



Home Office

UK Border Agency

TIER 4

Tier 4 of the Points Based System – Policy Guidance

This guidance
is to be used
for applications
made on or after
31 March 2009

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TIER 4 OF THE POINTS-BASED SYSTEM – POLICY GUIDANCE

Introduction

1. This document gives the policy guidance if you are coming to the United Kingdom as a student under tier 4 of the points based system, and should be read with paragraphs 245ZT to 245ZZD of the immigration rules. It is correct at the time of publication but may change, so you should always check you have the right version by going to our website.
2. If you are making an application from outside the United Kingdom for entry clearance you should go to the International Group website (formerly known as UK Visas) at www.ukvisas.gov.uk/en/howtoapply/vafs where you can find the forms and more information on how to fill them in.
3. For the immigration rules in full and more information on how to apply, go to our website which can be found at www.ukba.homeoffice.gov.uk/studyingintheuk/.

Glossary

Term	Definition
approved education provider/licenced sponsor	an education provider that is approved by us and has been given a licence to bring students to the United Kingdom under tier 4 of the points-based system. This can be as an adult (known as a general student) or child student categories, or both
care arrangements	suitable arrangements for any children for their travel to the United Kingdom, reception at port and living arrangements while in the United Kingdom
close relative	a grandparent, brother, sister, step parent, uncle (brother or half brother of the child's father or mother) or aunt (sister or half sister of the child's parent) who is aged 18 years or over
confirmation of acceptance for studies	will replace visa letters once the sponsorship management system is implemented, and will be an electronic reference number
course	course at an acceptable level – the levels are different for child and adult students
general student	adult student
intended carer	a resident British citizen or other United Kingdom resident who is a close relative or in a private foster care arrangement
maintenance/funds/money	money for course fees and living costs
official financial or government sponsorship	students sponsored by Her Majesty's Government, their home government, the British Council or any international organisation, company or university
parent(s) or legal guardian	the child's parent(s) or legal guardian, or just one parent who has the sole legal responsibility for the child
partners or children/dependants	married, civil or same sex partners or children of the student applying

private foster care	where children (under 16 years old or 18 years old if disabled) are cared for on a full-time basis by adults, who are not their parents or a close relative for more than 28 days
pre-sessional course	course to prepare you for study
sponsorship	course with an approved education provider
study in London	if the majority of study (more than 50% of your study time) will be in any of the following London boroughs: Camden, City of London, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster
Tier 4 register of sponsors	the register that all approved education providers appear on once we have given them a licence to bring students to the United Kingdom.
visa letter	official unconditional offer confirming course from an approved education provider, which the student gets 30 points for
we/us/our	UK Border Agency
work placement	work placement which is assessed as part of a course of study, and is no more than 50% of the length of the course in the United Kingdom

Key principles

4. There are two types of student categories in tier 4 of the points-based system:

- adult student (also known as general student) – if you are coming to the United Kingdom for your post-16 education;
- child student – for children between 4 and 17 years old to come to the United Kingdom for their education. Those who are between 4 and 15 years old may only be educated at independent fee paying schools.

5. If you are 16 or 17 years old and want to study a course at National Qualification Framework level 3 or above, you can agree with your approved education provider either to apply as an adult or child. Those studying for an English language qualification at Common European Framework of Reference for Languages (CEFR) Level A2 or above must apply as an adult student.

6. You must meet the requirements of the immigration rules and have 40 points in total as shown in the table below:

Points	What you get points for	Proof and documents needed
30	Doing a course (at an acceptable level) with an approved education provider (also known as sponsorship)	Visa letter from your education provider and supporting documents as specified in this guidance.

10	Having enough money to cover your course fees and monthly living costs (also known as maintenance or funds)	Bank statement or letter confirming that you have enough money available to cover your course fees and monthly living costs as we specify, at the time you submit your application You must show that you have held the money for at least 28 days. The end of that 28 day period must not be more than one month before the date of your application.
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7. Approved education providers will start issuing confirmation of acceptance for studies which will replace visa letters once the sponsorship management system is implemented. This will be an electronic reference number and will need all the same information that is currently in the visa letter to issue the confirmation of acceptance for studies.

8. When you provide your visa letter, you must also provide the documents listed on your visa letter at the same time as your application.

9. You will have to provide your biometric details with your application. You can find more information about biometrics on our website or the application form.

10. Your application as a student under tier 4 can be refused under general grounds for refusal listed in the immigration rules. This means that even if you meet the requirements of the category you are applying for, there may be other reasons why we will refuse your application. For example, this could be because of your previous immigration history. You can find more information about general grounds for refusal on our website at: <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idischapter9/>.

THE ROLE OF THE APPROVED EDUCATION PROVIDER (KNOWN AS SPONSOR)

The licence

11. To apply as a student under tier 4, you must have an approved education provider. All education providers who want to provide courses for international students need a licence from the UK Border Agency. Once they get a licence, they are added to the tier 4 register of sponsors.

12. The register of sponsors has the name, location and rating of the organisation. All sponsors (who are approved education providers) are given an A rating or B rating when they join the register. The B rating is a transitional rating and means that the sponsor is working with us to improve their systems.

13. You can check whether your education provider has a licence by looking at the Tier 4 register of sponsors on our website at: <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pointsbasedsystem/registerofsponsorseducation>

The visa letter

14. Your approved education provider will give you a visa letter which is an official and unconditional offer of a place on a course of study.

15. The information in the visa letter depends on what category of student you are applying under. You can find the details of what the letter should include in the sections of this guidance for adult and child students.

16. Your visa letter must be issued no more than six months before you apply. The date you are applying means the date you submit your application. We will refuse applications where the visa letters are older than six months.

17. Having a visa letter does not guarantee your application will be successful. You must meet all the requirements of the category and any other requirements of the immigration rules.

The duties of your approved education provider

18. Your approved education provider is your licenced sponsor while you are in the United Kingdom and they have a number of duties that they must comply with.

Record keeping duties

19. Your approved education provider must keep:

- a copy of your passport, identity card for foreign nationals or United Kingdom immigration status document (you should keep the original);
- your contact details.

Reporting duties

20. Until your approved education provider starts issuing confirmation of acceptance for studies to students their reporting duties are voluntary. Until then we encourage them to report to us:

- if you fail to enrol on your course within the enrolment period;
- if you miss 10 expected contacts without your approved education provider's permission;
- if they stop being your immigration sponsor for any other reason, for example, if you move in to an immigration category that does not need an approved education provider;
- if there are any significant changes in your circumstances, for example, if the length of a course of study becomes shorter;
- any suspicions they may have that you are breaking the conditions of your permission to stay.

21. You must give your approved education provider all the information they need to be able to meet the duties above. If you do not, we may investigate them and take action against your education provider which may affect you.

What to do if you think your approved education provider is not complying with their duties

22. If you think your approved education provider is not complying with their duties or has given false information to us about you, you must tell us your concerns.

23. We treat any allegation of abuse of your education provider's duties (known as the sponsorship arrangements) in the strictest confidence. Anyone with information about abuse of the sponsorship arrangements can contact us on 0845 010 6677 or at sponsorshippbsenquiries@ukba.gsi.gov.uk.

Account manager or compliance officer visits

24. Your approved education provider can get a visit from our visiting officers at any time to check they are complying with their duties. During the visit, our teams may want to speak to you and other students they are sponsoring.

Changes to your approved education provider's licence

25. There are certain circumstances where the status of your approved education provider's licence may have an effect on you and your application.

If your approved education provider's licence is suspended

26. If your approved education provider's licence is suspended, they cannot issue any new visa letters.

Licence suspended	What will happen
Before you apply to come	You can still apply for permission to come to the United Kingdom but we will hold your application until the suspension is resolved.
Before you travel to the United Kingdom	If you have a visa letter that you got before your approved education provider's licence was suspended, and have already been granted permission to enter the United Kingdom, but you have not yet travelled, we will try and contact you to tell you not to come until we have resolved the suspension.
If you do travel to the United Kingdom	If you do travel to the United Kingdom, you will be allowed to enter and start studying with your approved education provider.
If you are already in the United Kingdom studying	If you are already in the United Kingdom and studying with your approved education provider, we will not tell you if we suspend their licence. However, if the result of the suspension is that your approved education provider loses their licence, we will tell you and your permission to stay will be limited.
If you are extending your stay	You can still apply to extend your permission to stay if it runs out when your approved education provider's licence is suspended, as long as you already have your visa letter. However, we will hold your application until the suspension is resolved.

If their licence is withdrawn

27. If your approved education provider's licence is withdrawn, all visa letters become invalid.

If your approved education provider's licence is withdrawn	What will happen
Before you apply to come	If your approved education provider's licence is withdrawn, your visa letter will become invalid and you will not be able to use it to apply for a student visa to come to the United Kingdom. Any applications made using an invalid visa letter will be refused.
Before you travel to the United Kingdom	If you have been given permission to come but have not travelled yet, your permission to come is cancelled. If you travel to the United Kingdom you will not be allowed to enter.

<p>If you are already in the United Kingdom studying.</p>	<p>We will limit your permission to stay to:</p> <ul style="list-style-type: none"> •60 days if you were not involved in the reasons why your approved education provider had their licence withdrawn (we will not limit your permission to stay if you have less than six months left. You may want to apply for permission to stay with another approved education provider during this time). •immediately if we think you were involved in the reasons why your sponsor’s licence was withdrawn.
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If they are taken over

<p>If your approved education provider is taken over</p>	<p>What will happen</p>
<p>If you are inside or outside the United Kingdom</p>	<p>If your approved education provider is taken over by another organisation, the new organisation must apply to become an approved education provider within 28 calendar days of them taking over the business (if they are not already licenced by us).</p> <p>If they do not already have a licence or do not apply for one within 28 days, we will limit your permission to stay to 60 days. You may want to apply for permission to stay with another approved education provider. We will not limit your permission to stay if you have less than six months left.</p> <p>If your new approved education provider does not get a licence, you cannot study with them.</p>

MONEY (ALSO KNOWN AS MAINTENANCE OR FUNDS)

Money needed

28. The money you need to show covers your course fees for your first year of study and living costs for up to a maximum of nine months. The amount you will need depends on whether you are applying as a child or adult.

29. Your money must be held in cash. Shares, bonds, pension funds and similar savings accounts will not be accepted.

30. You must show that you have held the money for at least 28 days. The end of that 28 day period must not be more than one month before the date of your application.

Calculating overseas money

31. If you are using overseas currency, we will expect you to show (write on the document) the closing balance in pounds sterling. We use the official exchange rate on the OANDA website, which can be found at www.oanda.com/convert/classic.

What is study in London?

32. Your study is in London if the majority of your study (more than 50% of your study time) will be in any of the following London boroughs: Camden, City of London, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster. If you are not studying in any of these boroughs, you will be studying outside London.

33. We will use the address given in your visa letter as proof of your main study site.

34. If you want to check the address, you can put the approved education provider's postcode in to About my vote website which you can find at (www.aboutmyvote.co.uk).

35. You must show the following amount of money to meet basic living costs (not including fees):

- £800 per month if you are living in London;
- £600 per month if you are living outside London.

Proof of availability of money

36. You can prove you have the money if you have:

- cash in an account in your name (this includes joint accounts with your name); or
- a loan in your name; or
- official financial or government sponsorship.

37. Child students can use an account in their parent or legal guardian's name.

If your course starts or ends half way through a month

38. If the length of your study includes a part of a month, we will round the time up to the next month. For example, if a course is seven months and two weeks, you must have enough money for eight months.

39. Any partners or children (also known as dependants) you want to bring with you will have to have their own money in place. See the dependant's guidance for more information, which you can find on our website.

OFFICIAL FINANCIAL SPONSORSHIP

40. You may be sponsored by an official financial sponsor. An official financial sponsor is Her Majesty's Government, your home government, the British Council or any international organisation, company or university.

41. Within the last 12 months, you may have been financially sponsored to be in the United Kingdom by a government or an international scholarship agency in one of the following categories:

- student; or
- adult or child student (known as tier 4); or
- student nurse; or
- student re-sitting an examination; or
- student writing up a thesis; or
- postgraduate doctors and dentists.

42. If you are currently financially sponsored by a government or an international scholarship agency, or this financial sponsorship ended within 12 months of your application being made, you will need their permission to stay in or re-enter the United Kingdom. You must provide us with your financial sponsor's unconditional consent in writing. If the financial sponsor does not give consent, we will refuse your application.

PARTNERS AND CHILDREN (ALSO KNOWN AS DEPENDANTS)

43. Any partners or children who want to come to the United Kingdom with you must also have documentary proof that they have enough money to support themselves. You can find more information in the dependant's guidance, which can be found on our website.

44. Child students are not allowed to bring partners to the United Kingdom with them as dependants. Anyone who has any children under the age of 18 who are living with them or who they are financially responsible for, is not able to come to the United Kingdom as a child student.

45. If a child student is married or has a partner who wants to come with them, the only way they can do so is if they make an application of their own. This could be in another immigration category.

CARE ARRANGEMENTS

46. All children studying in the United Kingdom must have suitable care arrangements in place for their travel, reception at port and living arrangements while here.

47. Children are all students under 18 years old. If you are 16 or 17 years old and applying as an adult student, you must have your parent(s) or legal guardian(s) written consent that you can live and travel independently.

48. All arrangements for children's care and accommodation in the United Kingdom must comply with relevant United Kingdom legislation and regulations.

49. More information can be found on the Department of Health website:

- Accommodation of students under eighteen by further education colleges: national minimum standards and inspection regulations: http://www.dh.gov.uk/en/PublicationsandStatistics/Publications/PublicationsPolicyAndGuidance/DH_4005629
- Boarding schools: national minimum standards, inspection regulations: http://www.dh.gov.uk/en/PublicationsandStatistics/Publications/PublicationsPolicyAndGuidance/DH_4006331
- Residential special schools: national minimum standards, inspection regulations: http://www.dh.gov.uk/en/PublicationsandStatistics/Publications/PublicationsPolicyAndGuidance/DH_4006472

Private foster care arrangement

50. Children (under 16 years old or 18 years old if disabled) are privately fostered when they are cared for on a full-time basis by adults, who are not their parents or a close relative, for more than 28 days. It is the responsibility of the parent, carer, and anyone else involved in making the private fostering arrangement (including the approved education provider), to notify their local council of the private fostering arrangement.

51. The local authority is responsible for safeguarding and protecting children. They must make sure that private foster carers are suitable and that they get any support and guidance that they may need to help them care for the child.

52. A close relative, parent or legal guardian cannot be a private foster carer.

Additional documents and proof for students under 18 years old

53. All students under 18 years old will need to get their parent(s) or legal guardian's written consent to the care arrangements for their travel to, reception and care while in the United Kingdom, before permission to enter or stay will be given.

TYPES OF STUDY AND WORK PLACEMENTS

Student union sabbatical officers

54. A student union sabbatical job is a full-time, salaried, elected executive union position. You may take this job during your studies or in the academic year immediately after you graduate.

55. If you take the job while you still have time left in your permission to stay as an adult student, your approved education provider must let us know as they are responsible for you until your permission to stay (known as leave to remain) runs out.

56. If you want to do the job at the end of your course, and you have no more time left in your permission to stay as a student, you must apply again and meet the requirements of the category.

57. A sabbatical job is normally for one academic year and you may be given permission to stay as an adult student to cover this time. If you are re-elected after one year, you will have to apply again. You can only have the job for a maximum of two years.

58. The requirement that a work placement be no more than 50% of your overall course in the United Kingdom does not include any period that you are in post as a student union sabbatical officer.

59. While your education provider is not exempt (free) from their reporting duties, your contact with them is likely to be different because of the nature of your work.

60. You can do additional work but it is restricted to part-time work during term-time (no more than 20 hours a week) and full-time work during vacations, if you are not working full-time for the Students' Union in the vacations.

Work placements

61. You will be allowed to do a work placement as part of your course of study, as long as the work placement is an assessed part of the course and the course is at an acceptable level for adult or child students. The work placement must be no more than 50% of the length of the course in the United Kingdom. An example is if a course is two years long and the first year of the course involves full-time study, with the last year in a work placement.

62. If you are enrolled on a higher education course at an overseas higher education institution and are coming to the United Kingdom to do part of your course, you may also do a work placement as part of your course as long as it is no more than 50% of your study in the United Kingdom.

63. If you have a visa letter for a course which involves a work placement, your approved education provider will remain responsible for you throughout the work placement.

Course to prepare you for study (known as pre-sessional)

64. A course to prepare you for study is an intensive English language course or any other course you take to prepare you for your main course of study in the United Kingdom. The course must be at the correct level for adult students or child students, whichever applies to you.

65. If you have an unconditional offer of a place on your main course, we will give permission for both courses at the same time if you are doing the course to prepare you for study:

- with the same approved education provider as your main course; or
- with a partner institution named on the approved education provider's licence.

66. If you only have a conditional offer to do your main course, you will need to apply to do the course to prepare you for study first. If you successfully finish that course, you should apply for a new visa while inside the United Kingdom to continue your studies on your full-time course. We will send you a letter to let you know we have received your application. As long as you make your application before your permission to stay runs out, you can start the full-time course in the meantime. You do so at your own risk as we could refuse your application.

67. If the course to prepare you for study is below the acceptable level, you may want to apply under a different immigration route. But it is not possible to switch into the adult or child student category if you are in the United Kingdom as a child visitor or student visitor. You must leave at the end of your course and apply from outside the United Kingdom.

Extra studies

68. As a child or adult student, you are allowed to do extra courses, for example, evening courses, as well as your main studies. The course can be on any subject, and does not have to relate to your main course of

study. You do not need permission from us to do extra studies, and you do not need to tell your approved education provider. But you must make sure that the extra course does not get in the way of the course that you have permission to stay for.

ADULT STUDENTS (ALSO KNOWN AS GENERAL STUDENTS)

69. See paragraphs 245ZT to 245ZY of the immigration rules for full details of the requirements of the general student category.

What is the adult student category?

70. The adult (also known as general) student category is for people coming to the United Kingdom for post-16 education.

71. You and your approved education provider can agree whether you apply as an adult or child student if you are 16 or 17 years old and studying a course at National Qualification Framework level 3 or the same as or above.

Can I switch in to the adult student category?

72. You can switch in to the adult student category if you have, or were last given, permission to stay in the following categories:

- post-study worker (tier 1);
- skilled worker (tier 2 General);
- intra-company transfer (tier 2);
- minister of religion (tier 2);
- child student (tier 4);
- prospective student;
- student;
- student re-sitting an examination;
- student nurses;
- students writing up a thesis;
- Student Union sabbatical officer;
- work permit holder;
- a postgraduate doctor or dentist;
- participant in the Science and Engineering Graduates Scheme ;

- participant in the International Graduates Scheme;
- participant in the Fresh Talent: Working in Scotland Scheme.

What type of study can I do as an adult student?

Full-time study

73. As an adult student, you must be doing full-time study in the United Kingdom on either:

- a full-time course of study that leads to a United Kingdom recognised bachelor or postgraduate degree; or
- an overseas higher education course which is recognised as being equivalent to a United Kingdom higher education qualification at an overseas higher education institution; or
- a course of study below United Kingdom degree level that involves a minimum of 15 hours per week organised daytime study (daytime study is 8am - 6pm, Monday to Friday).

English language courses

74. You can come to the United Kingdom to study an English language course. The minimum level of study is set at Common European Framework of Reference for Languages (CEFR) Level A2.

Higher education courses at overseas institutions

75. If you are enrolled on a higher education course at overseas higher education institution, you can do a short-term study abroad programme in the United Kingdom as part of your qualification. This is as long as the qualification is validated as the same level or above as a United Kingdom degree by UK NARIC. You can find contact details for UK NARIC on their website at <http://www.naric.org.uk/>.

Post-graduate doctors and dentists

76. You are allowed to do a recognised Foundation Programme as a postgraduate doctor or dentist in the United Kingdom in the adult student category, as long as you meet all the requirements for the category.

77. There are also some additional requirements you must meet. These are as follows.

78. You must have successfully completed a recognised United Kingdom degree in medicine or dentistry from:

- an approved education provider who has a licence to bring in students; or
- a United Kingdom publicly funded institution of further or higher education; or
- an institution on the Department for Innovation, Universities and Skills list of recognised bodies or listed bodies list, which keeps satisfactory records of enrolment and attendance.

79. You must have been given permission to stay in the United Kingdom as a student under the rules in place before 31 March 2009 or as an adult student. This permission must have covered your final academic year and at least one other academic year of your studies leading to the above degree.

80. You can get a maximum period of three years permission to stay as an adult student to do a recognised Foundation Programme as a postgraduate doctor or dentist.

How long can I come for as an adult student?

Type of course	Length of course	Length of stay allowed
Degree level or above	12 months or more	The full length of the course plus four months after the end of your course
Degree level or above	Six months or more, but less than 12 months	The full length of the course plus two months after the end of your course
Course to prepare you for study (known as pre-sessional)	Less than six months	The full length of the course plus one month after the end of your course
Short course (not one to prepare you for study)	Less than six months	The full length of the course plus seven days after the end of your course
Below degree level	12 months or more	The full length of the course (up to a maximum of three years if you are 18 years old or over) plus four months after the end of your course
Below degree level	Six months or more, but less than 12 months	The full length of the course (up to a maximum of three years if you are 18 years old or over) plus two months after the end of your course
Postgraduate doctors and dentists on a recognised Foundation programme	Maximum of three years	The full length of the course (up to a maximum of three years) plus one month after the end of your course

81. If you are already in the United Kingdom and your existing permission to stay runs out more than one month before the start-date of your proposed course of study, you will be expected to return overseas and apply from outside the United Kingdom. If you apply from inside the United Kingdom, your application will be refused.

82. If you are applying from inside the United Kingdom to extend your stay, we suggest you should apply in the last four months of your permission to stay if possible. This is because as soon as we give permission to stay (your application is approved), your new approved education provider (the one who issued your visa letter) becomes responsible for you.

83. If you are 18 years old or over and studying below degree level (this can include a number of courses), you will only be allowed to study for a total time of three years in the United Kingdom. You will not be allowed to apply for a new visa to study below degree in the United Kingdom, if you have already been studying below degree level for three years.

84. If you have official financial sponsorship, and your financial sponsor limits the time you may study in the United Kingdom, the permission to stay given will be limited to the same length of time.

How many points do I need as an adult student?

85. As an adult student, you must have:

- 30 points for a visa letter, which you get for studying a course at an acceptable level with an approved education provider (also known as sponsorship); and
- 10 points for having enough money (also known as maintenance or funds) for your course fees and living costs.

86. You will only get the points if your approved education provider has met all the requirements of the immigration rules when they issue your visa letter, and all the documents listed in the visa letter are sent with your application. You must also send proof of your availability of money.

The visa letter for adult students

87. The visa letter should include the following information:

Route	This should say adult (also known as general) student
Student	<ul style="list-style-type: none">• name (as it appears in your passport if applicable)• nationality• your passport or travel document number (optional)

<p>Approved education provider</p>	<ul style="list-style-type: none"> • licence number • address (if different from the letterhead) • contact details (if different from the letterhead) • the name and address of any partner institution if you are studying at another institution as part of this course • the name and address of any overseas higher education institution if the time of your United Kingdom study is part of an overseas higher education course
<p>Course</p>	<ul style="list-style-type: none"> • title • the academic level of course or qualification awarded when finished (the National Qualifications Framework level or the type of qualification, for example, a bachelor's degree in chemical engineering) • start date (the date you start your main studies, or the date you start an induction or course to prepare you for study if you have an unconditional offer to do your main course) • expected end date • latest date you can join the course (optional) • hours per week (optional if studying a full-time degree course that leads to a United Kingdom recognised bachelor or postgraduate degree or an overseas higher education course equivalent to a United Kingdom higher education course) • address of your main place of study if different to the approved education provider's main address • address of the organisation offering you a work placement, if known and applicable
<p>Money</p>	<ul style="list-style-type: none"> • course fees for the first year, or the length of the course (as stated on your visa letter) • course fees paid so far (if applicable) • accommodation fees paid so far (if applicable)

Documents used to get the visa letter	<p>List of evidence the approved education provider used to assess your academic ability to finish the course which may include:</p> <ul style="list-style-type: none"> • level or type of qualification (if applicable) • qualification awarding body and/or institution (if applicable) • Confirmation that an Academic Technology Approval Scheme (ATAS) clearance certificate is needed (if applicable)
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88. All fields apart from those marked optional or if applicable are mandatory.

The visa letter for postgraduate doctors and dentists

89. The visa letter for postgraduate doctors and dentists should contain the following information:

Route	This should say adult (also known as general) student
Student	<ul style="list-style-type: none"> • name (as it appears in your passport if applicable) • nationality • your passport or travel document number (optional)
Approved education provider	<ul style="list-style-type: none"> • licence number • address (if different from the letterhead) • contact details (if different from the letterhead) • the name and address of any partner institution if you are studying at another institution as part of this course • the name and address of any overseas higher education institution if the time of your United Kingdom study is part of an overseas higher education course

Course	<ul style="list-style-type: none"> • title of course • if the visa letter is from the relevant postgraduate Dean, confirmation that the Foundation Programme is recognised by the medical community or • if the visa letter is not from the relevant postgraduate Dean a separate letter will be needed to confirm that the Foundation Programme is recognised by the medical community • start date (the date you start your main studies, or the date you start an induction or course to prepare you for study if you have an unconditional offer to do your main course) • expected course end date • latest date you can join the course (optional) • confirmation that the Foundation Programme is full time
Finances	<ul style="list-style-type: none"> • course fees for the first year, or the length of the course (as stated on your visa letter) • course fees paid so far (if applicable) • accommodation fees paid so far (if applicable)
Documents used to get the visa letter	<p>List of evidence the approved education provider used to assess your academic ability to finish the course which may include:</p> <ul style="list-style-type: none"> • your recognised United Kingdom degree in medicine or dentistry from an approved education provider or an institution on the Department for Innovation, Universities and Skills list of recognised bodies or listed bodies list • level or type of qualification (if applicable) • qualification awarding body and/or institution (if applicable) • Confirmation that an Academic Technology Approval Scheme (ATAS) clearance certificate is needed (if applicable)

90. All fields apart from those marked optional or if applicable are mandatory.

91. If your approved education provider is giving you a new visa letter to finish your course, they will have told us how they have assessed you, which may be on your qualifications or progress. If you have been assessed on your progress on your course, we do not need to see any documents as proof.

What are the acceptable levels of courses that I can study as an adult student?

92. You can get a visa letter for courses that lead to an approved qualification and are:

- approved at level 3 or the same as or above on the National Qualifications framework (NQF);
- approved at the same level in the Scottish Credit and Qualifications Framework (SCQF);
- approved at the same level by the Qualifications, Curriculum and Assessment Authority for Wales (ACCAC);
- approved at the same level by the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland;
- are short-term study abroad programmes in the United Kingdom as part of your qualification at an overseas higher education institution, as long as the qualification is confirmed as the same as a United Kingdom degree level by UK NARIC. You can find contact details for UK NARIC on our website; or
- an English language course at level A2 of the Common European Framework of Reference for Languages. If you want to do another English language course after your first course, you will need to show a formal assessment of the English language level you got.

How many points do I get for money (also known as maintenance or funds)?

93. As an adult student, you get 10 points if you have enough money to cover the course fees and living costs shown below. This is known as the maintenance (funds) requirement.

94. You will not have access to most state benefits (known as public funds) so must have enough money to support yourself so you do not face financial difficulties.

What money do I need?

95. The money you need depends on the length of your course and where you will study.

Length of course	Where you will study	Maintenance (funds) needed
Nine months or less	In London	Course fees and £800 to cover living costs for each calendar month of the course
Nine months or less	Outside London	Course fees and £600 to cover living costs for each calendar month of the course
More than nine months	In London	First year of fees and £7,200 to cover living costs for nine months in the United Kingdom
More than nine months	Outside London	First year of fees and £5,400 to cover living costs for nine months in the United Kingdom

96. If you have already paid some of your fees or accommodation before applying for your visa, this amount will be taken away from the total amount of money you need to show. For accommodation, this only applies if you are staying in university or college arranged accommodation.

Applying for a further course of study or to complete an existing course of study (extending your stay)

97. You can apply to extend your permission to stay while you are in the United Kingdom, or you can apply to extend your permission from outside the United Kingdom.

98. You may need a lower amount of money for your living costs. The money you need to apply for a further course of study or to complete an existing course of study will depend on the length of your course and where you will study.

99. This applies if you have undertaken a course of study in the United Kingdom in the last four months before you apply, and the course of study was six months or more, and you wish to apply for a further course of study or to complete an existing course of study.

Length of course	Where you will study	Maintenance (funds) needed
Nine months or less	In London	Course fees, and £800 to cover living costs for each calendar month of the course up to a maximum of two months
Nine months or less	Outside London	Course fees, and £600 to cover living costs for each calendar month of the course up to a maximum of two months
More than nine months	In London	First year of fees, and £1,600 to cover two months of living costs in the United Kingdom
More than nine months	Outside London	First year of fees, and £1,200 to cover two months of living costs in the United Kingdom

100. You cannot apply for the lower amount of living costs if you:

- finished your course more than four months ago; or
- the course you finished was less than six months.

CHILD STUDENT

101. See paragraph 245ZZ to 245ZZD of the immigration rules for full details of the requirements of the child student category.

What is the child student category?

102. The child student category is for people coming to the United Kingdom to be educated between four and 17 years old. Children between four and 15 years old must be educated at independent fee-paying schools.

103. You and your approved education provider can agree whether you apply as a general or child student if you are 16 or 17 years old and studying a course at National Qualification Framework level 3 or the same as or above.

104. You must apply as a child student if you want to study National Qualifications Framework level 2.

Who can switch in to the child student category?

105. You can switch into the child student category if you have, or were last given, permission to stay as a prospective student or as a student under the Immigration Rules in place before 31 March 2009

How many points does a child student need?

106. A child student needs:

- 30 points for a visa letter, which a child gets for studying a course at an acceptable level with an approved education provider (also known as sponsorship); and
- 10 points for having enough money (also known as maintenance or funds) for a child's course fees and living costs.

107. As well as having enough points, a child must have suitable care arrangements in place for their travel, reception and care. The money a child will need depends on their living arrangements while they are in the United Kingdom.

How long can a child student come for?

108. If you are already in the United Kingdom and your existing permission to stay runs out more than one month before the start-date of your proposed course of study, you will be expected to return overseas and apply from outside the United Kingdom. If you apply from inside the United Kingdom, your application will be refused.

109. The length of stay a child is given will be the shortest of the following:

- the length of stay a child asks for; or
- the length of a child's course; or
- the maximum time a child is allowed.

Age of child	Length of stay allowed
Under 16 years old	<p>The full length of the course up to a maximum of six years</p> <p>plus</p> <p>four months after the end of the course. A child will need to apply again before their permission to stay runs out if their programme of education is longer than six years</p>
16 or 17 years old	<p>The full length of the course up to a maximum of two years</p> <p>plus</p> <p>four months after the end of a child's course</p>

110. If a child turns 18 years old, they can carry on with their course until their permission to stay ends. If the 18 year old wants to apply again for more permission to stay to finish a course, they will have to apply as an adult student (the date of the application is used to decide the age), and meet the requirements for this category.

111. If a child has official financial sponsorship, and their financial sponsor is limiting the time they may study in the United Kingdom, the permission to stay given will be limited to this length of time.

How many points does a child get for a visa letter?

112. A child student gets 30 points for a valid visa letter.

113. A child will only get the points if their approved education provider has met all the requirements of the immigration rules when they issue the visa letter, and all the documents listed in the visa letter are sent with the application. A child must also send proof of their availability of money.

What should a child student visa letter include?

114. The visa letter should include the following information:

Route	This should say child student
Student	<ul style="list-style-type: none"> • name (as shown on the child’s passport if applicable) • nationality • the passport or travel document number (optional) • contact details of the child’s parent(s)/legal guardian of the applicant
Approved education provider	<ul style="list-style-type: none"> • licence number • address (if different from the letterhead) • contact details (if different from the letterhead) • the name and address of partner institution if the child is studying at another institution as part of this course • confirmation that the child’s sponsor is providing any accommodation (if applicable)
Course	<ul style="list-style-type: none"> • title of course or curriculum to be studied or confirmation that the course or curriculum meets the independent school education inspection standards (if applicable) • start date (the date the child starts their main studies, or the date they start an induction or a course to prepare them for study if they have an unconditional offer to do their main course) • latest date the child can join the course (optional) • expected end date • address of the child’s main place of study if different to the education provider’s main address
Money	<p>Non-boarding and day students:</p> <ul style="list-style-type: none"> • course fees for the first year, or the length of the course (as stated on your visa letter) • course fees paid so far (if applicable) • accommodation fees paid so far (if applicable) <p>Boarding students:</p> <ul style="list-style-type: none"> • boarding fees (being course fees and board or lodging fees) for the first year • boarding fees already paid (if applicable)

Documents used to get the visa letter (this is only necessary for 16 or 17 year olds)	List of evidence the education provider used to make sure the child will be able to finish the course, which must include: <ul style="list-style-type: none"> • level or type of qualification (if applicable) • qualification awarding body or institution (if applicable)
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115. All fields apart from those marked optional or if applicable are mandatory.

116. If you are 16 or 17 years old and your approved education provider is giving you a new visa letter to finish your course, they will have told us how they have assessed you, which may be on your qualifications or progress. If you have been assessed on your progress on your course, we do not need to see any documents as proof.

What are the acceptable levels of courses a child student can do?

117. A child student can do courses that are:

- taught in line with the National Curriculum; or
- taught in line with the National Qualification Framework (NQF); or
- accepted as being the same academic level as the National Curriculum or the National Qualification Framework by Ofsted (England), the Education and Training Inspectorate (Northern Ireland), Her Majesty’s Inspectorate of Education (Scotland) or Estyn (Wales); or
- taught in line with existing (also known as prevailing) independent school education inspection standards.

How many points does a child student get for their money?

118. A child student gets 10 points if they have enough money to cover their course fees and living costs shown in the table. This is known as the maintenance (funds) requirement.

119. A child will not have access to most state benefits (known as public funds) so must have enough money to support them self so they do not face financial difficulties.

120. The money a child will need depends on their care arrangements while in the United Kingdom. These may be:

- the child will be studying and boarding in a residential independent school;
- the child will be staying in the United Kingdom with a carer who is a resident British citizen or other United Kingdom resident
- the child will be staying with a parent or a legal guardian who will be accompanying them to the United Kingdom (under 12 year olds only);
- the child is 16 or 17 years old and will be living independently in the United Kingdom.

What money does a child need if studying and boarding at a residential independent school?

121. A child must show they have the money available to pay:

- boarding fees (being course fees and board or lodging fees) for the first year.

What money does a child need if they are staying with an intended carer?

122. A child must show they have:

- enough funds to cover the school fees for one year; and
- the intended carer has agreed to look after and accommodate the child in the United Kingdom for the length of the course and has at least £500 per month to cover this (for up to nine months);
- confirmation that the intended carer is a resident British citizen or other United Kingdom resident.

What money does a child under 12 years old need if a parent or legal guardian is coming with them to the United Kingdom?

123. The money needed depends on how many children are coming with one parent or legal guardian and where the children will study.

How many child students?	How long the child student(s) will study	Money needed
One	More than nine months	Course fees for the first year and £1,333 for each month of the course up to nine calendar months to cover living costs (£800 for the guardian + £533 for a child each month)
One	Nine months or less	Course fees and £1,333 for each calendar month of the course to cover living costs (£800 for the guardian + £533 for a child each month)
Two or more	More than nine months	Course fees for the first year and £800 for the guardian for each month up to nine calendar months to cover living costs and £533 for each child for each month up to nine calendar months to cover living costs

Two or more	Nine months or less	<p>Course fees</p> <p>and</p> <p>£800 for the guardian for each calendar month of the course to cover living costs</p> <p>and</p> <p>£533 for each child for each calendar month of the course to cover living costs</p>
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What money does a 16 or 17 year old living independently need?

124. The money a 16 or 17 year old who will be living independently needs will depend on how long the course is and where they will study.

Length of course	Where the student will study	Money needed
Nine months or less	In London	<p>Course fees</p> <p>and</p> <p>£800 to cover living costs for each calendar month of the course</p>
Nine months or less	Outside London	<p>Course fees</p> <p>and</p> <p>£600 to cover living costs for each calendar month of the course</p>
More than nine months	In London	<p>First year of fees</p> <p>and</p> <p>£7,200 to cover nine months in the United Kingdom</p>
More than nine months	Outside London	<p>First year of fees</p> <p>and</p> <p>£5,400 to cover nine months in the United Kingdom</p>

16 or 17 year olds living independently and applying for a further course of study or to complete an existing course of study (extending their stay)

125. You can apply to extend your permission to stay while you are in the United Kingdom, or you can apply to extend your permission from outside the United Kingdom. You may need a lower amount of money for your living costs.

126. The money you need to apply for a further course of study or to complete an existing course of study will depend on the length of your course and where you will study.

127. This will apply to you if you have completed a course of study in the United Kingdom in the last four months before you apply, and the course of study was six months or more.

Length of course	Where you will study	Money needed
Nine months or less	In London	Course fees and £800 to cover living costs for each calendar month of the course up to a maximum of two months
Nine months or less	Outside London	Course fees and £600 to cover living costs for each calendar month of the course up to a maximum of two months
More than nine months	In London	First year of course fees and £1,600 to cover two months living costs in the United Kingdom
More than nine months	Outside London	First year of course fees and £1,200 to cover two months living costs in the United Kingdom

DOCUMENTS AND PROOF

128. See paragraph 245AA of the immigration rules for details of the documentary evidence you must provide. We will only give points when you provide the evidence needed to show that you meet the requirements.

What documents to send?

129. Documents must be issued by an authorised official of that organisation and be:

- original; and
- on the official letter-headed paper or stationery of the organisation.

130. You must provide the correct documents to support your visa application with your application form. We will not contact you if you do not send the correct documents and may refuse your application.

131. If one of your documents is not in English or Welsh, the original must be sent with a fully certified translation by a professional translator. This translation must include:

- the translator's qualifications;
- confirmation from the translator that it is an accurate translation of the original document;
- the date;
- the translator's signature.

Elements of money you must show

132. There are three different elements of money you must show – the cost of your course fees, money already paid and money to be paid.

Element of money you must show	What you must provide
Cost of the course fees	Your visa letter from your approved education provider showing the cost of your fees.
Money already paid	<ul style="list-style-type: none"> • your visa letter showing what you have already paid; or • an official receipt confirming you have paid some or all of your fees; or • secure on-line access details to your approved education provider’s financial systems to verify some or all of the fees have been paid; and/or • if we are unable to access their financial systems, we may contact your approved education provider to verify the fees paid. <p>If you are using a bank loan as your evidence, the bank must be regulated by an official regulatory body and you must provide a document from the bank confirming the loan.</p> <p>If you do not get the bank loan until you have your visa, you must provide the original document confirming the loan.</p>
Money to be paid	You must show you have enough money to pay your fees for the first year and your monthly living costs for up to nine months (or for the length of your course if it is shorter than nine months).

133. We cannot accept unsupported online receipts. We will try to verify payments made online but if we are unable to access your approved education provider’s financial systems or contact them to verify the details, we will be unable to offset any advance payments and the full amount of money must be shown.

134. When we assess your documents, we will use the closing balance of the document as the level of funds available to you. This is also the date we will use to check the value of your money in pounds sterling.

Proof of availability of finances

135. As you have never had to show money before, we recognise that you may be unable to show us that you have held the money needed for the 28 days, at the start of Tier 4. If you apply before 1 June you will only need to show proof that you have the money needed, on the day that you apply. You must still provide the correct documents to support your application.

Personal bank or building society statements covering a 28 day period ending no more than 1 month before the date of your application

136. Your personal bank or building society statements should show:

- your name; or
- the name of a child's parent(s) or legal guardian(s) (if applying as child student) ; and
- the account number; and
- the date of the statement; and
- the financial institution's name and logo; and
- the amount of money available.

137. You can use bank statements that are for a specific purpose (also known as ad hoc) printed on the paper with the letterhead of the bank as evidence as long as they include all of the information above. You cannot use mini-statements from cash points.

138. You can use electronic bank statements from an online account if they include all the information above. Each electronic bank statement should be stamped by the official stamp of the bank on every page of the statement.

139. If you want to use a joint account as proof of your money, you must be named on the account along with one or more other person.

Building society pass book covering a 28 day period ending no more than 1 month before the date of your application

140. Your building society pass book should show:

- your name; or
- the name of a child's parent(s) or legal guardian(s) (if applying as child student); and

- the account number; and
- the financial institution's name and logo; and
- the amount of money available.

Letter from your bank confirming funds covering a 28 day period ending no more than 1 month before date of your the application

141. Your letter from a bank or building society should show:

- your name; or
- the name of a child's parent(s) or legal guardian(s) (if applying as child student); and
- the account number; and
- the date of the letter; and
- the financial institution's name and logo; and
- the money in your account; and
- that there is enough money in the account (to cover your course fees and living costs).

Letter from a financial institution regulated by either the Financial Services Authority or, in the case of overseas accounts, the home regulator (official regulatory body for the country the institution is in and where the money is held) confirming money or loan covering a 28 day period ending no more than 1 month before the date of your application

142. Your letter from the financial institution regulated by the Financial Services Authority or home regulator should show:

- your name; or
- the name of a child's parent(s) or legal guardian(s) (if applying as child student); and
- the account number; and
- the date of the letter; and

- the financial institution's name and logo; and either
- the money in your account; or
- the money (or funds) available as a loan.

The visa letter

143. The visa letter from an approved education provider must be:

- original;
- on their letter-headed paper;
- signed and dated by an authorised official (original or electronic signature).

General student visa letter

144. You must provide each of the documents used to get your visa letter from the approved education provider (listed in the visa letter) which may include:

Qualification studying for	Supporting documents needed
<p>Course (at NQF level 3 or the same as or above)</p>	<ul style="list-style-type: none"> • Original certificate(s) of qualification; and/or • Original transcript of results; • Visa letter to explain how your approved education provider assessed you were suitable for your course if it was not based on a qualification (for example, if you have been assessed by a portfolio of artwork).
<p>English language course at level A2 of the Common European Framework of Reference for languages (CEFR).</p>	<p>If your approved education provider assessed you using a reference we require the original reference including:</p> <ul style="list-style-type: none"> • your name; • confirmation of the course type and level you did; • dates of your study; • date of letter; • contact details of your referee. <p>If you cannot provide the original reference, you can submit a copy, together with a letter from your approved education provider confirming it is a true copy of the reference they assessed.</p>
<p>Post-graduate studies leading to a Doctorate or Masters degree by research in one of the subjects listed in paragraph 1 of Appendix 6 of the immigration rules; or</p> <p>Postgraduate studies leading to a taught Masters degree in one of the subjects listed in paragraph 2 of Appendix 6 of the immigration rules;</p> <p>Study or research in the United Kingdom of longer than six months, which is part of an overseas postgraduate level course, in any subject listed in Appendix 6 of the immigration rules.</p>	<ul style="list-style-type: none"> • Academic Technology Approval Scheme (ATAS) Clearance certificate <p>If the ATAS certificate is not included, your application will be refused.</p>

<p>Recognised Foundation Programme (postgraduate doctor or dentist)</p>	<ul style="list-style-type: none"> • Original certificate and/or original transcript of results of the recognised degree in medicine or dentistry completed in the United Kingdom. • Original letter from the postgraduate Dean, on the letter-headed paper of the relevant Deanery, confirming you have been offered a place on a Foundation Programme that is recognised by the medical community. (If your approved education provider is the relevant Postgraduate Deanery, you can include this information on the visa letter they issue). <p>If you provide a visa letter without the written confirmation from the relevant Deanery, we will not give points for the visa letter.</p>
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Child student visa letter

145. If you are under 16 years old, you only have to provide the visa letter and do not have to provide any other supporting documentation.

146. If you are 16 or 17 years old, you must provide each of the documents used to get your visa letter from the approved education provider (listed in the visa letter) which may include:

Qualification studying for	Supporting documents needed
Course	<ul style="list-style-type: none"> • Original certificate(s) of qualification; and/or • Original transcript of results; • Visa letter to explain how your approved education provider assessed you were suitable for your course if it was not based on a qualification (for example, if you have been assessed by a portfolio of artwork).

Proof of money for child students

If studying and boarding in a residential independent school

147. A child must provide:

- a visa letter from the approved education provider showing the cost of the boarding fees (being course fees and board or lodging fees) for the first year; and
- proof that a child has enough money to pay the boarding fees.

If staying with a parent or legal guardian who will come with you to the United Kingdom

148. A child must provide:

- a visa letter from the approved education provider showing the cost of the course fees for one year; and
- proof that a child has enough money to pay the fees and accommodation.

If staying with a resident British citizen or other United Kingdom resident who is a close relative or in a private foster care arrangement

149. A child must provide:

- a visa letter from the approved education provider which includes the cost of the fees for one year, and gives the name, address and contact details of the parent(s) or legal guardian of the child; and
- a written (undertaking) letter from the intended carer confirming the care arrangement; and
- a letter from the parent(s) or legal guardian confirming the care arrangement; and
- proof to confirm the intended carer is allowed to be in the United Kingdom.

150. If staying in a private foster care arrangement the child must also provide:

- a copy of the letter of notification from the child's parent(s), legal guardian or intended carer to the local authority and the local authority's confirmation of receipt.

The table shows what each of the documents must show

What a child must provide	What it must show
<p>Visa letter from the approved education provider</p>	<p>The cost of the fees for one year</p>
<p>Letter or document from the intended carer</p>	<ul style="list-style-type: none"> • the name, current address and contact details of the intended carer; • the address where the carer and the child will be living in the United Kingdom if different from the intended carer's current address; • confirmation that the accommodation offered to the child is a private address, and not one owned by individuals, like a hotel or a youth hostel; • the nature of the relationship between the child's parent(s) or legal guardian and the intended carer; • that the intended carer agrees to the care arrangements for the child; • they have at least £500 per month (up to a maximum of nine months) available to look after and accommodate the child for the length of the course; • a list of any other people that the intended carer has offered support to; and • signature and date of the undertaking.
<p>Letter from a child's parent or legal guardian (for all under 18 year olds)</p>	<ul style="list-style-type: none"> • the nature of their relationship with the intended carer; • the address in the United Kingdom where the child and the child's intended carer will be living; • that the parent(s) or legal guardian support the application, and authorise the intended carer to take responsibility for the care of the child during their stay in the United Kingdom.
<p>Proof to confirm the intended carer is allowed to be in the United Kingdom</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • their current United Kingdom or European Union passport; or • their current passport or travel document to confirm that they are allowed to stay in the United Kingdom; or • their certificate of naturalisation. <p>(We will accept a notarised copy of the original passport or travel document, but reserve the right to request the original.)</p>

<p>A copy of the letter of notification from a child's parent(s), legal guardian or intended carer to the local authority (only for those in a private foster care arrangement)</p>	<ul style="list-style-type: none"> • the child will be in the care of a private foster carer while in the United Kingdom.
<p>An original document from the local authority (only for those in a private foster care arrangement)</p>	<ul style="list-style-type: none"> • confirmation that the local authority has received notification of the foster care arrangement.

Students under 18 years old

151. Students under 18 years old must provide the following letter from their parent(s) or legal guardian when they submit their application form, confirming:

- the relationship between the parent(s) or legal guardian and the child;
- that the parent(s) or legal guardian have given their consent to the application;
- that the parent(s) or legal guardian agrees to their living arrangements in the United Kingdom;
- that the parent(s) or legal guardian agrees to the arrangements made for their travel to and reception in the United Kingdom (for people applying from outside the United Kingdom only);

152. The letter should confirm if the parent(s) or legal guardian has legal custody or sole responsibility for the child. If you have sole custody you must sign the letter. If they do not, the letter must confirm that each parent or legal guardian agrees to the contents of the letter and must be signed by each parent or legal guardian.

153. 16 and 17 year olds have the legal right to live independently in the United Kingdom, and so may make their own arrangements for accommodation. If so, the above letter should confirm that the parent(s) or legal guardian's consent to the 16 and 17 year old living independently. If the 16 or 17 year old is applying from outside the United Kingdom, the letter must also give consent for their independent travel to the United Kingdom.

Official financial sponsorship or government sponsor

154. Financial sponsorship means you are given money to cover your course fees and living costs. If your financial sponsor is only covering some of your course fees or living costs, you must show that you have the rest of the money needed.

155. You should provide a letter of confirmation from your official financial sponsor. This may be Her Majesty's Government, your home government, the British Council or any international organisation, company or university.

156. The letter must be on official letter-headed paper or stationery of the organisation of the official financial sponsor and have the official stamp of that organisation on it.

157. The letter should show:

- your name;
- the name and contact details of your official financial sponsor;
- the date of the letter;
- the length of your sponsorship; and
- the amount of money you have or a statement that your official financial sponsor will cover all of your fees and living costs.

158. If you have official sponsorship that only covers part of your money needed, you must provide a letter which shows:

- your name;
- the name and contact details of your official financial sponsor;
- the date of the letter;
- the length of your sponsorship;
- the amount of the money they will give you; and
- proof that you have the rest of the money needed.

159. If you are receiving official financial sponsorship from your approved education provider (for example, a scholarship), the approved education provider may choose to include details of the financial sponsorship on the visa letter.

COMING TO AND WHILE IN THE UNITED KINGDOM

When can I come to the United Kingdom?

160. Your course start date is the date given by your approved education provider on your visa letter.

161. If you are doing a course that is six months or more, or it is a course to prepare you for study (known as a pre-sessional course) that is less than six months, you will be able to come to the United Kingdom up to one month before the date you start the course you are studying.

162. If you are doing a course that is less than six months and is not a course to prepare you for study, you will be able to come to the United Kingdom up to seven days before the date you start the course you are studying.

General conditions of stay in the United Kingdom

163. Whilst in the United Kingdom as a student you must meet the following:

- not claim any state benefits (known as public funds) that you are not entitled to;
- register with the police, if this is needed by paragraph 326 of the immigration rules.

Working while as an adult student in the United Kingdom

164. As an adult student, you are allowed to work:

- part-time during term-time, which is no more than 20 hours a week;
- full-time during vacations;
- on a work placement as part of your course other than part-time work during term-time which is no more than 20 hours a week;
- as a postgraduate doctor or dentist on a recognised Foundation Programme;

- as a student union sabbatical officer for up to two years.

The work you do must not fill a full-time permanent vacancy (other than on a recognised Foundation Programme) and you must not be self-employed, employed as a doctor in training (other than on a recognised Foundation Programme) or as a professional sportsperson (including coach) or entertainer.

Working while as a child student in the United Kingdom

165. A child student under 16 years old cannot work at all during their time in the United Kingdom.

166. If you are 16 years old or older, you are allowed to work if it is:

- Part-time during term-time, which is no more than 20 hours a week;
- Full-time during vacations;
- A work-placement as part of your course other than part-time work during term-time which is no more than 20 hours a week;
- As a student union sabbatical officer for up to two years.
- The work you do must not fill a full-time permanent vacancy and you must not be self-employed, employed as a doctor in training or as a professional sportsperson (including coach) or entertainer.

Doing the same or a different course of study with a new approved education provider

167. You must get written permission from us if you have time left in your permission to stay, and want to do the same or a different course of study with a new approved education provider. You must tell us by sending an email including:

- the new course and your start and finish dates; and

- your new approved education provider's name, address and contact details.

168. The email address you should send this to is migrantreporting@ukba.gsi.gov.uk

169. We will give you a letter of permission saying you are allowed to use your existing permission to stay to study with the new approved education provider if:

- the education provider is approved by us and on our tier 4 register of sponsors (which you can find on our website); and
- we can confirm the education provider wants to act as your new education provider; and
- the course meets the requirements for the adult or child student category.

170. If you have told us about changing your education provider, you can start your new course before you get permission from us, but you do so at your own risk as we could refuse your permission. We will send a letter saying we have received your request to change education provider.

171. Under the immigration rules, we may limit your permission to stay as a student if you change your education provider without getting our permission.

172. If you want to take up a new course of study, either with your existing approved education provider or with a new approved education provider, and the length of the new course goes over your current permission to stay, you will need to apply with a new application to us.

Doing a different course of study with your education provider

173. You do not need to get permission from us if you have enough time left in your permission to stay and want to do a different course of study with your education provider. Your education provider will tell us that you have changed course.

174. If your new course is shorter than the course you got your permission to stay for, you must tell us by emailing us. The email address you should send this to is migrantreporting@ukba.gsi.gov.uk

What happens if my course ends early?

175. We will limit your permission to stay to 60 days if your course ends earlier than expected. This may be, for example, if your education provider cancels your place on the course, or you finish the course earlier.

176. If you have less than six months left of your permission to stay, we will not limit your permission and you can stay until your permission runs out.

VERIFICATION AND OTHER CHECKS

177. We will ask for a number of verifiable documents to allow us to consider the application.

178. We may want to check the supporting documents you provide with your application. So you must make sure that all the evidence comes from a source that can be clearly identified and that it can be independently confirmed as being genuine.

When we will do a check?

179. There are two situations in which we will undertake a check:

- verification checks – where we have reasonable doubts that the documents are genuine; or
- other checks – where we carry out further checks, for example, where we have doubts about an application or the documents sent with the application but the doubts are not serious enough for us to make a verification check.

Verification checks

180. Where we have reasonable doubts that a specified document is genuine we may want to verify the document with an independent person or government agency.

181. The purpose of these checks is to make sure that the document given is genuine and accurately reflects statements made in your application. If the document is being used as evidence to get points, we also want to make sure that it allows you to claim those points.

182. Verification may delay our decision on an application so we will only do it when there are clear reasons for it.

Reasonable doubt

183. There are many reasons why we may doubt that specified document is genuine and what we consider to be a reasonable doubt will depend on each individual application. However, our judgments will be based on the facts we have.

Outcome of verification check

184. There are three possible outcomes of a verification check:

- Document confirmed as genuine - if we can conclude the document is genuine, we will consider your application as normal.
- Document confirmed as false - if we can conclude the document is false, we will refuse your application, whether or not the document is essential to the application. If a document is confirmed as false, we will normally refuse the application for more than one reason. For example, if you provide us with a bank statement to show that you have enough funds available, and we have evidence that the statement is false, we will refuse your application because you do not meet the funds requirement and because you have sent a false document.
- Verification check inconclusive - if we cannot verify that the document is either genuine or false, we will ignore it as evidence for awarding points. If you have sent other specified documents as evidence for claiming the relevant points, we will consider these as normal. If you have not sent any other documents, we will give zero points in that area.

Refusing applications without making verification checks

185. We may refuse an application without making verification checks in two circumstances:

- where we are concerned about a piece of evidence but would refuse the application anyway for other reasons. Those reasons are why we will refuse the application. We will always verify passports if we think they may not be genuine.
- where there is evidence that proves a particular document is false. If we can confirm that a document is false, it is usually for more than one reason. For example, if you provide us with a bank statement to show that you have enough funds available, and we have evidence that the statement is false, we will refuse your application because you do not meet the funds requirement and because you have sent a false document.

Other checks

186. We will make other checks where, for example, if we have doubts about your application or the documents provided with it, but these are not serious enough for us to make a verification check.

187. These checks may delay our decision on your application, so we will only make them when we have clear reasons to.

Extra checks

188. If we have suspicions about a document, but are not enough to make us think they may not be genuine, we may carry out extra checks. For example, this may be because verification checks we have made before have found that some supporting evidence is invalid and some is genuine, or where evidence provided goes against information we already have.

Outcome of other checks

189. There are four possible outcomes of these checks:

- Document confirmed as genuine – if we can conclude the document is genuine, we will consider your application as normal.

- Document confirmed as false – if we can conclude the document is false, we will refuse your application, whether or not the document is essential to the application. If a document is confirmed as false, we will normally refuse the application for more than one reason. For example, if you provide us with a bank statement to show that you have enough funds available, and we have evidence that the statement is false, we will refuse your application because you do not meet the funds requirement and because you have sent a false document.
- Check inconclusive - if we cannot verify that the document is either genuine or false then we will consider the application as if the document is genuine.
- Check gives us cause to have reasonable doubt about the genuineness of a specified document. – if we cannot verify the document is either genuine or false but as a result of checks we find other reasons to doubt the genuineness of a particular specified document, we may decide to make a verification check.

Procedure for verification and other checks

190. The procedures for both verification checks and other checks will usually be similar and will vary from case-to-case, but they may involve:

- checking the details or genuineness of documents with employers, the relevant embassy or high commission, other government departments (in the United Kingdom and overseas); and
- checking the accuracy and authenticity of documents with banks, universities and professional bodies.

Standard procedure

191. We will use a standard form to record the results of our enquiries, to make sure that we record any feedback consistently.

192. If we cannot get an immediate answer to enquiries, we will normally wait for up to a maximum of four weeks for the necessary information.

193. Our compliance team may visit your sponsor before we make a decision on the application.

IF WE REFUSE AN APPLICATION

194. Even if you meet the requirements for the category you are applying under, there may be other reasons like your previous immigration history that may mean we refuse your application.

195. Find more information on general grounds for refusal on our website at <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idischapter9/>.

Appeal Rights - applications from inside the United Kingdom

196. If we refuse your application for permission to stay and you think that we have made a mistake, you may be able to appeal against our decision. Details on how and if you can appeal against our decision will be included with your reasons for refusal letter.

Administrative review - applications from outside the United Kingdom only

What is administrative review?

197. Administrative Review is the way we review refusal decisions made under the points-based system if you think we have made a mistake in our decision. It is free of charge.

198. Your request must be made within 28 days from the date you receive the refusal notice.

199. Administrative review is a non-statutory scheme and there is no legislation setting out what it covers or who is eligible to apply. The policy is that which is contained in this guidance.

What if the administrative review request refers to matters outside the scope of the administrative review?

200. If this happens, the matters should be dealt with under the normal complaints procedure, and you will be told in writing.

Who does the administrative review?

201. An entry clearance manager will do the administrative review. In some cases this can be an entry clearance manager from another post. So you may get the result of the administrative review from an entry clearance post that is different to the one that took your original application.

Who can apply for administrative review?

202. Anyone refused permission to come under the points-based system, if you think the entry clearance officer has made a wrong decision.

How do I apply?

203. You will receive the administrative review request notice with your permission to come refusal notice.

204. You must fill in the request notice in full and send it directly to the address given on your request notice.

205. You must not provide any additional documents such as passport or supporting documents with your administrative review request notice. If the refusal is later overturned, you will be asked to send in your passport.

What is the deadline for applying for administrative review?

206. You have 28 days from the date of receipt of your refusal notice to send a request for administrative review.

What if an application is sent late?

207. If an administrative review request is received outside the 28-day period, the administrative reviewer will consider if there are exceptional circumstances to accept the application outside the deadline.

208. If the administrative review request is late and the administrative reviewer decides not to perform the administrative review, the request notice will be returned to you with a letter explaining why it is not being accepted.

How many times can I request an administrative review?

209. You may ask for only one administrative review for each refusal decision. Any further review requests received for the same refusal decision will not be accepted. They will be returned to you.

210. However, where the administrative review upholds a refusal but with different refusal grounds, you may request an administrative review of these new refusal grounds.

211. If you have new or further information, documents or other paperwork that you did not send with your original application, you will need to make a new application and pay the right fee.

How long will the administrative review take?

212. The administrative reviewer will finish their review and tell you in writing of their decision within 28 days from the date they got the administrative review request notice.

213. If, in exceptional circumstances, the administrative reviewer is unable to finish the administrative review within the 28 days, they will tell you in writing when to expect a decision.

What will the administrative reviewer look at?

214. The administrative reviewer will examine the evidence sent with the original application as copies are kept at the refusal post.

215. You are not allowed to send new evidence. Any new evidence must be disregarded unless you were refused under paragraph 320 (7A) or 320 (7B) of the Immigration Rules on General Grounds for Refusal (see paragraph 12).

216. Any new evidence sent by you will be returned with the outcome of the administrative review.

How are administrative review decisions made?

217. The administrative reviewer should focus on the areas which the applicant has asked to be reviewed. They will check that:

- points have been correctly awarded;
- documents have been correctly assessed; and
- verification checks have been properly carried out.

218. The administrative reviewer may recommend that the reason for refusal should be overturned, if they find that the entry clearance officer:

- failed to properly consider evidence provided with the original application;
- failed to apply the immigration rules correctly;
- made a mistake in processing the application;

- failed to give adequate reasons for refusing entry clearance. If so, the administrative reviewer will recommend the entry clearance officer withdraw the original refusal and send a new refusal notice giving a full explanation for the refusal.

219. If the administrative reviewer recommends the reasons for refusal should be withdrawn, you may still be refused but with new grounds for refusal.

220. The administrative reviewer will not recommend that the original decision is overturned simply because you claim there is a fault with our processes or policies.

Does administrative review cover general grounds for refusal?

221. Administrative review will also look at refusals on the basis of paragraph 320 of the immigration rules.

222. Reviews of refusals made under paragraphs 320(7A) and 320(7B) of the immigration rules.

223. You may send further information with the administrative review request, if the refusal is based on paragraph 320 (7A) or 320 (7B) of the immigration rules.

224. If your application has been refused because a false document was used or a false representation was made, you may claim that you were unaware of the false documents or false representations. The refusal will still stand but you would have to prove that you did not know that false documents or false representations were used, if you are not to have any future applications automatically refused for 10 years. Where the documents related directly to you (for example, employment references, qualifications or financial details), the claim would be likely to fail unless you have clear evidence that an error has been made (for example, written confirmation from an employer, financial institution or educational establishment that they had supplied us with incorrect information at the time we verified the original documentation).

225. If the administrative reviewer does accept that you did not knowingly use false documents or false representations, the refusal will still stand, but you will not automatically have any future applications refused under the rules (paragraph 320 (7B) where false documents or false representations were used.

Does administrative review cover verification?

226. As part of the administrative review process the administrative reviewer will make sure that the entry clearance officer has followed the correct verification procedures.

What are the possible outcomes of administrative review?

227. There are three possible outcomes of administrative review:

- uphold decision, reasons for refusal remain the same;
- uphold decision, with revised reasons for refusal;
- overturn decision and give permission to come to the United Kingdom.

How is the student told about the result of the administrative review?

228. Decision upheld and the reasons for refusal remain the same:

- the administrative reviewer will tell you by letter. You will not be allowed a further administrative review as the grounds for refusal have not changed.

229. Decision upheld but with revised reasons for refusal:

- a new refusal notice (GV51) will be sent along with the administrative review letter from the administrative reviewer stating why the refusal has still been upheld. If there are fresh reasons for refusal which were not told originally, you will be able to send a further administrative review request limited to those fresh reasons.

230. Decision overturned and permission to come to the United Kingdom given:

- The administrative reviewer will tell you by letter and ask for your passport.

Limited right of appeal

231. You can only appeal on any or all of the grounds referred to in section 84 (1)(b) and (c) of the Nationality, Immigration and Asylum Act 2002. These are that the decision is unlawful according to section 19B of the Race Relations Act 1976 (discrimination by public authorities), and/or that the decision is unlawful under section 6 of the Human Rights Act 1998 (public authority not to act contrary to Human Rights Convention) as being incompatible with the appellant's Convention rights.

232. All students applying under the points-based system who are refused will be limited to residual grounds of appeal stated above.

233. The process for dealing with limited rights of appeal remains unchanged.