

University of Dundee

Immigration Information for International Students



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Welcome to the University of Dundee immigration information for international students.

This information is designed to give you guidance when applying for a Tier 4 Student General Visa or a Student Visitor Visa, please read it carefully.

Please also read the relevant step by step visa/entry clearance guide at www.dundee.ac.uk/admissions/pbs

If you have any further questions, please email us at contactus@dundee.ac.uk

Please note it is your responsibility to obtain an appropriate visa for the duration of your programme(s). If you are unsure about your visa requirements, please contact your nearest British Embassy/High Commission/Entry Clearance Office.

You are advised not to buy your travel tickets until you have obtained a visa.

Please note that due to regular changes to immigration policies we strongly recommend that you read the following webpages as they are the definitive source of information regarding UK immigration (official UKBA external webpages):

UKBA (UK Borders Agency)

www.ukba.homeoffice.gov.uk/visas-immigration/studying

Tier 4 Student General Guidance UKBA

www.dundee.ac.uk/admissions/pbs4

www.dundee.ac.uk/admissions/pbs17

UKCISA (UK Council for International Student Affairs)

www.dundee.ac.uk/admissions/pbs15

www.dundee.ac.uk/admissions/pbs18

Table of contents

Background	5
What is the Points Based System?	5
What is a Licensed Sponsor?	5
Do I need a visa?	5
EU/EEA/Swiss Passport Holders	5
Non-Visa Nationals	5
Visa Nationals	6
Am I a Visa National or a Non-Visa National?	6
What type of visa do I need to come to the UK as a student?	6
Prospective Student	6
Student Visitor Visa	6
Travel outside of the UK as student visitor	7
Tier 4 Student General Visa	8
Course of study of 12 months or more	8
Course of study of under 6 months but less than 12 months	8
Pre-sessional English language course	8
UK Border Agency Tier 4 guidance	8
How the Points Based System works	9
CAS (Confirmation of Acceptance of Studies)	9
When will we send you the CAS?	10
How do I use my CAS to apply for the visa?	10
ATAS Clearance	10
Meeting the Financial Requirements	12
Tuition fees	12
Pre-payment of tuition/accommodation fees	12
Administration fee	12
How do I inform you of pre-payments?	13
Official financial sponsorship	13
Cash funds – parental sponsorship	13
Cash funds – your own cash funds	14
Making a Tier 4 visa application	15
How do I apply?	15
Tier 4 Student General Visa Applications Require the Following Steps	15
Application	15
Biometrics	15

Documents	16
Decision	16
Return	16
When Should I Apply?	16
How Long Does It Take to Get a Visa?	16
Visa Application Fees.....	17
Tuberculosis (TB) Screening.....	17
What is TB and why is TB only tested for in some countries?.....	17
Why do they only screen migrants coming for over 6 months?	18
Information Regarding Dependants	18
Maintenance funds for dependants	18
Dependant restrictions	18
Hearing back from the visa application centre.....	20
My Visa Has Been Granted – What Next?	20
My Visa Has Been Refused – Why?	20
Not eligible to claim Qualification points	20
Not eligible to claim Maintenance Fund points	20
Not sending in the original passport.....	20
Administration fee	21
When can I travel to the UK?	22
How will PBS affect me while studying at the University of Dundee?	23
Working in the UK.....	24
Work Placements.....	24
Employment	24
Police Registration	25
Useful contacts and links	26
Glossary of terms	27
Table of links used in the document	1

Background

What is the Points Based System?

The points-based immigration system is the means of regulating immigration to the United Kingdom from outside the European Economic Area. The scheme was phased in between 2008 and 2010. It is composed of five "tiers" which replaced all the previous work permits and entry schemes. Depending on the type of migrant you are, your entry into the UK will be controlled by one of these tiers. Most student visas are classed under Tier 4 of the points-based system.

The system is administered by the UK Border Agency (UKBA).

What is a Licensed Sponsor?

The UKBA grant a licence to educational providers who fully meet their licensing requirements. The University of Dundee has an HTS (Highly Trusted Sponsor) rated licence which means we fully meet all the UKBA licensing requirements.

As your licensed sponsor we are responsible for you while you are in the United Kingdom and also if you are studying in another country as part of your degree programme (i.e. an exchange or joint programme of study).

As sponsors we are required to monitor your progress and movements whilst you are undertaking your programme of study and we must inform the UKBA if:

- you do not arrive for the start of a course
- you withdraw from a course, defer or suspend your studies, or
- you do not attend for significant periods of time.

Do I need a visa?

Immigration requirements for the UK are determined by your nationality. Please check the three categories below:

EU/EEA/Swiss Passport Holders

You do not need a visa or entry clearance and are not subject to immigration control for the UK. You should enter the UK through the EU/EEA channel at Immigration on your arrival.

Dual Nationality (also hold a UK/EU/EEA/Swiss passport) - If you hold any of the above passports in addition to another, the University of Dundee strongly recommends that you enter the UK using your UK/EU/EEA/Swiss passport.

Non-Visa Nationals

A non-visa national is:

- a national or citizen of any country that is not listed in the 'visa national' list for the UK (see below)
- British overseas territories citizen
- British overseas citizen
- British national (overseas)

- British protected persons
- British subject

If you intend to travel to the UK to enrol on a course of studies which lasts 6 months or more, you must obtain a Tier 4 General student visa before travelling to the UK.

If your course is less than 6 months, you can apply for entry to the UK as a student visitor either prior to leaving your home country, or on arrival at the UK immigration at the port of entry.

Visa Nationals

Visa Nationals are those who need a visa for every entry to the United Kingdom (UK) check the website below to see if your country is listed.

Am I a Visa National or a Non-Visa National?

To find out whether you are a visa national or non-visa national, please check the 'visa national' list for the UK: www.dundee.ac.uk/admissions/pbs1

What type of visa do I need to come to the UK as a student?

If your intention is to travel to the UK as a student, there are three visa routes available:

- Prospective Student
- Student Visitor Visa
- Tier 4 Student Visa

The route you are eligible to use is determined by the length of the course you undertake.

Prospective Student

You can apply as a prospective student if you want to come to the United Kingdom to help you decide which course to study or if you plan to start a course of study within six months. You will be able to switch and apply for an adult student visa while you are in the UK. More information can be found at www.dundee.ac.uk/admissions/pbs2

Student Visitor Visa

You can apply as a student visitor if you are 18 years old or over and you want to come and study in the UK for up to 6 months. The exception to this is Medical Elective students as they can apply for an Academic Visitor Visa.

For example:

- exchange/study abroad attending for one semester of study

- visiting student – Summer School
- distance learning student attending one taught module.

On a Student Visitor Visa:

- you are not allowed to work – paid, unpaid or voluntarily or undertake a paid, unpaid or voluntary work placement, even if this is part of your studies
- you are not allowed to extend your visa in the UK for more studies, or apply for other visa types (i.e. Tier 4) from within the UK
- you are not allowed to bring dependants
- you must arrive 7 days before course start date
- you leave 7 days from course end date.

If you are a visa national, you will need to apply for your Student Visitor Visa through the British Embassy in your country. You will require an application form, either completed online or in hard copy format.

Details on how to apply can be found at: www.dundee.ac.uk/admissions/pbs2.

The application form is called VAF1D and it contains a checklist of the documents you need when applying: www.dundee.ac.uk/admissions/pbs3.

If you are a non-visa national, you do not need to apply for your Student Visitor Visa. You can be granted entry clearance on arrival at UK Immigration as long as you arrive directly into the UK from outside of the UK/Republic of Ireland common travel area.

You should bring your Admission/Certificate of Acceptance letter; original bank statements demonstrating how you intend to fund your studies and evidence of your intention to return to your home country, such as a return air ticket, in your hand luggage.

The Immigration Officer should write a handwritten observation in your passport to show that it is "student visitor" entry. This is usually the letters "S.V" written next to the entry stamp, although there are variations. Please ensure that you have a student visitor observation next to your arrival stamp before you leave the immigration counter.

Travel outside of the UK as student visitor

If you have applied for a student visitor visa before you leave your home country, then it is normally a multiple entry visa. This means that you can travel in and out of the UK during the validity of the visa, provided that you are still entering the UK each time for the same purpose (studies).

If you have applied on entry to the UK, your visa is an entry stamp in your passport. It does not have multiple entry conditions. You will therefore need to demonstrate to an immigration officer that you fulfil the student visitor rules each time you re-enter the UK after travel. You should therefore carry-up-to-date documentation with you in your hand luggage which demonstrates that you continue to fulfil the student visitor rules.

The decision to re-admit you to the UK is taken by the Immigration Officer on arrival and should not be taken for granted. Being prepared with documentation which demonstrates that you are still a student, and taking a reasonable

approach to the amount of travel you undertake, may minimise any risks.

Tier 4 Student General Visa

If you are coming to the UK for a full-time degree course (undergraduate, postgraduate or PhD) or a course of study lasting 6 months or more you will need a Tier 4 Student General Visa. The exception to this is medical elective students. Even though they study for under 6 months they will need to apply for a Tier 4 visa.

Course of study of 12 months or more

This may be a full degree programme: undergraduate, postgraduate, or a research degree, or a full year exchange programme.

You:

- can work 20 hours per week within term time, full time in holidays
- can arrive one month before course starts
- must leave four months from course end date (or expiry date of current visa).

Course of study of under 6 months but less than 12 months

This applies to medical electives, you:

- can arrive 7 days before course starts
- must leave 7 days from course end date.

Pre-sessional English language course

This only applies if you are attending a pre-sessional English language course as a condition of your offer for your main course of study.

You:

- can arrive one month before course starts
- must leave one month from course end date

Upon successful completion of the University of Dundee pre-sessional English language course we will issue you an admission letter and new CAS for your main course of study to apply for a visa extension in the UK. The International Support staff at the University can give you guidance and assist you in applying for a visa extension. For contact or further information please visit the following webpage www.dundee.ac.uk/admissions/pbs19 (See page 9 for more information about the CAS).

UK Border Agency Tier 4 guidance

The UK Border Agency's Tier 4 Guidance covers the full requirements of Tier 4 General visas, including the exact requirements for the original documents.

In order to make a successful application, you should follow the detail in the UKBA guidance, specifically in relation to the documents you need to provide. This guidance should be your primary point of information throughout the process: www.dundee.ac.uk/admissions/pbs17

How the Points Based System works

To gain a General Student (Tier 4) Visa, applicants must achieve 40 Immigration points. The table below shows how these points are decided.

Points	What you get points for	Evidence required
30	Original qualifications listed on your CAS statement	You will have to show the original degree certificate/transcripts of qualifications and English language Certificate (if applicable) assessed for entry to your course of study by the University. These qualification certificates are listed on your CAS statement
	ATAS certificate	If your course requires you to have ATAS clearance, you must provide a printout of an ATAS certificate issued by the Foreign Commonwealth Office (FCO) see page 10 for further information.
10	Maintenance (Funds) Requirement	You will need to demonstrate you are able to fund your tuition fees for the academic year plus £7,200 living costs. You can either pay your tuition fees in advance to the University or have bank statements in your name showing the tuition fees and living costs balance for a period of 28 days prior to visa application (see page 12 for further information).

All documents you send for visa consideration with the application must be **ORIGINAL**. This includes your passport.

CAS (Confirmation of Acceptance of Studies)

A CAS (Confirmation of Acceptance of Studies) is a 14 digit alpha-numeric reference number which is essential to your Tier 4 Student General Visa application. The number is generated by the University creating a file on the UK Border Agency immigration database called the Sponsorship Management System (SMS). The details on this system are shared between the University and the UK Border Agency. Once a number is generated, you can use it to make a visa application. It is valid for use in one application for up to 6 months from the date of issue but can only be used 3 months before the course commencement date.

A CAS statement is a document which lists all your personal details. It is sent with your admission letter. The information on your CAS statement must be completely accurate and you should ensure that the University has the correct spelling of your name as it appears on your passport as well as your correct

passport number, as well as other important details.

When will we send you the CAS?

When you are unconditionally accepted to the University, have provided a scanned copy of your passport, scanned copy of Qualification certificates, English language certificate and made a pre-payment towards your tuition fees (or provided a scanned copy of Official Sponsorship letter), we will apply for a CAS from the UKBA.

Once the CAS has been set up, we will email you with the details we have noted on the system in your name. If there are any mistakes in the information, it is your responsibility to complete the CAS checklist and return it to us, so that your CAS can be changed before we apply.

As the CAS remains valid for only six months, we will set it up no earlier than six months before the start of your studies with us. In addition, you cannot use it in an application for a visa more than three months before the start date of the course. It can only be used once so if your visa application is refused, you will need to send us a scanned copy of your visa refusal and request a new CAS.

Please note:

- If you make further payments towards your tuition fees or accommodation we can update the UK Border Agency SMS database up to the point of you submitting your visa application, we will send you a screen shot of the updates which you can forward with your application. We cannot re-issue a new CAS with these changes as staff in the visa offices can view these changes online.
- If you have applied to more than one institution, you may be given a CAS number for each unconditional acceptance. You must only use the CAS number relevant to the institution and course of study that you wish to attend when you apply for the visa.

How do I use my CAS to apply for the visa?

When you apply for the visa, you need to note down the correct CAS number at the required section of the application form.

ATAS Clearance

The Academic Technology Approval Scheme (ATAS) was introduced on 1 November 2007 by the UK Government to stop the spread of knowledge and skills that could be used in the proliferation of weapons of mass destruction. At present, ATAS only applies to courses at postgraduate and PhD level.

Courses which are listed in ATAS require clearance and an ATAS statement is issued by the University at the same time as an Admissions letter and CAS as the ATAS Certificate must be applied for and received before a visa application is made.

Students applying for the following course(s) at the University of Dundee will have to apply to ATAS for clearance:

- MSc Earthquake & Offshore Geotechnical Engineering (UKPASS code P037289)

- certain research courses – your offer letter will confirm whether you require an ATAS certificate or not.

ATAS is applied for by a free, online application process. You should follow the instructions carefully before you make the application as the information requested in the process is very detailed and specific.

Please have the following information to hand for the ATAS application process:

- Your contact details
- Passport details
- Name and nationality of your spouse/partner (if applicable)
- Full details of all previous studies
- Your official ATAS statement from the University of Dundee which includes either module descriptors or project description (minimum of 5 sentences) and your course JACS code
- Full details of any previous or current employment
- Full details of published papers
- Previous ATAS applications
- Full name and contact details of 2 referees (first name(s) and family name). You must have known both of your referees for at least three years. At least one of these must be an academic from your country of origin.
- How you will be funding your studies

Please ensure that the text you enter on your application form is exactly the same as the text provided in the letter you received from the University with your project description and JACS code. If these two documents do not match, you may have difficulties when applying for your visa.

If approved, you will receive an email from the ATAS team which includes an attachment. This attachment is your ATAS certificate. You should print it out and enclose it with your visa application.

The process of applying for an ATAS certificate should normally take around 21 working days, but please note at peak times of the year this can take longer. You can apply for an ATAS certificate up to 12 months before your course start date. An ATAS certificate is valid as long as the details of your course do not change.

You should allow for the ATAS application process timing when considering when to make your visa application.

Your visa application will be automatically refused if you need an ATAS certificate and cannot provide one at the time you apply.

Apply online at the following website: www.dundee.ac.uk/admissions/pbs5

More information can be found on the following webpages:

- www.dundee.ac.uk/admissions/pbs
- www.dundee.ac.uk/admissions/pbs6

Meeting the Financial Requirements

To claim 10 points for your maintenance requirement you must provide **ORIGINAL** documentary evidence that:

- you have paid all or part of your tuition and University accommodation fees and/or
- you are receiving official financial sponsorship and/or
- you hold enough money in cash funds or a student loan to cover your fees and maintenance.

• Please refer to the UKBA webpage for a list of financial institutions that do not satisfactorily verify financial statements: www.dundee.ac.uk/admissions/pbs20

Tuition fees

Your CAS statement will contain information about your tuition fees for the first year of the course or, in the case that you will be studying on a course lasting a year or less, the whole tuition fee. The level of fees stated in your CAS statement is the tuition fees you must show that you have access to, in addition to your living costs which are £7,200 for a course lasting a year or £800 per month of course if under 12 months. See *Information Regarding Dependants* on page 18 for information about the living costs for your dependants.

The CAS statement will show all pre-payments you have made towards your tuition and/or University accommodation fees. If you are awarded a scholarship this will be shown in the pre-payment amount.

Pre-payment of tuition/accommodation fees

Once you are unconditionally accepted to the University, we will request a minimum pre-payment of 50% of tuition fees paid directly to the University. You can find information about how to pay your fees on our website: www.dundee.ac.uk/admissions/fees_funding

We encourage all students to pay more than 50% of tuition fees as this demonstrates your commitment to study at the University. 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. Please note if you do pay full tuition fees by the 1st July for September entry or the 15th November for January entry you will be entitled to a 5% discount of tuition fees which will be refunded 4 weeks after you matriculate (only relevant for self-funding students). For further information see the following webpage: www.dundee.ac.uk/admissions/pbs21

If you are being sponsored you will have to provide a scanned copy of an original letter on headed paper from your sponsor stating that full tuition fees will be met. You will not have to pay the 50% pre payment and are not eligible for the 5% discount on tuition fees if paid in full prior to study. Please note you will have to provide the original sponsorship letter at the time of visa application.

Administration fee

All relevant administration fees are listed on MyDundee, the University's virtual learning environment to which all applicants have access. Log on here: <http://my.dundee.ac.uk>.

Please note if your visa is refused and you wish to be reimbursed for any pre-payments you have made, you must send a completed Pre-Payment Refund Request form 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 £1000 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
- sponsorship funding – not providing the relevant information/documentation as required by the UKBA

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).

How do I inform you of pre-payments?

When you make a pre-payment towards tuition/accommodation fees please email contactus@dundee.ac.uk quoting your student ID number, the amount you have paid and the date you have paid. In the subject area of your email please write "Payment for CAS". We will be able to track your payment through our finance system and once the payment has cleared our bank account we will be able to issue a CAS statement, providing all other conditions have been satisfied.

If you have paid part or full tuition/accommodation fees to the University this will be listed on your CAS statement and on the UKBA SMS electronic system. If you make further payments after your CAS has been issued we can update the SMS system and send you a screen copy of this update (please note we can only do this up until you apply for your visa). For details of making pre-payments please visit our website: www.dundee.ac.uk/admissions/fees_funding

Pre-payments towards tuition fees are deducted from the tuition fee aspect of your maintenance funds. If you pay £1,000 deposit towards University accommodation this will be deducted from the maintenance funds.

Official financial sponsorship

If you receive sponsorship from an official financial sponsor – such as her Majesty's government, the British Council, your home government, international organisation, university or international company – you must send us a scanned copy from the sponsor on headed paper detailing your financial support and you must send the **ORIGINAL** letter with your visa application.

Cash funds – parental sponsorship

Students may give evidence of having the required maintenance (funds) for their course fees and living costs using money held by one of the student's parent(s) or legal guardian(s).

The specified original legal documentation (or a notarised copy) establishing the relationship must be provided with the application, which must include one of:

- the applicant's birth certificate, showing the name of the parent(s) providing the funds
- certificate of adoption showing the name of the student and the parent(s) providing the funds
- court document stating the name of the legal guardian(s) of the named student showing the funds

and

Students must also provide an original signed and dated letter from the parent(s) or legal guardian showing the funds when they submit their application form confirming:

- the relationship between the parent(s)/legal guardian(s) and the named student; and
- that the parent(s) or legal guardian(s) have given their consent to the funds being available to the student for study in the UK.
- If using overseas currency, the UKBA will expect the student to show the closing balance in pounds sterling. The UKBA use the official exchange rate on the OANDA website, which can be found at www.oanda.com/convert/classic.

Cash funds – your own cash funds

If you have any money outstanding over and above any scholarship you have or you are self funded, you must provide original bank statements or other documents as detailed in the Tier 4 Guidance.

The bank statements must clearly demonstrate:

- you have held the required level of funds for your application in cash in a bank account in your name (or joint name)
- the money has remained in your account for a minimum of 28 days prior to visa application.
- If using overseas currency, the UKBA will expect the student to show the closing balance in pounds sterling. The UKBA use the official exchange rate on the OANDA website, which can be found at www.oanda.com/convert/classic.
-
- The balance must not fall below the required amount during this period otherwise your application will be refused.
-

IMPORTANT: students must ensure that any overseas currency is proven with the official exchange rate OANDA and does cover the full amount required for visa purposes in UK pounds sterling. If this isn't done then the visa will be automatically rejected.

Students extending their visa need to provide evidence of two months maintenance funds (£1,600) when making an extension application.

Making a Tier 4 visa application

How do I apply?

You can only apply for a Tier 4 Student General Visa from your home country or in a country where you have official residency status.

To begin the process visit: www.ukvisas.gov.uk/en/howtoapply/wheretosapply

Select your country and you will be given a link through to the relevant application route. Depending upon where you are making your application from, the initial stage of the application process is completed either online or on paper. If you follow the information and process from the link, it will lead you to making an application.

Tier 4 Student General Visa Applications Require the Following Steps

Application

- Complete the initial visa application form online or on paper (application form VAF9) as required in your country.
- Print out and complete Appendix 8 on paper (all countries). This form has to be submitted with your visa application form:
www.dundee.ac.uk/admissions/pbs4
- Pay the application fee (see *visa application fees* on P17): this is either paid online at the end of the online application form or when you hand in completed paper application to the visa application centre.
- Details on how and where to submit your application are given at the following website: www.dundee.ac.uk/admissions/pbs7

Biometrics

As part of the visa process, you will need to provide your biometric information. This involves a scan of all 10 fingers and a full-facial digital photograph.

All UKBA visa applicants are required to provide biometric information as part of the visa application process when they apply for a visa, unless they are exempt.

Details of who is exempt can be found on the following website:

www.dundee.ac.uk/admissions/pbs7. The main exemptions are those aged less than 5 years of age, certain diplomats and government officials.

You will have to go in person to your nearest visa application centre to provide your biometrics. This involves a scan of all 10 fingers and a full-facial digital photograph. Your visa application will not be processed until this has been done.

If applying in the USA, you will need to attend an Application Support Center operated by the Department of Homeland Security.

Applicants in New Zealand should attend the New Zealand Department of Labour offices in Auckland, Christchurch or Wellington.

Applicants in Bermuda attend an office of the Government of Bermuda to register their biometric information.

The following webpage also provides useful information about giving your biometric information and frequently asked questions about fingerprint checks:

Documents

When you submit your visa application, you must ensure that you enclose all the original required and relevant documentation with your application:

- CAS statement
- Original degree qualification certificates (Listed on your CAS statement)
- English language certificate (Listed on your CAS statement)
- Proof that you meet the financial requirements (tuition fees and maintenance funds)
- Valid passport
- Two recent passport sized photographs
- A photocopy of your passport and data page (the pages which has your photograph and personal details)
- Visa application fee
- Health certificate (if your country is on the TB Screening list, see page 17)
- ATAS Certificate (if this is a requirement for your course please see page 10).

Decision

The visa section at the embassy will consider your application.

Return

Depending upon where you apply, the documents are sent back to you by secure mail or you are contacted to collect them.

When Should I Apply?

Under UK immigration rules, the earliest you can apply for a Tier 4 Student General visa to begin studies in the UK is 3 months before the start date of the course. If you apply earlier than this, your application is likely to be rejected.

The start date of your course of studies is clearly stated in your CAS statement. We strongly recommend that you calculate the date 3 months before the start of your course and apply for your visa on this date. From our experience many of our potential international students have failed to obtain a visa after applying too close to the start date of the programme. Please note that from July – August the visa offices are exceptionally busy and this will result in the delay of your visa being processed.

How Long Does It Take to Get a Visa?

UKVisas have published the following continuously updated information advising on processing time in your country: www.dundee.ac.uk/admissions/pbs8

You should allow around 28 working days total turnaround for the visa to be issued. At peak times of the year it can take longer: please bear in mind that the visa offices are exceptionally busy from July to August and this will result in the delay of your visa being processed.

Visa Application Fees

Visa Required	Country to apply from	Visa Application Fee (GBP)
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)	£289 (each member)
Tier 4 Visa Extension	Applying by post in the UK	£394
Dependant of a Tier 4 Student General - Extension	Applying by post in the UK (each member)	£197 (each member)
Tier 4 Visa Extension	Applying in person in the UK	£716
Dependant of a Tier 4 Student General (each member)	Applying in person in the UK	£358
Student Visitor Visa	Applying outside of the UK	£140
Tier 4 Permission to change Sponsor**	Applying by post in the UK	£178

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

** If you applied for your current leave to remain or entry clearance between 31st March 2009 and 4th October 2009 and you have time left on your current visa and want to change sponsors, you must apply for permission from the UKBA. You should apply using the Tier 4 (permission to switch)

Tuberculosis (TB) Screening

Residents in the following countries applying for a visa to come to the UK for longer than 6 months need to get a certificate confirming that they are free from infectious tuberculosis (TB) before applying for a visa:

- Ghana plus Burkina Faso, Cote d'Ivoire, Togo and Niger (for which Ghana also issues visas)
- Kenya plus Eritrea, Somalia, Democratic Republic of the Congo, Rwanda
- Uganda (visitor applications) and Tanzania (for which Kenya also issues visas)
- Pakistan
- Bangladesh
- Sudan
- Thailand plus Cambodia and Laos (for which Thailand also issues visas)

What is TB and why is TB only tested for in some countries?

TB is common in the countries in which the UKBA test. It is an airborne infectious disease which can be spread by close contact with other people.

The UK wants to encourage greater awareness and treatment of TB in the countries in which UKBA test, as well as protecting people in the UK. Being tested before you travel also means that the arrival procedures in the UK will be much quicker.

Why do they only screen migrants coming for over 6 months?

Generally people must be in prolonged contact with someone with infectious TB in order to catch the disease. Those coming to the UK for more than six months present greater risks to public health than short-term visitors. It would not be practical to screen all short-term visitors for TB.

For more information about our TB screening programme, check the UKBA Guide to Health (TB) screening: www.dundee.ac.uk/admissions/pbs7

Information Regarding Dependants

Students can apply at the same time for spouse/partner and/or children to stay with them in the UK for the duration of their course.

Please note if you are applying for a course of six months or less you will not be able to bring your dependants with you.

Dependants do not need to show English language proficiency on their visa application.

Each family member should apply using application form VAF3B Student Dependant. The application form and more general information can be found on the following webpage: www.dundee.ac.uk/admissions/pbs9

The United Kingdom Council for International Student Affairs (UKCISA) provides comprehensive information including the application process, required documents and financial requirements. It is advisable to read it in preparation for making an application for your dependants to join you:
www.dundee.ac.uk/admissions/pbs10

The UKBA provide Dependant policy guidance – please note this is for dependants in the UK but will give general advice regarding dependants:
www.dundee.ac.uk/admissions/pbs11

Maintenance funds for dependants

The family members of a Tier 4 (General Student) who is studying at the University of Dundee must have £450 per month per family member up to a maximum of 9 months to support each family member, in addition to the £800 per month required by the student. Note this is subject to change so please view the UKBA Dependant policy guidance regularly.

Applying for a Tier 4 visa outside the UK

For example, for a family comprising a student plus their spouse/partner plus two children, the total required as evidence of living expenses (3 x £450 plus £800 = £2,150) per month up to a maximum of 9 months – total needed £19,350.

Applying for a Tier 4 visa extension in the UK – established presence in the UK for more than 2 months

For example, for a family comprising a student plus their spouse/partner plus two children, the total required as evidence of living expenses (3 x £900 plus £1,600 = £4,300) for visa application.

Dependant restrictions

As of the 3rd March 2010 the following changes came into force:

- Students who are studying on a course for six months or less cannot bring dependants with them to the UK.
- Students' dependants cannot work unless they qualify in their own right under Tier 1 (General) as a highly skilled migrant or a skilled worker under Tier 2 General, Sportsperson or Minister of Religion.

Hearing back from the visa application centre

My Visa Has Been Granted – What Next?

Please check the following upon receipt of your visa:

- the conditions and length of your visa to make sure they are correct
- your visa is a Tier 4 Student General visa
- that your visa does not say 'work prohibited'.

If you think there is a mistake on your visa stamp, contact the British Embassy in your country.

My Visa Has Been Refused – Why?

Visas refused under Tier 4 have generally been for the following reasons:

Not eligible to claim Qualification points

Either:

- Not sending the original qualification certificates, and/or
- Not sending the qualification certificates listed on the CAS statement
- Used fraudulent documents (this is a serious offence and can result in being banned from applying for a visa to enter the UK for upto 10 years)

Not eligible to claim Maintenance Fund points

Either:

- Not providing relevant bank statements which must cover 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 using the official OANDA currency convertor which results in not meeting the sufficient funds to cover tuition fees and maintenance funds.

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 by the rules
- You can request the University to submit a new CAS number and make a fresh visa application. You would have to submit a copy of your visa refusal to the University and have to ensure that your documents are correct and valid for re-application.

If you do not want to apply for a review or make a new visa application the University will refund any pre-paid fees less an administration fee.

Administration fee

All relevant administration fees are listed on MyDundee, the University's virtual learning environment to which all applicants have access. Log on here: <http://my.dundee.ac.uk>.

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 Form 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 £1000 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).

When can I travel to the UK?

If you are doing a course that is six months or more, or a pre-sessional course that is less than six months, you will be able to come to the UK up to one month before the date you start the course you are studying.

If you are doing a course that is less than six months and is not a pre-sessional course, you will be able to come to the UK up to seven days before the date you start the course you are studying.

Visa Status	Length of Course	Length of Stay
General adult student visa (Tier 4)	Twelve months or more	Full length of course Arrive one month before course start date Four months after the end of the course
General adult student visa (Tier 4)	Six months but less than twelve months	Full length of course Arrive one month before course start date Two months after the end of the course
Pre-sessional students		Full length of course Arrive one month before course start date One month after the end of the course
Student visitor visa	Six months or less	Full length of course Arrive seven days before course start date Seven days after the end of the course

How will PBS affect me while studying at the University of Dundee?

Under the UK immigration regulations all licensed immigration sponsors (including the University of Dundee) are required by law to keep the following information about students in possession of a Tier 4 visa.

- Up to date contact information for all students studying at the University.
- Contact history for all students studying at the University.
- A copy of the passport, including the visa page and the biometric card (if applicable) for all students studying at the University.
- Monitor attendance and progress of all students studying at the University.

When you arrive it is important that you matriculate with the University at the designated time. At matriculation you will have to show your visa and original passport (this will be copied and kept on your file as this is a requirement of the UKBA). You will then be issued with a University ID card and you will also need to register your term time address in Dundee at matriculation.

If your current visa is sponsored by another institution you must make the following steps to adhere to immigration rules and the University's Tier 4 sponsor requirements before you enrol on your course:

- If you applied for leave to remain or entry clearance under Tier 4 of the PBS on or after 5th October 2009 it will be illegal for you to switch institutions without making a fresh immigration application to extend your visa with the University of Dundee as your Tier 4 sponsors. If you have done this already, you must provide evidence at matriculation. You will be given a temporary matriculation card until you receive your new visa and present this to the University of Dundee Registry.
- If you applied for your current leave to remain or entry clearance between 31st March 2009 and 4th October 2009 and you have time left on your current visa and want to switch sponsors, you must apply for permission from the UKBA. You should apply using the Tier 4 (permission to switch) application form at a cost of £160: www.dundee.ac.uk/admissions/pbs22
- However, if your current visa doesn't last the length of your course you should apply using Tier 4 (General) application form at a cost of £386. For a checklist of documents please see this factsheet: www.dundee.ac.uk/admissions/pbs19
- As the University is a 'Highly Trusted Sponsor' you can temporarily matriculate and will be allowed to study whilst awaiting a written response to approve or refuse your request from UKBA. You must inform the International Advice Service (IAS) of this decision and provide a copy of your new visa.
- For further advice about immigration, contact the International Advice Service (IAS). They can help you send your application through the batch scheme check and send service. Check the guidance here: www.dundee.ac.uk/international/support/visas, tel 01382 381381 or drop in to the Enquiry Centre, 2 Airlie Place, Dundee.
- Those in other visa categories outside Tier 4, such as Tier 1 (PSW) and Tier 2, can matriculate. However, if your visa does not last the length of your course, we strongly advise you make an application to switch in to Tier 4 immediately. Dependants who have been given at least 12 month visa can matriculate,

- however dependants cannot switch in to tier 4 (student) in the UK.
- As the University is your official sponsor once you have matriculated it is the University's legal responsibility to monitor your attendance and progress of studies.
 - The University has to comply and report on the following:
 - Keep contact details for students up to date
 - Keep copies of relevant passport pages, including evidence of entitlement to study in the UK and the period that they have permission to stay
 - Report to the UKBA when an applicant fails to start the course/fails to matriculate
 - Report to the UKBA when an overseas student has been absent for 10 or more consecutive 'expected contacts' without the University's permission
 - Report to the UKBA if an overseas student discontinues studies, or there are other changes to the length of the course, particularly where the course shortens.

Working in the UK

You are allowed to undertake a work placement (if part of your studies) or work part-time under the regulations of a Tier 4 Student General visa but not under a Student Visitor Visa.

Work Placements

You are allowed to do a work placement provided this is an assessed part of your course. The work is restricted to no more than 50% of the full course length, unless you are enrolled on a course of study where there is a statutory requirement for that course to contain a specific period of work placement.

Employment

From 3 March 2010, if you are studying at degree level or above, you can work part-time during term time, which is no more than 20 hours a week.

The work you do must not fill a full-time permanent vacancy (other than on a recognised Foundation Programme).

Work as a postgraduate doctor or dentist must be on a recognised Foundation Programme.

You must not be self-employed, employed as a doctor or dentist in training (other than on a recognised Foundation Programme) or work as a professional sportsperson (including a sports coach) or as an entertainer.

You may only hold a Student Union Sabbatical Officer position for up to two years.

However during vacations, if you are studying at undergraduate level only you may fill a full time vacancy provided this is not a permanent full-time vacancy (other than a permanent full-time vacancy as a Doctor in Training on a recognised foundation programme).

Police Registration

Students (and dependants over the age of sixteen) from certain countries are required to register with the police within seven days of their arrival. The requirement to register is shown on your visa or biometric ID card.

Police registration takes place at the University during the week of Matriculation in September.

If you are arriving outside of matriculation week or arriving in January you must register at the Police Headquarters in Dundee. This is a routine procedure and should only take a few minutes; the police will take a copy of your passport:

Afghanistan, Cuba, Libya, Syria, Algeria, Egypt, Moldova, Tajikistan, Argentina, Georgia, Morocco, Tunisia, Armenia, Iran, North Korea, Turkey, Azerbaijan, Iraq, Oman, Turkmenistan, Bahrain, Israel, Palestine, Ukraine, Belarus, Jordan, Peru, United Arab Emirates, Bolivia, Kazakhstan, Qatar, Uzbekistan, Brazil, Kirgizstan, Russia, Yemen, China, Kuwait, Saudi Arabia, Colombia, Lebanon, Sudan,

For current lists of countries please visit the UKBA website:

www.dundee.ac.uk/admissions/pbs23

Useful contacts and links

UKBA Tier 4 Website

www.dundee.ac.uk/admissions/pbs13

Tier 4 Guidance UKBA

www.dundee.ac.uk/admissions/pbs4

UKBA Video on new student visa application process

www.dundee.ac.uk/admissions/pbs12

ATAS Certification

www.fco.gov.uk/atas

British Council – Other immigration related information

www.dundee.ac.uk/admissions/pbs14

UKCISA Immigration information

The United Kingdom Council for International Student Affairs produces guidance and information to students on how to apply for the Tier 4 General student visa

www.dundee.ac.uk/admissions/pbs15

University of Dundee Information

Tier 4 student visa terms and conditions:

www.dundee.ac.uk/admissions/pbs23

Stages in the Admissions process for applicants:

www.dundee.ac.uk/admissions/pbs24

Step by Step visa guide:

www.dundee.ac.uk/admissions/pbs24

Glossary of terms

Admission Letter

A letter from the University of Dundee stating that you have been fully accepted to start studies. The CAS Statement will be attached to this letter. These letters are to be carried in your hand luggage for entry clearance to the UK.

ATAS

The Academic Technology Approval Scheme (ATAS) is used to help stop the spread of knowledge and skills that could be used in the proliferation of weapons of mass destruction (WMD) and their means of delivery. This is common with other governments around the world. The ATAS is designed to ensure that people who are applying to study certain sensitive subjects in the UK do not have links to WMD programmes. The University will tell you if your course comes under the ATAS scheme.

Biometrics/Biometric Details/Biometric Information

The UK Border Agency requires every UKBA visa applicant to provide (register) their fingerprints by having them scanned, and to have a digital photograph taken when they make a visa application. This process is known as collecting biometric information. All UK Border Agency visa applicants are required to provide biometric information as part of the visa application process every time they apply for a visa, unless they are exempt. If you refuse to provide your biometrics, your visa will not be processed.

CAS

The Confirmation of Acceptance of Studies (CAS) is a unique identity number which is generated by the UK Border Agency's Sponsorship Management System (SMS) electronic system. This is needed to apply for a student Tier 4 visa and it will be given to you by the University.

CAS Statement

An electronic letter which is attached to your university admissions letter. This details all the relevant information which we have recorded on the UK Border Agency's SMS electronic system to which the British Embassy also has access too.

Degree Certificate

Your undergraduate and/or postgraduate certificate which you have obtained when you graduated from your previous university.

Dependants

Family members whom you wish to travel and accompany you in the UK for your period of studies.

Entry Clearance Officer

This is the person in the British Embassy who makes the decision to either grant or refuse a Tier 4 visa.

Health Certificate

This is an official letter issued by the health authorities in your home country. This will give the relevant details regarding your health if this is a requirement of your programme; for example, tuberculosis screening, HIV tests etc.

Immigration Officer

Immigration officers are on entry desks at all UK Airports. They may ask you for proof of visa and your admission letter and CAS statement when you arrive in the airport. They have the authority to refuse people entry to the UK and can return people on the next return flight to their home country.

JACS Code

All programmes of study in the UK are allocated a JACS code. Programmes with certain JACS codes need ATAS clearance.

Maintenance (Funds) Requirements

All students applying for a visa must have £5,400 living expenses (for Scotland). This is to cover the cost of your accommodation and everyday living costs. The UKBA refer to this as maintenance funds.

Non-Visa National

Applicants from a country where - if they are not staying for longer than 6 months – they can gain entry clearance without a visa at a UK airport. Some examples of these non-visa national countries are the USA and Australia. If applicants from these countries are staying for longer than 6 months, they must apply for a relevant visa.

Points Based System (PBS)

The UK Government introduced changes to the immigration system in March 2009. The many different immigration routes were replaced with the Points Based System which is split into the following 'tiers':

- Tier 1 – Post study Work

- Tier 2 – Work visa
- Tier 3 – there is no Tier 3 at present
- Tier 4 – Student Visa
- Tier 5 – Youth Mobility Scheme -Work placements

Police Registration

The nationals of the following countries are required to register with the UK police within 7 days of arrival:

Afghanistan, Cuba, Libya, Syria, Algeria, Egypt, Moldova, Tajikistan, Argentina, Georgia, Morocco, Tunisia, Armenia, Iran, North Korea, Turkey, Azerbaijan, Iraq, Oman, Turkmenistan, Bahrain, Israel, Palestine, Ukraine, Belarus, Jordan, Peru, United Arab Emirates, Bolivia, Kazakhstan, Qatar, Uzbekistan, Brazil, Kirgizstan, Russia, Yemen, China, Kuwait, Saudi Arabia, Colombia, Lebanon, Sudan.

This is also recorded on your visa. This is a routine procedure and should only take a few minutes. The police will also take a copy of your passport. For a current list of countries please visit the UKBA website:

www.dundee.ac.uk/admissions/pbs16

Pre-sessional English Course

Pre-sessional English courses are designed to prepare you for university study. The 10 week and 18 weeks courses are conditional to a student's main course of studies and successful completion of these programmes guarantees progression to various degrees at the University of Dundee.

Prospective Student

A student who wishes to attend the UK to undertake studies and would like to visit prospective universities before making a choice of study.

Scholarships

These are financial awards given to students who are studying at a university. These can range from £1000 to £5000 and if granted from the university these are deducted from the tuition fee payable by the student.

Sponsorship

Students who are being supported financially by either an employer or government. The sponsorship usually covers either full or part payment for tuition fees and/or accommodation.

Student Visitor Visa

This is a visa which is issued to students who normally require a visa for entry to the UK. A Visitor Visa for up to 6 months of study cannot be extended or

transferred into a Tier 4 visa. This visa is usually for students attending the University of Dundee as an exchange or study abroad student who normally attend a course of study at a university in their home country.

Tier 4 Student Visa

For all students wanting to attend a full time degree programme for 6 months or more either at undergraduate, postgraduate or PhD level. These are students who will graduate from the UK university.

Tuberculosis Screening

Residents in certain countries who are applying for a visa to come to the UK for longer than 6 months need to get a certificate confirming that they are free from infectious tuberculosis (TB) before applying for a visa. See page 17 for more information.

Tuition Fees/Course Fees

This is a financial fee which the university charges students for attending a programme of study.

UKBA

The UK Border Agency is the visa immigration office which works for the UK Government.

UKBA SMS Electronic System

This is a database which holds all personal information regarding people who are applying for a UK visa. The University of Dundee provides the UKBA with all the student's personal details and this information is used to generate a CAS Number for visa purposes.

UKCISA

UK Council for International Student Affairs is an organisation which gives advice, promotes and protects the needs of international students in the UK

Visa

This is a paper which is inserted into your current passport and allows you entry to the UK.

Visa National

This is a person who needs a visa to enter the UK regardless of length of stay.



Table of links used in the document

Information	Source of the information	Link used in document
Information for and about visa nationals	UKBA	www.dundee.ac.uk/admissions/pbs1
Visa application guide for visitors	UKBA	www.dundee.ac.uk/admissions/pbs2
Form VAF1D for application as a Student Visitor	UKBA	www.dundee.ac.uk/admissions/pbs3
Applying for a student visa from outside the UK	UKBA	www.dundee.ac.uk/admissions/pbs4
Apply online for ATAS clearance	FCO	www.dundee.ac.uk/admissions/pbs5
Do I need an ATAS Certificate?	FCO	www.dundee.ac.uk/admissions/pbs6
Details about how and where to submit your Student General Visa application	UKBA	www.dundee.ac.uk/admissions/pbs7
Guide to visa processing times	UKBA	www.dundee.ac.uk/admissions/pbs8
VAF3B application form - student dependant	UKBA	www.dundee.ac.uk/admissions/pbs9
Information about your family's immigration	UKCISA	www.dundee.ac.uk/admissions/pbs10
Dependants of points-based system migrants - for applications made inside the UK	UKBA	www.dundee.ac.uk/admissions/pbs11
An animated YouTube clip explaining how to apply for a Tier 4 Student visa (in English)	UKBA	www.dundee.ac.uk/admissions/pbs12
UKBA Studying in the UK webpage	UKBA	www.dundee.ac.uk/admissions/pbs13
Visas, pre-departure information and orientation advice from the British Council	British Council	www.dundee.ac.uk/admissions/pbs14
Advice about immigration, including visas, from UKCISA	UKCISA	www.dundee.ac.uk/admissions/pbs15
Police registration information	UKBA	www.dundee.ac.uk/admissions/pbs16
Adult students - Tier 4 (General) - can you apply?	UKBA	www.dundee.ac.uk/admissions/pbs17
Advice about studying and living in the UK from UKCISA	UKCISA	www.dundee.ac.uk/admissions/pbs18
Factsheet about extending your student visa and requesting a CAS	University of Dundee	www.dundee.ac.uk/admissions/pbs19
List of financial institutions that do not satisfactorily verify financial statements	UKBA	www.dundee.ac.uk/admissions/pbs20
Information about the 5% discount for full payment of tuition fees in advance	University of Dundee	www.dundee.ac.uk/admissions/pbs21
Application form and guidance notes for existing Tier 4 migrants who want to change their sponsor	UKBA	www.dundee.ac.uk/admissions/pbs22
Tier 4 student visa terms & conditions	University of Dundee	www.dundee.ac.uk/admissions/pbs23
Points Based Immigration System (Tier 4) information from University of Dundee	University of Dundee	www.dundee.ac.uk/admissions/pbs24