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TIER 4 VISA

What is a Tier 4 Visa?

Tier 4 (General) student visas are issued to eligible students on courses of study for six months or more. You will usually need a Tier 4 visa if you are joining a programme consisting of:

- Two consecutive semesters at ESCP Business School London Campus or a semester followed by a compulsory internship in the UK; and
- You hold a nationality from outside the European Economic Area

Before you consider making a Tier 4 (General) visa application, we recommend that you look at the Tier 4 policy guidance and the UK Visas and Immigration (UKVI) website: <https://www.gov.uk/Tier-4-general-visa>

For your Tier 4 visa application to be successful, you will need to meet certain criteria e.g. obtaining valid Confirmation of Acceptance of Studies and applying from your current country of residence.

Applying for a Tier 4 Visa

You will usually apply for a Tier 4 visa online if you wish to apply for two consecutive semesters or Internship following a semester. When you apply for your visa, you will pay for the cost of the application and as well as the Immigration Health Surcharge for yourself. A visa application centre will scan your supporting documents and take your biometric information. Once you have submitted your application and supporting documents you may also be asked to attend an interview to check if you are a genuine international student.

If your application is made overseas, a decision will normally be made within the turnaround times stated on the UKVI website: <https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk>

Depending on where you are when you apply, there may be services (Super Priority and Priority) available to speed up the visa application process. There may be an additional cost to use these services.

Once you are sure that you meet all of the requirements, you should apply for your Tier 4 visa within the correct timeframe to start your course on time.

What you need to apply

For your visa application to be successful, you will need to make sure that you submit the relevant supporting documents or check you meet specific criteria. The documents you will need to provide or criteria you will need to check will generally include the following:

- Passport
- Academics (transcripts and certificate(s) from the last three years of your education/higher education provider
- Confirmation of Acceptance of Studies (CAS)
- UKVI IELTS/ PTE (English Proficiency Evidence)

- Financial evidence: £11,385 + funds for outstanding annual fees which should be held in your Bank Account for 28 days
- Fee Receipt or Telegraphic Transfer paid to ESCP Business School
- Tuberculosis Certificate

NOTE: Please contact Visa Officer Vishav Kaur (vkaur@escp.eu) with queries on the document requirements and help with the CAS Letter. All documents should be translated into English while applying for a CAS letter and visa.

Confirmation of Acceptance for Studies (CAS)

A CAS number is an electronic document (unique number) that ESCP Business School London Campus will send you to support your visa application. ESCP issue a CAS number to you when you are ready to make a successful Tier 4 visa application. You will be required to show the documents mentioned above and meet the criteria before we issue a CAS number.

Representing that you have the required funds available

You will need to prove that you have the required amount of money to pay any outstanding tuition fees for your first year of study. You will also be required to show that you have enough money to pay for your living costs (£11,385). The general rule is that the money needs to be readily available to you.

Documents accepted to provide evidence of maintenance funds/living costs:

- You can show funds in your parent's bank account or your personal account, and it should be held in the account for 28 consecutive days.
- You can show a Loan Sanctioned letter or Disbursement Letter.

Providing a Tuberculosis Certificate

You may need to submit a Tuberculosis Certificate if you are coming to the UK for 6 months or more and have been living in a country where UKVI requires a TB certificate.

Genuine Student Test

UKVI carries out occasional Genuine Student tests for applications made outside of the UK to make sure that you are a genuine international student. You may be asked to attend an interview, which will be carried out at a UK VFS centre by video call. A copy of the interview transcript will be sent to the caseworker assessing your application. They will use the transcript to decide if your answers show genuine reasons for studying in the UK.

Additional Requirements

The information outlined here is not a complete list of the information you will be required to submit with your application. We recommend that applicants and students review information held within UKVI's Tier 4 Policy Guidance.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843003/T4_Migrant_Guidance_October_2019.pdf

When you should apply

Make sure you have everything ready to apply for your Tier 4 visa before you begin. This includes receiving your Confirmation of Acceptance of Studies as it holds a unique number, and having the correct supporting documents.

If you are applying for a visa for a new course of study, the earliest you can apply is 90 days before your course commencement date. We recommend that you should apply no later than one month before your course begins so that you can arrive on time. Do not make any non-refundable travel plans until you have received your visa.

Where to apply

An applicant coming to the UK for the first time will make their application from their home country or country of residence (UK VFS Services).

Complications with your visa?

Most visa applications are fruitful but sometimes applicants and students run into problems during the application process. We are here to help you if you do but you may find some useful information below.

What to do if your visa application is rejected

If you receive a visa refusal, try not to panic. The first step is to confirm that the decision is correct and whether UK Visas and Immigration (UKVI) have refused your Tier 4 visa on the correct grounds. To help you do this, send a copy of the full visa refusal notice to vkaur@escp.eu as quickly as possible.

Visa refusals affect you and ESCP Business School as your Tier 4 sponsor, and where possible we will help you to challenge the result.

If the refusal is not correct, you can apply for an Admin Review to revisit the decision and hopefully have your visa issued.

What if your visa application is delayed?

September is the start of the academic year in the UK and when most courses commence, so June to September is also the busiest time for Tier 4 visa applications from around the world.

If you are applying from your home country, you can check the following page for an idea of how long your application will take:

<https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk>

Your CAS will include your actual course start date and the latest joining date you may arrive to start your studies. If you are delayed and unlikely to arrive in time, please contact our Admissions Team as you may need to defer your studies.

If you arrive after the ESCP London Campus' preliminary welcome events, extra support will be available to make sure that your induction to ESCP is as smooth as possible. If you have any questions or worries, please email vkaur@escp.eu or contact your Programme Office programme manager.

What if your visa is incorrect?

Check that your Biometric Residence Permit (BRP) has the correct information, including your personal details. For courses longer than 12 months, the end date on your visa should be four months after the course end date as shown on your CAS. If you think that there may be an error on your BRP, please email vkaur@escp.eu so that we can check it for you.

If there is an error on your BRP and you applied outside the UK, you can report it online and corrections are free.

When your BRP is re-issued, we will need to update your student record with your new BRP details. If you have a Police Registration Certificate, you will need to update the police.

If you have any questions or worries about any of the above, please contact vkaur@escp.eu.

SHORT-TERM STUDY VISA

What is a short-term study visa?

Short-term study visas are issued for up to six months for a short course of study.

Short-term study visas cannot be extended and do not grant employment rights, but do have less strict maintenance requirements than other immigration categories. You can find more information at the UK Council for International Student Affairs website:

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa>

Applying for a short-term study visa

To apply for a short-term study visa, you will need a letter of support (Visa Letter) from ESCP London campus. Your Visa Letter will be issued by Vishav Kaur (vkaur@escp.eu) if you are a visiting for executive programmes or degree programmes for a duration of six months.

This letter will include details of your studies including dates, so please make sure that it is accurate. You are expected to leave the UK within 30 days of the proposed end of your studies.

You will need to show evidence that you can fund your time in the UK e.g. by showing six months of personal bank statements. You should have approximately £7,500 at the time of Visa Application. You will also need to show proof of residency if you are applying from a country where you are not a national.

You can apply for a short-term study visa up to three months before your studies will start.

Certain nationalities do not have to apply for a visa in advance and can be issued with short-term study permission when they arrive at the UK Border, again using ESCP Business School's letter as evidence. The UK government has recently expanded the use of eGates to eligible nationals from Australia, Canada, Japan, New Zealand, Singapore, South Korea and the United States of America.

If you are an EU national then you do not need to apply for the UK Visa (<https://www.gov.uk/eu-eea>).

NOTE:

Even if your nationality allows you to use eGates at the UK border, **you should not use eGates to enter the UK** if you are seeking entry with a short-term study visa. You should instead request to see a UK Border Control officer so they can provide you with a short-term-study stamp.

Remember:

- Short-term study visas are not extendable.
- You will not be allowed to work during or after studies.
- You cannot apply for an Internship.

AFTER ARRIVAL**Coronavirus (COVID-19)**

Due to health regulations relating to COVID-19, you may need to quarantine upon arrival into the UK. These regulations are constantly in review and may change from the time of writing (July 2020). For the most up-to-date information, please visit <https://www.gov.uk/uk-border-control>. Be sure to book accommodation before arriving to the UK. If you are unable to provide your accommodation address, you might need to pay a penalty or be refused entry.

Collecting your BRP

You will get a visa **vignette sticker** on your passport when your visa application is approved. The visa **vignette** allows you to enter the UK and it is not a proof of your immigration permission.

Your actual immigration permission is in the form of a **Biometric Residence Permit (BRP)**. You can collect your BRP after you arrive in the UK and this can be collected within 21 days of your travel. Check your **decision letter** as it will tell you at which **Post Office** you can collect your BRP. You must collect your BRP before the travel visa in your passport expires. Your decision letter outlines the conditions of your immigration leave, so it is essential that you keep it safe. You will need to take this letter, together with your passport and travel visa, to collect your Biometric Residence Permit at the Post Office. For more information about BRP, please visit <https://www.gov.uk/biometric-residence-permits/collect>.

Registering with the Police

In the UK, international students from certain countries are required to register with the police. Your visa decision letter should state if this applies to you.

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-2-police-registration> lists those nationals who are required to register.

Please check this list before you depart for the UK.

What documents do I need to take to my appointment?

- Passport
- Biometric Residence Permit (BRP)
- Home Office visa decision letter
- Recent passport-sized photo
- Letter of enrolment. You can obtain this from the Visa Office. (Please note that your student card alone is not sufficient proof that you study at ESCP Business School London Campus.)
- Proof of your UK address
- Printed and completed Police Registration Form
- Registration fee. This is £34 and is payable by credit or debit card (cash will not be accepted)

When do I have to update my Police Registration Certificate?

You will need to update your Certificate within seven days if any of the changes listed below take place:

- You change address but are continuing to study at ESCP London Campus
- There is a change in your marriage or civil partnership status
- You stop studying at ESCP London Campus and move to another place of study
- You have a new visa
- You have a new passport
- You receive any new landing conditions
- You change your study information (i.e. you change course or where you are studying)
- You change your nationality
- You become exempt from police registration

Additional Information

If your registration certificate is lost, you must report this loss online at www.reportmyloss.com/uk and obtain a Police Reference Number.

You must replace your certificate if it gets damaged.

If your registration certificate is stolen, you must report the theft to a local police station and obtain a Crime Report Reference Number.

If you do not register with the police or report changes to your registration, you may be fined up to £5,000 or face up to six months in prison.

BREXIT

If you're from the EU, EEC or Switzerland and you're thinking of coming to study in the UK for September 2020 or arrive before 31 December 2020, there are no major changes. You can travel as usual.

If you arrive from 1 January 2021 onwards, there may be some changes. Many of these are still subject to negotiations, but the UK government and universities in the UK are working hard to make any new arrangements as simple as possible.

There is good news for EU students commencing studies in the 2020/2021 academic year: guaranteed home fee status and financial support for the duration of the course in England is assured.

All contents in this document are accurate at the time of writing: 2nd July 2020