CHECKLIST WHEN APPLYING FOR YOUR TIER 4 GENERAL STUDENT VISA AND FROM A LOW RISK COUNTRY

You will need a CAS number (Confirmation of Acceptance for Studies) before making your Tier 4 General student visa application. This online process starts approximately 3 months prior to your course start date.

Accept your offer

Once you have accepted your unconditional offer and paid the pre-payment (if applicable), the University of St Andrews Undergraduate/Postgraduate/ELT team will email you with a link through which you will be asked to upload your passport image and details and verify the information that we will be sending to UKVI. The CAS process will only begin once all of the above is completed. Ensure we have your correct email address.

Receive your CAS number

You will be emailed information on how to do this via your MySaint portal. You MUST NOT make a Tier 4 visa application until you have received your CAS number.

Complete the Tier 4 visa application form

To do this you will need to visit the UKVI website at:
https://visas-immigration.service.gov.uk/apply-visa-type/tier4 - student applications
https://visas-immigration.service.gov.uk/apply-visa-type/dependant - dependant applications

Immigration Healthcare Surcharge

You need to pay this at the time you make your visa application. The charge for this is £150 per year of study plus £75; this is to cover the month prior to the course start date and an additional 4 months at the end of the course.

Biometrics

Completion of the online application triggers you to make an appointment to have your biometrics taken (fingerprints and photograph). This is compulsory.

Submit required documents

After biometrics have been recorded submit via post as outlined on your checklist any required documents, along with the receipt you received at your biometric appointment. You must submit your passport and photographs (USA nationals are not required to send photographs) with your visa application.

Citizens from:
Argentina, Australia, Bahrain, Barbados, Botswana, Brunei, Cambodia, Canada, Chile, China, The Dominican Republic, Indonesia, Japan, Kuwait, Malaysia, The Maldives, Mexico, New Zealand, Qatar, Serbia, Singapore, South Korea, Thailand, Trinidad and Tobago, United Arab Emirates, United States of America, British National (Overseas), Hong Kong, Macau SAR, Taiwan (those who hold a passport issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan) are “low risk” – you will not normally need to provide all the supporting documents (i.e. previous qualifications/high school results/financial).

You must be able to provide these documents if asked to do so and you must be making the application in your country of nationality.
When sending in your Tier 4 visa application only send in the documents that are requested:

- E.g. passport, photographs (if required), visa checklist, biometric receipt and ATAS certificate (if applicable).
  - If you send in one extra piece of documentation UKVI will ask for everything and this may delay your application.

**Processing Times**

Visa applications processing times can vary. Depending on the time of year you apply you can expect to wait 4 – 8 weeks for the application to be processed.

*Remember: July and August are the busiest months.*

**Academic Technology Approval Scheme (ATAS) certificate**

Some Undergraduate and Postgraduate science programs are subject to ATAS, a scheme operated by the Foreign Commonwealth Office

- If the course that you have applied for is subject to ATAS, Registry will contact you directly with the information you need to make your ATAS application.
- You will not be issued with your CAS number until we have received a copy of your ATAS certificate.
- More information on the ATAS process can be found here: [https://www.gov.uk/guidance/academic-technology-approval-scheme](https://www.gov.uk/guidance/academic-technology-approval-scheme)

**When you arrive to the United Kingdom**

**Biometric Residence Permit (BRP)**

When you make your immigration application (from outside the UK), you will be given a short-term entry clearance in your passport that gives you 30 days in which to travel to the UK. The visa will be issued in line with the date of travel that you specify when completing the online application. PLEASE ENSURE YOU DO USE THE CORRECT DATE OF TRAVEL. You must then collect your Biometric Residence Permit (BRP) within 10 days of arrival into the UK. Failure to collect your BRP card within the specified time will potentially lead to a fine being imposed and may lead to expulsion from the UK. **Please use the University of St Andrews Alternative Code: 2HE357.**

**Further information and contact details**

- This checklist is basic information. For full details please read the Tier 4 Policy Guidance: [https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student](https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student)
- For queries about the CAS process please contact the Undergraduate team at casugadmin@st-andrews.ac.uk or the Postgraduate Team at caspgadmin@st-andrews.ac.uk
- For any further general information on the visa process please contact the International Student Advisers at advint@st-andrews.ac.uk.
- Further information on applying for a Tier 4 visa: [https://www.st-andrews.ac.uk/study/support/international-students/moving-to-uk/visas/apply/tier-4/](https://www.st-andrews.ac.uk/study/support/international-students/moving-to-uk/visas/apply/tier-4/)

(last updated 11/7/18)