

## TIER 4 STUDENT VISA CHECKLIST

### IMPORTANT NOTES

- You must apply for your student visa [online](#) between June 1 and July 15. Applications will not be accepted more than three months in advance. Your Admissions Counselor will email you instructions for completing the online visa application. **There is an application fee of approximately \$500 (£322) that can only be paid online with a Visa or MasterCard. It will take approximately three weeks for the UK Visa and Immigration Office to process your application.**
- You will receive an email with additional instructions for how to complete the visa form.
- The online application requires a CAS Number (Confirmation of Acceptance for Studies). Your Admissions Counselor will send your CAS number to you via email.
- The last step of the online application is to schedule an appointment for your biometric scan. You must bring the following documents to your appointment:
  - Printed appointment confirmation (you will receive this via e-mail after you schedule the appointment online)
  - Valid travel document (passport)
  - Printed online visa application

**Note that the biometric scan results are only valid for two weeks and must be mailed with your documents (see checklist below) to the Consulate within that timeframe.**

- Address of the British Consulate in NYC:

UK Visas and Immigration  
British Consulate General  
845 Third Avenue  
New York, NY 10022

### DOCUMENTS TO SUBMIT

1. Printed [visa application](#) form
2. **Official Passport**
  - Passport must be signed
  - Passport must have at least one blank page to affix the visa
  - \*Non-US citizens must provide a copy of their I-20/IAP-66 or Alien Registration card in addition to their national passport
3. **Two Official Passport-size Photos**  
See specific instructions [here](#)

4. **Biometric Results (fingerprint scan and digital photo)**

5. **Prepaid Express Mail Envelope**

This must be purchased through UPS (Federal Express and USPS are not accepted).

You also have the option of **purchasing a next-day, trackable return label through the UKVI partner, VFS Global, after you complete the online application.** If you choose this option, you must include a print-out of the Return Airway Bill (AWB) with your application.

**Additional Documents Required for Non-U.S. Citizens:**

6. **Evidence of Maintenance Funds**

You must submit documentation listed in the [policy guidance](#) (pages 47 -52) to show proof of funds. The documents must be dated no more than one calendar month before the visa application is made online and must show that the money (at least \$1,500) has been in the account for at least 28 days preceding the online application. **Citizens of ['low risk' countries](#) do not need to submit financial documents.**

7. **Tuberculosis Test**

Residents of certain countries need a Tuberculosis test to enter the UK. More information can be found [here](#).

8. **Knowledge of English**

You must prove your knowledge of the English language. Please submit [proper documentation](#).

**Additional Note:** If you plan to travel outside of the UK for personal or course-related travel during your semester, it is your responsibility to research and obtain any additional visa before you depart (such as a [Schengen Visa](#)).