



HARTPURY

Applying for a Tier 4 visa from outside the UK

Congratulations on receiving an offer from Hartpury College for your chosen course of study. We look forward to welcoming you to campus. To do that you will need to apply and be granted an immigration visa. Below are helpful tips on starting and completing the immigration process.

Step 1: Familiarise yourself with the application process and guidance

Visit the UK Visas and Immigration (UKVI) site titled “Tier 4 (General) visa”. Everything you need to know about the visa application process is available from this site. There are also links to a number of important documents, including the full “Tier 4 policy guidance”. We recommend reading the guidance carefully and refer to it when completing your application.

Review the webpages and guidance carefully, the information is very detailed but important. There is information on how to apply and documents you will need to provide. The application process requires documents in the format stated. As an example: even if your application is filled in correctly and you have paid your fees, failure to submit correct documents could result in your application being rejected and you needing to start the process again from scratch.

Step 2: Request your CAS

You will need to request a CAS from us to support your Tier 4 visa application. Reasons for needing a CAS are listed below:

- Are a new applicant to Hartpury and have an unconditional offer.
- If you are continuing on a course, you have already started and need to apply for an extension.
- If you have completed a course at Hartpury and are applying for a new course. (i.e. completing a 2 year foundation degree and applying for a ‘Top-Up’ or completing A-Levels or BTEC and wishing to apply for a university course.

The Hartpury “CAS application” forms are downloadable from the Hartpury website at the following link: <http://www.hartpury.ac.uk/university-centre/international/coming-from-outside-the-eu/>

Important: All applications for Tier 4 visas for students wishing to attend Hartpury or continue on a course must be made from OUTSIDE the UK; e.g. your home country. Hartpury will not issue your CAS until you have declared yourself OUTSIDE of the UK.

Step 3: Complete the on-line application process and book an appointment at your nearest Visa Application Centre

Once you have your CAS you should submit your Tier 4 visa application online; unless you are from Cuba, Zimbabwe, or North Korea.

If you wish to submit your visa application via a premium route, please check that such an option is available at the relevant Visa Application Centre by contacting them direct. Visa Application Centre

locations, contact information, and opening times are available on the UK government website: <https://www.gov.uk/find-a-visa-application-centre>

When you confirm your BRP Collection Location in your application be sure to enter Hartpury's unique code, **2FE252** in the "alternative location" field. Your BRP will be delivered to the Hartpury rather than the local Post Office (Gloucester) in advance of your arrival. Under 18 students are strongly urged to have their BRP's sent to Hartpury.

Step 4: Attend your appointment and submit your documents

At the appointment, you will need to:

- Submit all required documents*
- Have your fingerprints and photograph (known as 'biometric information') taken
- You may undergo a brief "credibility interview" using video conferencing software

*Please make sure you submit ALL required documents. There is no flexibility about the documents you have to submit. If your documents do not exactly match the requirements set out in the Tier 4 Policy Guidance, your application will be refused. We highly recommend that you also keep a photocopy of your completed application and all submitted documents, including your passport.

Step 5: Receive and check your visa

Assuming your application is successful. You will be initially issued with a vignette (sticker) in your passport that is valid for a 30 day period from your proposed date of travel. You will also be issued with a letter detailing your full grant of leave, and explaining that you need to collect your Biometric Residency Permit (BRP) within 10 days of arriving in the UK. It is important that you check all of the information in the letter is correct and the information on the physical BRP card is when you collect it. In particular, you should check:

- Your name and date of birth
- That you have been granted leave as a Tier 4 (General) student
- The Sponsor Licence Number (SLN) reads:
- The start and end dates of the leave (this should cover the full duration of your course and end no later than 3 months after the course ends)
- Work conditions
- The condition to register with the police, where applicable
- The details of where you need to collect your BRP from (provided you used Hartpury's unique code during the online application process you will be able to collect your BRP from the university's International and Admissions Department)

Important: If any of the details are incorrect, you should attempt to have them corrected by the Entry clearance Post before travelling to the UK. Information on the process for corrections is included in the letters that come with the vignette and BRP.

If you have any further questions please contact the International and Admissions team at internationalenquiries@hartpury.ac.uk