

# BRAMPTON COLLEGE

## Visa Applications

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You will need to apply for a visa to study at Brampton College. A UK visa is specific to each individual school or college and a new application is needed for all students joining Brampton College. This should be a straightforward process, but it can be easy to make a mistake which could lead to a visa refusal.

These notes are not meant to replace the official guidance which **must** be read in full in web format <https://www.gov.uk/browse/visas-immigration/student-visas> . It is essential that you follow these instructions exactly, but we hope these notes will draw your attention to common areas of difficulty.

You may find it useful to watch the online video (available in variety of languages)  
<https://www.youtube.com/watch?v=XKR5dsbUCHA>

### Types of Student Visa

There are two categories of visa available. If you are planning to come to Brampton College to study an A-level programme and you will be 16 or over on 1<sup>st</sup> September in the year you start studying with us you should apply for a Tier 4 (General) student visa.

If you will be studying a GCSE course (QCF level 2) you must apply via the Child student route. The requirements for this are much more demanding.

Type of student visa	Who can apply?
Tier 4 (Child) student	You can apply as a child student under Tier 4 of the UK points-based system if you are between 4 and 17 years old. If you are between 4 and 15 years old, you must be coming to the UK to be educated at an independent fee-paying school.
Tier 4 (General) student	You can apply as an adult student under Tier 4 (General) of the UK points-based system if you are coming to the UK for your post-16 education.

### Applying from abroad, before coming to Brampton College

You cannot apply until three months before the start of the course, i.e. early June for a September course. However you are strongly encouraged to apply at the first possible opportunity as the application can take the full three months to be processed.

You will need to apply online – go to <https://www.visa4uk.fco.gov.uk/home/welcome>

BETA: This is the new UK visa application website. We are testing it. It is designed to make the application process simpler and clearer.

## Welcome to Visa4UK

Welcome to the Visa4UK service, you can apply for a UK visa using this service if you're an applicant who is not currently in the UK.

Register for an account using the 'Register an Account' button below to begin your application.

We are currently updating our online visa application service. You can apply using the new service if you are applying for a:

- Standard Visitor Visa
- Marriage Visitor Visa
- 1 month Permitted Paid Engagements visa



Currently the new service is only available to people applying in Anguilla, Antigua and Barbuda, Bahamas, Bahrain, Barbados, Belarus, Benin, Bermuda, British Virgin Islands, Canada, Cayman Islands, China, Dominican Republic, Dominica, Egypt, Grenada, Guyana, Haiti, India, Iran, Iraq, Israel, Jamaica, Jordan, Kuwait, Lebanon, Montserrat, Nigeria, Occupied Palestinian Territories, Oman, Pakistan, Qatar, Russia, Saudi Arabia, South Africa, St Kitts and Nevis, St Lucia, St Vincent, Thailand, Trinidad and Tobago, Turkey, United Arab Emirates and Yemen. Applicants in these countries can [apply here](#)

The official UK website for online visa applications, for applicants not in the United Kingdom.

Register an Account

Log in

The following notes are meant as a general guide to the background issues to consider **before** you start your application.

- After you have filled in all the details requested online you need to print out a copy of the summary, "Review Your Visa Application", page **prior to the declaration page** for your records or you will be unable to print out a copy after that.
- **Please ensure you send a copy of the page to the College for checking before you proceed to the declaration as we will not issue a CAS unless we have checked your application.** You may prefer to send us the details of your username and password. We can then login and check your application, making any necessary changes.
- **PROVIDING THE CORRECT FINANCIAL INFORMATION IS VITAL AS INCORRECT OR INCOMPLETE INFORMATION IS THE MOST COMMON REASON VISAS ARE REFUSED. You must take great care over this part of the form and ensure that you submit financial documents that:**
  - Show sufficient funds for a continuous 28 day period immediately prior to submitting your application (and that you have checked the appropriate exchange rate)
  - Include an opening and closing date, not just a statement of account
  - Are from a trusted financial institution – [see list here](#)
  - Are in your name, or, if using funds from a relative, you also include a letter from them allowing you to use these funds
- The College will help you check that the documents will meet the regulations and so you should send us copies of them with your draft application form.

## Application Process:

Step	Find out more	Points to Note
1. Choose the course you want to study, and check that it is at a level the UK Government accepts.	See <a href="#">Your course of study</a> for more information on the acceptable levels and types of courses.	If you are joining Brampton College for a two year A-level course and you will be over 16 at the start of the course apply for a Tier 4 (General) student visa, if you are under 16 and/or planning on studying a GCSE course at Brampton College you must apply for a Tier 4 (Child) student visa. We will assess you by your examination results certificates, school reports, English Language qualification and interview. You will need to supply all this evidence with your application for a visa.
2. Check that the provider of the course is a licensed Tier 4 sponsor.	See <a href="#">Your education provider</a> for more information.	Brampton College is a Tier 4 sponsor
3. Work out how much money you will need to have to cover your course fees and living costs when you submit your application.	See <a href="#">Your money</a> to find out how to calculate the amount that you will need.	The amount of money you will require depends on the course fees, where and with who you will be living and is regularly updated. Use the link on the left to see the current full guidance, and discuss this with us in College. If you apply online the form will advise you on the funds you must show. <b>Please note the importance of properly demonstrating that you have sufficient funds – this part of the application will be checked very carefully and your visa will be refused if you have not supplied the correct documents.</b>
4. Get a confirmation of acceptance for studies (CAS) from Brampton College, and gather all the documents you used to obtain your CAS. (You get 30 points for having a valid CAS).	See <a href="#">Evidence used to obtain your CAS</a> for more information.	The College will issue you a CAS on receipt of your enrolment form and £2500 deposit. These funds can be counted as part of the funds for tuition fees you have to demonstrate access to in 3 (above) and we will show this on your CAS. You will need to supply us with details of your UK address, home address, passport number, city and county of birth and Mother and Father's names to obtain the CAS. You will require details of your course and fees paid, which you can do by keeping a

	See the current list of approved <a href="#">English Language qualifications</a> here. This list can also be used to help find a suitable test centre	copy of your offer letter and fee sheet. <b>We must also assess your English Language level; to do this you must send us a copy of your English language qualification. <u>ONLY IELTS qualifications will be accepted.</u></b> The copy of your CAS will detail the evidence we used to assess your suitability to study; you will need to include this evidence with your visa application.
5. Gather all the documents you need to prove that you meet the money requirement. (You get 10 points for showing that you can cover your course fees and living costs).	See <a href="#">Evidence of your money</a> for details of the documents we accept.	Funds must have been available to you for at <u>least 28 days</u> before you apply, therefore <b>early deposit</b> of funds into the account you will use is essential. You will need the College receipt of your deposit and original bank statements, together with a letter from the account holder giving permission for you to use these funds if they are not in your name.
6. Supply your tuberculosis test results if you're from a country where you have to take the test	<a href="#">Details of TB testing can be found here</a>	Arrange to do this in good time so you have the certificate in time for the application.
7. Ensure you have made arrangements for where you will live in the UK.	You will be asked to supply this address as part of your application.  You must to supply proof of parental or other legal guardian consent	<b>Parental consent and evidence of the relationship</b> All Tier 4 visa applications must be supported by a consent letter from parent(s) or legal guardian(s) to show evidence of the relationship. If you plan to live with a relative you must supply a letter from them stating that they will care for you. The College requires that you will live with an adult who is prepared to accept responsibility for your wellbeing.
8. Pay the UK Health Surcharge	<a href="#">Detail can be found here</a>	The health surcharge will be paid by non-EEA nationals who apply to come to the UK to study for a time-limited period of more than 6 months. It will also be paid by non-EEA nationals who are already in the UK and apply to extend their stay. The cost for students is £200 per year and enables you to access the National Health Service (NHS) in the same way as a permanent UK resident.
9. Complete the application form, and add your supporting evidence and your visa application fee.	See <a href="#">How to complete the application form</a> and <a href="#">Visa fees</a> for more information.	This must be done online. For students applying from within the UK we recommend that you apply for the 'Premium Service' which includes a face to face meeting at the immigration office.

10. Go to the Visa services website to find out which visa issuing post you should use, and to see how you may need to apply in your country of residence.	Use the Visa services <a href="#">country finder</a> to find your nearest visa issuing post.	It is much better to apply in person rather than by post, as any minor mistakes can then be resolved face to face.
11. Take or send your form(s), visa fee and supporting evidence to the visa issuing post. You must also arrange to enrol your biometrics, which is usually done at the visa issuing post.	See <a href="#">Biometrics</a> to find out what you will need to provide.	Your application will only be considered once this is complete – <a href="#">early action</a> is strongly recommended.

### Applying from Inside the UK

This will apply if you are joining Brampton College from another school or college and you already have a Tier 4 visa.

In general it is difficult to extend your visa to continue studying at the same level as on a previous visa. [More detail can be found here](#) and should be discussed with us.

Visit this webpage <https://www.gov.uk/tier-4-general-visa/extend-your-visa> , choose the United Kingdom as your current location. You will now be invited to apply online (You will still need to meet all the rules for applying from outside the UK).

We will then issue you a new Confirmation of Acceptance for Studies (CAS).

It is recommended that you **apply in person**; we will allow you time off College to do this. The nearest office is in Croydon (South London) and you should follow the guidance here <https://www.gov.uk/ukvi-premium-service-centres/> to make an appointment.

### Notes on Online Applications

- You need to register on line <https://www.visa4uk.fco.gov.uk/home/welcome>. You can save and come back to your application; the application is stored for 6 months on the system.
- Help and guidance boxes automatically pop up by each question.
- At the end of each page is a click box “check for errors”. Error messages will then appear on the page if section is incorrect or incomplete.
- You have to enter fees payable, how much you have paid and that Brampton College is in outer London; the maintenance calculation is then done automatically. You then tick the box underneath confirming that you have these funds in your bank account/s.
- **MOST IMPORTANT – YOUR BANK STATEMENT MUST BE DATED UP TO AND INCLUDING THE DAY BEFORE YOU MAKE YOUR APPLICATION LIVE TO COMPLY WITH THE 28 DAY RULE.**

- You need to print out a copy for your records of the “**Review Your Visa Application**” page, **prior to the declaration page** or you will be unable to print out a copy after that.
- Get the **College to check your application**
- Once on the declaration page you cannot go back and amend any details. If you have entered something incorrectly you will need to make a fresh application.
- Payment comes up after the declaration. You should choose the premium service. The premium service then gives a diary to book appointment.
- You will have to take your documents as listed below to the Home Office, where your biometrics will be done on the day of the appointment.
  - Passport
  - 2 photographs
  - Police registration document
  - Original certificate of English language qualifications
  - Original certificates of qualifications
  - Bank statements

## Care Arrangements

Lack of suitable care arrangements are common grounds for visa refusal. The Home Office must have regard to the need to safeguard children and to promote their welfare. All children studying in the United Kingdom must have suitable care arrangements in place for their travel, reception on arrival in the United Kingdom and living arrangements while here. Children are all students under 18 years old.

In addition you will need a guardian in the UK. This is a legal requirement for under-16s and College requirement for all students.

You should make these arrangements before you apply for your CAS, as we will need to include the relevant names and addresses on it. **Again early action is essential.**

You must have your parent(s) or legal guardian(s) written consent that you can live and travel independently in the form of a letter from your parent(s) or legal guardian, confirming:

- your relationship between with your parent(s) or legal guardian;
- that they have given their consent to the application;
- that they have given their consent to the you living independently in the United Kingdom;
- that they have given their consent to the your independent travel to the United Kingdom.

The letter must confirm if the parent(s) or legal guardian has legal custody or sole responsibility for you. If they have sole custody they 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.

**In addition the College expects all students from the UK and overseas alike, to have an adult guardian in the UK, regardless of their age.**