

UNIVERSITY OF DUNDEE (UoD)
STEP BY STEP GUIDE TO ENTRY CLEARANCE FOR A
TIER 4 STUDENT GENERAL VISA
UNDERGRADUATE/POSTGRADUATE/PHD

Step 1 – make a pre-payment of fees, and send documents to UoD

When you have been unconditionally accepted by the UoD, we will email you a firm acceptance letter. In that letter, we will ask you to send the following documents by email to contactus@dundee.ac.uk

- a) Scanned copy of your academic qualifications,
- b) Scanned copy of your English Language Certificate, and
- c) Scanned copy of your Passport and any previous UK Visas

You must also:-

- Pay a minimum prepayment of 50% towards tuition fees directly to the UoD (visit <http://www.dundee.ac.uk/admissions/prepay> for information on how to make pre-payments of fees). If your studies are being sponsored the pre-payment will be waived provided you supply us a letter from your Sponsor stating they will pay your full tuition fees (please note this cannot be a family member or National Company).
We encourage all students to pay more than the 50% minimum as this demonstrates your commitment to study at UoD. All pre-paid fees are listed on your CAS statement letter for visa application and pre-payment is likely to improve the strength of your visa application.
- Apply for an ATAS Certificate if this is a requirement of your course (PGT and PhD Level of studies. More information about ATAS, including online application can be found at <http://www.dundee.ac.uk/admissions/atas>

Step 2 – UoD issues a CAS

Once you have met the conditions in Step 1 the UoD will email you an Admission Letter and a Confirmation of Acceptance for Studies (CAS) statement. A CAS statement is valid for 6 months but can only be used for visa application 3 months before the course start date.

The CAS statement will contain the following information:-

- Name of student (as on passport)
- Passport Number
- Course of Study
- CAS Number
- Qualifications
- English Language Qualifications
- Start and End Date of course of Study
- Latest start date for entry to course
- Tuition Fees
- Accommodation Fees (If staying at UoD accommodation)
- Pre-payments (this figure will include any Scholarships awarded)

Step 3 – prepare your visa application

You must complete a Tier 4 Student General Visa application form. Your CAS statement is valid for 6 months but can only be used 3 months before course start date. You must check the processing times online for Tier 4 visa applications in your country as this varies and a peak times in the year may take up to 3 months.

All relevant information regarding visa application and visa processing times can be downloaded from:-

<http://www.ukvisas.gov.uk/en/applyonline/>

Visa application fees are payable with your visa application, as follows:

- £289 – Tier 4 Student General Visa – Applying in your home country
- £289 – **Dependant of a Tier 4 Student General Visa – Applying in your home country (each member)
- £394 – Applying by post in the UK – visa extension
- £197 – Applying by post as a Dependant of a Tier 4 Student General visa extension (each member)
- £716 – Applying in person in the UK – visa extension
- £358 – Applying in person as a Dependant of a Tier 4 Student General (each member)

** You cannot bring Dependents to the UK if your course of study is 6 months or less.

Step 4 – submit your visa application

You must submit your application to the British Embassy/High Commission or Entry Clearance Post with the following documents:

- CAS Statement
- Qualifications (used for approval from UoD)
- English Language (used for approval from UoD)
- Proof of financial requirements – to show you have enough money to cover Tuition Fees and Maintenance Funds (Maintenance funds are £7,200 from outside the UK or if you have continued study on a course which has lasted more than 6 months and was completed in the past four months the lower maintenance fund of £1,600 applies) If you pay £1000 towards UoD Accommodation this will be deducted from the £7,200 Maintenance Fund.
 - Bank statements need to show the full amount has remained in your account for a 28 day period prior to visa application.
 - If sponsored by an official financial sponsor (UK or home Government, British Council, International organisation, independent school or University) you will need an official letter (headed paper) from them confirming they will cover ALL your fees and living costs to meet the financial requirements and the length of sponsorship.
 - If sponsored by your parents, you must provide your original birth certificate with a letter from your parent/s confirming the relationship and agreeing to support your studies financially, along with bank statements with appropriate funds.
- Valid Passport – to cover full length of study
- Two recent passport sized photographs
- A photocopy of your passport and data page (the page which has your photograph and personal details)
- Visa Application Fee
- Health Certificate (if your country is on the TB Screening list)
<http://www.ukvisas.gov.uk/en/howtoapply/tbscreening>

- ATAS Certificate - if this is a requirement for your course of study you **cannot** apply for your visa without the ATAS Certificate issued by the Foreign Commonwealth Office.
- Biometric Information:- You maybe required to give biometric information at visa interview – for more information visit:
<http://www.ukvisas.gov.uk/en/howtoapply/biometricvisa/>

For details of applying to extend your student visa and switching institutions within the UK, see <http://www.dundee.ac.uk/international/support/visas/>

For full details and regulations see UKBA Tier 4 policy guidance at <http://ukba.homeoffice.gov.uk/sitecontent/newsarticles/2010/july/27-amend-t4-guide>

Step 5 – if your visa is granted

If you visa is granted – please check the following upon receipt of your visa:-

- a) Check the conditions and length of your visa to make sure they are correct
- b) Check your visa is a Tier 4 Student General visa
- c) Check that your visa does not say 'work prohibited'
- d) If you think there is a mistake on your visa, contact the British Embassy in your country.

Step 6 – visa refusal

Reasons for Visa refusal:-

- Not eligible to claim Qualification points:-
 - Not sending the original qualification certificates and/or
 - not sending the qualification certificates listed on the CAS statement
- Not eligible to claim Maintenance fund points:-
 - Not providing relevant bank statements which must be within the 28 day period
 - Not having sufficient funds to cover tuition fees and/or Living expenses
 - Not providing official sponsorship letters as proof of funding
- Not sending in the original passport:- applications which do not enclose the original passport with the application documents have to be refused as per the UK Immigration Rules.

If your visa is refused:-

- You can apply for an Administrative Review with 28 days of the refusal notice and your application will be looked at by another Entry Clearance Officer **only** if there has been a genuine mistake on behalf of the Entry Clearance Officer and you are certain that a mistake has been made and that your documents were exactly as required in the rules
- You can request the University to raise a new CAS No. and make a fresh visa application. In order to do this you would have to submit a copy of your visa refusal to the UOD and prove that you have now met the conditions of your Visa Refusal before a new CAS will be issued by the UoD.

If you do not want to apply for a review or make a new visa application the University will refund your pre-payment minus the following administration fee and bank charges.

Administration Fee

Please note if your visa is refused and you wish to be reimbursed any pre-payments you have made, you must send a completed Pre-Payment Refund Request Application with a scanned copy of your Refusal of Entry Clearance document (all pages) issued by the British Embassy which details the reasons for their decision to contactus@dundee.ac.uk.

If your visa has been refused for any of the following reasons an administration fee of £1,000 will be deducted:-

- submitted fraudulent documents
- not provided the relevant documents declared on the CAS statement
- not having sufficient funds in the relevant bank account for the 28 day period

If your visa has been refused for any other reason then a £500 administration fee will be deducted.

(postgraduate taught medical courses are exempt from these policies).

Step 7 - Entry Clearance in the UK

When you travel to the UK, you **have to** bring all relevant documents with you. You may need to show them at immigration control when you enter the UK and will need these to matriculate at the University of Dundee:

- UoD Admission Letter
- UoD CAS Statement
- Your original qualification certificates, including English language (where relevant)
- Your passport and your visa
- Proof of payment of fees, or your sponsor letter, or current bank statement
- Your scholarship award letter (where relevant)