“Tier 4 (General) Student Visa”
Application Information
for NYU London
Academic Year 18-19

The Tier 4 (General) Student Visa (aka “Tier 4 Visa”) is required IF:

- you are studying in the UK for the Full Academic Year
- you are not a member of the EU/EEA

Students can check if they need a visa to study in the UK here. In most cases—aside from students from the EU/EEA—the answer is YES.

EU/EEA/Swiss students do not need to read on. All other students, read this guide completely and thoroughly—and also use the links provided in the body of document for additional information. Often, questions are answered on a later page or at one of the links provided.

The earliest that you can apply for a visa is 90 days before your initial entry into the UK. So, for Fall 2018, the earliest you can apply is May 30th, 2018.

***In addition, you MUST WAIT to obtain a Confirmation of Acceptance for Study (CAS) Number and Official Letter from NYU London prior to beginning your application! You will receive both from the LS Office of Global Programs via email near the end of May. Do not attempt to apply for the Visa online without your CAS number.***

You cannot travel to the UK and then apply for this visa from inside of the UK on or after arrival.

If you do have questions, please reach out to ls.abroad@nyu.edu and a member of the LS Global Programs team will be in touch within 48 hours.

Who this Tier 4 (General) Student Visa Application Guide is For:

First, a caveat: The application process laid out in this guide is for everyone—but it is especially suited for US applicants. As LS Global Programs is based in the US, we are simply most familiar with the US-process, through which 75% of our students go. (Noting that there are over 150 or so countries in the world.)
Even so, we do our best. While the process may differ from country to country, there are similarities in the process for most. So we try to outline the requirements and steps that apply for many, if not all, students.

Given the above caveat, it’s also essential for us to note that we cannot replace UKVI or local consular advice or instruction as well. Instead, the guide is meant to supplement UKVI/consular guidance and, we hope, help you with your application.

When in doubt, the UKVI and the consulate are always the ultimate authorities. A good place for everyone to start is the UKVI Tier 4 Guidance.

How to Use this Tier 4 (General) Student Visa Application Guide

All students should read through this guide thoroughly, print it out, and refer to the following websites for guidelines tailored to your country of residence and citizenship:

1. [Find a Visa Application Center](#) and
2. Your local British consulate website

In addition, you must apply for the UK Tier 4 (General) Student visa from your country of citizenship and from the country in which you are normally resident. You must also be physically located in the country while you apply. You will have to surrender your passport to the consulate for the duration of the application period.

Plan Ahead for All Steps: The Length of the Visa Process

In many countries (including the US), visa processing itself takes approximately four weeks. Visa processing times can be found at [https://www.gov.uk/visa-processing-times](https://www.gov.uk/visa-processing-times).

“Visa processing” refers to when your application—including your passport—is physically at the consulate or processing center. Processing times do not include such important steps as gathering the appropriate documentation or getting your Biometrics taken. These take additional time.

You should make sure to plan ahead and allow for time to complete all aspects of the visa process, including gathering information. You should also plan for potential delays to ensure you get the visa in time for travel to the UK. **Remember, you need to arrive to the UK to check-in at NYU London on August 28, 2018** (between 8 and 3 PM GMT).

Some countries—but not all—offer services that allow for the visa to be expedited to as little as one week. (See the end of this document for instructions on expediting your visa.)

Planning Ahead for Arrival to/Departure from the UK:
• **How Early Can You Enter to the UK on your Tier 4 Visa?** You may enter the UK up to one month prior to your program start date.

• **How Long Can You Stay in the UK after the Spring Semester Ends?** You may remain in the UK until the expiry of your visa, usually **2 months (60 days)** after your program ends. *You should refer to your visa (“vignette”) and BRP for confirmation on when you must leave. Information on these is included later in the guide.*

• **A Note on Lodging for Early Arrivals/Departures Outside of the Program dates:** If you arrive early or stay after the dates of the NYUL program, you must find your own accommodations during that time. NYU London will only provide you housing from 8am on August 28th through 12 noon on December 14th, 2018; then again from 8 am January 30th through May 24th, 2019. You will be able to store your belongings at NYUL during the winter break.

---

**Getting Started: An Overview of the PBS Tier 4 (General) Student Visa Application Process**

All students can use the [Tier 4 (General) Student Visa Guidelines](#) posted by the UK government for a step-by-step overview. Students will apply for the Tier 4 (General) Student Visa (and not the short term student visa) as they will be spending more than 6 months in the UK.

An Explanation: the Tier 4 (General) Student visa is included in the “PBS” Visa category. PBS stands for “Points-Based System.”

Below, three key charts will help you familiarize yourself with central aspects of the application process:

- **Phases of the application process** according to responsibility: Student/Consulate/LS Global Programs
- **The Costs** associated with applying for the UK PBS Tier 4 (General) Student Visa
- **Calendar/Timing** of the application process, including getting the CAS, online application, Biometrics, mailing the application, and getting the Biometrics.

The Application Process itself happens in several phases over the early summer, which are further broken down in the next section.

| Key Phases/Responsibilities of the UK Tier 4 General Student Application Process |
|-------------------------|-----------------|----------------------------------|
| Phase                  | Who Manages (Student/LS) | Step/Task                        |
| One                    | Student           | ● Submits copy of valid PP Photopage and LS London Information form to LS   |
|                        |                  | ● Takes IELTS exam (if from a non-English Language Majority country) and submits score to LS Global Programs |
## Two

**LS Global Programs**
- Obtains CAS number from NYU London for student
- LS Global Programs sends student support/CAS letter in late May/early June

## Three

**Student**
- Completes Online Visa Application
- Enrolls in Biometrics
- Sends application packet through an approved carrier/tracked method to the UK Consulate or Visa Processing Center (depending on Country)

## Four

**UK Consulate/Visa Processing Center**
- Returns passport with a vignette valid for 30 days only.

## Five

**Student**
- Pick up your BRP (Biometric Residence Permit) from NYUL. This is valid for the dates of the program and allow students to enter/exit the country.

### Approximate Fees for the UK Tier 4 General Student Visa Application Process

<table>
<thead>
<tr>
<th>Name of Charge</th>
<th>Amount (in USD)</th>
<th>To Whom It Applies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa Fee</td>
<td>$482</td>
<td>All Tier 4 Students must pay this fee.</td>
</tr>
<tr>
<td>IHS Fee</td>
<td>$420</td>
<td>All Tier 4 full year students must pay this fee.</td>
</tr>
<tr>
<td>IELTS Fee</td>
<td>$295</td>
<td>Students from non-English Language Majority Countries (non-ELM) must take the IELTS and score at B2 level or above.</td>
</tr>
<tr>
<td>Shipping Fees</td>
<td>$20-$50</td>
<td>Approximate costs for students in the US, based on complying with the UK Consulate’s requirements for mailing/tracking the visa application. Costs vary by country.</td>
</tr>
<tr>
<td>Expedited Processing</td>
<td>$258</td>
<td>Students who wish to reduce processing time from 15 business days to approximately 1 week. (Not available in all countries.)</td>
</tr>
</tbody>
</table>

*Note: The above fees are approximate at time of writing, indicated in USD. For all up-to-date charges, please refer to [UKVI’s online Tier 4 guidance.](#)*

## The Timing of the Visa Application Process

You must gather your documents and read through this guide and the resources linked to in this guide as soon as possible. However, you must wait to start the online application. As indicated earlier in the document and below:

The earliest that you can apply for a visa is **90 days** before your initial entry into the UK. So, for Fall 2018, the earliest you can apply is **May 30th, 2018.**

### In Addition
***You MUST WAIT to obtain a Confirmation of Acceptance for Study (CAS) Number from NYU London prior to beginning your application! You will receive this from the LS Office of Global Programs via email from the end of May. Do not attempt to apply for the Visa online or in person (depending on your country’s process) without your CAS number.***

Student CAS Numbers are issued by the British government to NYU London through a secure online system. You must wait for NYU to acquire the number from the UK government and then assign you a CAS Number. Do not attempt to apply for your visa without your CAS Number, or your application will be denied!

That said, it is important that you submit your LS London Information Form as early as possible. We use this to produce the CAS for students. Students who delay risk not securing the CAS and not being able to begin their studies in the fall.

- We cannot produce a CAS # for you after June 29, 2018. Without it, you can’t get a visa.

This is especially a potential issue for those students without valid passports OR students without the appropriate English language documentation. If you are delayed in getting your passport renewed or in taking the IELTS, please email us at ls.abroad@nyu.edu immediately.

It is impossible for NYU London to issue CAS Numbers after June 29. Failing to meet any visa deadline set forth by NYU Liberal Studies or NYU London may result in your inability to obtain the Tier 4 Visa which would result in your not being able to begin your freshman year with NYU.

### The PBS Tier 4 (General) Student Visa Application in Detail

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7</td>
<td>Submit Required LS London Information Form and scan of valid PP Photo page. Required to get the CAS #/apply for the visa.</td>
</tr>
<tr>
<td>Early May</td>
<td>Review the Tier 4 Visa process and gather required documents</td>
</tr>
<tr>
<td>May 30</td>
<td>Earliest date by which a student can submit the online application (instructions below)</td>
</tr>
<tr>
<td>late-May/early-June</td>
<td>Students receive CAS #s/Official acceptance letters via email if they have submitted the required LS Information Form with up-to-date passport and IELTS.</td>
</tr>
<tr>
<td>June 15 or earlier (recommended)</td>
<td>● Complete the Online Application and Payment.</td>
</tr>
<tr>
<td></td>
<td>● Pay the IHS Surcharge (as part of your application) and write your IHS number on your printed visa application (instructions below).</td>
</tr>
<tr>
<td></td>
<td>● Make your Biometrics Appointment*</td>
</tr>
<tr>
<td></td>
<td>● Print your Complete Online Application out</td>
</tr>
</tbody>
</table>
mid-June [following your online application/before submitting your visa materials]  
Go to your Biometrics appointment (instructions below) where your Biometrics will be taken and you will receive a stamp/signed confirmation of completion.

<table>
<thead>
<tr>
<th>Within FIVE DAYS of Biometrics Appointment</th>
<th>Within FIVE DAYS of your Biometrics appointment you MUST send your visa application materials in to the UK consulate (instructions below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 29</td>
<td>Latest date a CAS could possibly be issued.</td>
</tr>
<tr>
<td>By early-August</td>
<td>Receive your passport back from the UK Consulate with a 30-day entry clearance “vignette.”</td>
</tr>
<tr>
<td>August 28</td>
<td>Arrive to NYU London for check-in</td>
</tr>
<tr>
<td>No later than September 9</td>
<td>Pick up your BRP (Biometric Residency Permit) from NYU London</td>
</tr>
</tbody>
</table>

*If you are applying from outside of the US, you Biometrics appointment may be at a visa application facility, where you will also submit all of your application materials. (Very handy!) Please visit the VFS website for country-specific information for the process that applies to you and let us know if you have questions on navigating your local country website.

*US students applying from within the United States do not require an in-person consulate appointment. Instead, they will need to have an in-person Biometrics appointment and then will submit the required materials (including their passport), to the UK Consulate by mail.

---

**Before Your Apply: Your CAS Number and Letter**

You cannot apply for the visa without a CAS (“Confirmation of Acceptance for Studies”) Number or the CAS Support Letter.

Your CAS Letter will look something like this:

What we need to produce the CAS:
- **LS London Information Form**
- Scan of Your Passport Photo Page (valid 6 months beyond the end date of your program) submitted through the LS London Information Form
- Copy of IELTS results for students from non-English Language majority countries.
NYU will send you a **CAS Letter** (sometimes referred to as your **CAS Support Letter**), which will include essential information for completing your application.

Print this letter to have handy during your application as it has information necessary to complete your online application.

You will also need to include a copy with your application materials for the visa and should have it in your carry on when you travel.

**Remember: Do not attempt to apply without your CAS letter!**
Before Your Apply Online: Fees, Payment, Additional Details

- **Application Fees**: In the US, the *Tier 4 (General) Student Visa* application fee is £335 (approximately $482 USD depending on the exchange rate), plus the "Immigration Health Surcharge" (IHS) of £300 (approximately $420), plus IELTS testing fees of $295 (for non-English Language Majority students), plus shipping (about $20-$50), plus expedite fees (optional) of $225.

- **How to Pay**: Acceptable payment methods vary by country. If you are applying in the US, you should be able to pay with a credit card at the end of the application. You are paying this money to the United Kingdom, not to NYU, so there is no way for this fee to be waived or paid through financial aid.

- **Your UK visa does not give you permission to enter any country other than the United Kingdom**. If you wish to travel outside of the UK as a tourist, you will need to do your own research regarding tourist visas.
  - **US passport holders** are generally able to travel as tourists throughout the rest of the EU without any special visas.
  - **Non-US passport holders** might need to apply for a *Schengen Tourist Visa* after you get your UK visa but before you travel to the UK. The British Consulate does not issue Schengen visas. You cannot apply for both visas simultaneously. We cannot advise you on obtaining tourist visas, but information is widely available online.

- We have created the following online application guide to help address any questions that may seem ambiguous. However, there are also questions that you will need to reply to yourself, to the best of your ability, that are directed to the individual applicant.

- **Read each question on the application and answer every question as completely and honestly as you can**. Intentionally providing false information on a visa application is a serious offense, and *can result in being barred from entry into the UK for the next 10 years*.

- **Don’t submit a photocopy to the consulate of ANYTHING (unless specified)**. A photocopy found in your application materials may result in the AUTOMATIC DENIAL of your visa.
Step One to the Tier 4 Student Visa: The Online Visa Application

After familiarizing yourself with the questions and answers for the online application below, you will be ready to begin your online application.

To access the application, go to https://www.visa4uk.fco.gov.uk/. Note that you will need to create a user account. Once you have created it, make sure to save your log-in information.

We recommend using Internet Explorer, as this application has difficulty with Safari and Firefox. This application is NOT Mac-friendly. Make sure that you have access to a printer, as well, as you will need to print out the application and confirmation of payment once you have completed all the steps.

Once you access the link above, read the instructions on the landing page, check the box at the bottom, and click “Continue.” The application should open in separate window.

Page 1: Application Security
It is very important that you use a valid email address and create a password that you will remember, because you may need to log in later to re-print your application. NYU cannot assist you with lost passwords!

Page 2: Your Visa Requirements
Remember: Your visa application process is dependent on your physical location. Be sure that the country/state that you indicate is actually your current location and where you will be applying for the visa. [In most cases, this is your permanent address, not your high school address.]

Reason for Visit: Study
PBS Tier 4 Student
Tier 4 (General) Student

Depending on which country you select, you may have additional sections or questions that are NOT shown below, particularly regarding your finances. The information on your CAS Letter will help you complete these questions.
Sections of the Application

I. Application (sections, answers, and additional guidance below)
II. Sign Declaration
III. BRP (Biometric Residence Permit)
   Collection Location selection
IV. Book Appointment (for Biometrics)
V. Pay for IHS
VI. Pay for Application
VII. Print Application and write the CAS # at the top and the IHS # on the first page.

I. Online Visa Application: Section by Section

Below you will find guidance for key questions asked for in the UVKI online visa application for the Tier 4 (General) Student visa. Many questions will require that students answer to the best of their ability for information about parents, current residence, etc. Other key questions regarding the course of study that students will undertake is supplied by NYU.

In both instances, we provide guidance and important reminders about how to answer questions, based on years of working with students and parents through the UK Tier 4 (General) student visa application process.

While we cannot and do not replace official UKVI guidance that all students should refer to in the first instance, the below may provide to be helpful in understanding how to answer certain questions and what to pay attention to. Please always let us know if you have any questions as well!

Section One: PASSPORT AND TRAVEL INFORMATION

Passport Information
- **Family Name/Surname**: MUST match your passport exactly to avoid processing delays
- **Given Name(s)/Forename(s)**: MUST match your passport exactly to avoid processing delays. Make sure to include any and all middle names that appear on your passport.
- **Place of Issue**: If your passport doesn't list a place of issue, enter the city/state/province where you lived when you applied for the passport.
● **Issuing Authority:** Your passport’s “Issuing Authority” is typically shown on the photo page, along with the rest of your information. For most US passports, it is the US Dept of State.

● **Are you a national of the country in which you are applying:** If you are a citizen of the country where you are applying from, click YES (i.e. a US citizen applying from the US.) Otherwise, click NO and provide your visa or Permanent Resident details (i.e. US F-1 Visa, visa number, and dates of validity.)

● **What is the main address and contact details of where you will be staying whilst in the UK?** The UK Postcode is WC1B 3RA. If you enter that postcode and click “Find address” you can then select 6 Bedford Square, which is NYU London’s main address. NYU London’s full contact information can be found on your CAS letter, as well as below.

**Travel Information**

● **Are You Traveling with Anyone?** Students traveling with family will want to note that they will be traveling with them as well as input their biological details.

● **Date of Planned Arrival:** Use the date you intend to arrive in the UK. Note: The earliest you can arrive is 30 days in advance of the beginning of the program (August 28, 2018).

● **Length of Stay:** **270 days** [total # of days from and including August 28, 2018-May 24, 2019, as well as May 24. Depending on when you arrive, the number may differ. **This website can help count the number of total days.** Make sure to include the date of departure though!]

**What is the Main Address and Contact Details of where you will be staying whilst in the UK?**

UK Postcode: WC1B 3RA  
Line 1: NYU London  
Line 2: 6 Bedford Square  
Line 3: London  
Postcode: WC1B 3RA  
Primary Phone: + 44-20-7907-3234  
Secondary Phone: + 44-77-9000-4952  
Email: nyu.in.london@nyu.edu
Section Two: PERSONAL DETAILS AND TRAVEL HISTORY

Personal Details

- This section gives students an option to input their permanent address as well as an alternate address for contact.
- Under “Preferred Contact Details”, we recommend that you input the address and contact information that you will have during the ENTIRE APPLICATION PERIOD if different from your permanent address.
- Be sure to include the complete address. Some lines require multiple pieces of information.
- Have you ever voluntarily elected to depart the UK? The only reason you should answer “YES” to this question is if you were served deportation papers.
- Do you have a UK National Insurance Number? No. (Unless you have previously resided in the UK and were issued one. It is similar to a US Social Security Number.)
- If we would like to interview you, what language would you like to be interviewed in? We encourage you to indicate English.
- If you will not have access to your permanent and preferred contact address during the full application period, please consult with ls.abroad@nyu.edu on how to proceed.

Travel History

- Complete this section to the best of your ability. It is especially important for you to submit all travel that is recorded in your passport.

Section Three: FAMILY DETAILS

- Complete this section to the best of your ability.
- “I am unable to provide information regarding my mother and/or father.” : If one or both of your parents is unknown to you, make their nationality the same as yours and enter UNKNOWN in the fields for their name and place of birth. Enter 01 Jan 1900 as their Date of Birth. In the “Additional Information section” at the end of the application, clarify that this parent (or both parents) is/are unknown.

Section Four: MEDICAL TREATMENT

- Complete this section to the best of your ability.

Section Five: Tier 4 Student

Please use the information below as well as the information in your CAS letter to complete this section.

Sponsor

- Give your Tier 4 Sponsor's Licence Number: RGRCCJNF8
• What is the name of your sponsor? NYU in London
• What is the full address of your sponsor? See address information for NYU London above and on your CAS letter.

Studies
• What is Your Confirmation of Acceptance for Studies Number##? This will be found on your CAS letter and is individual to each student, linked to information they submitted in their Student Information and Summer Address form that we submit to the UKVI.
• What is the title of your course? New York University in London Study Abroad
• What is the level of the course and the qualification? QCF_NQF6 equivalent
• Start Date of Course: 28 August 2018
• End Date of Course: 24 May 2019
• Have Your Already Started Studying This Course? No.
• What is the address of the main site of study? The address information is posted for NYU London the page above.
• Confirm which of the following options apply? Studying.
• Please indicate how you meet the minimum English language requirement relevant to your course: Note that only two of the options are acceptable for incoming NYU London students according the updated Tier 4 guidance (bottom of page 36).
  o National of a majority English language speaking country
  o Acceptable English language test

English Language Requirement: Unacceptable Qualifications

NONE of the following options are acceptable for incoming first year LS at NYU London students. DO NOT CHECK any of the following: “Academic qualification equivalent to the UK degree..”, “Previous study as a child student...” “Your sponsor is a HEI and has made its own assessment of your English language ability,” or “Your sponsor is an HEI, considers you to be a gifted student...” NYU London is not classified as an HEI in the UK.

Maintenance and Fees
• How much are the fees for your course of study? As indicated on your CAS letter.
• Have any of the course fees been paid? Yes. Paid to overseas Higher Education Institution.
• Have any of your accommodation fees been paid to your sponsor? Yes. Paid to overseas Higher Education Institution.
• Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor? No.
• Do you have any remaining fees and maintenance still due for payment? No.
• Do you have any money in your own name? Answer to the best of your abilities.
• What original documents have been supplied showing evidence of funds or parental support? See information about Evidence of Funds on the visa materials checklist, beginning page 17. If you qualify for Differentiation, you should NOT include
evidence of funds; in this box, write “Evidence of funds not required due to Differentiation.” Otherwise, list the materials you are providing.
Section Six: Points Claimed

- Confirmation of Acceptance for Studies: 30
- Maintenance: 10
- Total: 40

Section Seven: Additional Information

- If you have any other questions or concerns, please enter them here.

Next Steps after Completing the Online Application

One: Review the Online Portion of Your Visa Application

Review your online application for errors! But remember, this is only the online portion of the application. You are not done yet!

Read through the steps below, make sure to book your Biometrics appointment, make your payment, and print out the application. You will need to write your CAS on the application on the first page when you submit your application to the UK Consulate.

Keep reading for additional, mandatory steps!

II. Sign Your Declaration

Electronically sign and submit your application. If you continue beyond this point, you cannot go back to edit your online application.

III. Confirm Your BRP Collection Location

All full year Tier 4 (General) Student visa holders will be asked to select a location to pick up their BRP (Biometric Residence Permit). Please enter the “Alternative Post Code” 2HE757. This will pull up NYU London as a pick-up location. (If you enter NYUL’s address itself, then you would have to pick up at a post-office. Please don’t!)

The BRP Collection Location (inside the UK) is NOT the same as the location where you get your Biometrics taken. Your Biometrics Appointment (discussed below) will take place in the country in which you are applying for the visa.
IV. Make Your Biometrics Appointment

A Note for Students Applying for the Visa Outside of the United States:
If you are applying for your Tier 4 (General) Student Visa, your Biometrics appointment may be at a visa application facility, where you will also submit all of your application materials. Please visit the VFS website for country-specific application guidelines for this stage of the application. A review of the below is still helpful for all students.

After confirming that your online application is correct, you will be asked to schedule an appointment to have a Biometrics (fingerprint and photo) scan at a facility near you. You should try to schedule this appointment as soon as possible.

Making the Appointment
● Make your Biometrics appointment as soon as possible. [Note, this isn’t your visa application either, but it’s required to apply for the visa.]
● It is quite possible that the soonest available Biometrics scan date is several weeks away; don’t panic. Just book the earliest appointment that you can make. Let us know if you aren’t able to make this appointment until mid-July or later.
● Once you have scheduled your Biometrics appointment, paid your application fee, you will need to:
  o SUBMIT your online application
  o PRINT a copy of your online visa application
  o PRINT a copy of your Biometrics Confirmation Receipt
  o You will take these will you to your Biometrics appointment.

What to Bring With You to the Appointment
● Print out of your Biometrics Confirmation Receipt, with barcode
● Print out of your online visa application
● Your passport

The Biometrics employee who enrolls your information will stamp and sign your confirmation sheet. Keep this sheet. You will include it in your application passport.

What to do after the Appointment
● YOU MUST send your visa application packet to the British Consulate within FIVE DAYS of your Biometrics appointment. Details on sending in the application are in a later section.
● If applying from the US, you are responsible for mailing your application materials directly to the British Consulate in New York (through UPS). Mailing instructions are below.
If applying from outside of the US: You will usually work with a commercial partner who will take care of sending your application to the British Consulate.

If you want your visa processed as quickly as possible, don’t wait for your Biometrics appointment date. Take your Biometrics scan sheet and try to walk-in to the Scan Center during their business hours, even if your appointment is weeks away. Scan Centers will typically allow you to do this IF they are not too busy. Bear in mind that they are under no obligation to see you any earlier than your appointment -- but if you’re nice and polite, they might help you!

### V. Pay the IHS (“Immigration Health Surcharge”)

You will be required to pay an additional £300 National Health Service (NHS) [Immigration Health Surcharge (IHS)](https://www.gov.uk/immigration-health-surcharge) when completing your online application form. This fee will give students access to NHS services on the same basis as UK residents. It is not possible to opt out of this fee. The online visa application will guide you through paying this fee.

**Important Note on the Assembling the Visa Application Packet:**

You **MUST** write your Immigration Health Surcharge (“IHS”) number on the first page of your online visa application print out, along with your CAS number.

### VI. Make Your Payment

Choose “**By Mail,**” (even though you will probably pay online using a credit card).

### VII. Print Out Your Online Visa Application

Print out your online visa application. You also must

- Write your CAS # on the top of the first page
- Write your IHS reference number (payment confirmation)

**Print out your Biometrics Confirmation Receipt, with barcode**

- This should be stamped and scanned by the staff at the Biometrics scan center. (aka the Department of Homeland Security “Application Support Center” or “ASC”).

Both print-outs will go into your application packet, along with other materials, addressed in a later section.
Step Two to the Tier 4 (General) Student Visa: The Biometrics Appointment

If Step One is the online visa application, Step Two is your Biometrics appointment.

Through the online visa application portal, you will receive guidance on local Biometrics Appointment centers and receive instructions on how to make an appointment. You will not be able to make an appointment for your Biometrics until you have completed and signed off on your Visa application form.

What will you need at your Biometrics appointment?
- A print-out of your Biometrics Confirmation Receipt, with confirmation barcode;
- A print-out of your online visa application with your CAS number written on the first page and your IHS reference number written on it; and
- your passport (which must be valid through December 2019)

The Biometrics employee who processes your Biometrics will stamp/sign your Biometrics Confirmation Receipt. Keep this stamped Biometrics Confirmation Receipt—you will include it in your visa application packet.

Important Deadline: Within FIVE DAYS of Your Biometrics,
Send Your Visa Materials to the UK Consulate

Within FIVE DAYS of your Biometrics appointment, you must send your visa application packet to the UK Consulate.

If you do not do so, you will have to start the process over or your visa application may be denied.

Step Three: Assemble Your Visa Application Packet

All of your application materials (including your passport) need to arrive at the Consulate within 5 days of your Biometrics appointment. You should have everything ready to send before your appointment so that you can send it off right away.

Please plan accordingly.
Make sure that you have all of the necessary documents assembled first or will be able to have them immediately after the appointment.

Compile all of your application materials, including a trackable, self-addressed return envelope, into ONE envelope and send them to the Consulate address listed on your Biometrics form.

**List of Required Documents for the Tier 4 (General) Student Visa**

Once you have completed the online application and had your Biometrics appointment, you must collect the below documents and either:

- MAIL them to the British Consulate in New York if you are applying from WITHIN the United States
- Submit all of your documentation to the Visa Application Centre at your appointment if applying OUTSIDE the United States.

A full list of documentation required is available on the UKVI website [here](#).

**A Note for Students Applying for the Visa Outside of the United States:**

If you are applying from outside of the US, your consulate may require additional materials, we’ve done our best to compile a comprehensive list below, but it is ultimately YOUR responsibility to provide everything your consulate requires. Even so, this list should help you get started. Just make sure to double-check, referring to your local consular website. All students can refer to the above link to double check what you need.

Any documents that are NOT in English or Welsh must be accompanied by a full translation that can be independently verified by the UKVI. The original translation must contain confirmation from the translator/translation company that it is an accurate translation of the original document, the date of the translation, the translator/an authorized official of the translation company’s full name and signature, and the translator/translation company’s contact details.

**List of Documents: Required of ALL Students**

The following materials are required of ALL applicants

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Notes on Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Passport</td>
<td>● Your passport must be valid for at least 6 months BEYOND the end of the spring semester.</td>
</tr>
<tr>
<td>Item</td>
<td>Requirements</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>You MUST give the Consulate your actual passport, not a copy.</td>
<td>You MUST give the Consulate your actual passport, not a copy.</td>
</tr>
<tr>
<td>Printed copy of your completed online application</td>
<td>Write your CAS # on the top of the first page of the print-out of the online application! Write your IHS reference # on the first page of the print-out of the online application, underneath the CAS # is fine.</td>
</tr>
<tr>
<td>Proof of Biometrics Scanning</td>
<td>Stamped and/or signed Biometrics Confirmation Receipt. This is stamped and/or signed by the staff at the Biometrics center.</td>
</tr>
<tr>
<td>Pre-paid, self-addressed envelope for the return of your passport/documents</td>
<td>Note: This Varies by Country. US Students: This can be purchased from VFS (the Consulate’s commercial partner). This is by far the easiest way to obtain a shipping label! We recommend that you select choose “Roundtrip Courier” UPS labels for outbound to the consulate and return. US Students: You may also purchase your shipping labels directly from UPS. <strong>Important Note: Handwritten (non-electronic) UPS waybills will not be accepted by the consulate. FEDEX</strong></td>
</tr>
<tr>
<td>and USPS are not accepted by the Consulate.</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>• All envelopes must be pre-paid and have a tracking number. That includes the envelope/package TO the consulate and the return envelope.</td>
<td></td>
</tr>
<tr>
<td>• The envelopes need to be the UPS bubble wrapped variety</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your CAS Support Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• This is sent to you by LS Global Programs after completing the LS London Information Form including your passport photo page scan</td>
</tr>
<tr>
<td>• Non-ELM students must have also submitted an IELTS score report as well</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IELTS Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If your passport is not from one of the “English-language majority” countries listed below (also listed on page 36 of the Tier 4 guidance here), you will need to demonstrate confirmation of qualifying scores (B2 level) from a UKVI-approved IELTS exam as NYU is not an approved HEI in the UK.</td>
</tr>
<tr>
<td>• The IELTS for UKVI is the only exam approved by the UKVI.</td>
</tr>
</tbody>
</table>
- More information is in the Proof of English Language Ability Section below.
- Important to Note: NYU’s requirements for English-language ability are NOT the same as those required by the UK government for the visa.
- **Not Accepted**: SAT, ACT, IB, A-levels, AP, and TOEFL are not accepted by the UKVI
- **Not Accepted**: Having gone to high school or taken English classes (even at a university) are not accepted by the UVKI
- **Not Accepted**: Full year students with NYU are not studying abroad on a “short term” program, so are not eligible to be exempted from the requirement.

| For Non-US citizens applying in the US | A copy of your Permanent Resident Card  
|  | Copy of your valid US visa, with a copy of your I-20 or DS-2019 form  
|  | Do not send original immigration documents, as the Consulate may keep them  

| Tuberculosis Test | If you are resident of one of these countries  

and are going to the UK for more than 6 months, you need to get a Tuberculosis Test from a UK-approved clinic.

STOP AND READ: “DIFFERENTIATION”

If you are a citizen from one of the following countries and applying in your country of citizenship, you qualify for “differentiation,” which basically means you do NOT need to submit the materials listed in the next section.

Of course, the consulate still reserves the right to request these documents—as well as other materials—from you at a later date. That is always true!

Citizens of these countries qualify for “differentiation” if they are applying in their country of citizenship: Argentina, Australia, Barbados, Botswana, Brunei, Canada, Chile, Hong Kong, Japan, Malaysia, New Zealand, Oman, Qatar, Singapore, South Korea, Taiwan, Trinidad & Tobago, the UAE and the United States of America.

If you do not qualify for Differentiation (e.g. your country of citizenship is not on the above list OR you are applying outside of your country of citizenship), you MUST submit the following documents in addition to the documents listed previously.

The following documents should only be submitted if a student does NOT qualify for differentiation, as outlined above.

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Notes on Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Travel plans</td>
<td>● You do not need to purchase a flight now. A sample itinerary from an airline would be sufficient.</td>
</tr>
<tr>
<td></td>
<td>● They are looking for information confirming your intention to leave the UK at the end of your program.</td>
</tr>
<tr>
<td></td>
<td>● The consulate recommends waiting until you have received your visa to purchase flight tickets.</td>
</tr>
<tr>
<td><strong>You must leave the UK no later than two months after the end of the spring semester.</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>An official copy of your current transcript</strong></td>
<td></td>
</tr>
<tr>
<td>- This will be included in your Admitted Students packet</td>
<td></td>
</tr>
<tr>
<td><strong>An Official Bank Statement</strong> (or a letter from your bank) showing Evidence of Funds.</td>
<td></td>
</tr>
<tr>
<td>- This section is very very important, so read carefully.</td>
<td></td>
</tr>
<tr>
<td>The British Government is very very very strict with these requirements for those students who do not qualify for differentiation (students who qualify for differentiation don’t have to submit an official bank statement)</td>
<td></td>
</tr>
<tr>
<td>- <strong>Amount of Funds:</strong> Full year students attending NYU London must demonstrate access to £10,120 through providing Evidence of Funds as outlined below. (In USD, that amount comes out to around $14,260, depending on the day of conversion.)</td>
<td></td>
</tr>
<tr>
<td>- <strong>Bank Letters/Statements must be:</strong></td>
<td></td>
</tr>
<tr>
<td>- Checking, savings, and/or money-market accounts. [Investment accounts, stocks, bonds, etc. are not accepted. Financial Aid letters are not accepted.]</td>
<td></td>
</tr>
<tr>
<td>- The document must show that you have held the required money for a consecutive 28 day period (finishing on the date of the closing balance).</td>
<td></td>
</tr>
<tr>
<td>- Dated within 31 days of the application</td>
<td></td>
</tr>
<tr>
<td>- <strong>In your name or in your parent’s name.</strong></td>
<td></td>
</tr>
<tr>
<td>- If in your parent’s name, and your name is NOT shown on the account, your parent needs to complete and sign a <a href="#">Declaration of Financial Support</a>.</td>
<td></td>
</tr>
<tr>
<td>- You also need to provide a birth certificate (or a certified copy of your birth certificate) proving your relation to the account holder.</td>
<td></td>
</tr>
<tr>
<td>- <strong>Bank Letters/Statements must contain:</strong></td>
<td></td>
</tr>
<tr>
<td>- the account holders full name;</td>
<td></td>
</tr>
<tr>
<td>- the financial institution’s name and logo (letterhead);</td>
<td></td>
</tr>
<tr>
<td>- the account number;</td>
<td></td>
</tr>
<tr>
<td>- the date of the statement;</td>
<td></td>
</tr>
<tr>
<td>- the amount of money available (or a bank official’s statement that the funds available exceeds the minimum amount specified above).</td>
<td></td>
</tr>
</tbody>
</table>
Notes on Proof of English Language Proficiency

If your passport is NOT from one of the English-majority countries listed on the following page, you must have an official, valid score report from an approved English Language Test at the B2 level. Only IELTS tests are approved for this requirement, but there are also only certain IELTS tests that are acceptable.

Admission to NYU without needing to present English Language scores does not equal an exemption from needing to present them to the UKVI to get the visa. SAT, ACT, IB, A-levels, GCSEs, AP Exams, etc, are not acceptable proof of English Language Proficiency.

You will need to submit appropriate scores to NYU through the London Information Form and to NYU (either electronically or through a copy of the score report) for us to secure your CAS #, required to complete the online visa application.

For a list of approved tests and minimum scores, refer to [this link](#) For more information about which exam to register for, please refer to [this link](#). You can also refer directly to the IELTS website (remember to select the ‘IELTS for UKVI’ Academic option!) to sign up for an approved test and an approved test center.

Please double check to ensure you’re taking (or have taken) the correct as you don’t want to have to take more than one IELTS exam because you didn’t select the correct option.

- NYU London Students must meet test minimums for Level B2

Your test report form will include a UKVI Unique Reference Number (URN) with the following format TCL/060415/0001/000000001. You should enter your URN on your online Tier 4 application in the "Award Reference Number" box under the SELT section. This URN will also be on your CAS letter. You must submit an unofficial copy of these test scores to LS Global Programs before a CAS # can be issued.

Interviews for the UK Tier 4 General Student Visa

In addition, when you make your Online Visa application you may be asked to undertake an interview, either in person, or on the telephone to check that you are a genuine student. If as a result of this interview the Home Office is not satisfied that you are a genuine student, or you cannot speak English to the required standard (see the ‘English Language ability’ section of this guidance), or your application is shown to fall for refusal under the General Grounds for Refusal, the application will be refused.
Students traveling with passports from the following countries are **exempt** from the requirement of demonstrating proof of English-language ability:

- **The United States of America**
- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica
- New Zealand
- St. Kitts & Nevis
- St. Lucia
- St. Vincent & the Grenadines
- Trinidad & Tobago

Students who are permanent residences of any of the above countries—but bearing the passport of another, non-ELM country, will still need to demonstrate English-language proficiency at the B2 level through an IELTS exam.
Step Four: UPS Your Visa Application Packet to the Consulate

A Reminder for Students Applying for the Visa Outside of the United States:

If you are applying for your Tier 4 (General) Student Visa, your Biometrics appointment may be at a visa application facility, where you will also submit all of your application materials. Please visit the VFS website for country-specific application guidelines to confirm how to submit the visa application.

Once you have collected the above documents and completed the steps outlined above (online application, Biometrics appointment, paying the IHS surcharge, gathering the required documents) you still need to physically submit the application—including all of the required documentation. The online bit is only part of it!

Two Options for Submitting Your Visa Application Packet (in the US)

The Visa Application Packet must be mailed to the consulate within FIVE DAYS of your Biometrics appointment.

I. Regular Service [standard processing of up to 15 business days, not including transit time to/from the consulate]
   - Mail all of your visa application materials in one self-addressed, PRE-PAID UPS envelope (and keep your tracking #!!!) to the British Consulate in New York (address below).
   - Make sure to use UPS bubble-wrap packaging and not the cardboard variety.
   - The easiest way to arrange for shipping labels both to/from the consulate is through the VFS website.

   The British consulate will take about 3 weeks to return your passport with the visa to you.
   - KEEP A COPY OF BOTH OF THE TRACKING NUMBERS.
   - Double Check that you have included ALL REQUIRED DOCUMENTATION as outlined above.
   - Don’t forget to include the pre-paid, self-addressed, trackable, electronically-UPS-labeled envelope to return your passport with the visa (the VFS website makes it easy).
   - Note: To reiterate, make sure both to send your passport and all required documentation through a trackable method through UPS and to include an envelope which ALSO is trackable through UPS. You do NOT want your passport to get lost in the mail!
II. Priority Service [places your application at the front of the assessment queue with other priority applications/costs more]:

- BEFORE you put the application packet in the mail, visit the VFS User Pay Services website and follow these instructions. This costs an additional $258.
- Click the link for Priority Visa Service, and READ the instructions provided.
- You must pay for the Priority Service before you send your visa application to the consulate.
- You must print a copy of your priority receipt and place it in your envelope, on top of your application materials. (Make a copy of this too, for yourself!)”
- You must write “PRIORITY SERVICE” in very large letters on the front and back of the outermost envelope of your visa applications. This means the exterior of the UPS envelope. Failure to follow this direction will result in your application not being handled as priority.
- A reminder: The easiest way to purchase shipping ins through the VFS website.

Mailing Address for the British Consulate in New York:

The British Consulate General
845 Third Avenue
New York, NY 10022
Step Five: Check the Tier 4 (General) Student Visa “Vignette” and Your Decision Letter: Upload a Copy for LS

Even after receipt of your passport and application materials back from the UK consulate, your visa application is not complete. (It totally and really does seem endless).

After the UK consulate has processed the visa application by mail, successful applications should receive a “vignette” (e.g. visa sticker) in their passport indicating that they have been granted clearance to enter the UK for 30-days from the date they indicated they would enter the UK in the online visa application.

In addition, they will receive a “decision letter” indicating when the Biometric Residence Permit will be available and when they will pick it up. Keep this letter!

Once you have received your Decision Letter and your returned passport (with the vignette inside), please scan a copy of both and share them with LS Global Programs, following the same instructions for your passport.

The Tier 4 General Student Visa Vignette/Official Stamp

The “vignette” is an official stamp in your passport that looks like the image below. When you receive your passport back from the consulate, check it to make sure that everything is correct.

The Tier 4 Vignette

Key Elements to Review

- Valid from date: This is the earliest date you can enter the UK
- Valid until date: This is the latest that you can enter the UK. If this is before you intend to arrive to the UK, please notify NYU immediately.
- Personal details: Make sure these are correct
- Review the mid-section to see whether or not you are permitted to work.

The vignette is typically only valid for 30 days, so don’t panic if it doesn’t cover you for the enter dates of the program. The idea is that you will arrive to the UK and then pick up your BRP (“Biometric Residence Permit”) that will allow for you to exit and enter the UK and also
indicate that you are permitted to stay in the UK for the purposes of study for your freshman year.

**The visa stamp (aka the “vignette”) allowing you to enter the UK is what you will use to enter the country.**

You must enter the country on the dates indicated on the vignette. Students who enter outside of those dates may need to exit the UK and re-enter it within the appropriate time frame to be permitted to pick up the BRP (Biometric Residence Permit) required to study for the year in London. Or they will need to change their travel plans.

### The Decision Letter

The decision letter will confirm where you will need to go to pick up your Biometrics Residence Permit—which should be NYU London if you followed the above instructions—as well as will indicate the dates of your permission to stay in the UK.

- Make sure to keep your Decision Letter and bring it with you. Pack this in your carry-on with your passport (and make a copy/scan so that you have an easily-accessible back-up)

More information about the BRP, as well as a more extensive and helpful guide on reviewing it, will be shared in a later newsletter.
Step Six: The BRP or “Biometric Residence Permit”

After you have arrived to London for check-in, you will also need to pick up your “BRP” or Biometric Residence Permit allowing them to study in the UK.

In addition to the vignette in the passport, the Consulate will also have sent students a decision letter confirming:

- when the Biometric Residence Permit will be available and
- where to pick up their BPR

If this letter was not mailed to you with your other application materials, please let us know immediately.

Key Details about the BRP:

- Students must pick up the BRP within 10 days of arrival to the UK at the location specified on their decision letter: This should be NYU London
- Students must bring their decision letter to NYU London, as well as their travel document (e.g. the passport) with the vignette, to collect the BRP
- A copy of the student BRP’s will be kept on file at NYU London
Common Reasons Visa Applications Are Denied
— and other important things to know

- Consulates often change their requirements and policies suddenly and without notice. This document has been created to help guide you through the visa application, but obtaining your student visa is ultimately your responsibility. Please be sure to check the British Consulate website frequently for important announcements and updates.

- Consulates tend to be very busy and backed up as the beginning of a new semester approaches. In addition, consulates slow down in August and December, when many people take time away from work and processing slows. It is in your best interest to submit your application in full as early as possible. Don't delay!

- **Common reasons why visa applications are rejected:**
  - Student didn't send in original passport.
  - Student sends application to the wrong consulate. In the entire United States, there is only ONE consulate that accepts UK visa applications. DON'T just drop off your application at the nearest embassy—send your visa packet to the consulate listed on your Biometrics sheet!
  - Student splits up application into multiple pieces of mail. DON'T DO THIS! Send everything together, in the same envelope.
  - Student applies too late.
  - Application forms not completed properly.
  - Student submits a photocopy of a letter or a document, instead of the original. Don't submit photocopies of ANYTHING, unless specifically told it’s okay.

**Contact information for the British Consulate in New York:**
The British Consulate General
845 Third Avenue
New York, NY 10022

**This document was prepared by:**
New York University
Global Programs/Liberal Studies
726 Broadway, Fl. 6
New York, NY 10003
212-998-7146
ls.abroad@nyu.edu