



Guide to Tier 4 General Student Visa in the UK

2018

For Bachelor in Management and Master in Management Students (2 Semesters)
coming to London



affiliated to



Table of Contents

| | |
|---|----|
| Do I Need a Visa? | 4 |
| What is a Tier 4 (General) Student Visa? | 4 |
| Who Should Apply for a Tier 4 (General) Visa? | 5 |
| Before You Apply | 5 |
| Documents Required | 6 |
| Money (also Known as Maintenance or Funds) | 8 |
| English Language Requirements | 12 |
| Before You Travel | 13 |
| Biometric Residence Permit (BRP) Card | 13 |
| Rejection and Refusal | 14 |
| Student Responsibilities while at ESCP Europe London | 15 |
| Can I Work Whilst in the UK? | 15 |
| Can I Extend my Stay Whilst in the UK? | 17 |
| Frequently Asked Questions | 17 |

Guide to Tier 4 General Student Visa in the UK

2018

While every effort has been made to ensure that the information contained in this guide is accurate, students are strongly advised to check the Home Office detailed guide for up-to-date information in case policies change
<https://www.gov.uk/tier-4-general-visa>

Do I Need a Visa?

If you have been accepted into a programme at ESCP Europe London and you have confirmed your place with us, you must check whether you require a visa before you travel to the UK.

- EU/EEA and Swiss nationals do not require a visa to study in the UK.
- Nationals of all other countries may require a visa to study in the UK. You can check whether you require a visa at the Home Office website: <https://www.gov.uk/check-uk-visa>
 1. Enter your nationality.
 2. Question: What are you coming to the UK to do? Answer: Study.
 3. Question: How long are you planning to study in the UK for? Answer: Longer than 6 months.

What is a Tier 4 (General) Student Visa?

If you require a visa to study a course at degree level and if the length of your course is **more than six months**, you will need to apply for a Tier 4 (General) Student visa. The Tier 4 (General) Student visa is part of the points-based system. So in order to be issued with a Tier 4 (General) Student Visa, you must meet the full requirements of the Immigration Rules and score (40 points) in total as shown in the table below:

| Points Required to be Granted a Tier 4 (General) Student Visa: (40 points) | |
|---|-----------|
| You must have a valid Confirmation of Acceptance for Studies (CAS) letter from your School | 30 points |
| You must have enough money to cover course fees and monthly living costs (also known as maintenance or funds) | 10 points |

What is a Confirmation of Acceptance for Studies (CAS) letter?

The Confirmation of Acceptance for Studies (CAS) letter is a virtual document similar to a database record. Each CAS has a unique reference number and contains information about you and the course of study for which it has been issued.

You can only use the CAS letter a maximum of three months before the start date of your programme. The CAS letter will be sent to you by email from ESCP Europe London. You must check your CAS letter carefully when you receive it from us and ensure that all details are correct. You must inform us immediately if there are any errors. If you have confirmed your place and you are coming to the London campus, but you have not received the CAS letter, please contact us on: visasupportlondon@escpeurope.eu

Who Should Apply for a Tier 4 General Student Visa?

You should apply for the Tier 4 (General) Student visa if:

1. You are a non-EU/EEA, Swiss national, and
2. You are 16 years old and over, and
3. You intend to study a full-time course of study that leads to a qualification at Level 6 or above of the Regulated Qualifications Framework (RQF) or its equivalents, e.g. an undergraduate degree, and
4. You have an unconditional offer from ESCP Europe London to study a full-time course that is more than six months long and you have confirmed your place, and
5. You passed a Secure English Language Test (e.g. UKVI IELTS) and have evidence of your English proficiency, and
6. You have enough funds to cover the first academic year of your tuition fees and living expenses in London, and the funds have been in your bank account for a consecutive 28-day period ending no more than 31 days before the date of your application.

Students on (1) the Bachelor in Management and (2) Master in Management studying for 2 semesters in London must apply for this visa.

Before You Apply

- Do not leave it too late and start preparing for your application and gathering the required documents at least four months before the start date of your course.
- Apply for Tier 4 application 3 months before the start of your course, not earlier.
- Check that you have a valid passport for the full period of your study.
- Book a secure English language test, e.g. UKVI IELTS, as early as possible. Centres are limited and may get fully booked up early.
- Make sure that you have enough funds in your bank account for a consecutive 28-day period ending no more than 31 days before the date of your application.
- Check your CAS letter carefully as soon as you receive it from the School. Let us know immediately if there are any errors.
- Do not apply for the visa unless you meet all requirements and have all required documents.
- Apply for the visa from outside the UK, not from inside the UK.
- Include original documents in your application and keep copies of every original document you send with the application.
- Do not use the same CAS letter for more than one visa application. If your Tier 4 application is refused, and you wish to make another application, you will need to get a new CAS from us.
- Do not use a CAS letter obtained from another university.
- Make sure that your CAS letter is valid. Your CAS will expire if it is not used for a visa application within six months of it being issued.
- Make sure you apply for visa on time, and do not exceed the 'latest course start date'.

Documents Required

You must start preparing for your visa application and start gathering the required documents at least four months before you apply. We advise you not to submit and pay for the online application until you have all the required original documents:

1. A current and valid passport. You will need a passport that is valid for the full period of your study and a page in your passport that is blank on both sides for your visa.
2. Confirmation of Acceptance for Studies (CAS) letter. This is the essential document that you need from ESCP Europe London for your Tier 4 application. You cannot apply for a Tier 4 visa until you have received your CAS letter. You can use this letter only 3 months before the start date of your course. If you are coming to London and you have not received the CAS letter, please contact us on visasupportlondon@escpeurope.eu
3. All original documents and transcripts you used to obtain the unconditional offer and the CAS letter. This includes your original school transcripts and UKVI IELTS result. The certificates must clearly show your name, the title of the award, the date of the award and the name of the awarding institution. Please note that provisional certificates are not accepted.
4. Evidence that you have money to pay your course fees and living expenses in London. You must show that you have the full course fees plus £1,265 (or equivalent in another currency) for each calendar month of the course and that the funds have been in the account for a consecutive 28-day period ending no more than 31 days before the date of your application. If your funds are not in GBP, then please be aware that exchange rates fluctuate. So after converting to GBP, you may have less money available on your visa application date than you had originally expected. We strongly advise you to have extra money in your bank account just in case. Please read the 'Money (also Known as Maintenance or Funds)' section below carefully.
5. Recent Secure English Language Test (e.g. UKVI IELTS) to confirm your language competence. <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-o-approved-english-language-tests>
6. Recent passport-sized photographs (see government photo guidance <https://www.gov.uk/photos-for-passports> for further info).
7. Your tuberculosis test (TB) results if you are from a country where you have to take the test: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-t-tuberculosis-screening#>
8. Details of accommodation and where you intend to stay in the UK.
9. Complete the online application form and relevant appendix via <https://visas-immigration.service.gov.uk/apply-visa-type/tier4> or paper form VAF2 for applicants in North Korea only.

10. The fees for the visa application <https://www.gov.uk/tier-4-general-visa> and Healthcare Surcharge <https://www.gov.uk/healthcare-immigration-application/pay>
11. Permission to be in the country you are applying from (if you are not a national).
12. Consent of your parent(s)/legal guardian(s) to travel to the UK if you are under 18. The letter must state the relationship between you and your parent(s) or legal guardian(s), and that your parent(s) or legal guardian(s) have given their consent to your application, and have given their consent to you living independently in the UK and to your independent travel to the UK. You must also provide evidence of your relationship with your parent(s) or legal guardian, such as an original birth certificate. Example of a letter of consent: "To Whom It May Concern, I, (name), and I, (name), confirm that: we are the (parents /adopted parents/legal guardians) of (your name); we give our consent to (your name) to apply for (his/her) immigration permission or student visa to study in the UK at ESCP Europe London; We agree with the living arrangements that have been made for (your name); We consent to (your name) living independently in the UK and to travel independently. We confirm that we share legal custody for (your name). Please contact us if any additional information is required. Yours faithfully. Name, signature(s), contact details." Remember that this is only an example and you can write the letter the way you wish as long as it states all required details.
13. All students making a Tier 4 application will have to submit their biometrics details, such as finger print and signature. This information can be provided at your visa application centre. Please check this link for more details: <https://www.gov.uk/biometric-residence-permits/personal-data>

Please Also Note:

- All documents must be in **English**. Any documents that you need to submit that are not in English must be accompanied by a full translation that can be independently verified by the Home Office. The translation must provide confirmation from the translator/translation company that it is an accurate translation of the original document; the date of the translation; the translator/an official of the translation company's full name and signature; and the translator/translation company's contact details.
- All documents must be **original**. If you do not have an original of one of the documents and can only provide a copy, you must enclose an explanation letter clarifying why you are not able to provide the document and, if necessary, produce another document to support your statement.
- Anything you mention in your visa application should be supported with evidence. For example, if you mention that you studied in Paris last year, you should provide evidence (entry and exist stamps, evidence of the qualification/results you obtained). You should ensure that you provide additional documents depending on your circumstances, and prove that you are a genuine student.
- Always check the Home Office website for up-to-date and detailed guidance. Following all the rules set out in their guidance is key to a successful visa application: <https://www.gov.uk/tier-4-general-visa>

Further details and updates on the required documents can be found at:

<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/515652/VAF9_-_appx_8_-_guide_to_supporting_docs_-_April_2016.pdf

Money (also known as Maintenance or Funds)

Before you apply for the Tier 4 (General) Student visa, you must know how much money you should have in your bank account, and provide evidence that you have enough money to cover the first academic year of your tuition fees **AND** living expenses in London. Failure to meet the financial requirements will lead to visa refusal.

| Money You Should Show for Tuition Fees | Money You Should Show for Living Expenses |
|--|--|
| <p>You should have all the money to cover the first year of your tuition fees; OR the whole tuition fee if the programme is less than one year.</p> <p>Your CAS letter will show the amount of fees you need to pay for the current academic year. If you pay all or part of your course fees to the School, this payment will be stated on your CAS letter. It is your responsibility, before you submit your visa application, to make sure the CAS letter indicates any payments made. Make sure you also submit with your visa application all official receipts as proof of any payment you made to the School.</p> | <p>You must have £1,265 (or equivalent in another currency) for each calendar month of the course.</p> <p>If you are using an overseas currency, you will be expected to show (in writing on your application form) the closing balance in pounds sterling. The Home Office will use the official exchange rate on the OANDA website www.oanda.com to check that you have enough funds. The amount to be considered by the Home Office will be based on the exchange rate for the relevant currency on the date of your application, taken from the rates published on OANDA.</p> <p>If your funds are not in GBP, then please be aware that exchange rates fluctuate. So after converting to GBP, you may have less money available on your visa application date than you had originally expected. We strongly advise you to have extra money in your bank account just in case.</p> <p>If the length of your course includes part of a month, the time will be rounded up to the next full month for maintenance purposes. For example: Course start date: 8 September 2018 Course end date: 30 April 2019 Course duration: 7 months and 22 days, therefore the maintenance requirement is 8 months.</p> |

Example: Your course is 9 months long and your tuition fees are £18,000. You have paid a £2,500 deposit to the School to confirm your place. Your CAS letter will state: '£18,000 course fees for the year. Course fees paid so far £2,500'. Therefore, you must show on your visa application that you have £15,500 in your bank account for the tuition fees plus £1,265 living expenses for each calendar month of your course ($£1,265 \times 9 \text{ months} = £11,385$). Therefore, you should show that you have at least £26,885 (£15,500 for tuition fees + £11,385 for living expenses). If the bank account is not in GBP, an extra amount should be added to take currency fluctuation into consideration.

Please read the Home Office's Tier 4 Policy Guidance (Paragraphs 153 to 183) alongside the information above for details on the documents you can use to show you have the required funds for your Tier 4 visa application: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions>

What documents can I use to prove that I have the required funds?

Any of the following can be used as evidence for funds:

- Personal bank or building society statements covering a consecutive 28-day period ending no more than 31 days before the date of your application and no later than the date of application. Your personal bank or building society statements must show your name, the account number, the financial institution's name and logo and the amount of money available.
- Parental/guardian bank statement. You should provide an original birth certificate and a consent letter from them to confirm their relationship and a letter of their permission to use the money to pay for your study. The letter must confirm the relationship between you and your parent(s) or legal guardian(s) and that your parent(s) or legal guardian(s) have given their consent to you using their funds to study in the UK. Example: "To Whom It May Concern, I can confirm that I am the [state the relationship to student] of [state student's name] whose date of birth is [state date of birth]. I give my consent to [state student's name] to use my money to support her/his studies at ESCP Europe in the UK. Should you need any further information please do not hesitate to contact me. Yours faithfully. Name, signature and contact details."
- Ad hoc bank statements printed on the bank's letterhead.
- If you wish to submit electronic bank statements, these must contain all of the details listed above. In addition, you will need to provide a supporting letter from your bank on company headed paper, confirming the authenticity of the statements provided.
- An electronic bank statement bearing the official stamp of the bank in question will be accepted. This stamp must appear on every page of the statement.
- 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, except where you are using a joint account in the name of your parents or legal guardians.

- Building society pass book covering a consecutive 28-day period ending no more than 31 days before the date of your application and no later than the date of application.
- Letter from your bank confirming funds have been held for a consecutive 28-day period ending no more than 31 days before the date of your application and no later than the date of application. Your letter from a bank or building society must show your name or your parent's/legal guardian's name, the account number, the date of the letter, the financial institution's name and logo, the money in your account and that there is enough money in the account (to cover your course fees and living costs).
- A letter from a regulated financial institution confirming a loan (if relevant). The loan letter(s) from a regulated financial institution that you send us must be dated no more than 6 months before the date of your application. Please check this link for more details: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-c-maintenance-funds>
- An official financial sponsorship letter if you are sponsored.

Not Acceptable Evidence:

- Other types of accounts such as shares, bonds, overdrafts, credit cards, properties or pension funds.
- Bank statement from a relative or friend.
- Bank statement in a company's name.
- Any financial evidence from an overseas bank listed on the UKVI website as a financial institution that does not satisfactorily verify financial statements: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions>

Please Also Note:

- The money you show upon application must be for your use for studying and living in the UK. The full amount of this money – which should be held in the manner specified in this guidance – must continue to be available to you after your application is made. We strongly recommend you keep the funding you show in your account until after you receive your visa and then use it to pay your tuition fees and living expenses in the UK.
- You need to make sure that after you have paid the Immigration Health Surcharge and visa application fee you still have the required funds for course fees and cost of living in your account.
- Not all financial institutions overseas are acceptable by the Home Office as evidence of finance. The Home Office has published a list of financial institutions in various countries that do not satisfactorily verify financial statements in Appendix P of the Immigration Rules. This means that it is not possible to use financial evidence from financial institutions that appear on this list with your Tier 4 application. If you do so, your application will be refused. Please check this link for the full list: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions>

The bank statement must be original and NOT a scan, online printout or photocopy. It must feature an official bank logo and address. If you are to use an electronic bank statement, each page should bear an official stamp and be supported with a letter-headed paper.

The statement should state your full name and account number. You can use money held in an account belonging to you or your parent but you must provide evidence (for example a birth certificate) to prove you are related. You are also required to provide a financial consent letter, stating that their funds are available to use for your studies in the UK.

The bank statement must not be dated more than 31 days before the visa application date. The date of Application is the date you submit the online application form and pay the fee.

Bank
16 High Street, Anytown, Anyshire YZ99 1XY

Mr John Smith
5 Any Road
Randomford
Anyshire
YZ98 5XY

Account name: **Mr John Smith**
Sort code: **53-61-33**
Account number: **99988877**

Your current account statement:
1 February to 1 March 2011

Page 1 of 1

Your account summary

Balance at 1 February: £312.34
Total money in: £300.00
Total money out: £343.02
Balance at 1 March: £30.68 OD

| Date | Description | Money out | Money in | Balance |
|-------------|---|-----------|----------|-----------------|
| | Balance brought forward | | | 312.34 |
| 1 February | Card payment – High St Petrol Station | 24.50 | | 287.84 |
| | Direct debit – Green Mobile Phone Bill | 20.00 | | 267.84 |
| 3 February | Cash withdrawal – YourDosh, Anytown High Street, timed 17:30 31 Jan | 30.00 | | 237.84 |
| 8 February | Cheque 00068 | 22.95 | | 214.89 |
| 11 February | BACS – KleanKars, ref J55-999 | | 300.00 | 514.89 |
| | Standing order – Rent to J Jones | | | |
| 16 February | Cash withdrawal – WadBank, Randomford, timed 09:52 14 Feb | 300.00 | | 214.89 |
| 17 February | Card Payment – High St Petrol Station | 40.00 | | 67.14 |
| | Direct debit – Home Insurance | 23.00 | | 44.14 |
| 19 February | Online transfer to A/C 1116932, Sort 01-92-10 ref. Mum | 34.14 | | 10.00 |
| 21 February | Card payment - QuidsGifts | 15.00 | | 5.00 OD |
| 24 February | Balance carried forward | | | 5.68 OD |
| 28 February | Card payment - QuidsGifts | 25.00 | | 30.68 OD |
| 1 March | Interest 29 Jan A/C 99988877 | 00.68 | | 30.68 OD |
| | Charges 29 Jan A/C 99988877 | 25.00 | | 30.68 OD |
| | Balance carried forward | | | 30.68 OD |

The required level of funds must be held in the account for a minimum of 28 consecutive days (finishing on the date of the closing balance) ending no more than 31 days before your application and no later than the date of the application.

The amount should not drop below the required amount during that period even for 1 day or you will not meet the Home Office requirements and your application will be refused.

If your funds are not held in British pounds sterling (GBP), please check the OANDA website (www.oanda.com) for exchange rates to ensure you have enough money. Make sure you include a printout from the website with your visa application. You must be aware that the exchange rate can fluctuate. After converting to GBP, you may have less money available on your visa application date than you had originally expected. We strongly advise that you put extra money to guarantee that you have the required amount of funds or more.

English Language Requirements

All students who require a Tier 4 visa must demonstrate that they are proficient to level B2 on the Common European Framework of Reference for languages (CEFR) and that they have passed a Secure English Language Test (SELT) in reading, writing, listening and speaking as evidence. The Academic IELTS for UK Visas & Immigration (UKVI) is the most common test for international students to demonstrate this. Students who need to apply for Tier 4 (General) Student visa should book the UKVI test as early as possible. Normal IELTS certificates will not be accepted by the Home Office. You must have an IELTS for UKVI certificate.

- A list of the approved English language tests for the Tier 4, including the time period tests are valid for, and the scores you must achieve for all four components (reading, writing, speaking and listening), is available on the Home Office pages at:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions>

<https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>

- UKVI IELTS test can be booked online via this link:
<https://takeielts.britishcouncil.org/ielts-ukvi/book-ielts-ukvi>
- If you are successful in a SELT, you will be given a unique reference number. ESCP Europe London will state this number on the CAS letter. You will also need to quote this number when you make your application.
- You may sometimes be required to attend an interview with the Home Office. If you are required to attend an interview and cannot show at that interview that your English language ability is at the standard required by the Immigration Rules, your entry clearance application may be refused or you may be refused permission to enter the UK.

Exceptions to the English Language Requirement

You do not have to confirm English language competence if one of the following applies to you.

- A. You are a Tier 4 (Child) student.
- B. You are moving from Tier 4 (Child) into Tier 4 (General).
- C. If you have successfully obtained an academic qualification (not a professional or vocational qualification) from an educational establishment in the UK, which is a Bachelor's degree or above.
- D. If you have previously completed an academic qualification equivalent to a UK degree which was taught in what we call a 'majority English-speaking' country: Antigua and Barbuda, Australia, The Bahamas, Barbados,

Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago and United States of America.

E. Students who are nationals from what is classed as 'majority English-speaking' countries: Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago and United States of America.

If none of these categories apply to you, you must provide a UKVI IELTS certificate, or another acceptable SELT.

For further information about the SELT and exceptions to the English language requirement, please check: <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>

Before You Travel

Please remember to bring the following with you before you travel to the UK:

1. Your passport and visa.
2. Biometric Residence Permit (BRP) (if you already have one).
3. Decision Letter from the Home Office confirming the grant of your visa and where to collect your BRP card.
4. A printout of the ESCP CAS (Confirmation for Acceptance of Studies) email.
5. Evidence that you have sufficient funds available to support yourself (e.g. bank statements, sponsor letter).
6. Evidence of accommodation (if available).
7. Evidence of Tuberculosis Certificate (if required).
8. Police Registration Certificate (if this was required for previous study in the UK).
9. Documents used to support your visa application as mentioned in your CAS, i.e. original degree certificate and transcripts.
10. A print-out of the email from the School confirming a new latest start date if you are travelling to the UK after the original latest start date stated on the CAS.

Biometric Residence Permit (BRP) Card

The Home Office has introduced the Biometric Residence Permit (BRP) card for applicants applying for a visa to come to the UK for more than six months. You will apply for a BRP at the same time as you apply for the Tier 4 (General) student visa. If your application is successful, you will receive a temporary travel visa sticker in your passport valid for 30 days (which starts either 30 days before the course start date on your CAS or 7 days before your intended date of travel to the UK, whichever is later). This will allow you to enter the UK. You must then collect your BRP from the post office branch you selected as part of your application no later than 10 days after your arrival in the UK.



The visa in your passport will be valid for 30 days only.

Temporary Tier 4 (General) Student visa

The BRP card is a proof of your right to stay and study in the UK. It can also be used as a form of identification (for example, if you wish to open a bank account in the UK). ESCP Europe London must keep a copy of your BRP card and you must keep the original. If you find a mistake on your BRP, it must be corrected promptly. You must contact the Home Office immediately with details of the error and provide supporting documentation as required. Instructions on how to do this will be provided to you when you collect your BRP.

Please note that failure to collect your BRP within 10 days of your arrival may result in you receiving a fine or in the cancellation of your visa. Further details on the BRP are available at:

<https://www.gov.uk/biometric-residence-permits>



Biometric Residence Permits (BRP) Card

Rejection and Refusal

Your visa application can be refused when it does not meet the Tier 4 requirements. Below are a few examples why your visa may be refused:

- Missing documents, such as bank statements or academic qualifications.
- Incorrect document format, such as submitting copies instead of original documents, or documents not in English.
- Failure to meet financial requirements.
- Failure to prove that you are a genuine student.
- If you applied late and have not received a decision about your visa application after the 'latest course start date' on your CAS, your visa application will be refused and you will not be able to join the course in this academic year. Please note that if you receive your Tier 4 visa and you travel to the UK after the 'latest course start date' as stated on your CAS, you might not be permitted to enter by immigration officers.
- Your Tier 4 application can be refused under the general grounds for refusal listed in the Immigration Rules <https://www.gov.uk/government/collections/general-grounds-for-refusal-modernised-guidance>. This means that, even if you meet the other requirements of the visa application, there may be other reasons why the Home Office will refuse your application. For example, this could be because of your previous immigration history, a criminal record or suspicion that you are not a genuine student.

If you use a CAS from ESCP Europe London and your visa application is refused, you must let us know immediately so that we can give you further advice on what to do. Please make sure you send us the decision letter.

Student Responsibilities while at ESCP Europe London

Your Tier 4 (General) visa has strict conditions and rules attached to it. As a Tier 4 student sponsored by ESCP Europe, you should:

1. Provide the School with a copy of your passport, visa and BRP as soon as you arrive.
2. Ensure that your passport is valid for the full period of your study.
3. Keep your contact details up to date, including phone number, email and postal address.
4. Attend and engage with your study.
5. Register with the Police (if required).
6. Inform the Programme Office at ESCP Europe of any changes to your study or circumstances.
7. Do not extend your stay or apply for another visa while you are studying and in the UK.
8. Inform us of changes to your personal details.
9. Do not apply for or receive any public funds.
10. Comply with any other conditions of your Tier 4 visa.
11. Leave the UK at the end of your course.
12. Be able to meet the cost of your return journey.
13. Comply with any work or visa extension restrictions.

Can I work whilst in the UK?

When you come on the Tier 4 (General) Student visa, there are limits on your working hours that depend on the type of course you study and type of sponsor you are studying with.

Tier 4 (General) students studying at a private provider, such as ESCP Europe London, are not allowed to work in the UK. However, they may be able to undertake a work placement if it is an integrated and assessed part of their course. You must make sure that you comply with any restrictions which apply to you.

Working illegally can be considered a breach of your visa conditions. If you are permitted to have a work placement as part of your course, the time you spend on it must not exceed 30% of the total length of your course.

Further information on work permission and restrictions can be found on pages 65-71 here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/688709/T4_Migrant_Guidance_12_March_2018_002_.pdf

Can I work in the UK after I graduate?

Non-EU/EEA national students who wish to remain in the UK after they have graduated must apply for a work visa. However, ESCP Europe London cannot support your visa application; rather you will need to be offered a job from a licensed employer to apply for a visa. If you are eligible, there are several visas you can apply for as a graduate:

Tier 1 (Graduate Entrepreneur) Visa: this visa option is open to students who are developing a world-class business idea. You will need to be identified and sponsored as having the potential to create your own business in the UK. Tier 1 is for highly skilled workers and graduates and has four active sub-categories: Exceptional Talent and Promise, Investor, Entrepreneur, Graduate Entrepreneur.

<https://www.gov.uk/tier-1-general>

Tier 2 (General) Visa: This visa is open to recent graduates with a Bachelor's, Master's or PhD from a recognised UK university. You must have an offer of a skilled job from a licensed employer and be paid an annual salary of at least £30,000. <https://www.gov.uk/tier-2-general>

Tier 5 visa: this visa is for temporary workers and has six subcategories:

- Creative and Sporting: Your eligibility for this visa depends on whether you are a sports person or a creative worker. It is for a small number of very highly skilled people coming to the UK to work or perform as sportspeople, entertainers or creative artists. <https://www.gov.uk/tier-5-temporary-worker-creative-and-sporting-visa/eligibility>
- Charity workers: This category is for people coming to the UK to do voluntary work for a charity. The work must be directly related to the work of your sponsor's organisation. In order to apply under this category you must have a valid Tier 5 certificate of sponsorship from a licensed Tier 5 sponsor charity.

- Religious workers: This category is for people coming to the UK to work temporarily as a religious worker. This includes work such as preaching, working as a pastor, or working in a monastery or convent. In order to apply under this category you must have a valid Tier 5 certificate of sponsorship from a licensed Tier 5 sponsor religious organisation <https://www.gov.uk/tier-5-religious/eligibility>
- Government authorised exchange: This category is for people coming to the UK to do various work experience, training, and research activities through approved schemes that aim to share knowledge, experience and best practice. This category must not be used to fill job vacancies or to bring unskilled labour to the UK. <https://www.gov.uk/tier-5-government-authorized-exchange>
- Youth mobility scheme: The Youth Mobility Scheme is only open to certain countries which have a special reciprocal agreement with the United Kingdom <https://www.gov.uk/tier-5-youth-mobility>
- Tier 5 (Temporary Worker - International Agreement) visa: The international agreement category is for people coming to the UK under contract to do work that is covered under international law. In order to apply under this category, you must have a valid Tier 5 certificate of sponsorship from a licensed Tier 5 sponsor organisation. <https://www.gov.uk/tier-5-international-agreement>

Can I Extend my Stay whilst in the UK?

ESCP Europe London students are **NOT** allowed to extend their stay and apply for a new Tier 4 (General) Student visa while in the UK. If there is a reason to extend your Tier 4 (General) Student visa, or you wish to undertake further study under Tier 4 at ESCP Europe London, you must leave the UK and apply for a visa from outside the UK.

If you have previously had permission to stay as a Short Term student or a Tier 4 (General) Student, and you wish to take another course at ESCP Europe, then ESCP Europe London can only give you a CAS for a new course if (1) your new course represents academic progress from your previous studies and (2) you will apply for a new visa from outside the UK. To meet the academic progression requirement, your new course must normally be above the level of the previous course for which you were given Tier 4 leave. For example, if your previous course was at RQF6 (degree) your next course should be at least at level RQF7 (Masters). Information on academic progress and visa extensions can be found on pages 71-72 here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/688709/T4_Migrant_Guidance_12_March_2018_002.pdf

Frequently Asked Questions

How early can I apply for a visa?

You can apply for your Tier 4 visa up to three months before the course start date. If you attempt to apply earlier than three months before the course start date stated on the CAS, your application will be refused.

How can I get my CAS letter?

If you are a new student, ESCP Europe London campus will issue the CAS and send it to you by email.

Do I need to hold an offer to apply for Tier 4 (General) visa?

Yes, you will need to hold an unconditional offer and have paid your course fee deposit in order to be issued a CAS.

I am applying for a new passport. Can I use the old one for the visa application?

No, you should wait until you obtain a new passport. You must ensure that the details of the passport match the details on the CAS letter and that your passport is valid for the full length of your study.

I have a CAS from another university. Can I use it to come to ESCP Europe?

No, if you apply for a Tier 4 visa using a CAS from another university in your application, you will not be able to register for your programme at ESCP Europe.

There is a mistake on my CAS, how can I get this changed?

Please ensure you contact us immediately. It is important that your CAS letter matches the information provided on your passport, so it is best to await your updated CAS prior to making your Tier 4 visa application.

What date should I put for my planned arrival?

You can only travel to the UK up to 1 month prior to the start date of your course listed on your CAS letter. You should write the date you intend to travel but please ensure you do not book any flight tickets until your visa is issued.

How long can a Tier 4 (General) student come to the UK?

If the total length of the course is six months or more but less than 12 months, students can stay in the UK the duration of the course plus two months after the end of the course.

I have travelled outside of my country more than 10 times. Do I need to list them all on my visa application?

Yes, you need to write all the trips you have taken outside of your country in the last 10 years, if this is more than the application form allows, complete the rest in the "Additional Information" box.

Will I be interviewed as part of the visa application process?

The UKVI reserves the right to call any applicant for a face-to-face interview. Some examples of the sort of questions you might be asked at an interview are as follows:

- Why did you choose ESCP Europe?
- How do you intend to travel to ESCP Europe?
- Where will you be living in the UK?
- Have you ever studied in the UK before?
- How are you funding your studies?
- What do you intend to do after your course has finished?

How much will my Tier 4 (General) application cost?

You will need to pay application fees and the healthcare surcharge as part of your application. For the most up-to-date fees, please see <https://www.gov.uk/tier-4-general-visa>

Whom can I contact if I have questions or need help?

You can contact the Visa Officer in London directly on visasupportlondon@escpeurope.eu





Guide to Tier 4 General Student Visa in the UK

2018

For Bachelor in Management and Master in Management Students (2 Semesters)
coming to London

ESCP Europe is among the
1% of business schools worldwide
to be triple-accredited.



BERLIN

Heubnerweg 8 - 10
14059 Berlin, Deutschland
T: + 49 30 320070

LONDON

527 Finchley Road
London NW3 7BG, United Kingdom
T: + 44 20 7443 8800

MADRID

Arroyofresno 1
28035 Madrid, España
T: + 34 91 386 25 11

PARIS RÉPUBLIQUE

79, av. de la République
75543 Paris Cedex 11, France
T: + 33 1 49 23 20 00

PARIS MONTPARNASSE

3, rue Armand Moisant
75015 Paris, France
T: + 33 1 55 65 56 57

TURIN

Corso Unione Sovietica, 218 bis
10134 Torino, Italia
T: + 39 011 670 58 94

WARSAW

c/o Kozłowski University
International Relation Office
57/59 Jagiellońska St.
03-301 Warsaw, Poland
T: + 48 22 519 22 89