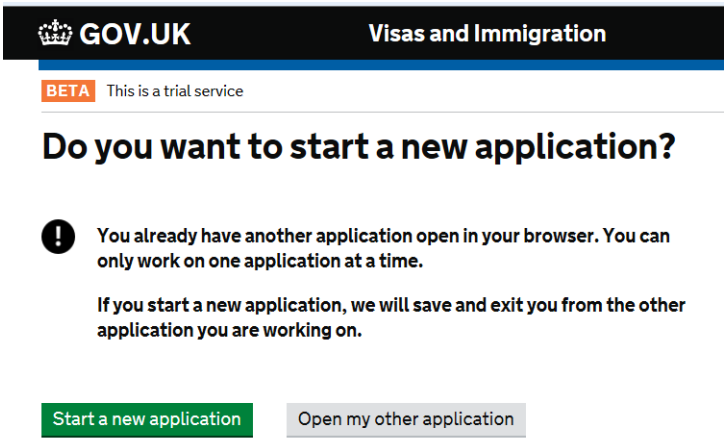
- Students who are continuing on the same course should read and follow the guidance in MMU's CAS Policy for enrolled students- http://www2.mmu.ac.uk/media/international/publications/cas-policy-enrolled-students.pdf

4 Make sure you have your passport, previous passports, and copies of all visas available as you complete the application. You should also make sure you have details of all the addresses you have lived at in the UK, including the dates that you lived them.

The Application

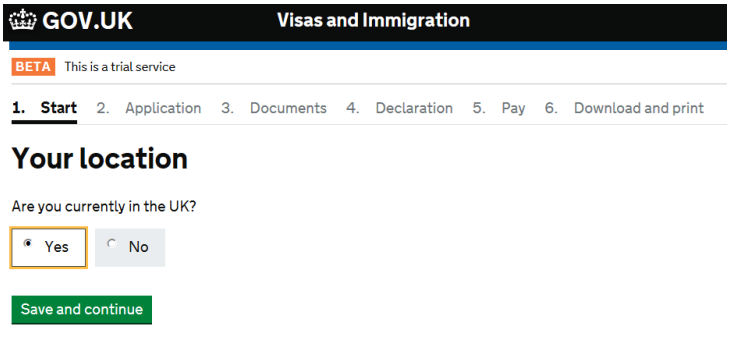
Go to https://visas-immigration.service.gov.uk/product/tier-4-student read the information and click the green 'Apply Now' button at the bottom of the page.

1. The next page should look like this:



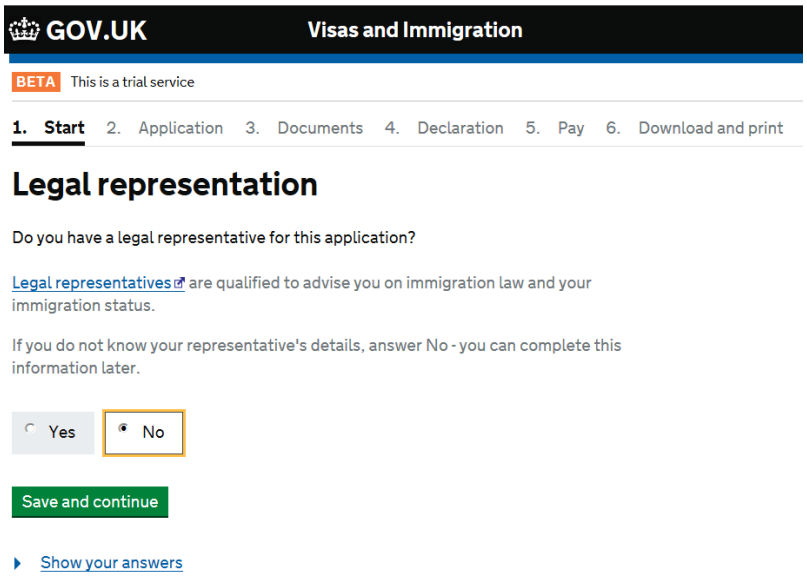
Click on the green 'Start a new application' button

2. Click 'yes' and then 'save and continue'.



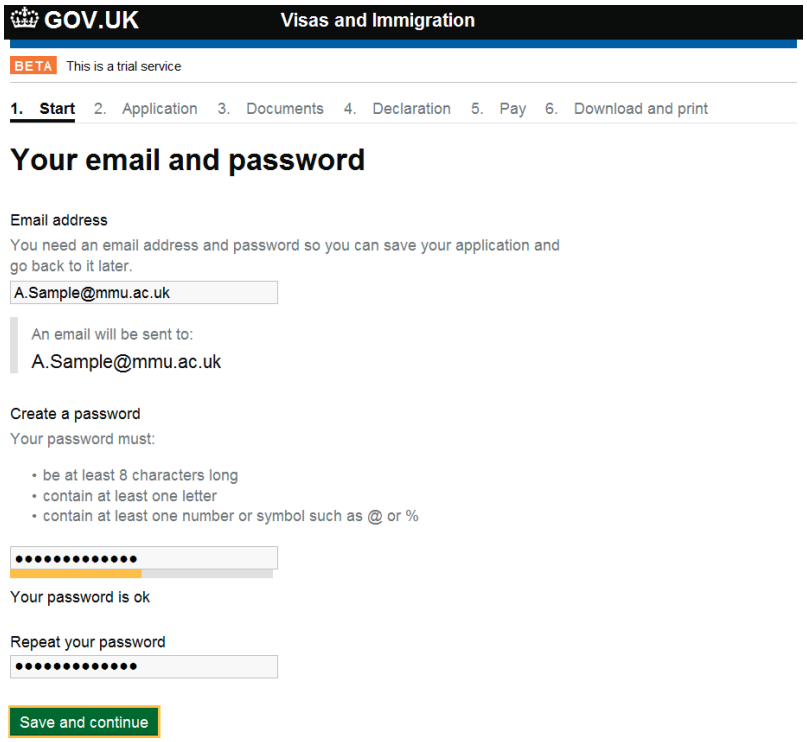
If you are applying from outside the UK there is a different form to complete, please visit: https://www.gov.uk/apply-uk-visa

3.



Click 'no' and then 'save and continue'.

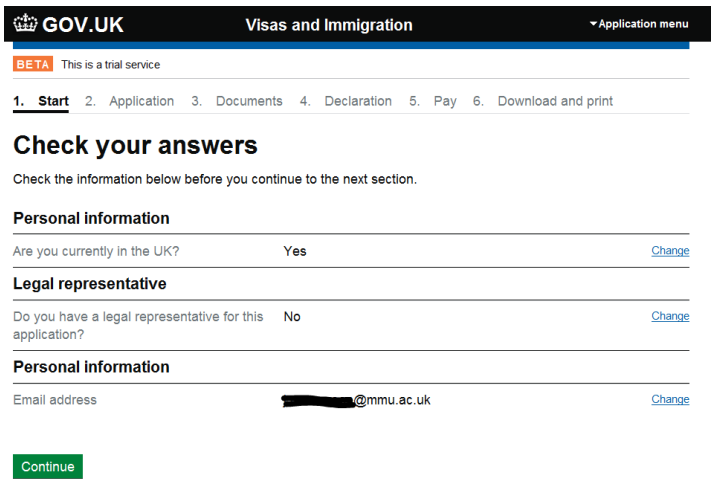
4.



Complete your details and click 'save and continue'.

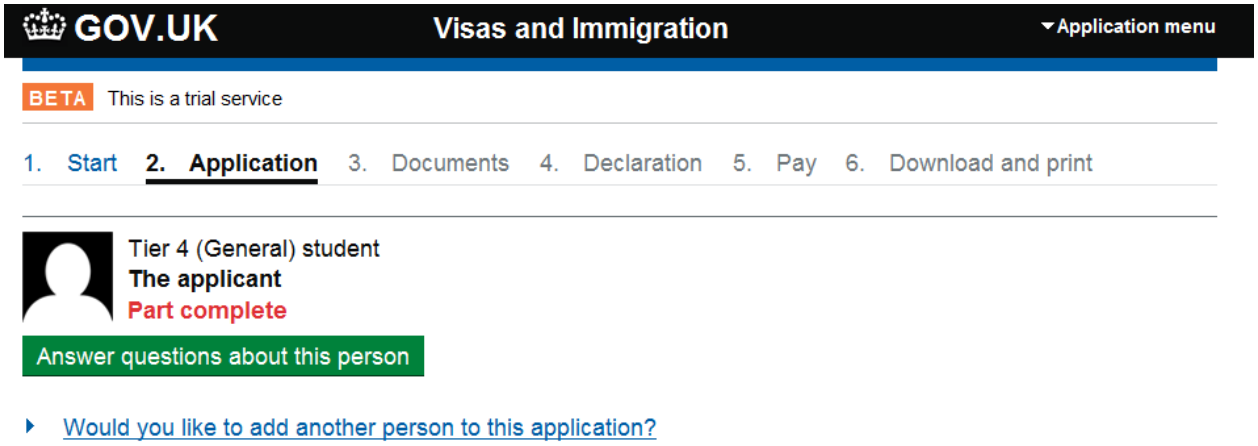
Choose a password you will not forget!

5.



After clicking 'continue' on this page you should receive an email from noreply@visas-immigration.service.gov.uk providing a link to your online application. Keep the email safe in case you need to go back to your application at any time in the future.

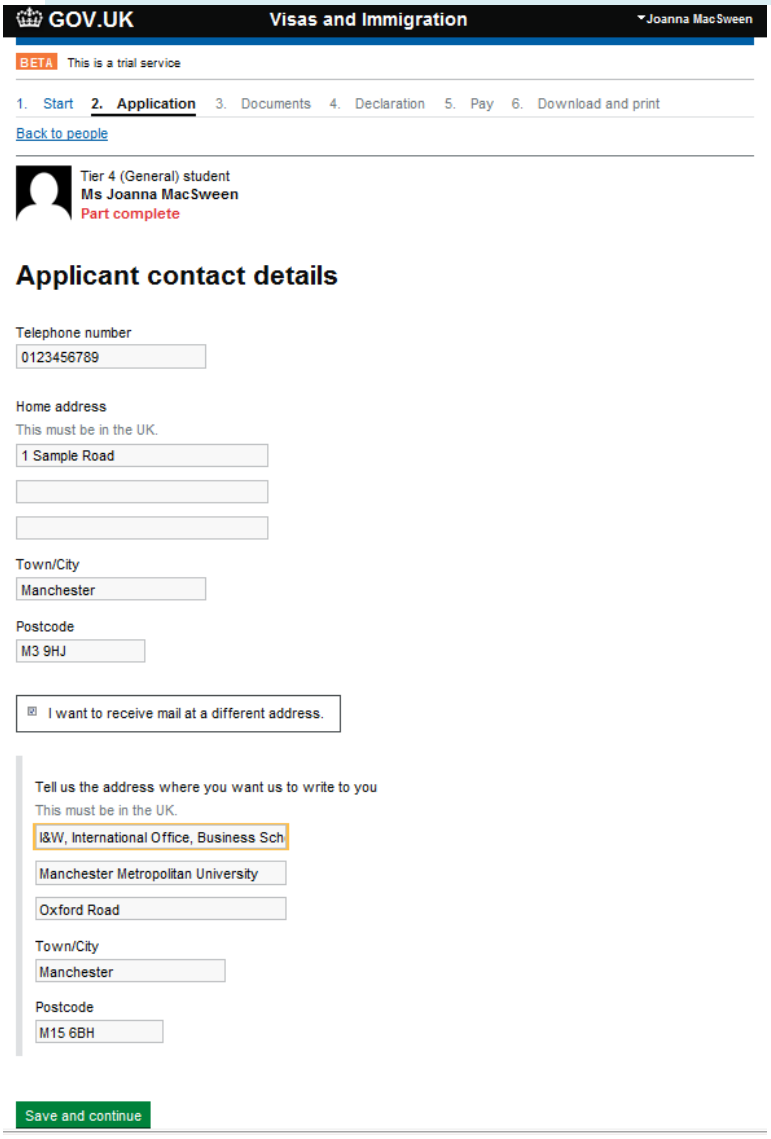
6. The next page should look like this:



This is the beginning of the application form. Click 'Answer questions about this person' and then continue through the questions filling in the details as you go. You can view the answers to the questions at any time by clicking 'Show your answers' which is at the bottom of the page. After clicking on 'show your answers' you will see an option on the right hand side of the page to 'change' any of your answers to the questions if you have made a mistake.

Things to Consider

The form is straightforward however, you should be aware of the following questions:



- Applicant Contact Details- If you wish MMU to send your application through the 'check and send' service please tick the box " I want to receive mail at a different address"

The address you should include is:

I&W, International Office, Business School
Manchester Metropolitan University
Oxford Road
Manchester
M15 6BH

- **Course Details** – This section asks about your current studies.

  If you are a **new student to MMU** and you have moved from another educational institution in the UK then your answers will likely be as follows:

Course details		
Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?	Yes	Change
Have you completed the course of study for which your most recent leave was granted?	Yes	Change
Was the course more than 6 months in length?	Yes	
How can you prove that you have completed a course that was more than 6 months in length?	Degree certificate	

  If you have studied a pre-sessional course or other course, less than 6 moths please ensure you state 'No' to this question.

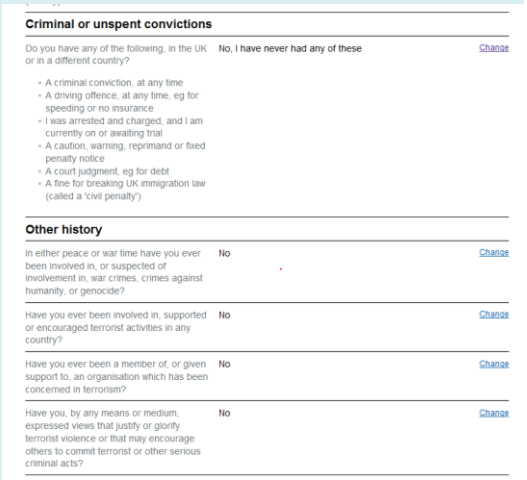
  If you are a **current student at MMU** and are applying for further leave to complete a course already started, then your answers will likely be as follows:

Course details		
Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?	Yes	Change
Have you completed the course of study for which your most recent leave was granted?	No	Change
Have you started the course of study for which your most recent leave was granted?	Yes	Change
Have you completed more than 6 months of the course?	Yes	
How can you prove that you have completed more than 6 months of the course?	My sponsor has confirmed this information on my CAS	

- **English Language Assessment**- It is likely that MMU will have assessed your English Language ability, to check this please read your CAS carefully, if you are not sure please contact the Immigration & Welfare Team.

- **Police Registration-** If you are required to register with the police, your visa sticker or Biometric Residence Permit will say 'Police Registration within 7 days'. Please remember to make sure your Police Registration Certificate is updated if you change your address, extend your Tier 4 leave, change university, renew your passport, get married, or if any of the other details on your Police Registration Certificate change.

- **Criminal / Unspent Convictions and Personal History-** Note: Disclosure of a conviction or judgment will not necessarily lead to a refusal but failure to disclose, no matter how minor, can lead to a refusal and ban on returning to the UK for up to 10 years.

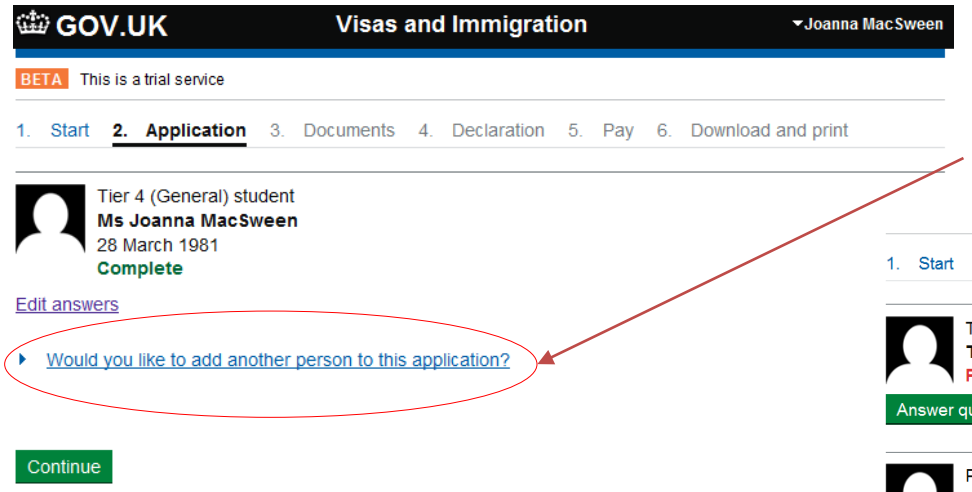


Criminal or unspent convictions		
Do you have any of the following, in the UK or in a different country? • A criminal conviction, at any time • A driving offence, at any time, eg for speeding or no insurance • I was arrested and charged, and I am currently on or awaiting trial • A caution, warning, reprimand or fixed penalty notice • A court judgment, eg for debt • A fine for breaking UK immigration law (called a 'civil penalty')	No, I have never had any of these	Change

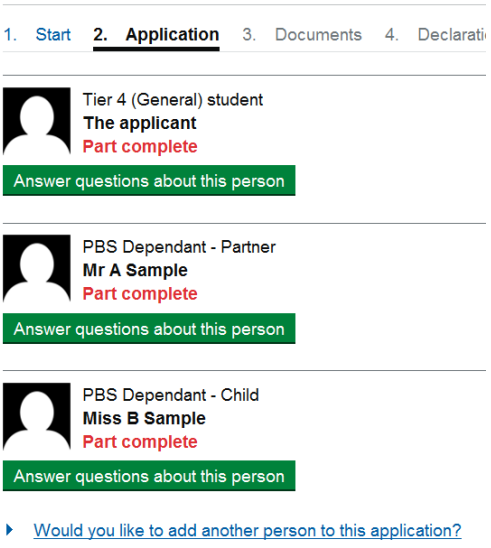
Other history		
In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?	No	Change
Have you ever been involved in, supported or encouraged terrorist activities in any country?	No	Change
Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?	No	Change
Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?	No	Change

- **ATAS**- your CAS statement will show if you require an ATAS certificate. If you are required to obtain an ATAS certificate please read our guide here: http://cms.mmu.ac.uk/media/international/publications/ATAS.PDF . Please be aware that it takes at least 20 working days for an ATAS certificate to be produce and during the busy period between April-September, it is likely you will be waiting for 30+ working days for your certificate.

7. After completing your application, you should see all your answers clearly and have an option to change them. Once complete you can add any dependants you have to the application, the webpage should look like this.



This is where you can add any dependants you have.

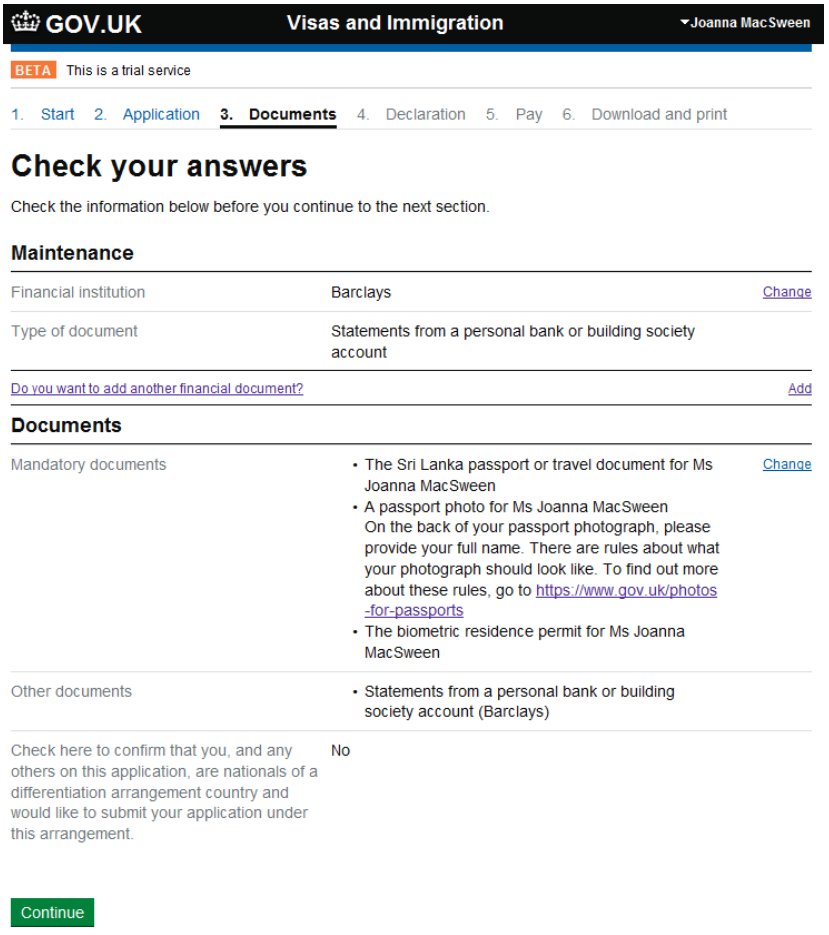


You are permitted to have dependents with you if you are a government sponsored student on a course longer than 6 months, or a postgraduate student on a course longer than 12 months. If you are in the UK already and are unsure if you meet the requirements please speak with the Immigration & Welfare Team.

After adding dependents, you should be able to see the forms for the main applicant and all dependents:

8. After clicking continue, you will be taken to the 'documents' section where you will be asked to list all the financial evidence you are providing. If you are a sponsored student and have a letter from your government or multinational company, please list the details of this in the 'financial institution' section.

9. The application will ask you to check the documents, which you are required to send, and then provides an overview of your 'Maintenance' and 'Documents'. The webpage would look similar to this:



10. The next page is the declaration page, read this carefully, tick the box "I am the applicant" and click 'I accept the above'.

If you would like the Immigration & Welfare Team to check your form and supporting documents do not proceed further. After Stage 4 of the application form you cannot edit your answers so please do not proceed if you require some help.

The **Immigration & Welfare Team** offers drop-in at the Business School, Manchester campus on **Tuesday and Thursday from 9.30-11.30 and 13.30-15.30**; please check in at the hub to meet with an advisor. For students at Crewe campus please contact visaextension@mmu.ac.uk for details of when advisors will be visiting the Crewe campus.

When attending the drop-in for your form check please remember to bring with you a printed copy of your CAS. Alternatively save a copy of your CAS letter to your smartphone or laptop/tablet and bring that with you. You must also bring any other required documents such as:

- Your passport(s)
- Your biometric residence permit (if you have one)
- Two passport sized photos
- Transcripts/qualifications listed on CAS
- Proof of finances (e.g. bank statements, bank letter, sponsor letter, etc.)
- Letter of financial support from parents and your birth certificate (if using financial evidence in parent's name)
- Translations of any documents that are not in English or Welsh

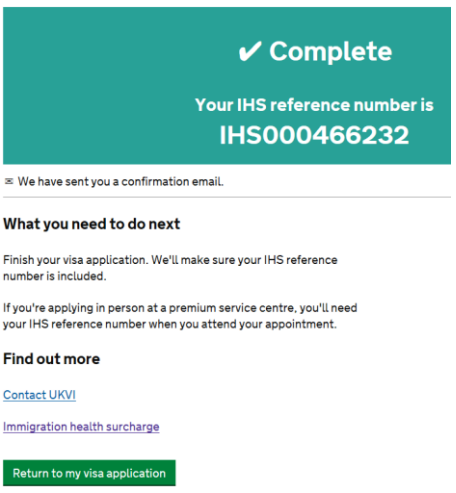
Finally make sure to bring your **credit or debit card** with you to the drop-in so that you can pay for the application!

Submitting the Application Yourself

If you are submitting the application yourself and do not require help from the Immigration & Welfare Team please continue to the payment webpages.

11. The next page relates to the "Immigration Health Surcharge". You are required to pay towards using the National Health Service in the UK, this is a mandatory requirement whether you use the health service or have private health insurance. The cost is £150 per 12 months of leave you will be granted and is calculated on a 6 month basis. For example if you are coming to study a 12 month MSc at MMU you will be required to pay £225. This is because the UK authorities issue 4 months leave on the end of the course length so you would granted 16 months leave: 12months/£150 + 4 months/£75 = £225.
Click through to the IHS webpage and fill in any details that are missing. Read the declaration and complete the payment.

12. After making the IHS payment you will see your IHS number on the screen: Click 'Return to my visa application' to be redirected back to the Tier 4 application form.

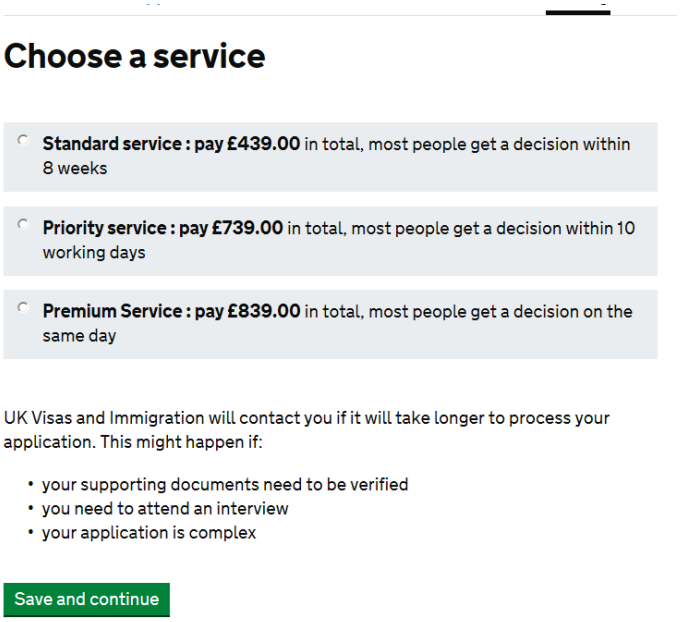


13. After clicking continue you will be shown 3 options to choose from regarding the payment of your Tier 4 visa application. The webpage will look as follows:

Please choose which option you prefer.

The Standard and Priority Service are both postal services and you are required to post the documents within 15 days to the UK home office; you should use a secure postal method such as registered delivery.

The Premium Service requires you to attend at one of the Premium Service Centre (PSC) to submit your documents and meet with UKVI staff, the nearest PSC is Liverpool, however there are others in Sheffield and Birmingham that are accessible.
Other PSC's are available elsewhere in the UK. If you choose this option the Immigration & Welfare team can still check over your supporting documents and application form, please come to one of the drop-in sessions for checking.



Sources of Help:

Manchester Metropolitan University
Immigration & Welfare Service
Business School
Oxford Road
Manchester
M15 6BH
Email: **visaextension@mmu.ac.uk**
Tel: 0161 247 1022 (option 3)

UKCISA (UK Council for International Student Affairs)
http://www.ukcisa.org.uk/International-Students/Immigration-/Making-a-Tier-4-General-application-in-the-UK/
The advice line is open from Monday to Friday, 1300 - 1600 hours (UK time), however they are usually very busy so you should use their website initially to see if the information you require is already provided on their website.
Tel: 020 7788 9214

UK Government Website and Policy
Website: https://www.gov.uk/tier-4-general-visa
Tier 4 Policy:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/477366/T4_Migrant_Guidance_Nov_V1_0.pdf