Tier 4 of the points-based system

This guidance is based on the Immigration Rules
## Tier 4

### About this guidance

This guidance tells you how to consider applications from people who wish to enter or remain in the UK to study under Tier 4 of the Points Based System.

This guidance is based on paragraphs 245ZT to 245ZZD and appendices A, C and H of the Immigration Rules.

### Tier 4 categories

- Tier 4 (General) – for students to come to the UK for post-16 education
- Tier 4 (Child) – for children aged 4 to 17 years to come to the UK for their education at independent schools

To be granted leave, Tier 4 migrants must satisfy the Immigration Rules and score points against two sets of objective criteria to achieve an overall pass mark of 40 points. Applicants must score points for:

- attributes (30 points)
- maintenance (10 points)

### Changes to this guidance

This page tells you what has changed since the previous version of this guidance.

### Contacts

This page tells you who to contact for help if your senior caseworker or line manager can’t answer your question.

### Information owner

This page tells you about this version of the guidance and who owns it.

### Safeguard and promote child welfare

This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.
## Tier 4 (General) – key facts

This page shows the key facts for Tier 4 (General).

<table>
<thead>
<tr>
<th>Eligibility requirements</th>
<th>Applicants must:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• be a genuine student</td>
</tr>
<tr>
<td></td>
<td>• not fall for refusal under general grounds for refusal</td>
</tr>
<tr>
<td></td>
<td>• have a valid Confirmation of Acceptance for Studies (CAS)</td>
</tr>
<tr>
<td></td>
<td>• meet the maintenance requirements</td>
</tr>
<tr>
<td></td>
<td>• be able to show proficiency in English (if required to do so)</td>
</tr>
<tr>
<td></td>
<td>• have a valid Academic Technology Approval Scheme (ATAS) clearance certificate if studying a relevant subject</td>
</tr>
<tr>
<td></td>
<td>• if they are studying as a postgraduate doctor or dentist:</td>
</tr>
<tr>
<td></td>
<td>o have successfully completed a recognised UK degree in medicine or dentistry in the UK</td>
</tr>
<tr>
<td></td>
<td>o previously had leave as a Tier 4 (General) migrant or a student</td>
</tr>
<tr>
<td></td>
<td>o not be seeking leave that would lead to them having spent more than 3 years in the UK as a postgraduate doctor or dentist</td>
</tr>
<tr>
<td></td>
<td>• have their sponsor’s permission to take the course if they are, or have, in the last 12 months, been sponsored by a government or international scholarship agency</td>
</tr>
<tr>
<td></td>
<td>• not spend more than 2 years in the UK studying below degree level as a Tier 4 (General) migrant</td>
</tr>
<tr>
<td></td>
<td>• not spend more than 5 years studying at degree level or above</td>
</tr>
<tr>
<td></td>
<td>• be at least 16 years old</td>
</tr>
<tr>
<td></td>
<td>• have parental consent to study and for their care arrangements if they are under 18 years of age</td>
</tr>
<tr>
<td></td>
<td>• not apply for a course that starts more than a month after their current leave expires (if applying for an extension of leave in this category)</td>
</tr>
</tbody>
</table>

The requirements are that the applicant is not in the UK in breach of immigration laws. There are limited exceptions relating to overstaying previous conditions (remaining in the UK when the applicant’s leave to be here has expired). Any period of overstaying will not count against the applicant where either of these conditions apply:

1. the application is made within 14 days of the applicant’s leave expiring and the Secretary of State accepts there is a good reason beyond the control of the applicant, or their representative, preventing the application from being made in time, the overstaying will be disregarded – the reason for the overstay should be provided in the application.
2. the application is made following the refusal of a previous application for leave which was made in-time (or to which the exception at point 1 above applied) and within 14 days of one or more of the following:

- the refusal of the previous application for leave;
- the expiry of any leave which has been extended by section 3C of the Immigration Act 1971;
- the expiry of the time limit for making an in-time application for administrative review or appeal;
- any administrative review or appeal being concluded, withdrawn, abandoned or lapsed.

For more information, see: Applications from overstayers (non family routes).

<table>
<thead>
<tr>
<th>Application forms</th>
<th>Entry clearance – online application (where available) VAF 9 – Appendix 8 PBS Migrant – (where no online applications) Initial – Tier 4 (G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of application</td>
<td>You can find the current application fee through the following link: Fees for Home Office services</td>
</tr>
<tr>
<td>Entry clearance mandatory?</td>
<td>Yes for applications made outside the UK. See below for guidance on switching into Tier 4 (General) in the UK.</td>
</tr>
<tr>
<td>Is biometric information required for applications?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| Code of leave to remain granted | • Tier 4 (General) migrants allowed to work 20 hours – code 2  
• Tier 4 (General) migrants allowed to work 10 hours – Code 2A  
• Code 3 (no work permitted) |
| Entry clearance endorsements | D: Tier 4 (General) Student, Code 3 – privately funded institution or Further Education College any RQF level  
D: Tier 4 (General) Student, Code 2 (+20 hrs/wk term time) - Higher Education Establishment - degree level and above  
D: Tier 4 (General) Student, Code 2 (+10 hrs/wk term time) Higher Education Establishment – below degree level |
| Conditions of leave to remain | The Tier 4 student:  
- cannot claim public funds  
- must register with the police if this is required by paragraph 326 of the Immigration Rules |
| For employment and study restrictions, see ‘what study is allowed?’ and ‘is work permitted’ sections below. |
| How long is leave to remain normally granted for? | The full period of the course plus:  
- if the total length of the course is 12 months or longer: |
<table>
<thead>
<tr>
<th><strong>Are dependants allowed?</strong></th>
<th>Yes, in limited circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What study is allowed?</strong></td>
<td>The student's main study (for example, the study for which they were granted leave) must be at the institution that assigned the Confirmation of Acceptance for Studies (CAS). The student can undertake supplementary study at any other institution as long as this does not interfere with their main course. The student is not permitted to study at an academy or a school maintained by a local authority, except where a Tier 4 sponsor becomes an academy or a school maintained by a local authority in which case the student is permitted to complete their current course of study.</td>
</tr>
<tr>
<td><strong>Is switching into this category allowed?</strong></td>
<td>Switching into the Tier 4 (General) route is permitted by applicants who have, or were last granted leave as:</td>
</tr>
<tr>
<td></td>
<td>• a Tier 1 (Post-Study Work) Migrant</td>
</tr>
<tr>
<td></td>
<td>• a Tier 2 Migrant</td>
</tr>
<tr>
<td></td>
<td>• a Tier 4 (Child) Student</td>
</tr>
<tr>
<td><strong>Does this category lead to settlement (indefinite leave to remain)?</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Is knowledge of language and life required?</strong></td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>CID case type</strong></td>
<td>T4 - General Student – LTR</td>
</tr>
<tr>
<td></td>
<td>T4 (Gen) - Doctorate Extension Scheme</td>
</tr>
<tr>
<td><strong>Immigration Rules paragraphs</strong></td>
<td>Paragraphs 245ZT to 245ZY and appendices 6, A, C and H.</td>
</tr>
</tbody>
</table>
Is work permitted?

See table below for Tier 4 (General)

<table>
<thead>
<tr>
<th>Type of sponsor</th>
<th>Course level</th>
<th>Work permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A UK higher education institution</td>
<td>Degree level or above</td>
<td>• part-time during term-time (up to a maximum of 20 hours a week)</td>
</tr>
<tr>
<td>• Overseas higher education institution and the student is on a short-term study-abroad programme in the UK</td>
<td></td>
<td>• full-time during vacations</td>
</tr>
<tr>
<td>• on a work placement as part of the course</td>
<td></td>
<td>• as a student union sabbatical officer for up to 2 years</td>
</tr>
<tr>
<td>• full-time as a postgraduate doctor or dentist on a recognised foundation programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• as a student union sabbatical officer for up to 2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A UK higher education institution</td>
<td>Below degree level</td>
<td>• part-time during term-time (up to a maximum of 10 hours a week)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• full-time during vacations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• on a work placement as part of the course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• as a student union sabbatical officer for up to 2 years</td>
</tr>
<tr>
<td>Sponsors which are not:</td>
<td>Any level</td>
<td>• on a work placement as part of the course (but only if the sponsor has Tier 4 sponsor status)</td>
</tr>
<tr>
<td>• a UK higher education institution</td>
<td></td>
<td>• as a student union sabbatical officer for up to 2 years</td>
</tr>
<tr>
<td>• an overseas higher education institution sponsoring a study abroad student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students who are allowed to work must not:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• be self employed or engage in business activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• take employment as a professional sportsperson, including a sports coach or as an entertainer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• fill a full-time permanent vacancy other than a recognised foundation programme or as a sabbatical officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• take employment as a doctor in training (unless the course that they are being sponsored to do (as recorded on the CAS) is a recognised Foundation Programme)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tier 4

Tier 4 (Child) – key facts
This page shows the key facts for Tier 4 (Child).

<table>
<thead>
<tr>
<th>Eligibility requirements</th>
<th>Applicants must:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• be a genuine student (assessment to be considered for 16 and 17 year olds only)</td>
</tr>
<tr>
<td></td>
<td>• not fall for refusal under general grounds for refusal</td>
</tr>
<tr>
<td></td>
<td>• have a valid Confirmation of Acceptance for Studies (CAS) (which must be assigned by an independent school if assigned on or after 10 August 2015)</td>
</tr>
<tr>
<td></td>
<td>• meet the maintenance requirements</td>
</tr>
<tr>
<td></td>
<td>• if applying for entry clearance, be 4 years of age or older</td>
</tr>
<tr>
<td></td>
<td>• be under the age of 18</td>
</tr>
<tr>
<td></td>
<td>• not have children aged under 18 who they live with or are financially responsible for</td>
</tr>
<tr>
<td></td>
<td>• have care arrangements in place that meet the requirements set out in the published Home Office guidance, if a foster carer or relative other than a parent or guardian will be responsible for them (they must provide evidence of this)</td>
</tr>
<tr>
<td></td>
<td>• have their application supported by their parents, legal guardian or one parent if they have sole responsibility for the child</td>
</tr>
<tr>
<td></td>
<td>• have their sponsor’s permission to take the course, if they are or have, within the last 12 months, been sponsored by a government or international scholarship agency</td>
</tr>
<tr>
<td></td>
<td>• not apply for a course that starts more than a month after their current leave expires (if applying for an extension of leave in this category)</td>
</tr>
</tbody>
</table>

The requirements are that the applicant is not in the UK in breach of immigration laws. There are limited exceptions relating to overstaying previous conditions (remaining in the UK when the applicant’s leave to be here has expired). Any period of overstaying will not count against the applicant where either of these conditions apply:

1. the application is made within 14 days of the applicant’s leave expiring and the Secretary of State accepts there is a good reason beyond the control of the applicant, or their representative, preventing the application from being made in time, the overstaying will be disregarded – the reason for the overstay should be provided in the application.

2. the application is made following the refusal of a previous application for leave which was made in-time (or to which the exception at point 1 above applied) and within 14 days of
one or more of the following:
- the refusal of the previous application for leave;
- the expiry of any leave which has been extended by section 3C of the Immigration Act 1971;
- the expiry of the time limit for making an in-time application for administrative review or appeal;
- any administrative review or appeal being concluded, withdrawn, abandoned or lapsed.

For more information, see: Applications from overstayers (non family routes).

**Transitional arrangement**

Tier 4 (Child) applications made using a CAS assigned on or before 9 August 2015 must be considered in accordance with the Rules in force on 9 August.

| Application forms | Entry clearance – online application (where available)  
|                   | VAF 9 – Appendix 9 PBS Migrant (where available)  
|                   | Initial – Tier 4 (C)  
|                   | Extension - Tier 4 (C) |
| Cost of application: | You can find the current application fee through the following link:  
|                     | Fees for Home Office services. |
| Entry clearance mandatory? | Yes for applications made outside the UK. See below for guidance on switching into Tier 4 (Child) in the UK. |
| Is biometric information required for applications made in the UK? | Yes |
| Code of leave to remain granted | Code 2A |
| Entry clearance endorsements | D: Tier 4 (Child) Student,  
|                               | Under 16 years old: Code 3  
|                               | 16 years old and over: Code 2 (10 hours term time) |
| Conditions of leave to remain | The Tier 4 (Child) student:  
|                               | - cannot claim public funds  
|                               | - must register with the police if this is required by paragraph 326 of the Immigration Rules  
|                               | - for employment and study restrictions, see ‘work and study permitted’ section below |
| How long is leave to remain normally granted for? | You must grant a successful Tier 4 (Child) applicant aged under 16 the length of a child student's course as stated on the CAS, up to a maximum of 6 years.  
|                       | You must grant for the period stated on the CAS, plus 4 months, with the start date being no more than one month before the course starts.  
|                       | You must grant a successful Tier 4 (Child) applicant who is 16 or
<table>
<thead>
<tr>
<th>Are dependants allowed?</th>
<th>No</th>
</tr>
</thead>
</table>
| Work and study allowed? | **Work**  
Children under 16 are not allowed to work. If the child is aged 16 years or older, they can work provided:  
- it is for no more than 10 hours a week during term time (it can be of any duration during vacations)  
- it is part of a course related work placement which is an assessed part of the applicant’s course and it is not more than half the length of the course - this is except when there is a legal requirement for the placement to exceed half the length of the course (in which case a longer work placement is allowed)  
- it is as a student union sabbatical officer for up to 2 years provided the post is elective and is at the institution that is the applicant’s sponsor or it is a position at the National Union of Students  
- it is not self employment or a business activity  
- it is not as professional sportsperson, including a sports coach or as an entertainer  
- the job is not a full-time permanent vacancy other than as a sabbatical officer  
| Study |  
- the student’s main study (i.e. the study for which they were granted leave) must be at the institution that assigned the Confirmation of Acceptance for Studies (CAS)  
- the student can undertake supplementary study at any other institution as long as this does not interfere with their main course  
- the student cannot undertake a foundation course intended to prepare the student for undergraduate study and entry to a higher education institution  
- the student is not permitted to study at an academy or a school maintained by a local authority, except where the student is studying at a Tier 4 sponsor that becomes an academy or school maintained by a local authority in which case the student is permitted to complete their current course of study |
<p>| Is switching into this category allowed? | Switching into the Tier 4 (Child) route is allowed by applicants who have, or were last granted leave as a Tier 4 (General) student. |
| Does this category lead to settlement (indefinite leave) | No |</p>
<table>
<thead>
<tr>
<th>to remain?</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is knowledge of language and life required?</td>
<td>No</td>
</tr>
<tr>
<td>CID case type</td>
<td>T4 - Child Student - LTR</td>
</tr>
<tr>
<td>Immigration Rules paragraphs</td>
<td>Paragraphs 245ZZ to 245ZZD and appendices A, C and H</td>
</tr>
</tbody>
</table>
## Tier 4: changes to this guidance

This page lists the changes to the ‘Tier 4’ guidance, with the most recent at the top.

<table>
<thead>
<tr>
<th>Date of the change</th>
<th>Details of the change</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 April 2017</td>
<td>Change request:</td>
</tr>
<tr>
<td></td>
<td>• References to the previous Qualification and Credit Framework (QCF) and the National Qualifications Framework (NQF) have been replaced with the Regulated Qualifications Framework (RQF)</td>
</tr>
<tr>
<td></td>
<td>• References to previous routes which are no longer in operation have been removed.</td>
</tr>
<tr>
<td></td>
<td>• Guidance relating to the minimum course level that probationary sponsors can assign a CAS for has been updated to reflect that these sponsors can now assign CAS at RQF level 3 in England, Wales and Northern Ireland and above (or the equivalent in Scotland) if the applicant is under the age of 18</td>
</tr>
<tr>
<td></td>
<td>• Guidance relating to the two-year time limit below degree level has been updated to reflect the provision for courses that are subject to a regulatory requirement by the Maritime and Coastguard agency</td>
</tr>
<tr>
<td></td>
<td>• Guidance relating to the maintenance requirement for Tier 4 (Child) students has been updated to allow for children aged over 12 to reside with their parent who is on a Parent of a Tier 4 (Child) visa</td>
</tr>
<tr>
<td></td>
<td>• Guidance has been added relating to the</td>
</tr>
<tr>
<td>Addition of the Genuine Student Rule for students aged 16 and 17 years applying under Tier 4 (Child)</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>• Guidance has been updated to confirm that evidence of the relationship is required in all circumstances where a Tier 4 application includes a consent letter</td>
<td></td>
</tr>
<tr>
<td>• Guidance has been updated relating to Tier 4 loans for maintenance purposes, where the loan has been paid directly to the sponsor</td>
<td></td>
</tr>
</tbody>
</table>

For previous changes to this guidance you will find all earlier versions in the Archive. See PBS Tier 4 - archive
## Tier 4: overstaying

This page tells you what to check if an applicant has overstayed when making a decision on all Tier 4 applications for extension or switching.

Before considering any Tier 4 application you must check that the applicant has not been in the UK in breach of immigration laws. There are limited exceptions relating to overstaying previous conditions (remaining in the UK when the applicant’s leave to be here has expired). Any period of overstaying will not count against the applicant where either of these conditions apply:

1. the application is made within 14 days of the applicant's leave expiring and the Secretary of State accepts there is a good reason beyond the control of the applicant, or their representative, preventing the application from being made in time, the overstaying will be disregarded – the reason for the overstay should be provided in the application.

2. the application is made following the refusal of a previous application for leave which was made in-time (or to which the exception at point 1 above applied) and within 14 days of one or more of the following:
   - the refusal of the previous application for leave
   - the expiry of any leave which has been extended by section 3C of the Immigration Act 1971
   - the expiry of the time limit for making an in-time application for administrative review or appeal
   - any administrative review or appeal being concluded, withdrawn, abandoned or lapsed

For more information, see Applications from overstayers (non family routes).
### Tier 4: entry and extension requirements

This section tells you how to check if a Tier 4 application meets the requirements to be granted entry clearance or an extension of leave.

Before considering an application you must check that:

- the application is valid
- the applicant has given biometric information
- the immigration health surcharge has been paid
- the applicant's passport or travel document is genuine
- there are no general grounds for refusal

Biometric Residence Permits (BRPs) are being rolled out for applicants for entry clearance of more than 6 months between March and July 2015. The BRP application will be made as part of the Tier 4 application and if the Tier 4 application is granted, the applicant should be given a 30 day vignette to allow them to travel to the UK. They must then collect their BRP within 10 days of arrival.

For more information, see:

- Specified application forms and procedures
- Biometric information – introduction
- Biometric information – caseworking
- Biometric information – enrolment
- Cases where the Tier 4 sponsor is subject to UKVI compliance sanctions or their licence is revoked, surrendered or expires see: [Tier 4 – Cases where the Tier 4 Sponsor is subject to UKVI sanctions, their licence is revoked, surrendered or it expires](#)

### Referring cases

Before working on an application, you must check whether the applicant meets the
requirements for referral to the criminal casework directorate, special cases directorate, counter-terrorism unit, human trafficking unit, or the regional intelligence unit by checking the following databases (where you have access to them):

- GCID
- warehouse
- case reference system (CRS)
- biometric residence permits (BRP)
- the police national computer (PNC)
- internal Home Office security systems

If you have any doubts about whether any of the supporting documents an applicant provides are genuine you must make verification checks. For more information, see: Tier 4 – verifying documents and risk profiles.

For more information on human trafficking referrals see: Human trafficking – guidance for front line staff

Representatives
If an applicant has a representative, you must check that the representative is approved to provide immigration advice with either:

- the Office of the Immigration Services Commissioner (OISC)
- by one of the following designated authorities:
  - the Law Society
  - the Law Society of Scotland
  - the Law Society of Northern Ireland
  - the General Council of the Bar in Northern Ireland
  - the Institute of Legal Executives
  - the General Council of the Bar
  - the Faculty of Advocates

For more information, see Establish whether the representative is registered with the approved accrediting body.
Requesting more information
If, having considered the application, you could grant it if you received or clarified certain details, you may consider making an enquiry to request the information. For more information, see Tier 4 – requesting more information.

Translating documents
If the documents provided are not in English or Welsh, the applicant must provide a certified translation. For more information, see Tier 4 – translating documents.

Date of application
The date an application was made may have a bearing on the Tier 4 requirements. For information on deciding the date an application was made, see Date of application.

Tier 4 (General) requirements - paragraphs 245ZT-245ZY of the Immigration Rules
To be granted leave as a Tier 4 (General) migrant a person must:
- be a genuine student
- not be an illegal entrant, if applying in the UK
- be switching from one of the specified categories if applying in the UK, see Tier 4 - switching
  - if they are applying in the UK, have current leave as a Tier 4 (General) student with their existing Tier 4 leave being sponsored by:
    - a higher education institution (HEI)
    - an overseas HEI
    - an embedded college offering pathway courses
    - an independent school

An applicant who is currently sponsored by any type of institution other than those named in the list below must apply for entry clearance from outside of the UK. And:

- score a total of 40 points by:
  - scoring 30 points for attributes by having a valid confirmation of acceptance for studies (CAS)
- scoring 10 points by meeting the maintenance requirements
  - hold an Academic Technology Approval Scheme clearance certificate (if studying a relevant course)
  - meet the postgraduate doctor or dentist requirements, if applying in this capacity
  - have permission from their government sponsor or international sponsor to undertake the course (if they have one)
  - not spend more than 2 years studying below degree level
  - not spend more than 5 years studying at degree level or above (for applications submitted on or after 6 April 2012)
  - be at least 16 years old
  - have parental consent to take the course (if aged under 18)
  - have parental consent for their care arrangements in the UK (if aged under 18)
  - have evidence of the relationship with the person(s) providing parental consent (where a consent letter is required)
  - not be applying for leave for a course that starts more than a month after their current leave expires (if applying in the UK)

**Tier 4 (Child) requirements - paragraphs 245ZZ to 245ZZE of the Immigration Rules**

To be granted leave as a Tier 4 (Child) migrant a person must:

- be a genuine student (assessment to be considered for 16 and 17 year olds only)
- not be an illegal entrant (if applying in the UK)
- have current leave as a Tier 4 (Child) student or be switching from one of the specified categories if applying in the UK, see Tier 4 - switching
- score a total of 40 points by:
  - scoring 30 points through having a valid CAS
  - scoring 10 points through meeting the maintenance requirements
- be at least 4 years of age
- be under 18 years of age
- have no children under the age of 18 who are living with them or for who they are financially responsible
- if a foster carer or a relative other than the applicant’s parent will be responsible for their care then:
- the applicant’s care arrangements meet the requirements published by the Home Office and they provide specified documents to show this
- the applicant must provide details of the care arrangements as specified in the published Home Office guidance
  - have parental consent to take the course
  - have parental consent for their care arrangements in the UK
  - have evidence of the relationship with the person(s) providing parental consent (where a consent letter is required)
  - not be applying for leave for a course that starts more than a month after their current leave expires (if applying in the UK)
  - have permission from their government or international sponsor to undertake the course (if they have one)
Switching into Tier 4 (General)
Under paragraph 245ZX(b), switching into the Tier 4 (General) route is allowed for applicants who have, or were last granted leave in the following categories:

- Tier 2
- Tier 4 (Child)

Switching into Tier 4 (Child)
Under paragraph 245ZZC(b), switching into the Tier 4 (Child) route is allowed by applicants who have, or were last granted leave in one of the following category:

- Tier 4 (General) students

An applicant who is currently sponsored by any other type of institution must apply for entry clearance from outside of the UK.

To determine the institution type of the sponsor you can check the Tier 4 register of sponsors.

Dependants of overseas diplomats
The Home Office sometimes receives applications from foreign embassies to exceptionally allow dependants of overseas diplomats to switch into Tier 4. You should normally refuse such applications but where there are compelling circumstances you can allow switching on an exceptional basis. You must, however, refer such a decision to the relevant senior executive officer (SEO) senior caseworker.

The following are examples of factors to consider when making your decision:
- Is the dependant mid-way through an academic course?
- Has evidence been provided (for example, from the school or college) which shows that return home would be highly disruptive to the dependant’s education?
- Does the dependant have a particular medical condition?
- Is there evidence of particularly high academic ability?
- Would the return home take place at a particularly disruptive point in the school term?
- Where would the applicant have to return to get entry clearance and how long would it take to obtain?

This list is not exhaustive and you must make your decision based on the facts of each case.
Tier 4

Tier 4: Doctorate extension scheme

This page tells you how to consider applications made for further leave to remain in the UK under the Tier 4 (General) student Doctorate Extension Scheme (DES).

From 6 April 2013, students with entry clearance or leave to remain as a Tier 4 (General) student completing a course leading to the award of a PhD at a UK Higher Education Institution (HEI) can stay in the UK on a Tier 4 visa for 12 months after their expected course completion date.

The DES provides students gaining a PhD, or other doctorate level qualification, a longer period to gain further experience in their chosen field, seek skilled work, or develop plans to set up as an entrepreneur (although there will be no formal restrictions on the work they can take, other than on work as a doctor or dentist in training or as a sportsperson).

Students wishing to apply for further leave to remain in this category need to submit an application for further leave to remain using application form Tier 4 (General) Student and provide a new confirmation of acceptance of studies (CAS) from their sponsor.

Under this scheme:

- Students can bring dependants into the UK in line with the current Tier 4 rules
- Students can switch into Tier 1 and Tier 2 (General) if required
- The standard Tier 4 fee will apply
- Time spent under Tier 4 does not count towards settlement

To qualify under this scheme, the student must:

- have existing leave as a Tier 4 (General) student to study a course at a UK HEI with Tier 4 sponsor status which leads to an award of a PhD level qualification conferring the title of doctor – for more information see annex 4 of the Tier 4 migrant guidance, but note that this does not include research master’s degrees, which are also included on this list
• have a CAS which was issued no more than 60 days before the expected course completion date and which confirms their Tier 4 sponsor expects them to complete their course, and they will continue to sponsor them for 12 months following the course
• apply no more than 60 days before the expected course completion date (as stated on the CAS) but before the course end date specified on the new CAS
• have an expected course completion date of 6 April 2013 or later
• meet the Tier 4 requirements under paragraph 245ZX of the Immigration Rules

Students do not need to hold or apply for an ATAS Clearance Certificate to cover their time spent on the Doctorate Extension Scheme. If, however, they are currently studying a course (or period of research) that requires an Academic Technology Approval Scheme (ATAS) Clearance Certificate, and their course end date given on the CAS is postponed for a period of more than 3 calendar months, the student must apply for a new ATAS Clearance Certificate to cover the rest of their time on that course.

For how to grant an extension see Tier 4 - Doctorate extension scheme – Granting an extension.
## Tier 4

### Tier 4 age requirements

<table>
<thead>
<tr>
<th>About this guidance</th>
<th>This section tells you about the age requirements for the Tier 4 (General) and Tier 4 (Child) routes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 4 (General)</td>
<td><strong>Tier 4 (General)</strong>&lt;br&gt;These applicants must be at least 16 years of age.</td>
</tr>
</tbody>
</table>
| Tier 4 (Child)      | **Tier 4 (Child)**<br>These applicants must be:<br>  
  - at least 4 years old  
  - under the age of 18  

If the applicant does not meet these requirements, you must refuse their application.

**Tier 4 parental support**

Tier 4 (Child) students and Tier 4 (General) students who are under the age of 18 must:

- have their application supported by their parents or legal guardian
- have confirmation from the parents or legal guardian that they have given consent for the applicant’s care arrangements
- have evidence of the relationship with the person(s) providing parental consent

If one of the applicant’s parents has sole responsibility for the child, you only need to have proof of support from that parent.

If the applicant does not meet either of these requirements, you must refuse the application.
Tier 4

Tier 4: letter of parental consent for students under 18

This page tells you about the letter of consent that Tier 4 (Child) and Tier 4 (General) students who are under the age of 18 at the date of application must provide.

The letter from their parent or legal guardian must:

- confirm the relationship between the parent or legal guardian and the child
- confirm that the parent or legal guardian consents to the application
- confirm that the parent or legal guardian consents to the child’s living arrangements in the UK
- be signed by both parents or legal guardians, or just one parent or guardian if they have sole responsibility for the child

Safeguarding child welfare

Under Section 55 of the Borders, Citizenship and Immigration Act 2009, the Home Office has a duty to safeguard and promote child welfare. The definition of children includes all students under the age of 18. For more information, see Safeguard and promote child welfare.

Arrangements for the student’s care and accommodation in the UK must comply with UK legislation and inspection regulations. For more information on the Department of Health’s minimum standards and inspection regulations, see below:

- accommodation of students under 18 by further education colleges: national minimum standards and inspection regulations
- boarding schools: national minimum standards, inspection regulations
- residential special schools: national minimum standards, inspection regulations
Tier 4

Tier 4 (Child): private foster care or care from a close relative

About this guidance
Tier 4 (General) – key facts
Tier 4 (Child) - key facts
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Tier 4 – verifying documents and risk profiles
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Tier 4 – granting or refusing
Tier 4: bulletins

This page tells you the requirements that a Tier 4 (Child) applicant must meet if they will be living in a private foster care arrangement or with a close relative while they are in the UK.

Students who are either:

- living with a resident British citizen or other UK resident who is a close relative
- in a private foster care arrangement

must show that they have suitable arrangements in place for their care. An applicant must provide a written undertaking from the intended carer confirming the care arrangement. This must show the following evidence:

- the intended carer's:
  - name
  - current address
  - contact details
- the address where the carer and the child will be living in the UK, if different from the intended carer’s current address
- confirmation that the accommodation offered to the child is a private address, and not operated as a commercial enterprise, like a hotel or a youth hostel
- confirmation that the intended carer has at least £560 for applications submitted before 12 November 2015, and £570 for applications submitted after 12 November per month to look after and accommodate the Tier 4 (Child) student for the length of the course
- the nature of the relationship between the child’s parent or legal guardian and the intended carer
- that the intended carer agrees to the care arrangements for the child
- signature and date of the undertaking

They must provide proof their intended carer is settled in the UK. This must be either their carer's:
• current UK or European Union passport
• current passport or travel document to confirm they are settled in the UK
• certificate of naturalisation

Tier 4 (Child) applicants who are living with a carer must also provide a letter from their parent or legal guardian. The letter must confirm:

• the nature of the relationship between the child’s parent(s) or legal guardian and the intended carer
• the address where the carer and the child will be living in the UK
• the parent(s) or legal guardian(s) authorise the carer to take responsibility for the care of the child during their stay in the UK

If a student is living with a close relative, no other documentation is required.

Close relatives
A close relative, parent or legal guardian caring for the child is not considered to be a private foster carer and so will not need to register with a UK local authority. A close relative is a person aged 18 or over who is the child’s:

• grandparent
• brother
• sister
• step-parent
• uncle (the brother or half-brother of the child’s parent)
• aunt (the sister or half-sister of the child’s parent)

Parents accompanying children under 12
Non-EEA parents who wish to accompany their children to the UK can apply to do so under the Parent of a Tier 4 Child. Children aged 12 and over are able to reside with their parent if that parent holds a Parent of a Tier 4 (Child) visa issued on the basis of a younger sibling.

Private foster care
Children under 16 years old (or under 18 years old if disabled) are privately fostered when they are cared for on a full-time basis for more than 28 days by adults, who are not their parents, legal guardians or a close relative. It is the responsibility of the parent, carer, and anyone else involved in making the private fostering arrangement, including the Tier 4 (Child) sponsor, to notify their UK local authority of the private fostering arrangement.

In the UK, local authorities are responsible for safeguarding and protecting children. They must make sure private foster carers are suitable and they get any support and guidance that they may need to help them care for the child.

If a Tier 4 (Child) is staying in a private foster care arrangement, they must receive permission from the private foster carer’s UK local authority. This is explained in the Children (Private Arrangements for Fostering) Regulations 2005.

A child student who is staying in a private foster care arrangement must provide:

- a copy of the letter of notification from the child’s parent, legal guardian or intended carer to the UK local authority:
  - this must confirm the child will be in the care of a private foster carer while in the UK: for more information on what the letter of notification must contain, see schedule 1 of Children (Private Arrangements for Fostering) Regulations 2005
- the UK local authority’s confirmation of receipt: this must confirm that the local authority has received notification of the foster care arrangement
This section tells you about the Tier 4 differentiation arrangements which permit applicants from designated low-risk countries to submit fewer supporting documents with their application.

Documents not required under the differentiation arrangements
Applicants who meet the requirements of the arrangements will not normally have to submit:

- certificates or documents used by the Tier 4 sponsor to assess academic ability, for example:
  - qualifications
  - transcripts
  - references
- English language tests or documents used by the Tier 4 sponsor to assess English language ability (for example a Secure English Language Test (SELT))
- documentary evidence of their funds, for example:
  - bank statements
  - building society passbooks
  - loan letters
  - (for Tier 4 (General) applicants) evidence of relationship to a parent or legal guardian who is providing financial sponsorship

Mandatory documents
Under the differentiation arrangements, all Tier 4 applicants must still submit the following with their application:

- their passport
- biometric residence permit
- Confirmation of Acceptance for Studies (CAS)

Tier 4 (General) and Tier 4 (Child) applicants aged 16 or 17 must also provide their police
registration certificate (if appropriate).

Tier 4 (General) students must provide an original Academic Technology Approval Scheme (ATAS) clearance certificate if required.

**Differentiation arrangement requirements**
To qualify for the arrangements a Tier 4 applicant must:

- be sponsored by a sponsor with Tier 4 Sponsor status
- be applying for entry clearance in their country of nationality or country of main residence or for leave to remain in the UK
- be a national (or citizen) of a country listed in Appendix H of the Immigration Rules
- show on their application form:
  - they are applying under the differentiation arrangements
  - declare they hold the documentary evidence specified by the Immigration Rules and Tier 4 policy guidance

For information on what to do if the applicant does not show on their application form that they are applying under these arrangements, see Tier 4 – low risk nationalities who submit evidence.

**Sponsor requirements**
The sponsor does not need to make any additional statement on the CAS about differentiation but they must include all the information needed on a CAS.

For more information on checking the CAS, see Tier 4 – Confirmation of Acceptance for Studies (CAS).

**Requesting supporting documents**
When you are considering an application under the differentiation arrangements you can still request the supporting documents. For example, you must do this if:

- there is a record of the student on the police national computer or on internal Home Office security systems
- the student’s nationality is removed from the list of ‘low risk’ nationalities
- the Home Office is making a random check on documents

You must request the specified documents using the letter template ‘Request for documents (main applicant)’. If the applicant does not comply with the request, you must refuse the application.

For more information see Tier 4 – granting and refusing.

**Dual or multiple nationality**

Where an applicant applying under the differentiation arrangements holds dual or multiple nationalities, they must submit a passport issued by one of the countries listed in Appendix H of the Immigration Rules. If the passport submitted was not issued by one of these countries, you must ask them to provide one.
This page tells you what to do when a national of a low-risk country fails to indicate they are applying under the differentiation arrangements and/or provide evidence that is not required.

**Applicant who do not indicate they are applying under the differentiation arrangements**

On the application forms Tier 4 (G) and Tier 4 (C) an applicant may tick question ‘B0’ to confirm they are applying under the differentiation arrangements. If the applicant doesn’t do this, but has submitted a passport confirming they are a national of a country listed in Appendix H of the Immigration Rules, you must accept the application as one within scope of the differentiation arrangements.

**Applicants who apply under the differentiation arrangements but submit evidence**

If an applicant applies under the differentiation arrangements but submits evidence in relation to funds, English language ability and / or academic qualifications, you should check the nationality and sponsor information. As part of the overall assessment, even where the applicant does qualify for the differentiation arrangements, you maintain the right to consider any evidence submitted that suggests the applicant may not meet the requirements set out in the Immigration Rules.

It will not normally be necessary to request additional certificates proving academic ability provided the sponsor has documented all the certificates that they considered on the CAS as part of their assessment.

For more information on requesting information, see Tier 4 – requesting more information.
This page tells you about the differentiation arrangements for dependants of Tier 4 (General) students.

Dependants of Tier 4 (General) students may qualify for the differentiation arrangements to provide fewer supporting documents with their application.

Dependants who apply for the differentiation arrangements must:

- indicate on their application form they are applying under the differentiation arrangements
- declare they hold the documentary evidence specified by the Immigration Rules and Tier 4 policy guidance

Under the differentiation arrangements, Tier 4 dependants must still provide:

- their passport
- biometric residence permit
- police registration certificate (where appropriate)
- evidence of relationship to the Tier 4 (General) student
- evidence that the relationship is ‘subsisting’ (this also applies to dependant children over the age of 16 years)
- evidence of ‘dependence’ (this also applies to dependant children who are living away from home)

**Differentiation arrangements - requirements for dependants**

A dependant of a Tier 4 (General) student will qualify for the differentiation arrangements if:

- the Tier 4 (General) student is sponsored by an education provider with Tier 4 sponsor status
- they are applying at the same time as the Tier 4 (General) student
- they are applying for entry clearance in their country of nationality or country of main residence or for leave to remain in the UK, and
- they hold the same nationality as the Tier 4 (General) student and both are nationals of one of the countries listed in Appendix H of the Immigration Rules

**Requesting supporting documents**

When you are considering an application under the differentiation arrangements you can still request supporting documents. If the dependant does not provide specified documents relating to funds, you must refuse the application.

For more information on granting or refusing, see Tier 4 – granting and refusing.

To download a copy of the letter template to request supporting documents, see Request for documents (dependants).
### Tier 4: attributes

This section tells you about the requirements that must be met for you to award a Tier 4 applicant 30 points for attributes.

Under paragraphs 113 to 126 of Appendix A of the Immigration Rules, to claim points for attributes, a Tier 4 applicant must have been assigned a valid confirmation of acceptance for studies (CAS) from their Tier 4 sponsor.

A Tier 4 sponsor can only assign a CAS when the:

- course meets the Tier 4 study requirements
- applicant meets the Tier 4 English language requirements (Tier 4 (General) students only)

For more information see:

- Tier 4 - Confirmation of Acceptance for Studies (CAS)
- Tier 4 - study requirements
- Tier 4 (General) - English language requirement

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- Tier 4 – verifying documents and risk profiles
- Tier 4 – dependants
- Tier 4 – granting or refusing
- Tier 4: bulletins

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**In this section**
- External links
  - Immigration Rules paragraphs 245ZT-245ZZD
  - Immigration Rules Appendix A: Attributes
This section tells you about the Confirmation of Acceptance for Studies (CAS) and how to check whether it is valid.

A CAS is a virtual document (similar to a database record) which is assigned by the Tier 4 sponsor. It is an official and unconditional offer of a place on a course of study. Licensed sponsors use a secure IT system (the sponsorship management system (SMS)) to assign CAS. For more information on the SMS, see What is the sponsorship management system?

Each CAS has a unique reference number which links it to the CAS checking service and contains information about the:

- applicant's:
  - personal details
  - sponsor
  - course of study
  - finances
- documents and/or information the sponsor used to assess academic and English language ability

A CAS may only be used for a single application and expires within 6 months of being assigned. If a student makes an application using a CAS that has already expired at the date of application, you must refuse the application. However, if the application is submitted before the CAS expires, you can consider the application as normal. For more information, see Tier 4 – CAS checking system.

Supporting documents

Normally a Tier 4 (General) applicant or a Tier 4 (Child) applicant aged 16 or 17 must provide the documents they used to get their CAS in order for you to award 30 points. Where an applicant qualifies under the differentiation arrangements however, they do not need to provide these documents unless asked to do so. For more information on the documents for assessing the CAS and the differentiation arrangements, see Tier 4 –
documents for assessing the CAS.

If the applicant provides a valid CAS which has been assigned to them by a Tier 4 sponsor, you must consider awarding 30 points subject to other requirements, for example English language and progression being met. For details on the information a CAS contains and for guidance on how to validate and check a CAS, see related links:

- Tier 4 - validating a CAS
- Tier 4 - CAS checking system
This page tells you how to check that a confirmation of acceptance for studies (CAS) is valid.

Under Appendix A of the Immigration Rules, a CAS is only valid if the following requirements are met.

**Checking the validity of the CAS reference number**

The CAS number supplied must:

- be a valid number
- link to a CAS checking service entry that names the applicant as the migrant
- confirm that the sponsor is sponsoring them in the Tier 4 route the migrant has applied for
- not have been withdrawn or cancelled by the sponsor or the Home Office since it was issued

The information in this page has been removed as it is restricted for internal Home Office use only.
See the CAS Checking System section of this guidance for more information.

Checking the validity of the CAS
The CAS is valid if:

- it was issued no more than 6 months before the applicant made the application
- it was issued by an institution with a Tier 4 licence (Tier 4 (General) or Tier 4 (Child)) and that institution is still on the Tier 4 register of sponsors on the date of your decision (to check the Tier 4 register of sponsors, see Tier 4 register of sponsors)
- it has not previously been used in considering a previous application for entry clearance or leave to remain where the application was:
  - either approved or refused, but
  - not rejected as invalid or withdrawn, or declared void
- it contains the mandatory information specified in this guidance and, if it was not issued for a course of studies, it was issued for a full-time, salaried, elected executive position as a student union sabbatical officer who is part-way through their studies or who is being sponsored to fill the position in the academic year immediately after their graduation (to check the requirements for a sabbatical officer, see Tier 4 – student union sabbatical officer)
- the sponsor has not withdrawn the offer since the CAS was issued
- the application for entry clearance or leave to remain was made no more than 3 months before the start date of the course of study as stated on the CAS

For more information on checking CAS validity, see Immigration Rules: appendix A: Attributes.

Retrospective course start dates
The sponsorship management system does allow sponsors to enter a course start date on a CAS where the start date has already passed. However, this may not always be done. You must check the start date of the course to make sure that you do not grant the wrong period of leave or refuse an application because you incorrectly assess that:

- (where the application is made in time) the course starts more than one month after the applicant’s leave expires
• the applicant needs to provide evidence of 9 months’ maintenance (for example, if applying to continue a course)
• the application is made more than 3 months before the start date of the course as stated on the CAS

If the course start date has passed, sponsors must:

• enter the date from which the applicant requires their next leave to start (for example the day after their leave expires)
• enter the actual start date of the course in one of the CAS text fields

Where the actual start date isn’t immediately obvious, you must look out for possible indicators, for example:

• the start date on the application form or in a covering letter or CAS confirmation document is earlier than that stated on the CAS
• the course start date on the CAS is the date after the applicant's leave has expired (for example the leave is due to end 31/03/12 and the course start date is given as 01/04/12)
• the course appears to be shorter than expected for the level of course being studied
### Tier 4: CAS checking system

This page tells you how to check a confirmation of acceptance for studies (CAS) from a Tier 4 applicant using the CAS checking system and how to record on the system that the CAS has been used.

If a person supports their application with a CAS, you must record the CAS reference as ‘used’ on the CAS checking system so the sponsor and the Home Office have an audit trail for the unique reference number. If you do not mark the CAS as used, the CAS will expire and the sponsor will be unable to use the sponsor management system (SMS) to report any non-compliance issues regarding the migrant to whom it was assigned.

**Documents required to check the CAS**

If an applicant cannot apply under the differentiation arrangements, they must provide all the documents that the sponsor used to assign their CAS. These will be listed on the CAS checking system. It is the applicant’s responsibility to supply these documents and they must check with the sponsor that they provide the correct documents. It is not the Home Office’s responsibility to tell the applicant what documents they must provide.

For more information on the differentiation arrangements, see [Tier 4 – differentiation arrangements](#).

**Recording the CAS as used**

When you have found the relevant CAS, you must:

- select it from the list
- click the ‘mark as used’ box
- input the migrant application number (use the GCID case identification for applications made in the UK instead of the payment reference number on the batch sheet)
- enter the date of the application

You must not mark a CAS as used if you reject an application or the application is withdrawn or declared void.
<table>
<thead>
<tr>
<th><strong>Expired CAS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If the CAS checking system shows that a CAS has expired, you may still use the CAS to consider the application and mark it as 'used' providing the CAS:</td>
</tr>
<tr>
<td>- was not expired at the date of application</td>
</tr>
<tr>
<td>- meets the other requirements of paragraphs 116 and 117 of the Immigration Rules appendix A: Attributes (for more information, see related link)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CAS assigned by dormant sponsors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A sponsor may have a dormant licence, for example because of a merger. If a CAS is submitted and the sponsor’s licence is dormant, you can still consider the application and must mark the CAS as 'used'.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Marking associated CAS’ as obsolete</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Once you mark the CAS as ‘used’ you will have the option of marking all associated CAS records as ‘obsolete’. You must do this for all associated CAS. If you save a record without marking it as ‘obsolete’, you cannot retrieve the record later. If this happens, you must ask your senior caseworker to re-instate the associated CAS so that you can mark it as ‘obsolete’. You must only mark CAS as obsolete that cover the same period of leave. Click the ‘next’ button. Once you have selected the obsolete CAS, click the 'confirm as used' button.</td>
</tr>
</tbody>
</table>
Tier 4

Tier 4: documents for assessing the CAS

This section tells you which documents an applicant must provide to show how they were assessed for their confirmation of acceptance for studies (CAS).

Tier 4 (Child) applicants under the age of 16
Applicants under the age of 16 applying under Tier 4 (Child) do not need to provide documents to show how they were assessed.

Tier 4 (Child) applicants aged 16 or 17 and Tier 4 (General) applicants
Applicants aged 16 or 17 applying under Tier 4 (Child) and Tier 4 (General) applicants must provide the documents they used to get their CAS unless they are applying under the differentiation arrangements or when the assessment was not based on qualifications or references. The documents they must submit are:

- the original certificate(s) of qualification
- the original transcript of results

If the applicant does not provide these documents, you must request them under the evidential flexibility arrangements.

See Tier 4 – requesting more information and Tier 4 – differentiation arrangements for more information.

Original certificate of qualification
This document must show the:

- applicant’s name
- title of the award
- date of the award
- name of the awarding institution

Transcript of results

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Related links
Tier 4 (General) – academic technology approval scheme (ATAS)
Tier 4 (General) – English language requirement
Tier 4 (General) – postgraduate doctors and dentists

External links
Immigration Rules paragraphs 245ZT-245ZZD
This document must show the:

- applicant’s name
- name of the academic institution
- course title
- confirmation of the award of the qualification

This transcript must be original unless the:

- applicant has applied for their course through Universities and Colleges Admissions Service (UCAS)
- the applicant is applying in the UK to study at a higher education institution (HEI) which has Tier 4 sponsor status
- the qualification is issued by a UK awarding body for a course that the applicant has studied in the UK

**Evidence of English language ability**

All Tier 4 (General) sponsors must assess their students’ English language ability. The level of English required and the documents to be submitted depends on:

- the level of course the student is studying
- the type of institution at which the student is studying

For information on the documents for assessing English language ability, see related link: Tier 4 (General) – English language requirement.

**Verifying documents**

You must carry out a verification check if:

- you have reasonable doubts that a specified document is not genuine
- there is an instruction from a risk profile that relates to that document

For more information on verifying documents and referring documents for verification, see related links:
• **Tier 4 – verifying documents and risk profiles**
• Referring documents to the NEYH regional verification team

**Assessments based on references**
If the sponsor assessed the applicant through references, they must provide details of the references assessed on the CAS.

The applicant must send the original reference(s) which must contain:

- the student’s name
- confirmation of the type and level of course or previous experience
- dates of study or previous experience
- date of the letter
- contact details of the referee

If the student cannot provide the original reference(s), they can provide a copy, together with a letter from their sponsor confirming it is a true copy of the reference they assessed.

**Assessments not based on qualifications or references**
If the sponsor assessed the applicant as being suitable for the course based on something other than their qualifications or references, the applicant does not have to provide a certificate and/or transcript of results. For example, if the sponsor based their assessment on:

- a portfolio of artwork
- an interview
- the sponsor’s own test or entrance exam

The sponsor must, however, provide details of how they assessed the student on the CAS.

**Documents from institutions which have had their licence revoked**
If the applicant has provided documents from a previous course from an institution that has had its Tier 4 licence revoked, you can consider this as supporting evidence. If you have
| doubts about this evidence you must refer the case to the regional intelligence unit. For more information, see Making a referral to a regional intelligence unit. For information on the documents required for Tier 4 (General) applicants who are studying a recognised foundation programme as a postgraduate doctor or dentist, see Tier 4 (General) – postgraduate doctors and dentists. |   |
**Tier 4**

**Tier 4 (General): Academic Technology Approval Scheme (ATAS)**

This page tells you about the Academic Technology Approval Scheme (ATAS) and which courses of study require an ATAS clearance certificate.

The Academic Technology Approval Scheme (ATAS) was introduced to help stop the spread of knowledge and skills that could be used in the proliferation of weapons of mass destruction (WMD) and their means of delivery.

The ATAS is specifically designed to make sure that those applying for postgraduate study in certain sensitive subjects do not acquire knowledge that could potentially be used in WMD programmes.

The differentiation arrangements do not apply to ATAS. Migrants of all nationalities must apply for a clearance certificate online through the Foreign and Commonwealth Office (FCO) website. This site also contains information about the scheme and the list of designated subjects and useful documents to provide with ATAS applications. For more information, see the FCO ATAS website.

**ATAS requirements**

A Tier 4 (General) student must hold a valid ATAS clearance certificate if they are applying for leave to take one of the following:

- undergraduate or postgraduate studies leading to a Doctorate or master’s degree by research in one of the subjects listed in paragraph 1 of Appendix 6 of the Immigration Rules
- undergraduate or postgraduate studies leading to a taught master’s degree or other postgraduate qualification in one of the subjects listed in paragraph 2 of Appendix 6 of the Immigration Rules
- a period of study or research in excess of 6 months in one of the subjects listed in paragraphs 1 or 2 of Appendix 6 of the Immigration Rules at an institution of higher education where this forms part of an overseas postgraduate qualification.
Check whether an ATAS clearance certificate is required by checking the JACS code on the student’s CAS or in the offer letter from the sponsor against those listed in Appendix 6 of the Immigration Rules.

If the applicant does not have an ATAS clearance certificate and you are satisfied that one is required, the application should be refused.

The ATAS clearance certificate
An ATAS Clearance Certificate is issued for a specific course with a named provider and covers the length of that course from the course start date to the course end date given on the CAS, plus up to an additional 3 calendar months of study. The certificate remains valid as long as the provider and/or course details do not change.

The applicant must provide a copy of their ATAS clearance certificate. It will have been sent to them as an email attachment. If you have any questions or concerns about the certificate, contact the ATAS team to check its validity.

If the provider and/or course details change, or the student’s course end date is postponed for a period of more than 3 calendar months, the student must apply for a new ATAS Clearance Certificate within 28 calendar days of being notified of the change in course, regardless of when their leave expires.

A student must also apply for a new ATAS certificate if:

- they want to start a new course that needs ATAS clearance
- there are any changes to the course content (or research proposal): if they are studying a PhD course, changes include changes other than minor changes to the areas of research or to the use of any new research technique
- they apply for an extension of leave in order to continue on their course
- they move to another institution
| If a student is applying for further permission to write up a thesis and their previous visa did not require ATAS clearance because it was issued before 30 November 2007, ATAS clearance is not required. |
## Tier 4 – study requirements

This section tells you what level of study is acceptable under Tier 4 and the requirements for issuing Confirmation of Acceptance for Studies for specific types of course.

For more information, see related links.

<table>
<thead>
<tr>
<th>In this section</th>
</tr>
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<tbody>
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<td>Tier 4 (General) – acceptable levels of study</td>
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<td>Tier 4 (Child) - acceptable levels of study</td>
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<td>Tier 4 – work placements</td>
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<td>External links</td>
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<tr>
<td>Immigration Rules paragraphs 245ZT-245ZZD</td>
</tr>
</tbody>
</table>

### About this guidance
- Tier 4 (General) – key facts
- Tier 4 (Child) - key facts
- Tier 4 – entry clearance and extension requirements
- Tier 4 – age requirements
- Tier 4 - differentiation arrangements
- Tier 4 – attributes
- Tier 4 – maintenance requirements
- Tier 4 – sponsorship
- Tier 4 – requesting more information
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- Tier 4 – verifying documents and risk profiles
- Tier 4 – dependants
- Tier 4 – granting or refusing
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### Tier 4

#### Tier 4 (General): acceptable levels of study

This section tells you what level and type of course is acceptable for a student studying under Tier 4 (General).

**Acceptable courses for Tier 4 (General)**

<table>
<thead>
<tr>
<th>Type of sponsor</th>
<th>Acceptable courses (leading to an approved qualification for Home Office purposes)</th>
</tr>
</thead>
</table>
| Tier 4 sponsor  | • courses approved at level 3 or above on the Regulated Qualifications Framework (RQF) in England, Wales and Northern Ireland  
|                 | • courses accredited at level 6 or above in the Scottish Credit and Qualifications Framework (SCQF) by the Scottish Qualifications Authority (SQA)  
|                 | • a short-term study abroad programme in the UK as part of the Tier 4 (General) student’s qualification at an overseas higher education institution (HEI), as long as the qualification is confirmed as being of equivalent level to a UK degree by [UK NARIC](https://www.uk-naric.com)  
|                 | • an English language course at level B2 or above of the [Common European Framework](https://www.coe.int) of reference for languages  
|                 | • a recognised foundation programme for postgraduate doctors or dentists |

---

**In this section**

- [Tier 4 (General) - postgraduate doctors and dentists](#)
- [Tier 4 (General) - English language courses](#)
- [Tier 4 (General) maximum time allowed to study below degree level](#)
- [Tier 4 (General) maximum time allowed to study at degree level or above](#)

**External links**

- [Immigration Rules paragraphs 245ZT-245ZZD](#)
- [Qualifications framework](#)
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Scottish qualifications framework</th>
</tr>
</thead>
</table>
| Probationary sponsor| • courses approved at level 4 or above on the RQF in England, Wales and Northern Ireland  
• courses approved at level 3 or above on the RQF in England, Wales and Northern Ireland where the applicant is under the age of 18  
• courses accredited at level 7 or above in the SCQF by the SQA  
• courses accredited at level 6 or above in the SCQF by the SQA where the applicant is under the age of 18  
• a short-term study abroad programme in the UK as part of the Tier 4 (General) student’s qualification at an overseas higher education institution (HEI), as long as the qualification is confirmed as being of equivalent level to a UK degree by UK NARIC  
• an English language course at level B2 or above of the [Common European Framework of Reference for languages (CEFR)](https://www.common欧洲框架ofreference.org)  
• a recognised foundation programme for postgraduate doctors or dentists  
• an aviation licence, rating or certificate issued in accordance with EU legislation by the UK’s Civil Aviation Authority |
<p>| | | |
|                     |                                                                 |                                    |</p>
<table>
<thead>
<tr>
<th>For more information about the requirements for English language courses, see Tier 4 (General) - English language courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must check with Ofqual register or the Scottish Qualifications Authority (SQA) to confirm that a course is approved or accredited. The equivalency of aviation qualifications is set out at the end of the guidance.</td>
</tr>
</tbody>
</table>
| **Work placements**  
For information on courses which include work placements, see Tier 4 – work placements. |
| **Study abroad programmes**  
A student who is studying abroad at an overseas higher education institution and wishes to come to the UK to undertake a part of their degree course is now permitted to do so for up to 50 per cent of the total length of their course. If you have doubts about the total length of the course you must make verification checks and refuse the application if the course in the UK exceeds 50 per cent of the total. |
| **Academic progression**  
For information about the academic progression requirement for Tier 4 (General) students who are applying to extend their studies, see Tier 4 (General) academic progression. |
This page tells you about the requirements for people who apply for leave as a Tier 4 (General) student to study as a postgraduate doctor or dentist.

A Tier 4 (General) student who wishes to study as a postgraduate doctor or dentist must:

- have successfully completed a recognised UK degree in the UK in medicine or dentistry from:
  - an institution with a Tier 4 (General) sponsor licence
  - a UK publicly funded institution of further or higher education
  - a genuine UK private education institution which maintains satisfactory records of enrolment and attendance
- have been given permission to stay in the UK as a student under the rules in place before 31 March 2009 or as a Tier 4 (General) student – this permission must have covered the applicant’s final academic year and at least one other academic year of the applicant’s studies leading to the above degree

### Documents required

If a student is applying to take a recognised foundation programme as a postgraduate doctor or dentist they must provide the original:

- certificate and/or original transcript of results of the UK recognised degree in medicine or dentistry that they completed whilst in the UK as a student
- letter from their sponsor confirming the applicant has been offered a place on a foundation programme recognised by the medical community. See below for list of acceptable sponsors.

Those applying under the differentiation arrangements need only provide the foundation programme letter.

### Maximum period

The maximum period of approval for students to do a recognised foundation programme as a postgraduate doctor or dentist is:

- 2 years for students with a Tier 4 (General) visa
- 1 year for students with a Tier 4 (General) visa whose visa was extended before 31 March 2009 or under the rules in place from 31 March 2009
- A Tier 4 (General) student may apply to extend their leave by a further 2 years if they have passed the first part of their foundation programme after a period of 1 year
- They must thereafter be granted leave to remain as an anonymous Tier 4 (General) student and must generally be sponsored by a genuine education institution

### Maximum period

The maximum period of approval for students to do a recognised foundation programme as a postgraduate doctor or dentist is:

- 2 years for students with a Tier 4 (General) visa
- 1 year for students with a Tier 4 (General) visa whose visa was extended before 31 March 2009 or under the rules in place from 31 March 2009
- A Tier 4 (General) student may apply to extend their leave by a further 2 years if they have passed the first part of their foundation programme after a period of 1 year
- They must thereafter be granted leave to remain as an anonymous Tier 4 (General) student and must generally be sponsored by a genuine education institution

### External links

- Immigration Rules paragraphs 245ZT-245ZZD
a postgraduate doctor or dentist is 3 years. This includes time spent with leave under the postgraduate doctor or dentist rules in place before 31 March 2009.

If the person applies as a Tier 4 (General) student to study as a postgraduate doctor or dentist and their proposed course of study means they are seeking entry clearance or leave to remain for over 3 years of study as a postgraduate doctor or dentist, they will not meet the requirement and you must refuse the application.

**Sponsors of postgraduate doctors and dentists**

Postgraduate doctors and dentists assigned a CAS for the 2 year foundation programme may only be sponsored by Health Education South London (HESL) or from 1 November 2016, by Health Education England (HEE). You must treat HESL and HEE as higher education institutions.

**Work placements**

For information on the requirements for postgraduate and dentist work placements, see [Tier 4 – work placements](#).
About this guidance

A Tier 4 (General) student is studying an English language course if they are studying English as a foreign language. A student who is 16 or 17 years of age has to apply as a Tier 4 (General) student if they wish to study English as a foreign language.

Unacceptable English language courses

Single courses that combine an English language course with a non-English language course, for example, courses in Tourism and English, are not considered to be English language courses for Home Office purposes. English language courses which are assessed against the Regulated Qualifications Framework (RQF) but are not taught as a foreign language (for example, an English language A-level) are not considered to be English language courses.

Acceptable level for Tier 4 (General) English language courses

For all applicants whose confirmation of acceptance for studies (CAS) was assigned on or after 21 April 2011, English language courses must be at level B2 or above on the Common European Framework of Reference for languages.

If a Tier 4 (General) student wants to do another English language course after their first course, they must show the formal assessment of the English language level they achieved from the first course. The sponsor must detail this information on the CAS and confirm that the new course represents academic progress.
This page tells you about the maximum amount of time that can be granted to a person who is aged 18 years or over and is studying courses below degree level as a Tier 4 (General) migrant.

Applications submitted before 12 November 2015
A person who is 18 or over cannot spend more than three years studying courses below degree level (National Qualifications Framework Level 5 and below, and equivalents) as a Tier 4 (General) migrant. This does not include time spent studying below degree level in any of the following categories:

- the student rules that were in place before 31 March 2009
- the Tier 4 (Child) route when they were 17 years or under
- any other non-Tier 4 (General) category which permits study
- pre-sessional courses

If the grant of leave for the person’s proposed course of study would lead to them spending over three years studying below degree level as a Tier 4 (General) migrant since the age of 18, you must refuse the application.

Applications submitted on or after 12 November 2015
From 12 November, a person who is 18 or over cannot spend more than 2 years studying courses below degree level. For applications received on or after this date, if the grant of leave for the person’s proposed course of study would lead to them spending over 2 years studying below degree level as a Tier 4 (General) migrant since the age of 18, you must refuse the application.

From the 6 April 2017, the 2 year limit does not apply if the student is applying to study a course at below degree level, has never studied as a Tier 4 (General) migrant in the UK before, and is applying for leave to study a 3 year course which is subject to a regulatory requirement by the Maritime and Coastguard Agency that they must spend at least 12 months at sea. If the grant of leave for the student’s proposed course of study would lead to
them spending over 3 years studying below degree level as a Tier 4 (General) migrant since the age of 18, you must refuse the application. Eligible qualifications are listed at the end of this guidance.

**Calculating the 2 or 3 year period**
See [Calculating the maximum time limits](#).
### Tier 4 (General): maximum time allowed to study at degree level or above

This page tells you about the maximum amount of time that can be granted to a Tier 4 (General) migrant studying courses at degree level or above.

Paragraph 245ZX (ha) of the Immigration Rules restricts Tier 4 (General) students to a maximum of 5 years study at degree level or above. Any period studying at degree level or above in the student route in place before 31 March 2009 also counts toward the maximum 5 years permitted at this level. Degree level courses are defined as those at:

- Regulated Qualifications Framework (RQF) level 6
- Scottish Credit and Qualification Framework level 9

### Exceptions

Applicants who apply to study, or continue to study a course listed below are not subject to the 5 year limit.

If the student is applying for any other course, all the time spent studying under Tier 4 should be counted, including time spent on courses listed in the table below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
<th>Maximum period of study at degree level or above</th>
</tr>
</thead>
<tbody>
<tr>
<td>A master’s degree level course</td>
<td>• the course must be at a higher education institution (see definition below)</td>
<td>6 years</td>
</tr>
<tr>
<td></td>
<td>• the applicant must have successfully completed an undergraduate degree (with no re-sits or repeat modules) of a minimum duration of 4</td>
<td></td>
</tr>
<tr>
<td>academic years</td>
<td>8 years</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>A course leading to the award of a PhD</td>
<td>The course must be at a higher education institution.</td>
<td></td>
</tr>
</tbody>
</table>

The 8 year limit only applies to students who have completed a PhD, postgraduate research qualification or research Master’s degree and are looking to undertake further study at degree level or above. For example, you must not grant further leave under Tier 4 (General) if:

- the student has completed their PhD, postgraduate research qualification or research Master’s degree – students who have completed a postgraduate research qualification or a Research Masters Degree at RQF 7 (SCQF 11) in the UK lasting 13 months or less are not subject to the 8 year study limit.
<table>
<thead>
<tr>
<th>Course Area</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A course in:</td>
<td></td>
</tr>
<tr>
<td>- architecture - medicine - dentistry - medicine and science</td>
<td>• they have spent 8 years or more studying at degree level or above</td>
</tr>
<tr>
<td>N/A</td>
<td>There is no maximum period for these students. However, if a student applies for leave or an extension of leave for one of these courses, you must refuse the application if both points apply:</td>
</tr>
<tr>
<td>Music at a music college that is a member of Conservatoires UK</td>
<td>• the course must be at a music college that is a member of Conservatoires UK (see related link)</td>
</tr>
<tr>
<td>Law</td>
<td>• they have already completed a PhD, postgraduate research qualification or a Master’s degree by research</td>
</tr>
<tr>
<td>The applicant must have completed a course at degree level in the UK and be progressing to:</td>
<td>• a grant of leave for that course would lead to the student having spent more than 8 years studying in the UK at degree level or above</td>
</tr>
<tr>
<td>• a law conversion course validated by the Joint Academic Stage Board (England and Wales), a Masters in Law (MLaw) in Northern Ireland, or an</td>
<td></td>
</tr>
</tbody>
</table>
### Doctorate extension scheme

| The applicant must have been granted leave to remain on the doctorate extension scheme. | Leave to remain in this category will not count towards the maximum time the applicant is allowed to study at degree level or above. |

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**Definition of ‘Higher Education Institution’ (HEI)**

For these purposes, an HEI is a UK recognised body or a body that receives public funding as an HEI from the Department of Employment and Learning in Northern Ireland, the Higher Education Funding Council for England, the Higher Education Funding Council for Wales, or the Scottish Funding Council. We also accept the following institutions as HEIs:

- Richmond, the American International University in London because it is recognised in statute in the Education (Recognised Awards) (Richmond The American International University in London) Order 2006
- Health Education South London and Health Education England for sponsored students
undertaking a recognised Foundation Programme for postgraduate doctors and dentists

You can check whether an institution is a UK HEI on the following websites:

- [England](#)
- [Scotland](#)
- [Wales](#)
- [Northern Ireland](#)
- [Recognised UK degrees](#)

**Calculating time periods counting towards time limits**

You must calculate whether a Tier 4 (General) applicant’s previous study and their proposed study would exceed the maximum period of study permitted.

To determine whether to grant a Tier 4 (General) applicant a further period of leave to undertake their proposed course of study, you must determine how much leave they have already received to study courses as a Tier 4 (General) migrant or a student, and add the length of leave that they will receive if you grant their current application.

To calculate leave counting toward the time limit, you must add the proposed period of leave together with any current leave. This period will be counted from either the date:

- leave would begin if granted, if the application is for entry clearance
- the current period of leave began, if the application is for leave to remain

until the day the leave would expire if granted.

You must also count any **previous periods of leave** the student has held under Tier 4 (General) and/or the Student route, where the student has subsequently left the UK. This period will be counted from the date the leave began until the date it expired. If the applicant extended their Tier 4 student leave, or received any period of continuing leave in accordance with section 3c of the Immigration Act 1971, this will be included. If the applicant’s leave was curtailed, you must take the date the curtailed leave expired.
When calculating leave you must consider the duration and level that the Tier 4 leave was granted for, including where a student changed to study a course at a different level or for a shorter duration without making a new application for leave.

You must:

- count time in months – round individual days upwards or downwards to the nearest month (round dates falling on the middle day of the month downwards), and for the avoidance of doubt, you must not double-count time
- count the full period unless there are exceptional compelling and compassionate circumstances (for example, serious illness or disability)

You should not include any time spent in the UK as either a:

- Tier 4 (Child) student whilst under the age of 18
- Tier 4 (General) student whilst under the age of 18

If the student turned 18 during the course of their leave you must commence the calculation from the date of their 18th birthday.

**Deciding whether the application complies with the time limit requirement**

If your calculation shows that the length of the course applied for in the current application would lead to the applicant having spent more than the maximum period permitted, you must refuse the application unless the application is to study a new course or complete a current course within 11 months of the time limit being reached, and one of the following applies:

- the student is subject to the 2 year limit for studying below degree level, has never studied as a Tier 4 (General) migrant in the UK before, and is applying for leave to study a 2 year course, for example:
  - where a student has never studied in the UK as a Tier 4 (General) migrant before and is applying for entry clearance to study a 2 year A-level course: worked example – if granted, the student's leave would begin on 1 August 2015 and expire
on 1 October 2017 (course duration 22 months + 1 month added before + 4 months added after the course) – this is a total of 27 months, more than the 2 year time limit, but the concession will be applied to let the student complete their second year of study

- the student is applying to study a course being taught by an HEI which is also sponsoring the student, and the strict application of the 5 year time limit would prevent them from completing a fifth academic year at degree level or above – examples include, but are not limited to:
  o where a student has never studied in the UK before and is applying for entry clearance to study a 5 year pharmacy degree: worked example – if granted, the student’s leave would begin on 1 August 2015 and expire on 1 October 2020 (course duration 57 months plus 1 month added before plus 4 months added after the course), this is a total of 62 months, more than the 5 year time limit, but the concession should be applied to let the student complete their fifth year of study
  o where a student has completed a 3 year bachelor’s degree and a 12 month master’s degree, and is applying for leave to remain to study a further 12 month master’s degree: worked example – student’s leave began on 1 August 2011, if their application was granted, they would receive 16 months’ further leave, expiring on 1 January 2017 (12 months’ course duration plus 4 months’ leave added at the end of the course) – this is a total of 65 months, more than the 5 year time limit, but the concession should be applied to let the student complete their fifth year of study
  o where a student completed one year of a bachelor’s degree and withdrew from the course, then completed a 3 year bachelor’s degree, and is applying for entry clearance to study a 12 month master’s degree: worked example – student’s previous period of leave began on 1 August 2010 and ended on 1 October 2014, a total of 50 months’ leave, and they completed 4 years’ academic study – if granted, their entry clearance would start on 1 August 2015 and end on 1 January 2017, a total of 17 months (12 months’ course duration plus 1 month added before the course plus 4 months leave added at the end of the course), this is a total of 67 months, more than the 5 year time limit, but the concession should be applied to let the student complete their fifth year of study

- the student is applying to study a course being taught by an HEI which is also sponsoring the student, is subject to the 6 year limit for studying a 4 year undergraduate degree at an HEI followed by other courses at degree-level or above,
and the application of the 6 year time limit would prevent them from completing a sixth academic year at degree level and above - examples include, but are not limited to:

- where a student has completed a 4 year bachelor's degree and a 12 month master's degree, and is applying for leave to remain to study a further 12 month master's degree: **worked example** – student’s current period of leave began on 1 August 2010, if granted, they would receive 16 months’ further leave, expiring on 1 January 2017 (12 months’ course duration plus 4 months’ leave added at the end of the course), this is a total of 76 months, more than the 6 year time limit, but the concession should be applied to let the student complete their sixth year of study

- where a student completed one year of a bachelor's degree and withdrew from the course, then completed a 4 year bachelor’s degree, and is applying for leave to remain to study a 12 month master's degree: **worked example** – student’s current period of leave began on 1 August 2010, if granted, they would receive 16 months’ further leave, expiring on 1 January 2017 (12 months’ course duration plus 4 months’ leave added at the end of the course) - this is a total of 76 months, more than the 6 year time limit, but the concession should be applied to let the student complete their sixth year of study

If these circumstances apply, we will not refuse the application on the basis that the time limit would be breached.

For the avoidance of doubt, this concession is not intended to extend the time limits for all students. Students who have already undertaken 5 years’ academic study will not benefit.

For more information on refusing leave to remain, see [Tier 4 – grant or refuse extension](#).

**Transitional arrangements**

Where you are considering an application using a CAS assigned on or before 9 August 2015 you must calculate the time spent studying in the UK using the start and end dates of the courses, regardless of the duration of these courses. You must not include in your calculation any period of leave granted in addition to the course duration period.

**Date calculators**

Date calculators, for example ‘[timeanddate.com](#)’ may help in calculating how long the
<table>
<thead>
<tr>
<th>applicant has studied. If you use a date calculator, please make sure you select the ‘include end date in calculation’ option, to obtain accurate details of the length of the courses. The period calculated will be expressed in days but will also include detail in ‘years, months and days’ which you can use for refusal purposes.</th>
</tr>
</thead>
</table>

**Maximum periods of study permitted**

Tier 4 (General) students may spend 2 years studying below degree level plus a further 5 years (or more if an exception applies) studying at degree level or above. For more information, see [Tier 4 – maximum time allowed to study below degree level](#).
This page tells you about the academic progression requirement for Tier 4 (General) students.

The academic progression rule is in place to ensure that students are progressing academically if they wish to study a further course in the UK, and are not merely seeking to extend their stay in the UK.

The rule only applies to students who have previously been granted leave as a Tier 4 (General) Student and are applying for leave to remain.

Who is exempt?
An applicant does not need to show academic progression if either:

- they are a Tier 4 (Child) Student
- they are making a Tier 4 (General) application from overseas
- they are making a first application to complete an existing course commenced at a Tier 4 sponsor that had its licence revoked
- they are applying to resit an examination or repeat a course module or they have previously re-sat examinations or repeated modules and require leave to remain to complete the course in respect of which those examinations were re-sat or modules repeated
- they are applying to complete the PhD or other doctoral qualification for which they were last given Tier 4 or Student leave (including where they are completing the qualification at a new sponsor)
- they are applying to undertake a role as a student union sabbatical officer, or to complete the qualification for which they were last given Tier 4 or Student leave after a period as a student union sabbatical officer
- they are applying under the doctorate extension scheme
- they are applying as a postgraduate doctor or dentist on a recognised Foundation Programme.
If an applicant is exempt from demonstrating academic progression the sponsor must confirm this and set out why in the CAS. You may request further evidence if you require this to confirm they are exempt.

If an applicant is applying for the purposes of re-sitting an examination or repeating a module, or because they have previously done so, the sponsor must state this (and whether they are/have re-sat examinations or are/have repeated modules) in the CAS. If the applicant has changed their course without completing their previous course (having met the relevant requirements to do so), they must submit transcripts to show that they have previously sat the exam/s or taken the module/s to support their application, in respect of the course they changed to, not the previous course.

**Applications for leave to remain in the UK**

All applicants who have previously been granted leave as a Tier 4 (General) Student and are applying from within the UK to extend their stay must show academic progression from their previous course. To meet the academic progression requirement, the applicant’s new course must normally be above the level of the previous course for which they were given Tier 4 leave. For example, if an applicant’s previous course was at Regulated Qualifications Framework (RQF 6) (and equivalents), their next course should be at least at level RQF7.

In certain circumstances an applicant may be able to continue to study at the same level (see 'Study at the same level'). However, if the applicant’s new course is at a lower level than the previous course, it will not represent academic progression and their application must be refused.

The applicant must also meet one of the following requirements:

- they must have successfully completed (meaning they have achieved the qualification for which they were studying) the course for which they were last granted Tier 4 leave or, if they have changed courses with the same sponsor, the course they changed to
- they must be applying to progress from either:
  - a Bachelors to Masters level course as part of an integrated Masters course
  - a Masters to PhD level course as part of an integrated Masters and PhD programme
• they must be applying to pursue an intercalating year as part of their medical, dental or veterinary science degree, or they are returning to their original course having completed their intercalated year

**Applying for an integrated course**
An applicant can demonstrate academic progression if they are moving from the lower level to the higher level of an integrated Masters course or an integrated Masters and PhD programme. The sponsor must undertake an assessment of the applicant’s academic ability to complete the higher level course before(313,111),(755,160) assigning the CAS and must confirm this in the CAS. If an applicant wants to move to the lower level course, this would not demonstrate academic progression and they would need to leave the UK to make their application.

The course must be a fully integrated course; it cannot be two separate courses placed back to back and there must be no option to undertake the two courses separately at the same sponsor. For example, if the course is an integrated Masters course in Engineering, the applicant cannot also have the option to undertake a Bachelors and Masters in the same course separately, which they could otherwise take consecutively. In order to grant leave, you must be satisfied that the course is integrated, if not you must request further information or refuse leave.

A sponsor will face compliance action if they do not make an assessment of the applicant’s ability to complete the higher level course before issuing a CAS.

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**Official - sensitive: start of section**

The information in this page has been removed as it is restricted for internal Home Office use only.

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**Official-sensitive: end of section**
How can an applicant demonstrate academic progression?
An applicant can demonstrate having successfully completed their course by having received the award or where the formal award has not yet been issued and the applicant is studying a course at degree level or above at a sponsor who is a HEI, through formal written confirmation.

In order to provide formal written confirmation the current sponsor must make an assessment of the applicant’s academic ability to complete their current course successfully. The confirmation provided should state that based on the assessment and the applicant’s performance throughout the course, the sponsor considers that the applicant is highly likely to complete their course successfully. It should also give an indication of when the qualification will be awarded.

The sponsor assigning the CAS should note on the CAS that their offer is based on formal written confirmation from the current sponsor. In the event that the applicant does not successfully complete their first course, the sponsor assigning the CAS will be required to notify UKVI and withdraw sponsorship of the applicant. Abuse of the ability to provide formal written confirmation, or failing to withdraw sponsorship, may result in compliance action being taken by UKVI.

If an applicant has failed to successfully complete their previous course or is not applying to progress from the lower to higher level of an integrated Masters course or integrated Masters and PhD programme, or an intercalating student, they will not be able to demonstrate academic progress and will have to apply from overseas if they wish to make a Tier 4 application to study a new course. An applicant who has been studying A-Levels, and achieves a qualification in at least one of the subjects they have been studying, will be considered to have successfully completed their course.

Qualifications obtained through supplementary study cannot be relied upon by a sponsor or an applicant.

If an applicant has been studying a pre-sessional English language course and then applies to study a substantive course, this will be considered to be academic progression. If an applicant has completed a substantive course then wishes to undertake a pre-sessional
English language course at a lower level, before another substantive course, this will represent academic progression if:

- a single CAS has been assigned to cover both the pre-sessional course and the substantive course
- the substantive course is at a higher level than the previous course for which they were last granted Tier 4 leave

In all other circumstances, undertaking a lower level English language course between 2 substantive courses will not represent academic progression.

A Tier 4 student is permitted to undertake an intercalated bachelor’s or master’s degree course or PhD where they are studying medicine, veterinary medicine and science, or dentistry. If an applicant requires further leave to intercalate (at the same or a different sponsor) or to complete their course, having completed a period of intercalation, this will be considered to be academic progression and the applicant will be able to apply from within the UK.

If a medicine, veterinary medicine and science or dentistry student has existing leave and:

- wants to intercalate at a different sponsor
- is returning to complete their course after intercalating at a different sponsor

they do not need to make a new application. The current sponsor must notify their Account Manager or the Educator’s Helpdesk (if they are not a premium sponsor) who will update the Home Office IT system to reflect that a different sponsor is teaching the applicant. The sponsor who is teaching the applicant will be responsible for the sponsorship duties from the time the applicant moves to them and during that period. If intercalating at a different sponsor, during this time the sponsor teaching the applicant must make any relevant reports via their Account Manager or the Educator’s Helpdesk. If an applicant is intercalating at the same sponsor, they do not need to make a new application; the sponsor must report a change of course via the SMS, specifying this was for the purpose of intercalating.

The following circumstances are examples of where the applicant meets the academic
progression rule:

- applicant is progressing from A-levels (NRQF 3) at an independent school to a bachelor's degree (RQF 6) at a higher educational institution (HEI)
- applicant is progressing from a bachelor's degree (RQF 6) to a master's degree (RQF 7)

### Study at the same level

If the applicant’s new course is at the same level as the previous course, it may exceptionally be considered to represent academic progression if the course is at degree level or above, the sponsor teaching the course is an HEI with Tier 4 sponsor status and one of the following applies:

- the new course is related to the previous course for which the student was given Tier 4 leave (meaning that it is either connected to the previous course, part of the same subject group or involves deeper specialisation)
- the student’s previous and new course combined, support the student’s career aspirations

If a student is studying at an embedded college, they will not be able to rely on this exception. They must be applying to study a course at a higher level than the previous course if they are applying within the UK.

To establish whether or not an applicant meets this requirement, you must take into account all relevant factors, including the following points. This is not an exhaustive list, and will not be appropriate in every case:

- the level of the course
- the subject matter of the new and previous courses
- the applicant's education history
- the credibility of the applicant’s rationale for wishing to study the new course
- where the student is not moving up an academic level, whether the HEI sponsor sufficiently explains why the student is applying to study a course at the same level
Before granting an application to study a course at the same level, you must consider whether a credibility interview should be conducted. Where the sponsor’s justification is weak, you should automatically refer the case for a credibility interview. Following interview, if the caseworker concludes that the conclusions of the sponsor were plainly inappropriate, and that the course does not represent academic progression, the application should be refused. Compliance action will be taken against the sponsor.

The following circumstances are examples of where the applicant is likely to be considered to meet the exception to the academic progression rule, as long as their sponsor provides a strong justification:

- applicant has completed a master’s degree in Modern Languages (RQF 7) and wishes to study a master’s degree in Latin American Studies (RQF 7) to deepen their specialist knowledge or to better prepare for doctoral study or a career in academia and research – in this case, there is a clear connection between the previous course and the new course
- applicant has completed a master’s degree (RQF 7) in environmental policy and wishes to study a Masters of Business Administration (RQF 7), and the HEI confirms that the 2 courses in combination supports the student’s career aspirations in the energy industry – the student may be asked for evidence to demonstrate that they are pursuing a career in this field

An example of where an applicant is unlikely to meet the academic progression rule is where:

- an applicant has completed an accountancy qualification (RQF 7) and is applying to study a master’s degree (RQF 7) in music, as the 2 fields are unrelated

Sponsor duties
When assigning a confirmation of acceptance for studies (CAS) to an applicant required to show academic progression, the sponsor must confirm on the CAS that the applicant meets the requirement, and how. Where the sponsor is an HEI which has chosen exceptionally to assign a CAS to a student wishing to extend their leave who is applying to study a second course at the same level, the HEI must justify its decision by explaining its rationale on the
new CAS. This explanation must include confirmation that either the new course is related to the previous course (meaning that it is either connected to the previous course, part of the same subject group or involves deeper specialisation); or the student's previous and new course combined, support the student’s genuine career aspirations, and why. Abuse of this exception to the requirement to be moving up an academic level will be regarded as immigration abuse and compliance action may be taken against the sponsor.

| Official - sensitive: start of section |

The information in this page has been removed as it is restricted for internal Home Office use only.

| Official-sensitive: end of section |

**Applications for entry clearance outside the UK**

Applicants making a Tier 4 (General) application from overseas are not required to show academic progression.

Therefore when assessing an application made from overseas you do not need to ensure that the new course is a RQF level higher than the student’s previous course in the UK.

You should however continue to assess whether the applicant is a genuine student. This may include assessing the applicant’s education history, study and post study plans. If you have one or more doubts that the applicant is genuine, you must refuse the application.
This page tells you what level and type of course is acceptable for a student studying under Tier 4 (Child).

A Tier 4 (Child) student can do a course that is either:

- taught in line with the national curriculum
- taught in line with the National Qualification Framework (RQF)
- accepted as being the same academic level as the national curriculum or the RQF by Ofsted (England), the Education and Training Inspectorate (Northern Ireland), Her Majesty's Inspectorate of Education Scotland or Estyn (Wales)
- taught in line with existing (also known as prevailing) independent school education inspection standards
- a pre-sessional course to prepare a Tier 4 (Child) student for their main course of study by giving them the ancillary skills or knowledge necessary to adjust to study in the UK

The main course of study must meet the conditions above.

A Tier 4 (Child) student cannot do a course that is a foundation course. A foundation course is a course which prepares a student for undergraduate study and entry to a higher education institution – it includes undergraduate foundation programmes, university foundation courses, international foundation year courses, and international year one courses (and equivalents) - it does not include pre-A levels foundation courses, A levels, or the International Baccalaureate (or equivalents).

**Transitional arrangement**
Tier 4 (Child) applications made using a CAS assigned on or before 9 August 2015 must be considered in accordance with the Rules in force on 2 August.

A Tier 4 (Child) student cannot take an English language course if they are under 16 years of age.

**Work placements**
For information on courses which include work placements.
This page tells you about the requirements for Tier 4 applicants who apply for leave to take a pre-sessional course before beginning their main course of study.

A pre-sessional course is one that prepares a student for their intended full time course of study in the UK. This will usually be supplementary English Language training or some instruction in the British education system.

Courses such as foundation degrees which are designed to give a student fundamental training in the subject area of the main course, and courses which form an integral part of the main course of study or replace part of it, are not considered pre-sessional courses.

**Tier 4 (General)**

You can grant leave to cover both the pre-sessional course and the applicant’s main course where the following requirements are met:

- the sponsor is a higher education institution (HEI) and has assigned a single confirmation of acceptance for studies (CAS) to cover a main degree level course to be studied with that sponsor and a pre-sessional course to be studied with that sponsor or a partner of that sponsor named on the sponsor licence
- the applicant has an unconditional offer on a degree level course at the same higher education institution
- the pre-sessional course is no longer than 3 months duration
- the main degree level course begins no later than one month after the end of the pre-sessional course

An HEI may also assign a single CAS for a main degree course and a pre-sessional course where the 3 month pre-sessional course is to allow a student who is already at B1 level of English language on the Common European Framework of Reference for languages (CEFR) to reach B2 and the sponsor is satisfied that on completion of the pre-sessional, the student will proceed to the degree course.
Tier 4 (Child)
You can grant leave to cover both the pre-sessional course and the applicant’s main course where all of the following requirements are met:

- a single CAS was assigned by an independent school to cover both a pre-sessional course and a course at an independent school
- the applicant has an unconditional offer of a place on a main course at that independent school
- the duration of the pre-sessional course and the main course does not exceed the maximum length of permission to stay that a Tier 4 (Child) student can be given either:
  - 6 years plus an additional 4 months if the student is under 16 years of age
  - 3 years plus an additional 4 months if the student is 16 or 17 years of age

If you cannot grant for both the pre-sessional and main course because one of the requirements in Appendix A has not been met, providing all other requirements are met, you must contact the sponsor to confirm that they are willing to sponsor the student for the pre-sessional course only.

If the sponsor agrees, you must grant for the pre-sessional course plus the additional one month period.

If the sponsor does not agree, you must refuse the application.

Where the above requirements are not met, Tier 4 students wishing to do a course before their main course, must make a separate application for each course. Both courses must satisfy the full criteria of Tier 4, including, where they apply, both the:

- English language requirements
- minimum course level

For more information, see:

- Tier 4 (General) – acceptable levels of study
- Tier 4 (Child) – acceptable levels of study
| Tier 4 (General) - English language requirement |  |
Tier 4

Tier 4: changing courses or finishing the course early

This page tells you about the procedures to follow if a Tier 4 student changes their course. The procedures to follow vary according to whether:

- the sponsor has Tier 4 Sponsor status
- the student has completed the course for which they have permission to stay
- the student is changing sponsor
- when the student applied for their last grant of leave as a Tier 4 migrant

A Tier 4 (General) student can only apply to extend their leave to study at their current sponsor, or at another sponsor, if their current period of Tier 4 leave is sponsored by:

- a higher education institution (HEI)
- an overseas HEI
- an embedded college offering pathway courses
- an independent school

A Tier 4 (General) student who is sponsored by any other type of institution must apply for a visa from outside of the UK if they wish to undertake further study under Tier 4.

A Tier 4 (General) student who is applying to extend their leave in Tier 4 must be academically progressing (unless they are exempt from demonstrating academic progression).

Legacy sponsors are not permitted to sponsor new students. A sponsor with Tier 4 sponsor status that does not apply for a Tier 4 educational oversight inspection in time, or fails to pass a statutory education inspection or Tier 4 educational oversight inspection will be made a legacy sponsor if they are a publicly funded college, a private provider or an overseas HEI. If they are an HEI or an independent school, they will be allocated zero confirmation of acceptance for studies (CAS).
**Students who want to continue the same course**
An applicant can only demonstrate academic progression if they have successfully completed their previous course. The only circumstance in an applicant should be applying to continue their same course is if the student is exempt from demonstrating academic progression. If this is not the case then the application should be refused.

**Students who want to do a different course of study with their Tier 4 sponsor**
Whether a student can apply for further leave to remain from the Home Office if they want to start a new course with the same Tier 4 sponsor depends on whether they have successfully completed the course for which their leave was granted.

**The student has completed the course for which they were given permission to stay**
If a student wants to do a different course of study with their existing Tier 4 sponsor, and they have successfully completed the course for which they were given permission to stay, they will need to make a new application for permission to stay for their new course.

They must apply before beginning their new course unless:

- their Tier 4 sponsor is an HEI
- their sponsor has Tier 4 Sponsor status
- the student has current leave to stay
- the new course starts on or before 1 November 2017

If those circumstances apply, the student must make their application for further leave to remain within 6 weeks of the start of their course or before their leave expires, whichever is earlier.

In all other circumstances a student must make an application for leave to remain and must not start their new course until the Home Office have approved their new application.

**The student has not completed the course for which they were given permission to stay**
Only some students are able to change from the course which they are currently studying
and for which their CAS was assigned (the ‘current course’) to an alternative course (the ‘new course’), without first completing their current course. The ability to change course is dependent on a student’s conditions of leave, which will differ depending on when the student applied for that leave. The conditions and circumstances in which students can change courses are set out below. If a student wants to change their current course but, under their conditions of leave, are not permitted to do so, they need to make a new Tier 4 application before changing course.

In all cases, if a student requires further leave to complete a course they will need to meet the current Tier 4 requirements including the academic progression requirement.

Where the student was assigned a CAS to undertake A-levels, they will not be considered to be changing their course if they are changing individual A-level subjects. If the student applied for their current leave on or after 6 April 2016, they will need to be able to complete all A-level subjects in their current period of leave.

In all circumstances, where the new course (or period of research) is of a type specified in the section ‘Courses which require an Academic Technology Approval Scheme (ATAS) Clearance Certificate’ above, the student must obtain an ATAS Clearance before they start that course (or period of research).

**Students who applied before 13 April 2013**
A student who applied for their current leave before 13 April 2013 can change to a new course at a higher, lower or at the same level without getting permission from us to start their new course.

**Students who applied between 13 April 2013 and 5 November 2014**
A student who applied for their current leave between 13 April 2013 and 5 November 2014 (inclusive) can only change from their current course without getting permission from us if the new course is at the:

- same or a higher level than the current course
- a lower level, provided the conditions and requirements of their permission to stay are the same as they would be had they made an application for the new course (instead
of their current course) at the time they applied for their current course

**Students who applied between 6 November 2014 and 5 April 2016**
A student who applied between 6 November 2014 and 5 April 2016 can only change from their current course without getting permission from us if the new course:

- represents academic progress (as set out in paragraph 120A(b) of Appendix A of the Rules in place at the time the student made the application for their current leave) from the course the student completed during their last period of Tier 4 (General) Student or Student leave (‘the previous course’)
- is at the same or a higher level than the current course
- a lower level, provided the conditions and requirements of their permission to stay are the same as they would be if they made an application for their new course (instead of their current course) under the current Rules

**Students who applied on or after 6 April 2016**
A student who applied on or after 6 April 2016 can only change their course without getting permission from us to start their new course if:

- the sponsor is an HEI with Tier 4 Sponsor status
- the new course is at degree level or above
- the new course is not at a lower level than the current course
- the student will be able to complete their new course within their current period of leave
- for students who have previously been granted Tier 4 (General) leave, the sponsor confirms that:
  - the new course is related to the previous course for which the applicant was granted leave as a Tier 4 (General) Student, meaning that it is either connected to the previous course, part of the same subject group, or involves deeper specialisation
  - the previous course and the new course in combination support the applicant’s genuine career aspirations

This cohort of students must complete their new course within their existing period of leave; the only exception to this is if they are applying to resit exams or repeat modules or they require further leave because they have previously resat exams or repeated modules for
their current course. The student will need to provide evidence that they have attempted exams/modules when applying for leave (see the ‘Academic Progression’ section for further details). You should not use this provision to allow students to undertake part/s of the course for the first time.

Students will not be granted further leave from within the UK to complete their course in any other circumstance. If they need further leave to do so they must apply from overseas.

In any other circumstances they must make a new Tier 4 visa application to change their course.

**Students who want to do a course of study with a new Tier 4 sponsor**

**Students who last applied on or after 5 October 2009**

Students who want to study with a new sponsor who made their last Tier 4 application on or after 5 October 2009 must apply for new permission to stay. Students can begin their new course before their application has been approved by us provided:

- they applied for an extension of stay before starting the new course
- the sponsor has Tier 4 sponsor status
- they have existing leave to stay
- the Tier 4 sponsor has assigned a CAS to the student for the new course

Students who are applying to study with a probationary sponsor cannot begin the new course until we have approved their application.

For information on how Section 50 of the Borders, Citizenship and Immigration Act may affect your consideration of these cases, download the flowchart at the related link.

**Students who have leave and last applied before 5 October 2009**

Students who want to study with a new Tier 4 sponsor who made their last Tier 4 application before 5 October 2009 and still have leave do not have to apply to the Home Office for permission to switch between sponsors.
Tier 4: work placements

This page tells you about the requirements for work placements under Tier 4 of the points-based system.

### Tier 4 (General)

The table below lists the requirements for work placements under Tier 4 (General). The Tier 4 (General) sponsor will remain responsible for the student during the work placement.

<table>
<thead>
<tr>
<th>Date of application</th>
<th>Level of course and/or type of sponsor</th>
<th>Work placement requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 6 April 2012</td>
<td>N/A</td>
<td>The work placement must:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- be integral and related to the course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- be assessed as part of the course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- not exceed 50 per cent of the length of the course in the UK</td>
</tr>
<tr>
<td>On or after 6 April 2012</td>
<td>• below degree level, or</td>
<td>The work placements must:</td>
</tr>
<tr>
<td></td>
<td>• at degree level (or above) but the sponsor is either:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• not a higher education institution (HEI)</td>
<td>- be integral and related to the course</td>
</tr>
<tr>
<td></td>
<td>• not an overseas HEI and the applicant is undertaking a short term study abroad programme in the UK</td>
<td>- be assessed as part of the course</td>
</tr>
<tr>
<td></td>
<td>• degree level or above and either:</td>
<td>- not exceed one third of the length of the course in the UK (two thirds of the course must comprise formal study)</td>
</tr>
<tr>
<td>If the student is studying below degree level at a sponsor that does not have Tier 4 Sponsor status, the course cannot include a work placement.</td>
<td></td>
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</tr>
</tbody>
</table>

**Tier 4 (Child)**

Tier 4 (Child) students who are aged 16 or 17 can undertake work placements as part of their course of study. The Tier 4 (Child) sponsor will remain responsible for the student during the placement.

The work placement must:

- be integral and related to the course
- be assessed as part of the course
- not exceed 50 per cent of the length of the course in the UK

**Statutory requirements**

Tier 4 work placements which exceed the permitted time limit due to a UK statutory requirement are exempt from time limits.

**Work placements involving professional performance**

Tier 4 students studying music or dance can undertake work placements which involve a professional performance, where the:

- course is at or above:
  - Regulated Qualifications Framework (RQF) level 6
Scottish Credit and Qualification Framework (SCQF) level 9
- performance has been arranged by the sponsoring education provider and is an integral and assessed part of the course

**Postgraduate doctors and dentists**
Postgraduate doctors and dentists can undertake a work placement if they choose to do so in addition to working:

- on the foundation programme
- an additional 20 hours per week during term-time (assuming that their sponsor is an HEI) in any capacity of their choosing

**Information about work placements on the Confirmation of Acceptance for Studies (CAS)**
The CAS has fields for sponsors to indicate if a course includes a work placement and to provide details about the placements. Only the field asking if the course includes a work placement is mandatory. If only this field is completed and no other details are provided, you are not expected to make further enquiries.

If, however, the sponsor completes the field ‘percentage of work undertaken’ and that percentage is over 33 per cent for Tier 4 (General), or 50 per cent for Tier 4 (Child), the sponsor must justify why the work placement exceeds the permitted percentage in the ‘justification text’ field. For example, the justification may be that it is a UK statutory requirement.

Sponsors may also provide the work placement address (although this is optional).
About this guidance
Tier 4 (General) – key facts
Tier 4 (Child) - key facts
Tier 4 – entry clearance and extension requirements
Tier 4 – age requirements
Tier 4 - differentiation arrangements
Tier 4 – attributes
Tier 4 – maintenance requirements
Tier 4 – sponsorship
Tier 4 – requesting more information
Tier 4 – employment
Tier 4 – verifying documents and risk profiles
Tier 4 – dependants
Tier 4 – granting or refusing
Tier 4: bulletins

This section tells you about the English language requirement for Tier 4 (General).

All Tier 4 (General) sponsors must assess their students’ English language ability to make sure they are competent in English before issuing a Confirmation of Acceptance for Studies (CAS). The level of English a student requires and how the sponsor is allowed to assess them will depend upon the:

- level of course the student is following
- type of institution the student will be studying at

CAS fields
The CAS includes fields which allow Tier 4 sponsors to provide details of the:

- English language level attained for:
  - speaking
  - listening
  - reading
  - writing
- details of the English language test provider

A CAS can, however, be assigned with no information in any of the fields in the English language section, in which case the sponsor must provide the relevant details in the ‘Evidence used to obtain offer’ free text box.

However, the following rules apply if the Tier 4 sponsor wishes to complete the English language section on the CAS:

- if the sponsor answers ‘yes’ to the ‘Is SELT (Secure English Language Test) required?’ question, the following fields become mandatory:
  - English language level attained
  - English language test provider

In this section
Tier 4 (General) – English language requirement for CAS assigned after 21 April 2011
Tier 4 (General) - confirming a student’s English language ability

External links
Immigration Rules paragraphs 245ZT-245ZZD
Immigration Rules Appendix H

Downloads
• if the sponsor answers ‘no’ to the ‘Is SELT required?’ question, the following field becomes mandatory:
  o Reason not required

**Interviews at entry clearance or at port**
A Tier 4 (General) student or a 16 or 17 year old Tier 4 (Child) student may sometimes be asked to attend an interview with Home Office officials, either as part of their Tier 4 application overseas, or when arriving in the UK (for example at the airport). If a Tier 4 (General) student is required to attend an interview and cannot show their English language ability is at the required level their entry clearance application may be refused or they may be refused permission to enter the UK. If a 16 or 17 year old Tier 4 (Child) student is required to attend an interview, their English language ability can be considered in the context of whether the student is genuine, but the student does not need to meet a set level and their English language ability should not be the sole reason for refusal.

**Interviews when applying for further leave to remain**
When a student makes an application for further leave to remain either under Tier 4 (General) or if aged 16 or 17 and applying under Tier 4 (Child), the Home Office may ask them to undertake an interview, either in person, on the telephone or by video conference to determine whether they are a genuine student and to test their English language ability. It is the applicant’s responsibility to prove that they are a genuine student. If as a result of the interview and taking into account all information in the application, you are not satisfied of the following, you must refuse the application:

• the student is a genuine student (paragraph 245ZX(o))
• they can speak English to the required standard as set out in paragraph 245ZX (da)

If an applicant fails to attend an interview they will be refused under general grounds 322(10) unless they have used false representations when you must refuse the applicant under paragraph 322(1A).

When an applicant has failed to comply with any conditions attached to the grant of leave to enter or remain, you must refuse the applicant under paragraph 322(3) of the Immigration Rules.
| You must not grant an application if you are not satisfied that the applicant is a genuine student. |
| To help you decide if an applicant is a genuine student (paragraph 245ZX (o)), see Tier 4 credibility. |
Tier 4

Tier 4 (General): English language requirement for CAS assigned on or after 21 April 2011

This page tells you about the English language requirement for Tier 4 (General) students assigned a Confirmation of Acceptance for Studies (CAS) on or after 21 April 2011.

The level of English required depends on the level of the course and where it is studied. The table below tells you the level of English required and how a Tier 4 sponsor can check the level is met.

<table>
<thead>
<tr>
<th>CAS assigned on or after 21 April 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of course and type of educational establishment</strong></td>
</tr>
<tr>
<td>All courses studied at a UK recognised body or a higher education institution (except where the student is considered to be an 'exceptional student') at or above:</td>
</tr>
<tr>
<td>- Regulated Qualifications Framework (RQF) level 6</td>
</tr>
<tr>
<td>- Scottish Credit and Qualifications Framework (SCQF) level 9</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Requirements</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| o at least 6 months in length  
o ended within 2 years of the date the sponsor assigned the CAS  
• is applying to undertake a short-term study abroad programme in the UK as part of their course at an overseas HEI in the USA which UK NARIC confirms leads to a qualification of equivalent level to a UK bachelor’s degree or above  
• by choosing their own method of assessing that the student is proficient at CEFR level B2 in each of the four components of language learning (reading, writing, speaking and listening)  
• is competent in English language at CEFR level B1 and the sponsor is satisfied the student will reach B2 level after a short period of pre-sessional language training before their main course. If the student does not reach B2 level the sponsor will stop sponsoring them | • Regulated Qualifications Framework (RQF) level 6  
• Scottish Credit and Qualifications Framework (SCQF) level 9                                                                                                                                                                                                                                     | • is from a majority English-speaking country (for more information, see related link: Tier 4 (General) - confirming a student's English language ability)  
• has completed an academic (not professional or vocational) qualification deemed by UK NARIC as at least equivalent to a UK bachelor’s degree which was taught in a majority English speaking country (for more |
<table>
<thead>
<tr>
<th>All courses at:</th>
<th>The student must be competent in English language at a minimum of CEFR level B1. The Tier 4 sponsor must make sure they meet this by checking the student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Regulated Qualifications Framework (RQF) levels 3-5</td>
<td></td>
</tr>
<tr>
<td>• Scottish Credit and</td>
<td></td>
</tr>
<tr>
<td>information, see Tier 4 (General) - confirming a student’s English language ability</td>
<td></td>
</tr>
<tr>
<td>• has passed an English language test from the list of approved tests for Tier 4 that:</td>
<td></td>
</tr>
<tr>
<td>o shows the applicant’s name and date of award</td>
<td></td>
</tr>
<tr>
<td>o is within its validity date as of the date the CAS was assigned by the Tier 4 sponsor</td>
<td></td>
</tr>
<tr>
<td>o shows the applicant has achieved at least CEFR level B2 in all four components (reading, writing, speaking and listening – the sponsor must have seen the original test certificate) unless exempted from sitting a component by a test provider on the basis of the Tier 4 (General) student’s disability</td>
<td></td>
</tr>
<tr>
<td>• is applying to undertake a short-term study abroad programme in the UK as part of their course at an overseas HEI in the USA which UK NARIC confirms leads to a qualification of equivalent level to a UK bachelor’s degree or above</td>
<td></td>
</tr>
<tr>
<td>• has successfully completed a course as a Tier 4 (Child) student or under the student rules in force before 31 March 2009, where the student was granted permission to stay while they were under 18 years old which was:</td>
<td></td>
</tr>
<tr>
<td>o at least 6 months in length</td>
<td></td>
</tr>
<tr>
<td>o ended within 2 years of the date the sponsor assigned the CAS</td>
<td></td>
</tr>
</tbody>
</table>
| Qualifications Framework (SCQF) levels 6-8 | • is from a majority English-speaking country (see related link for more information)  
• has completed an academic (not professional or vocational) qualification deemed by UK NARIC as at least equivalent to a UK bachelor’s degree which was taught in a majority English speaking country  
• has passed an English language test from the list of approved tests for Tier 4 that:  
  o shows the applicant’s name and date of award  
  o is within its validity date as of the date the CAS was assigned by the Tier 4 sponsor  
  o shows the applicant has achieved at least CEFR level B1 in all four components (reading, writing, speaking and listening – the sponsor must have seen the original test certificate) unless exempted from sitting a component by a test provider on the basis of the Tier 4 (General) student’s disability  
• is applying to undertake a short-term study abroad programme in the UK as part of their course at an overseas HEI in the USA which UK NARIC confirms leads to a qualification of equivalent level to a UK bachelor’s degree or above  
• has successfully completed a course as a Tier 4 (Child) student or under the student rules in force before 31 March 2009, where the student was granted permission to stay while they were under 18 years old which was:  
  o at least 6 months in length  
  o ended within 2 years of the date the sponsor assigned the CAS |
NARIC
Where the qualification needs to be confirmed as being of equivalent level to a UK degree by UK NARIC, the student must provide original documentation produced by UK NARIC which confirms the assessment of that qualification’s equivalent level in the UK. This does not affect a HEI’s ability to self-assess English language, and does not apply to students undertaking a short-term study abroad programme in the UK as part of their course at an overseas HEI in the USA.

Gifted students
The English language requirement does not apply to applicants who are considered to be ‘gifted students’. To qualify as a gifted student:

- the student must be enrolled on a course at RQF level 6 or above or SCQF level 9 or above at a UK higher education institution
- the CAS must have been authorised by the academic registrar of the institution and must confirm that they personally approved the waiving of the language requirement
Tier 4 (General) - confirming a student’s English language ability

This page tells you how to confirm whether a Tier 4 (General) student meets the English language requirement.

**Differentiation arrangements**
Where an applicant qualifies under the differentiation arrangements they do not need to provide course certificates or transcripts as evidence of their English language ability. Applicants who do not qualify must provide the evidence specified below. For more information on differentiation arrangements, see related link.

**Nationals (or citizens) of a majority English-speaking country**
A Tier 4 (General) student is from a majority English language speaking country if they are a national or citizen of one of the countries listed below:

<table>
<thead>
<tr>
<th>Antigua and Barbuda</th>
<th>Guyana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Jamaica</td>
</tr>
<tr>
<td>The Bahamas</td>
<td>New Zealand</td>
</tr>
<tr>
<td>Barbados</td>
<td>St Kitts and Nevis</td>
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<tr>
<td>Belize</td>
<td>St Lucia</td>
</tr>
<tr>
<td>Canada</td>
<td>St Vincent and the Grenadines</td>
</tr>
<tr>
<td>Dominica</td>
<td>Trinidad and Tobago</td>
</tr>
<tr>
<td>Grenada</td>
<td>The United States of America</td>
</tr>
</tbody>
</table>

To confirm a student is a national of a majority English-speaking country they must provide their passport.

**Qualifications completed in a majority English-speaking country**
A Tier 4 (General) student who has completed an academic (not professional or vocational) qualification which was taught in a majority English-speaking country meets the English language requirement if the qualification was taught in any of the countries listed in the table below. It is the sponsor’s responsibility to assess the overseas qualifications and be satisfied that it is sufficient to warrant issuing a CAS.
Where English language ability has been assessed on this basis:

- the Tier 4 sponsor must include information about the qualification on the confirmation of acceptance for studies (CAS)
- the student must submit their course certificate with their application

**Approved English language test**

Where the Tier 4 sponsor has used an approved English language test to check the student is competent in English language at a minimum of CEFR level B1 or B2 as appropriate the:

- Tier 4 sponsor must include information about the qualification on the CAS
- student must submit their test certificate with their application (see ‘checking English language test results’ below)

For a list of the approved English language tests for Tier 4 with effect from 6 April 2015, including the time period tests are valid for, and the scores the student must achieve in all 4 components (reading, writing, speaking and listening), see Appendix O. Any English language tests sat on or after 6 April 2015 must be on this new list.

From 1 October 2013, where two or more components (reading, writing, speaking and listening) of an English language test are examined and awarded together, the evidence submitted must show the student has achieved the required scores in all relevant components during a single sitting of that examination. For example, a combined exam and
certificate for reading and writing skills. This is unless they have been exempt from sitting a component on the basis of disability.

Study as a Tier 4 (Child)
Where the Tier 4 sponsor has used successful completion of a course while the applicant had leave as Tier 4 (Child) or under the student rules in force before 31 March 2009 where they were granted permission to stay when they were under 18 years old:

- the sponsor must include information about the qualification gained in the CAS
- the student must include their course certificate with their application, to confirm that the course was completed no more than 2 years before the CAS was assigned and that the course was at least 6 months long

USA short-term study abroad students
A Tier 4 (General) student meets the English language requirement if they are applying to undertake a short-term study abroad programme in the UK at a Tier 4 sponsor as part of their course at an overseas HEI in the USA which UK NARIC confirms leads to a qualification of equivalent level to a UK bachelor’s degree or above:

- the Tier 4 sponsor must include information about the student's course at the overseas HEI in the USA on the CAS

Checking English language test results
You must check English language certificates and Secure English Language Test (SELT) certificates to make sure they are valid and the minimum grade requirement of each component of the test has been met. Certificates provided must show the migrant has taken both components of the test at the same time, and on the same day. Therefore you would only expect to see 2 certificates which show the scores achieved in the following topics:

- listening and reading
- speaking and writing

If the migrant has taken the test and failed one of the components, for example, passed the listening component but failed the reading, they might take the component they failed again
and provide a further certificate to show that they subsequently passed it. This means they will provide three certificates rather than two but this is not acceptable.

In these circumstances, the application must be refused and the wording below used in the CAS attribute wording box:

‘You have submitted [insert name of provider] certificates from your approved English language test provider in support of your application. In all cases, where two or more components (reading, writing, speaking and listening) of an English test are examined and awarded together, for example a combined examination and certificate for reading and writing skills, the evidence submitted must show that you achieved the required scores in all the relevant components during a single sitting of that examination, unless exempted from sitting a component on the basis of disability, to show that you have achieved or exceeded CEFR level B1/B2 in all 4 components.’

Therefore, we cannot accept the (name of provider) certificate dated [enter date] you have provided in support of your application which shows only the [insert single component] score and not the [insert other component which is missing].

As you have failed to provide an appropriate certificate to show you have achieved or exceeded level B1/B2 of the CEFR in all four components (reading, listening, speaking and writing), and therefore have not met this requirement, you have not achieved the minimum standard of English required and no points have been awarded for your CAS.’

For more information, see Appendix O.

**Verifying English language test results**
You must verify English language test certificates if either:

- you have reasonable doubts about whether they are genuine
- where an instruction tells you to do so

Most of the Secure English Language Test (SELT) providers have an online verification tool which allows you to check the results of English language tests. For more information on
### Guidance – Tier 4 – v 39.0

Published for Home Office staff on 06 April 2017

<table>
<thead>
<tr>
<th>how to access and use the SELT provider’s online verification system, see Online verification systems.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For more information on verification, see Tier 4 – verifying documents and risk profiles.</td>
</tr>
</tbody>
</table>

**Gifted students**

If a Tier 4 (General) student is a gifted student, you must check this is recorded on the CAS (you do not need to see a letter from the college or university).
Tier 4

Tier 4: maintenance requirements

This section tells you about the maintenance requirements for Tier 4 migrants.

Differentiation arrangements
Where an applicant qualifies under the differentiation arrangements they do not need to provide evidence they meet the maintenance requirements with their application. For more information on differentiation arrangements, see related link.
**Tier 4**

**Tier 4 (General): maintenance requirements**

This section tells you about the maintenance requirements for Tier 4 (General) applicants.

To score 10 points for maintenance, the applicant must show one or more of the following apply:

- have paid all or part of their course fees and accommodation fees to their Tier 4 sponsor
- are receiving parental or official financial sponsorship
- have enough money to cover their remaining course fees and living costs, if any

**Course fees**

Tier 4 (General) students starting a new course (and students on study abroad programmes) must show that they have enough money to pay course fees for either the:

- first year of the course
- entire course (if it is less than a year long)

Tier 4 (General) students who have already started their course and are applying for an extension to continue that same course must show that they have enough money to pay the course fees:

- to the end of the current academic year
- if they will continue on their course at the start of the next academic year, for the next academic year

The amount a Tier 4 (General) student will pay for course fees is given on the Confirmation of Acceptance for Studies (CAS). The CAS will also confirm if there is no fee to pay (for example, because fees have been paid to an overseas higher education provider). You must also:
• check for any payment receipts that post-date the CAS and which may have been provided
• query any ambiguities with the applicant or sponsor

For information on what to consider when course fees have been partially paid, see Tier 4 – payment of course fees.

Living costs
A Tier 4 (General) student must show they have enough money to cover their monthly living costs while they are studying in the UK. The amount of money a Tier 4 (General) student has to show depends on:

• where they will be studying
• whether they have an established presence

Main study site in inner London
Applicants who are studying in London need to show they have more funds available than those living outside London.

Applications submitted on or after 12 November 2015

<table>
<thead>
<tr>
<th>Study location</th>
<th>Monthly living cost requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>In London</td>
<td>£1,265 per calendar month</td>
</tr>
<tr>
<td>Outside London</td>
<td>£1,015 per calendar month</td>
</tr>
</tbody>
</table>

For applications submitted on or after 12 November 2015 the areas in which a student must show the London maintenance requirement have changed. An applicant is considered to be studying in London if half or more of the time they spend studying is at a site or sites situated within the area comprising the City of London and the former Metropolitan Police District.

‘Former Metropolitan Police District’ means:
• Greater London, excluding the City of London, the Inner Temple and the Middle
<table>
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<tr>
<th>Temple</th>
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</thead>
<tbody>
<tr>
<td>in the county of Essex, in the district of Epping Forest – the area of the former urban district of Chigwell, the parish of Waltham Abbey</td>
</tr>
<tr>
<td>in the county of Hertfordshire – in the borough of Broxbourne, the area of the former urban district of Cheshunt, the district of Hertsmere, in the district of Welwyn Hatfield, the parish of Northaw</td>
</tr>
<tr>
<td>in the county of Surrey – in the borough of Elmbridge, the area of the former urban district of Esher, the boroughs of Epsom and Ewell and Spelthorne, in the district of Reigate and Banstead, the area of the former urban district of Banstead</td>
</tr>
</tbody>
</table>

You can check if the educational establishment is in inner London by entering the postcode into the ‘About my vote’ website.
This page tells you about the maintenance requirements for Tier 4 students who have an established presence in the UK.

For applications submitted before 12 November 2015

Tier 4 (General) students and Tier 4 (Child) students aged 16 or 17

Applicants who have an established presence studying in the UK do not have to show they have funds to cover living costs for as many months as applicants who do not. Applicants must show they have funds to cover living costs for each month they are studying to a maximum of:

- 2 months - for students with an established studying presence
- 9 months - for students without an established studying presence

What is an established presence?

An applicant has an established presence in the UK if:

- they have current entry clearance or leave to enter or remain (they have made an 'in-time' application), as:
  - a Tier 4 student
  - a student
  - a post-graduate doctor or dentist
- at the date of application:
  - they have completed a course of study of at least 6 months within their last period of leave (the applicant is not required to have successfully completed this course)
  - they are applying for an extension to continue a single course of which they have completed at least 6 months

If the applicant's study has been interrupted (for example, because their sponsor's Tier 4 licence was revoked) they will still qualify as having an established presence providing at least 6 months of the course has been completed by the date on which studies were interrupted.
A Tier 4 applicant can have an established presence whether they are applying from the UK or overseas.

To check whether an applicant has an established presence you must check:

- the documents submitted with the application
- Home Office IT systems (for example CID and CRS)

**Length of study that includes part of a month**
If the course includes part of a month, the course duration will be rounded up to the next full month. For example, if the applicant will be studying for a total of 6 months and 25 days, you must assess the course length as 7 months.

**For applications submitted on or after 12 November 2015 but before 6 April 2016**
From 12 November 2015, the established presence provision was removed for all Tier 4 students. From this date students who are applying for leave to remain under the Doctorate Extension Scheme (DES) must show they have funds to cover their living costs for each remaining month of their course, up to a maximum of 2 months. All other Tier 4 students must show that they have funds to cover their living costs for each month of their course, up to a maximum of 9 months.

<table>
<thead>
<tr>
<th>Location of study</th>
<th>DES student?</th>
<th>Evidence of funds required</th>
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<td>- full course fees for either:</td>
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<tr>
<td>Location of study</td>
<td>DES student, SU sabbatical officer, or postgraduate doctor or dentist on foundation programme?</td>
<td>Evidence of funds required</td>
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**For applications submitted on or after 6 April 2016**

From 6 April 2016, students who are applying for leave to remain under the Doctorate Extension Scheme (DES), or as a student union sabbatical officer, or as a postgraduate doctor or dentist on a recognised foundation programme must show they have funds to cover their living costs for each remaining month of their course, up to a maximum of 2 months. All other Tier 4 students must show that they have funds to cover their living costs for each month of their course, up to a maximum of 9 months.
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</tbody>
</table>

**For Doctorate Extension Scheme (DES) applications submitted on or after 24 November 2016**

From 24 November 2016, students who are applying for leave to remain on the DES must show they have funds to cover their living costs for 2 months.
<table>
<thead>
<tr>
<th>Location of study</th>
<th>DES student?</th>
<th>Evidence of funds required</th>
</tr>
</thead>
<tbody>
<tr>
<td>In London</td>
<td>Yes</td>
<td>The applicant must show evidence that they have funds to cover 2 months of living costs, for example £2,530</td>
</tr>
<tr>
<td>Outside London</td>
<td>Yes</td>
<td>The applicant must show evidence that they have funds to cover 2 months of living costs, for example £2,030</td>
</tr>
</tbody>
</table>

**Tier 4 (Child) students aged 16 or 17**

For guidance on the maintenance requirements for Tier 4 (Child) students who are aged 16 or 17 and living independently, see [Tier 4 (Child) – maintenance requirements.](#)
## Tier 4: proof of available funds

This page tells you what supporting documents a Tier 4 applicant must provide to show they have the funds available to meet the maintenance requirement.

### Differentiation arrangements

Where an applicant qualifies under the differentiation arrangements they do not need to provide evidence they meet the maintenance requirements with their application. Applicants who do not qualify must provide the evidence specified below. For more information on differentiation arrangements, see Tier 4 – differentiation arrangements.

### Acceptable funds

The applicant’s funds must be:

- in the form of cash funds:
  - accounts or financial instruments such as shares, bonds, and pension funds are not acceptable even where a period of notice is provided
  - held in an account owned by the applicant or by their parent or guardian (for information on funds held by parents, see Tier 4 (General) – funds held in parents’ accounts)
- for studying and living in the UK, the full amount of money must continue to be available to the applicant after their application is made (minus the balance paid for course fees and any contributions to their monthly maintenance they have already paid)

You must not consider money relied upon as evidence of funds if it was earned during a time when the applicant or their parent or guardian was acting in breach of the UK’s immigration laws.

For example, earnings made from UK employment will only be considered if the applicant had leave to enter or remain in the UK at the time they were earned and in a category which permitted the applicant to take that employment.

---

### In this section

- Tier 4 (General) – maintenance requirements
- Tier 4 – established presence
- Tier 4 – payment of course fees
- Tier 4 – official financial sponsorship
- Tier 4 – maximum accommodation deposit
- Tier 4 (General) – funds held in parent’s accounts

### External links

- Immigration Rules paragraphs 245ZT-245ZZD
- OANDA
If the applicant provides evidence of official financial sponsorship in addition to evidence of their own personal funds, you must make sure you do not count these amounts twice when you assess evidence of the applicant’s personal funds. For information on government sponsored students, see Tier 4 – official financial sponsorship.

**Acceptable evidence of funds**

The evidence must show the applicant has:

- the funds to meet the maintenance requirement
- held the money for a consecutive 28 day period

The 28 day period is calculated from the date of the closing balance on the most recent of the documents listed below and that closing balance date must be no earlier than 31 days before the applicant made their application. If the applicant provides evidence of funds at a later date, you must not consider a closing balance later than the date of application.

**Acceptable forms of evidence are:**

- personal bank or building society statements:
  - applicants who use a joint account as proof of funds must be named on the account along with one or more other person
  - bank statements printed on the bank’s stationery can be provided as evidence, but mini-statements from automated teller machines (cash points) are not acceptable
  - you must not accept statements which only show the balance in the account on a particular day as these documents do not demonstrate that applicants have held sufficient funds for the required period

- a building society pass book

- certificates of deposit: these are documents issued by a bank which confirm an individual has deposited or invested a sum of money, and to be acceptable as evidence:
  - the certificate of deposit must have been issued within 31 days of the date of application
  - at least 28 days must have elapsed between the date of the deposit and the date of issue of the certificate

Financial institutions that do not satisfactorily verify financial statements
• a letter from the student’s bank confirming funds are held for the required period
• a letter from a financial institution confirming funds are held for the required period (the institution must be regulated by either the Financial Conduct Authority (FCA), the Prudential Regulatory Authority (PRA) or, for overseas accounts, the home regulator (official regulatory body for the country the institution is in and where the money is held) for the purpose of personal savings accounts)
• a letter dated no more than 6 months before the date of application from a financial institution confirming a loan of funds – the institution must be regulated by either the FCA, the PRA or, for overseas accounts, the home regulator (official regulatory body for the country the institution is in and where the money is held) for the purpose of student loans. From 02 March 2013, the only loan accepted is one provided by the student’s national government, state or regional government, a government sponsored student loan company or is part of an academic or educational loans scheme:
  o loans held in the name of the applicant’s parent(s) or legal guardian(s) name cannot be used as evidence of money held by the applicant, even if the loan is for study purposes
  o as loans for academic purposes are often not released by the financial institution until a student has successfully obtained a visa, the student is not required to demonstrate that they have held the funds for a 28 day period
  o for students applying from overseas, the loan funds must be available to the student before they travel to the UK, with only 2 exceptions:

  1. the loan funds will be paid directly to the Tier 4 sponsor before the applicant travels to the UK with the living costs portion of the loan released to the applicant on or before arrival in the UK
  2. the loan is an academic or student loan from their national government which will be released by the government or through their Tier 4 sponsor when they arrive in the UK

The evidence provided must clearly show the:

• name of the applicant or their parent or legal guardian
• account number
• date of the statement or letter
• financial institution’s name and logo
• amount of money available or the amount of money available as a loan – if the money is in the form of a loan, there must be no conditions placed on the release of funds other than making a successful Tier 4 application

If an applicant uses an overseas currency, they must write the closing balance in pounds sterling on the application form. To check it is correct, you must use the exchange rate as at the date of the application to check the value of the money in pounds sterling. To check the balance, use the OANDA website.

**Electronic bank statements**
Electronic bank statements must contain all of the details listed above. In addition, the migrant must provide a supporting letter from their bank, on company headed paper, confirming the authenticity of the statements provided. Alternatively, you can accept an electronic bank statement bearing the official stamp of the bank in question. This stamp must appear on every page of the statement (and on both sides if the statement is printed double-sided).

Banks will often stamp electronic statements with a ‘date of issue’ stamp. You may accept this as the date of the closing balance but where there is a gap between the last transaction date and the date of issue stamp, you must consider the type of account and the frequency of transactions. For example, if the last transaction was two weeks before the date of issue stamp and the account is a savings account where transactions are infrequent, then you may accept the balance will not have changed. If, however, the account is a current account where there are daily or weekly transactions, you must ask your senior caseworker for advice.

**Evidence from more than one bank account**
Where evidence from two or more accounts is submitted, you must assess the funds based on:

• the closing balance of the account that most favours the applicant (providing it falls on the date of application or in the 31 days before the date of application)
• any additional evidence of funds available on the date of that closing balance and at
any point during the 28 day period linked to the closing balance used

**William D Ford Federal Direct Loan Programme**
The William D Ford Federal Direct Loan Programme is administered by the US Department of Education and allows participating UK institutions to issue federal direct loans to students coming from the USA to study in the UK. When dealing with these cases, you should expect to receive a letter on the Tier 4 sponsor’s headed paper with a signature across the coat of arms (as opposed to other loan letters being on the financial institutions headed paper). You must assess this against the other loan criteria listed above.

**Credit card accounts**
Evidence of funds held in a credit card account is not acceptable unless the applicant has paid their course and accommodation fees and the balance of the account is in credit (in which case you would assess the evidence in the same way as funds held in a bank account).

**Evidence which cannot be verified**
You must not award 10 points for maintenance where the money is held in a financial institution with which the Home Office is unable to make satisfactory verification checks. For a list of these institutions, see [Financial institutions that do not satisfactorily verify financial statements](#).
This page tells you how to assess the maintenance requirement for Tier 4 applicants when course fees have only been partially paid.

If the Tier 4 applicant can show that they have paid all or some of their course fees before making their application this amount can be taken away from the total amount of money they will need to show.

If the applicant has fully paid the Tier 4 sponsor, the sponsor can include this information in the confirmation of acceptance for studies (CAS). If this is the case you do not need to see more evidence that the fees have been paid.

If the applicant has paid part of their accommodation fees before making their application, you must deduct the amount paid from the total required for living costs. This only applies if:

- the accommodation fee is paid direct to the sponsor (not a third party accommodation provider), and one of the following applies:
  - a Tier 4 student is staying in university or college-arranged accommodation
  - the Tier 4 student is a Tier 4 (Child) student who is boarding

If details of the money the applicant has already paid are not on the CAS, they must send an original paper receipt issued by the UK Tier 4 sponsor confirming either that they have paid all of their fees, or if the full amount has not yet been paid, the amount that has been paid so far.

**Differentiation arrangements**
Where an applicant qualifies under the differentiation arrangements they do not need to provide evidence they meet the maintenance requirements with their application. Applicants who do not qualify must provide the evidence specified above. For more information on differentiation arrangements, see [Tier 4 – differentiation arrangements](#).
# Tier 4: official financial sponsorship

This page tells you how to assess the maintenance requirement for Tier 4 applicants who receive official financial sponsorship.

## Official financial sponsorship or government sponsor

Financial sponsorship is where an applicant is given money to cover some or all of their course fees and/or living costs. This financial sponsorship can be used as evidence that the maintenance requirement has been met.

A Tier 4 applicant can receive official financial sponsorship from:

- Her Majesty's Government
- the applicant's home government
- the British Council
- an international organisation
- an international company
- a university
- a UK independent school

If the applicant's financial sponsor is only covering some of their course fees or living costs, they must provide evidence that they have the rest of the money needed.

## Differentiation arrangements

Where an applicant qualifies under the differentiation arrangements they do not need to provide evidence of official financial sponsorship with their application. Applicants who do not qualify must provide the evidence specified below. For more information on differentiation arrangements, see Tier 4 – differentiation arrangements.

## Documents needed to show official financial sponsorship or government sponsorship

A Tier 4 sponsor that is financially sponsoring an applicant can include details of this on the confirmation of acceptance for studies (CAS). In this case, no other documents are needed.

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**In this section**

- Tier 4 (General) – maintenance requirements
- Tier 4 – established studying presence
- Tier 4 – proof of available funds
- Tier 4 – payment of course fees
- Tier 4 – maximum accommodation deposit
- Tier 4 (General) – funds held in parent’s name

**External links**

- Immigration Rules paragraphs 245ZT-245ZZD
to show official financial sponsorship.

In all other circumstances a Tier 4 applicant who is being given official financial sponsorship, or who received official financial sponsorship within the last 12 months, must provide a letter from the official financial sponsor which is written on the organisation’s letter-headed paper and bears their official stamp. The letter must show:

- the applicant’s name
- the name and contact details of the official financial sponsor
- the date of the letter
- the length of the sponsorship
- the amount of money the sponsor is giving to the applicant or a statement that the applicant’s official financial sponsor will cover all of their fees and living costs

If you cannot verify the official financial sponsorship because information in the letter has not been translated, you must write to the applicant to request a translation. For more information on translated documents, see Tier 4 – translating documents.

Limitations on the period of leave
Official financial sponsors that are governments or international scholarship agencies may limit a Tier 4 student's leave in the UK (other types of official financial sponsor cannot). You must make enquiries however, if the official financial sponsor limits a student’s leave to a period which is shorter than their course. You must clarify whether the official financial sponsor agrees that the student may remain in the UK beyond the period of financial sponsorship to complete their course.

A university is not considered to be an international scholarship agency, so where the Tier 4 sponsor is also the official financial sponsor (for example, a university which has provided a scholarship) you must grant leave to the date specified on the CAS (plus the appropriate additional period) rather than to the date the university sponsorship or scholarship ends (providing all other requirements are met).
**Her Majesty's Government sponsored programmes**

These include:

- Foreign & Commonwealth Office (FCO) funded schemes include:
  - Marshall Scholarship
  - Commonwealth Scholarship and Fellowship Plan (CSFP)
  - Chevening Scholars
- Department for International Development (DfID) funded schemes include:
  - technical cooperation training
  - Commonwealth Shared Scholarship Scheme
  - the Commonwealth Scholarship and Fellowship Plan
- Department for Business, Innovation and Skills (BIS) funded schemes include:
  - BOND Business Internships
  - Fulbright Scholarships
  - The education and training group
- British Council funded and/or administered schemes include:
  - BOND Business Internships
  - International Association for Exchange of Students for Technical Experience (IAESTE)

**Non-governmental organisations and institutions:**

These include:

- Commonwealth Secretariat
- Confederation of British Industries (CBI)
- Danida Fellowship Centre
- European Young Lawyers (GFS/DATS)
- GlaxoSmithKline
- Goethe Institut
- Hornby Trust (managed by ENTS/GFS)
- International Atomic Energy Agency
- Nuffield Foundation
- Rhodes Scholarship Trust
## Tier 4: maximum accommodation deposit

| About this guidance | Tier 4 (General) – key facts | Tier 4 (Child) - key facts | Tier 4 – entry clearance and extension requirements | Tier 4 – age requirements | Tier 4 - differentiation arrangements | Tier 4 – attributes | Tier 4 – maintenance requirements | Tier 4 – sponsorship | Tier 4 – requesting more information | Tier 4 – employment | Tier 4 – verifying documents and risk profiles | Tier 4 – dependants | Tier 4 – granting or refusing | Tier 4: bulletins | In this section | Tier 4 (General) – maintenance requirements | Tier 4 – established studying presence | Tier 4 – proof of available funds | Tier 4 – payment of course fees | Tier 4 - official financial sponsorship | Tier 4 (General) – funds held in parent’s name | External links | Immigration Rules paragraphs 245ZT-245ZZD |
|---------------------|-----------------------------|---------------------------|-----------------------------------------------|---------------------------|-----------------------------------|-------------------|----------------------------------|-------------------|--------------------------------------|-------------------|------------------------------------------|-------------------|--------------------------------------|-------------------|-----------------------------|----------------------------------|--------------------------|----------------------------------|------------------------|---------------------------------|---------------------------------|---------------------------------|
| This page tells you about the maximum amount of accommodation deposit a Tier 4 applicant can offset against the maintenance requirement. Money paid to a Tier 4 sponsor as an accommodation deposit can be offset against the Tier 4 maintenance requirements. Before 6 April 2012, there was no upper limit on the amount that could be paid and offset as a deposit. Applications submitted on or after 11 July 2014
| For applications made on or after 1 July 2014 but before 12 November 2015 in either the Tier 4 (General) or Tier 4 (Child) route, the maximum accommodation deposit that can be taken into account against the Tier 4 maintenance requirement is £1020. Applications submitted on or after 12 November 2015
| For applications made on or after 12 November 2015 in either the Tier 4 (General) or Tier 4 (Child) route, the maximum accommodation deposit that can be taken into account against the Tier 4 maintenance requirement is £1265. Example scenario
| A Tier 4 (General) student:
| - is based in London
| - is on a course lasting more than 12 months
| - has paid the course fee in full
| The amount of maintenance needed is £11385 (£1265 per month for 9 months). The applicant has, however, already paid £1265 to the sponsor towards accommodation fees which can be offset against the maintenance requirement, for example:
| - amount of maintenance required (studying in London) - £11385
| - minus amount paid to the sponsor as an accommodation deposit - £1265
| - evidence of funds required by the Home Office - £10120

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Money paid to a Tier 4 sponsor as an accommodation deposit can be offset against the Tier 4 maintenance requirements. Before 6 April 2012, there was no upper limit on the amount that could be paid and offset as a deposit.

### Applications submitted on or after 11 July 2014

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### Example scenario

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- is based in London
- is on a course lasting more than 12 months
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- amount of maintenance required (studying in London) - £11385
- minus amount paid to the sponsor as an accommodation deposit - £1265
- evidence of funds required by the Home Office - £10120
<table>
<thead>
<tr>
<th><strong>Tier 4 (Child) boarding students</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The maximum accommodation deposit requirement is not relevant to how you consider this group of applicants, as Tier 4 (Child) students who are sponsored by a residential independent school pay boarding fees. Such applicants must provide evidence with their application they have either:</td>
<td></td>
</tr>
<tr>
<td>- paid the full boarding fee (tuition and board or lodging fees) for the current or the next academic year</td>
<td></td>
</tr>
<tr>
<td>- held the required level of funds in a specified manner for the required 28-day period</td>
<td></td>
</tr>
</tbody>
</table>
This page tells you the evidence required when a Tier 4 (General) applicant submits evidence of funds which is held in their parents’ or guardians’ name.

Evidence of funds which is not in the applicant's own name must be in the name or names of people with parental responsibility for them. You must see evidence that the person holding the funds is a parent or legal guardian of the applicant.

The applicant must provide an original or notarised copy of one of the following documents:

- their birth certificate, showing the name of the student and the parent who holds the funds
- a certificate of adoption showing the name of the student and the parent who holds the funds
- a court document stating the legal guardian of the student who holds the funds

(A notarised copy is one which has been certified as authentic and/or legitimate by affixing a notary's stamp and signature).

You can also accept a government-issued household register as evidence of the relationship between the applicant and their parent or parents. However, the Immigration Rules do not exclude any document other than a British certificate from being used as evidence of relationship. So, for consistency, you must accept whatever document a country issues and not restrict it only to those documents specifically called ‘birth certificates’. You cannot however accept an affidavit. This is because an affidavit, even one sworn before a court, is simply a claim to a relationship but not evidence of that relationship.

The applicant must also provide an original signed letter from the parent or guardian that confirms:

- the relationship between the parent or legal guardian and the applicant
- that the parent or legal guardian consents to the funds being available to the applicant
for study in the UK

**Differentiation arrangements**
Where an applicant qualifies under the differentiation arrangements they do not need to provide this evidence with their application. For more information on differentiation arrangements, see [Tier 4 – differentiation arrangements](#).
Tier 4

Tier 4 (Child): maintenance requirements

This section tells you about the maintenance requirements for Tier 4 (Child) applicants.

The maintenance requirements for Tier 4 (Child) applicants depend on whether they are either:

- boarding students
- non-boarding students

A non-boarding student is any Tier 4 (Child) student who is not being accommodated by their Tier 4 sponsor.

Boarding students
To score 10 points for maintenance, an applicant who is boarding must show they have enough money to pay for school fees (including course and board or lodging fees) for one academic year.

On the confirmation of acceptance for studies (CAS) the sponsor will show:

- how much a student needs for their course fees and boarding fees
- whether or not these fees have been paid

Non-boarding students
To score 10 points for maintenance, an applicant who is not a boarder must show they have enough money to pay for:

- course fees
- living costs

Course fees
Tier 4 (Child) applicants starting a new course must show that they have enough money to pay course fees for:
the first year of the course
the entire course (if it is less than a year long)

Tier 4 (Child) students who have already started their course and are applying for an extension to continue that course must show that they have enough money to pay the course fees either:

- to the end of the current academic year
- for the next academic year (if they will continue on their course at the start of the next academic year)

The amount a Tier 4 (Child) student will pay for course fees is set out by the Tier 4 sponsor on the CAS. The CAS will also confirm if there is no fee to pay (for example, because fees have been waived).

**Living costs for non-boarding students**
A Tier 4 (Child) student who is not being accommodated by their Tier 4 sponsor must have enough money to cover their living costs while they are studying in the UK. The amount the applicant has to show depends on their care arrangements while in the UK. Acceptable care arrangements are where the applicant will be:

- living in the UK with a carer who is a resident British citizen or other UK resident
- living with a parent or a legal guardian who will be accompanying them to the UK on a Parent of a Tier 4 (Child) visa
- living independently in the UK (applicants aged 16 or 17 years only)

<table>
<thead>
<tr>
<th>Care arrangement in the UK</th>
<th>Evidence of funds required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarding student</td>
<td>The applicant must provide evidence to show:</td>
</tr>
<tr>
<td></td>
<td>- enough funds to pay school fees for one academic year (including course and board or lodging fees)</td>
</tr>
<tr>
<td>Non-boarding student who is:</td>
<td>For applications submitted on or after 12 November 2015</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>• living in the UK with a close relative or in a private foster carer who is a resident British citizen or other UK resident</td>
<td>The applicant must provide evidence to show:</td>
</tr>
<tr>
<td></td>
<td>• enough funds to pay course fees for one academic year</td>
</tr>
<tr>
<td></td>
<td>• the intended carer has at least £570 per month to look after and accommodate the applicant in the UK for each month of their course, up to a maximum of 9 months</td>
</tr>
<tr>
<td></td>
<td>• the intended carer is a resident British citizen or other UK resident</td>
</tr>
<tr>
<td>• living with a parent or a legal guardian who will be accompanying them to the UK on the Parent of a Tier 4 (Child) route</td>
<td>For applications submitted on or after 12 November 2015</td>
</tr>
<tr>
<td></td>
<td>The applicant must provide evidence to show:</td>
</tr>
<tr>
<td></td>
<td>• enough funds to pay course fees for one academic year</td>
</tr>
<tr>
<td></td>
<td>• a total of £1,560 for living costs for the applicant and their parent for each month of their course up to a maximum of 9 months</td>
</tr>
<tr>
<td></td>
<td>If the parent or guardian is responsible for accommodating more than one Tier 4 (Child) they must show evidence of an extra £625 for each additional child.</td>
</tr>
<tr>
<td>• living independently in the UK</td>
<td>For applications submitted on or after</td>
</tr>
</tbody>
</table>
| (applicants aged 16 or 17 years only) | **12 November 2015**

The amount of money a 16 or 17 year old who is living independently must show will depend on where they are studying in the UK:

- in London – £1,265 living costs per month of their course, up to a maximum of 9 months
- outside London – £1,015 living costs per month of their course, up to a maximum of 9 months

If the length of a Tier 4 (Child) student’s course includes a part of a month, you must round the time up to the next month. For example, if a course is 7 months and 2 weeks, the Tier 4 (Child) applicant must show that they have enough money for 8 months. |
Tier 4

Tier 4: sponsorship

This section tells you about Tier 4 sponsorship and recent changes to the sponsorship requirements.

Tier 4 sponsor register

All educational establishments that wish to provide places for international students to study must apply for a Tier 4 sponsor licence from the Home Office. Establishments that meet the sponsorship requirements are awarded a licence and added to the Tier 4 register of sponsors which records the name, location and rating of the organisation. When they apply for a licence, successful Tier 4 sponsors are probationary sponsors.

To hold Tier 4 sponsor status, an education provider is required to meet eligibility and suitability requirements, to have acceptable educational quality – they must be inspected by an educational oversight body and be capable of carrying out its sponsorship duties.

UKVI closely monitors compliance of Tier 4 sponsors.

Sponsors with Tier 4 sponsor status can offer a wider range of course levels and work placement opportunities than probationary sponsors.

To check the Tier 4 register of sponsors, see the Tier 4 sponsor register.

For more information on the requirements for an educational establishment to register as a Tier 4 sponsor: see related links:

- Points-based system sponsor licensing – applications
- Tier 4 sponsor guidance

Legacy sponsors cannot issue Confirmations of Acceptance for Studies (CAS) For information about applications made by students sponsored by a legacy sponsor before 6 April 2012, see Legacy sponsors.
### Tier 4 sponsorship duties

Tier 4 sponsors have a range of sponsorship duties which they must fulfil. These include record keeping and reporting duties. For example, a Tier 4 sponsor must keep:

- a copy of the student’s:
  - passport
  - Biometric Residence Permit (BRP)
  - UK immigration status document (the student must keep the original)
- the student’s contact details

A sponsor must report to the Home Office:

- if a student fails to enrol on their course within the enrolment period
- if a student misses 10 expected contacts without their Tier 4 sponsor’s permission
- if the Tier 4 sponsor stops being the student’s immigration sponsor for any other reason, for example, if the student moves into an immigration category that does not need a Tier 4 sponsor
- if there are any significant changes in the student’s circumstances, for example:
  - if the length of a course of study becomes shorter
  - if they suspect that the student is breaking the conditions of their permission to stay
**Tier 4**

**Tier 4: Cases where the Tier 4 Sponsor is subject to UKVI sanctions pending investigation or their licence is revoked, surrendered or expires**

This page tells you how to deal with applications for entry clearance or leave to remain where a Tier 4 sponsor:

- is removed from the Tier 4 register of sponsors pending investigation
- has their licence revoked, or the licence is surrendered or expires

**Sponsor is removed from the Tier 4 register of sponsors pending investigation**

Follow the steps below where the sponsor has been removed from the Tier 4 register of sponsors pending investigation, or, where the application is to study a pre-sessional course with a partner institution which has been removed from the Tier 4 register of sponsors.

<table>
<thead>
<tr>
<th>Student's position</th>
<th>Action to take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has extant leave and no application pending</td>
<td>No action required. The student is not affected while they have valid leave.</td>
</tr>
<tr>
<td>Student has been granted entry clearance but has not yet travelled to the UK</td>
<td>You should advise the student not to travel.</td>
</tr>
<tr>
<td>Student has</td>
<td>1. Consider the application, referring for a credibility interview.</td>
</tr>
</tbody>
</table>
| submitted an entry clearance application | 2. Where the application does not meet the requirements, refuse it.  
3. Where it does meet the requirements, put it on hold pending the decision in relation to the sponsor’s licence.  
4. If the student’s application has been held and the sponsor’s licence is revoked, refuse the application.  
5. If the student’s application has been held and the sponsor’s licence is re-instated, decide the application as normal. |

| Student has submitted a leave to remain application | 1. Consider the application, including referring for a credibility interview.  
2. Where the application does not meet the requirements, refuse it.  
3. Where it does meet the requirements, put it on hold. You may wish to perform further checks on the student’s application while it is pending, and could ask the student to submit further documentation or attend an interview.  
4. If the student’s application has been held and the sponsor’s licence is reinstated, decide the application as normal. |

**Sponsor’s licence is revoked, surrendered or expires**  
The following action should be taken where the period given for representations against a revocation decision has ended, and the revocation is confirmed or, where the application is to study a pre-sessional course with a partner institution which has been removed from the Tier 4 register of sponsors.

<table>
<thead>
<tr>
<th>Student’s position</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has extant leave and no application pending</td>
<td>If you believe a student has not been a bona fide student at the institution, or that they have participated in the practices that contributed to the licence being revoked, leave must be immediately curtailed. The student will have to leave the UK or face...</td>
</tr>
<tr>
<td>Student has submitted an entry clearance application</td>
<td>The CAS will be invalid. The applicant cannot use the CAS for their application and should obtain a new CAS from a different sponsor and vary their application.</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>If the applicant obtains and submits a new CAS, their application should be considered in the normal way.</td>
</tr>
<tr>
<td></td>
<td>If the applicant does not obtain a new CAS, their application should be refused.</td>
</tr>
<tr>
<td></td>
<td>If a student has already been issued a visa and they have not yet travelled to the UK, the visa will be cancelled. If they then travel to the UK, they will be refused entry.</td>
</tr>
<tr>
<td>Student has submitted a leave to remain application</td>
<td>The CAS will be invalid. You must consider the application, including referring for a credibility interview.</td>
</tr>
<tr>
<td></td>
<td>If the only ground for refusing the application is that the student’s CAS has become invalid following the revocation of the licence,</td>
</tr>
</tbody>
</table>
where the sponsor is an HEI, overseas HEI, Embedded College offering Pathway Courses, or independent school, you must delay the refusal of their application to give them 60 days to regularise their stay or to leave the UK. You must:

- write to the student informing them of the date by which they should provide a new CAS if they intend to do so
- if the applicant fails to provide a new CAS within the specified 60 calendar day period you must consider the application on the basis of the evidence submitted with the application
- if the applicant provides a new CAS within the specified 60 calendar day period you must consider the application as normal, including referring for a credibility interview

If there are other grounds for refusing the application (including where a student has not been a bona fide student at their institution or they have participated in the practices that may have contributed to the sponsor’s licence being revoked), you must refuse it. If the applicant has extant leave, you must also refer the case to the curtailment team to consider curtailing the leave. Do this by emailing the curtailment team with the details of the case.

For more information about Tier 4 sponsorship policy, see Guide to sponsoring students under Tier 4 of the points-based system.
Tier 4

Tier 4 (General): sponsors offering Association of Chartered Certified Accountants (ACCA) courses

This page tells you about the requirements Tier 4 (General) sponsors must meet to offer places on Association of Chartered Certified Accountants (ACCA) courses.

From 21 April 2011, sponsors offering ACCA courses must be an ACCA approved learning partner which offers tuition at either ‘gold’ or ‘platinum’ level. You must confirm this when you receive an application from a student undertaking an ACCA course, (or extending their leave to continue an ACCA course) by:

- checking the download at related link: Search for a tuition provider

Official - sensitive – start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

Official sensitive – end of section

Where a sponsor is confirmed as neither a gold or platinum provider, you must refuse the application and complete an intelligence referral form (see the TMIH referral form).

In this section

Tier 4 – sponsorship
Tier 4 – new requirements for sponsors
Tier 4 – sponsor licence subject to UKVI sanctions action or withdrawn

External links

Immigration Rules paragraphs 245ZT-245ZZD
Guide to sponsoring students under Tier 4 of the points-based system
Search for a tuition provider
Tier 4

Tier 4: requesting more information

This section tells you about requesting more information and translated documents submitted in support of Tier 4 applications.

Evidential flexibility
Evidential flexibility cuts across all points-based system (PBS) tiers. For more information, see Points-based system - evidential flexibility.

External links
Immigration Rules paragraphs 245ZT-245ZZD
This page tells you when you can accept translated documents in support of a Tier 4 application.

**Applications for leave to remain in the UK**

If a document is not in English or Welsh, the applicant must provide a fully certified translation from a professional translator or translation company. This must include:

- confirmation that it is an accurate translation of the original document
- details of the translator or translation company's qualifications and/or accreditations
- the translator or translation company’s contact details

This must also be dated and include the original signature of the translator or an authorised official of the translation company.

**Applications for entry clearance outside the UK**

If a document is not in English or Welsh, the applicant must provide a full translation that can be independently verified by the Home Office. The original translation must include:

- confirmation that it is an accurate translation of the original document
- the date of translation
- the full name and signature of the translator or an official from the translation company
- the translator or translation company’s contact details

**Assessing the academic level of a translated certificate**

If a translation of an overseas qualification or award certificate is submitted you must not take it as a direct translation of the academic level of the award. You must use the UK NARIC website to assess the level of overseas qualifications or ask the sponsor to provide evidence of its level from UK NARIC if this has not been included with the application.
Tier 4

Tier 4: credibility

This page tells you how to assess whether an applicant for entry clearance or leave to remain as a Tier 4 (General) student or a 16 or 17 year old student applying under Tier 4 (Child) is a genuine student.

Entry clearance and leave to remain applications

To qualify for entry clearance or leave to remain as a Tier 4 (General) student or as a 16 or 17 year old Tier 4 (Child) student, the student must satisfy you that they are a genuine student.

You must take into account all the information provided in the application and in the credibility interview.

An applicant should not be refused on genuineness grounds without being interviewed, unless:

- the application has been refused previously on genuine student grounds and there have been no material circumstances and no new evidence
- there have been a significant number of very similar or identical applications and you have satisfied yourself by interviewing a sample of these applicants that they are not genuine

If, having reviewed the application, including information obtained during the interview, you have one or more doubts that the applicant is genuine, you should refuse the application under paragraph 245ZV(k), paragraph 245ZX(o) or paragraph 245ZZA(j) of the Immigration Rules respectively for entry clearance and leave to remain applications.

Issues to be considered when assessing whether an applicant is a genuine student are shown in the section 'Tier 4 Credibility – Factors to be considered'. This is not a checklist of factors to consider and they will not be appropriate in every case. You must also take into account other issues that arise in particular cases.
Tier 4 Credibility – Factors to be considered

1. The immigration history of the applicant and any dependant, in the UK and other countries, for example:
   - previous visa applications for the UK and other countries, including reasons for any visa refusals
   - the amount of time the applicant has spent in the UK or other countries on previous visas, and for what purpose
   - whether the applicant has complied with the terms of previous visas for the UK and other countries

2. The applicant’s education history, study and post study plans, for example:
   - the amount of time that has elapsed since the applicant last studied, and whether the applicant has sound reasons for returning to, or commencing, formal study in this area, particularly after any significant gap
   - whether the applicant demonstrates sufficient commitment to the course
   - whether the course represents academic progression
   - the credibility of the applicant’s rationale for, knowledge of, and level of research undertaken into, the proposed course of study and sponsoring institution, and living arrangements in the UK
   - how the circumstances of any dependant may affect the ability or motivation of the applicant to study
   - the relevance of the course to post-study plans in the UK or overseas
   - whether the applicant intends to comply with the terms of their visa, including the requirement to leave the UK when their leave comes to an end (or, where lawful and appropriate, to apply to extend their leave under Tier 4 or to switch to another immigration route). Decision-makers should bear in mind that only Tier 4 (General) students sponsored by a higher education institution (HEI), an overseas HEI, an embedded college offering pathway courses, or an independent school are
permitted to extend their leave or switch to another route from within the UK.

3. The personal and financial circumstances of the applicant and any dependant, for example:

- the economic circumstances of the applicant and any dependant in their region in their home country
- whether the applicant has credible funds to meet course fees, and living costs for themselves and any dependants for the duration of the course in the UK, in light of the fact that they may have limited or no ability to work in the UK
- how the applicant was able to acquire the necessary funds for course fees, as well as accommodation in a UK city and living expenses in the UK for themselves and any dependant
- the distance between the applicant’s place of study and their proposed accommodation in the UK
- the average monthly expenditure for the applicant and any dependant in the UK
- the applicant’s personal circumstances, where these might make it difficult to complete a full-time course of study

You must take account of the fact that the applicant will need to make a considerable investment in gaining a qualification from the UK.

4. The qualification, course provider and agents, for example:

- if the applicant is applying to study at an institution that is under investigation or has been identified by the Home Office as an institution of concern in relation to immigration compliance
- where the application is being managed by an agent about whom the Home Office has concerns

5. Where an applicant will be accompanied by a dependant or dependants and it appears that one of the main applicant’s reasons for applying for a Tier 4 (General) Student visa is employment, education or health care benefits for the dependants, the entry clearance officer or caseworker should consider particularly carefully whether he is
satisfied that the applicant is a genuine student.

6. The following are pull factors that are known to influence students’ choice of the UK as their destination - they can give an indication of the student’s motivation in coming to the UK and whether they are a genuine student:

- did they choose the UK because of the academic reputation of the UK’s education institutions in comparison with those of other countries, for example, is the UK perceived to be the best for post-graduate study
- was the ease of working during or after the course a deciding factor
**Tier 4**

**Tier 4: interviews**

This page tells you how to arrange an interview for a Tier 4 (General) student or a Tier 4 (Child) student who is aged 16 or 17.

Decision makers must ensure that the use of the Genuine Student Rule (GSR) for 16 and 17 year old applicants is proportionate and targeted to instances where there is evidence of risk. It is envisaged that the consideration of GSR will apply to a relatively low number of applicants within this route.

For in-country applications, you must complete an interview referral, authorised by your manager, and forward this to the interview administration team who will schedule an interview date and time.

Once an interview slot is allocated, the interview team will send a letter to invite the applicant to attend.

For out-of-country applications, ECOs must refer to an ECM to authorise the interview. In authorising a decision to consider the genuine student rule, the ECM must take account of risk factors.

Interviews may be arranged and conducted in a variety of manners which will be impacted on location and availability of the applicant. These may include:

- a telephone interview where you must contact the applicant by phone and ask if they are able to answer questions about their application. If they confirm they are happy to do so, conduct the interview
- contacting the applicant by email/telephone to arrange an interview at a designated time/location

Where the applicant fails to undertake an interview or provide a reasonable explanation as to why they were unable to do so the ECO should consider whether General Grounds for Refusal are applicable.
The interview can only be rearranged if the applicant raises compelling circumstances why they cannot attend the interview and the interview team are satisfied with those reasons.

**Failure to attend**
If the interviewer confirms the applicant failed to attend the interview with no reason, or the reason given was unacceptable, you must refuse the application for their failure to attend interview.

**Genuine applicant**
In country applications:
If the interviewer concludes that the applicant appears credible at interview, the application will be processed by an administrative officer (AO) caseworker. When passed back the caseworker must note the details on CID and complete the consideration of the case.

If at the consideration stage the AO caseworker has reasons to believe the applicant is not genuine, they must pass the application to a higher executive officer (HEO), to consider refusal.

Out of country applications:
If the ECO concludes that the applicant appears credible at interview, then the ECO should issue the application where all other aspects of the rules are met, identifying on Proviso that an interview has been undertaken.

If at the consideration stage, the ECO is not satisfied that the applicant is genuine, then they should refuse the application, identifying on Proviso that an interview has been undertaken.
**Applicant not a genuine student**
For in country applications, if the interviewer concludes that the applicant is not credible, the case will be passed to the caseworker to assess the application. The caseworker must complete the consideration and take the interview information into account.

In all cases, you must refuse the application if you conclude that the applicant is not a genuine student.

If you refuse the application, you must make sure the refusal letter fully explains the reasons for the decision and covers any information obtained at interview and includes any concerns raised as part of the case-working process.

Refusals on this basis are subjective and a detailed refusal letter, as well as a transcript of the interview (if applicable), must support any decision. These documents will be important in any administrative review so they must set out the reasons for refusal as fully and clearly as possible.

**Abuse**
If the applicant admitted, at interview or otherwise, that they provided fraudulent information as part of the application process you must also refuse under general grounds for refusal.

In these circumstances, where it is an in-country application, the caseworker must pass the application to a HEO to quality check.

**Official - sensitive: start of section**
The information in this page has been removed as it is restricted for internal Home Office use only.

**Official - sensitive: end of section**
## Tier 4: employment

This page tells you what employment a Tier 4 student can undertake in the UK.

<table>
<thead>
<tr>
<th>Type of sponsor</th>
<th>Course level</th>
<th>Work permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>a UK higher education institution (HEI)</td>
<td>Degree level or above</td>
<td>Students can work:</td>
</tr>
<tr>
<td>overseas HEI and the student is on a short-term study-abroad programme in the UK</td>
<td></td>
<td>- part-time during term-time (up to a maximum of 20 hours a week)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- full-time during vacations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- on a work placement as part of the course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- full-time as a postgraduate doctor or dentist on a recognised foundation programme, providing they are being sponsored by Health Education South London, or from 1 November 2016 by Health Education England</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- as a student union sabbatical officer for up to 2 years</td>
</tr>
<tr>
<td>a UK HEI</td>
<td>Below degree level</td>
<td>Students can work:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- part-time during term-</td>
</tr>
<tr>
<td>Sponsors which are not:</td>
<td>Any level</td>
<td>Students can work:</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------</td>
<td>-------------------</td>
</tr>
<tr>
<td>- a UK HEI</td>
<td></td>
<td>- on a work placement as part of the course (but only if the education provider has Tier 4 Sponsor status)</td>
</tr>
<tr>
<td>- an overseas HEI</td>
<td></td>
<td>- as a student union sabbatical officer for up to 2 years</td>
</tr>
<tr>
<td>sponsoring a study abroad student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Doctorate extension scheme students, on completion of the course, are allowed to work full-time without restrictions, except as a:

- doctor or dentist in training
- professional sportsperson (including as a sports coach)

For further information on the doctorate extension scheme, see Tier 4 – doctorate extension scheme.

**Prohibited work**

A Tier 4 (General) student must not:

- be self-employed or engaged in business activity, unless they:
  - have successfully completed a course at degree level or above at a sponsor that is
a UK recognised body or a body in receipt of public funding as an HEI from the Department of Employment and Learning in Northern Ireland, the Higher Education Funding Council for England, the Higher Education Funding Council for Wales or the Scottish Funding Council

o have made an application for leave to remain as a Tier 1 (Graduate Entrepreneur) migrant which is supported by an endorsement from a qualifying HEI before their Tier 4 leave has ended (and any appeal against that decision has been determined)

o have yet to receive a decision on their Tier 1 (Graduate Entrepreneur) migrant application

- fill a full-time, permanent vacancy, unless they:
  - have successfully completed a course at degree level or above at a sponsor that is a UK recognised body or a body in receipt of public funding as an HEI from the Department of Employment and Learning in Northern Ireland, the Higher Education Funding Council for England, the Higher Education Funding Council for Wales, or the Scottish Funding Council
  - have made a Tier 2 application supported by a certificate of sponsorship (CoS) assigned by a licensed Tier 2 sponsor before their Tier 4 leave has ended (and any appeal against that decision has been determined)

- have yet to receive a decision on their Tier 2 application

- be employed as:
  - a doctor or dentist in training (other than on a recognised foundation programme as recorded on the confirmation of acceptance for studies (CAS))
  - a professional sportsperson (including coach) or entertainer

**Tier 4 (Child)**
A Tier 4 (Child) student under 16 years old cannot work at all during their time in the UK.

A Tier 4 (Child) student who is aged 16 or above, is allowed to work:

- part-time during term-time (up to a maximum of 10 hours a week)
- full-time during vacations
- on a work placement as part of the course
- as a student union sabbatical officer for up to 2 years
Volunteering
Tier 4 (General) students and Tier 4 (Child) students can volunteer while they are studying. Voluntary work is distinct from volunteering.

A Tier 4 (General) student can do voluntary work if they are permitted to work, but this work and any other (for example paid) work must not exceed the total number of hours of they are permitted to work during term time. For example, if a student is permitted to work 20 hours a week during term-time and has paid work of 15 hours a week during term time, they cannot do more than 5 hours voluntary work. If they are not permitted to work they cannot do voluntary work.

Tier 4 (Child) students aged 16 and over can undertake voluntary work.

Factors to take into account when considering whether a particular activity constitutes voluntary work or volunteering are:

- voluntary workers will usually have contractual obligations to perform the work (eg to attend at particular times and carry out specific tasks) with the employer being contractually required to provide the work – the contract does not have to be written, the worker is usually remunerated in kind
- volunteers do not have a contract, they must not be a substitute for an employee and they must not be doing unpaid work – for example, receiving payment in kind (although they are sometimes reimbursed for reasonable travel and subsistence expenses)
- volunteers usually help a charity or voluntary or public sector organisation
### Tier 4: student union sabbatical officers

This page tells you how a person can qualify for leave as a Tier 4 student while they are working as a sabbatical officer.

A sabbatical officer post is:

- elected by the members of a students’ union (commonly at a higher education establishment)
- full time
- usually salaried (with funds coming from the students’ union itself, or directly from the educational institution)

Tier 4 students are allowed to take up a post as a student union sabbatical officer at the institution they are sponsored by while in the UK. However, terms of more than 2 years as a sabbatical officer are not permitted under the Education Act 1994.

Sabbatical years are either taken:

- in between years of study (for example between years two and three of a typical degree, sitting the third year 12 months later than would have normally been the case)
- immediately after graduation

If a Tier 4 student wants to do the job after graduation and their permission to stay as a Tier 4 student has expired, they must apply again and meet the requirements of the category.

Tier 4 students are allowed to take up post as a student union sabbatical officer at the institution they are sponsored by while in the UK or at the National Union of Students.

Sabbatical officers may do additional work but this is restricted to part-time work during term-time (no more than 20 or 10 hours a week, as appropriate) and full-time work during holidays.
| The requirement that a work placement be no more than 50 per cent of a Tier 4 student’s overall course in the UK does not include any period that the student is in post as a student union sabbatical officer. |
### Tier 4: verifying documents and risk profiles

This page tells you about risk profiles and how to verify supporting documents for Tier 4 applications.

#### Verification checks

You must be confident that the documents an applicant has submitted to claim points for attributes or maintenance is genuine. In certain circumstances you will have to verify these documents, for example, if:

- you have reasonable doubts about the authenticity of the document(s)
- there is an instruction based on risk-profiles

The process for verifying documents will vary from case-to-case, but may involve checking the authenticity of documents with:

- employers
- banks
- universities
- professional bodies
- the relevant embassy or high commission
- other government departments (in the UK and overseas)

The purpose of these checks is to make sure that the document provided is genuine and accurately reflects statements made in the application. For guidance on how to refer documents to the North East, Yorkshire and the Humber regional verification team and/or the regional intelligence unit, see Referring documents to the NEYH regional verification team.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
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</thead>
<tbody>
<tr>
<td>Documents have been confirmed as genuine</td>
<td>You must continue to consider the application.</td>
</tr>
</tbody>
</table>

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**Related links**

- Tier 4 – granting or refusing
- Tier 4 – requesting more information

**Downloads**

- Link to staff intranet removed

**External links**

- Immigration Rules paragraphs 245ZT-245ZZD
<table>
<thead>
<tr>
<th>Documents have been confirmed as false</th>
<th>You must:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• refuse the application on general grounds</td>
</tr>
<tr>
<td></td>
<td>• if the forged documents relate to a points-based system element, for example, funds, award 0 points for attributes and/or maintenance and refuse the application if there is no other acceptable evidence under Tier 4</td>
</tr>
<tr>
<td></td>
<td>For more information on granting or refusing, see <a href="#">Tier 4 – granting or refusing</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The verification check is inconclusive</th>
<th>You must not use the documents as evidence for scoring points:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• unless there is alternative genuine evidence that meets the requirements, you must award 0 points for attributes and/or maintenance and refuse the application</td>
</tr>
<tr>
<td></td>
<td>• report the sponsor to the sponsor licensing unit and intelligence unit if you receive no response to any request for further information from them</td>
</tr>
<tr>
<td></td>
<td>For more information, see the TMIH referral form.</td>
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</tbody>
</table>
Risk profiles

Official – sensitive: start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

Official sensitive: end of section
This page tells you about the requirements for dependants of Tier 4 students.

**Tier 4 (General)**
Under paragraphs 319A-319J of the Immigration Rules, the following dependants are allowed to come to the UK to join a person granted leave as a Tier 4 (General) student, provided they meet the requirements of the rules:

- spouse
- civil partner
- unmarried or same-sex partner
- dependent children under the age of 18

Tier 4 (General) students who are studying in the UK for 6 months or longer can bring the specified dependants to the UK provided they meet one of the following criteria:

- they are a government sponsored student who has or is applying for leave for a course of study that is longer than 6 months
- they are studying a course that is 12 months or more which is at post-graduate level at a UK recognised body or a UK higher education institution (HEI)
- they are applying for or have been granted leave to remain as a Tier 4 (General) student on the doctorate extension scheme
- they are applying for leave as a Tier 4 (General) student or as a student to undertake a course that is more than 6 months long
- they have, in the 3 months immediately preceding the date of the Tier 4 application, had leave as a Tier 4 (General) migrant or as a student for a course of study that is more than 6 months long; is applying for leave at the same time as the dependant

Tier 4 (General) students who are studying in the UK for 6 months or less cannot bring dependants to the UK.
For more information on the requirements that dependants must meet to be granted leave in line with a Tier 4 (General) student, see related links:

- [Points-based system dependant policy guidance](#)
- [Immigration Rules - paragraphs 319A-319K](#)

**Tier 4 (Child)**
Tier 4 (Child) students cannot bring dependants with them to the UK.
**Tier 4**

**Tier 4: granting or refusing**

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<th>In this section</th>
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<td>Tier 4 – grant or refuse entry clearance</td>
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<tr>
<td>Tier 4 (Child) - key facts</td>
<td>Tier 4 – grant or refuse entry at UK port</td>
</tr>
<tr>
<td>Tier 4 – entry clearance and extension requirements</td>
<td>Tier 4 – grant or refuse extension</td>
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<tr>
<td>Tier 4 – age requirements</td>
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<tr>
<td>Tier 4 - differentiation arrangements</td>
<td></td>
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<tr>
<td>Tier 4 – attributes</td>
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<tr>
<td>Tier 4 – maintenance requirements</td>
<td></td>
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<tr>
<td>Tier 4 – sponsorship</td>
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<tr>
<td>Tier 4 – requesting more information</td>
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<td>Tier 4 – verifying documents and risk profiles</td>
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<td>Tier 4 – dependants</td>
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<tr>
<td>Tier 4 – granting or refusing</td>
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<tr>
<td>Tier 4: bulletins</td>
<td></td>
</tr>
</tbody>
</table>

This section tells you how to grant and refuse applications for leave under Tier 4 of the points-based system.

For more information, see related links:

- Tier 4 - grant or refuse entry clearance
- Tier 4 - grant or refuse entry at UK port
- Tier 4 - grant or refuse extension

**Immigration health surcharge**

Non-EEA nationals granted entry clearance, leave to enter or leave to remain to study for more than 6 months must pay the surcharge.

The surcharge is £150 for each period of 12 months leave granted and must be paid with the application.

Where an application is being made for a student with one of the scholarships listed below they will be exempt from the IHS, however it will apply to their dependants.

- Marshall Scholarship
- Commonwealth Scholarship and Fellowship Plan (CSFP)
- Chevening Scholars

If they do not do so, their application should be refused. The charge is applied to immigration applications made on or after 6 April 2015. Further information is available on the Home Office website.
Tier 4

**Tier 4 – grant or refuse entry clearance**

This page tells you how to grant or refuse an application for entry clearance under Tier 4 of the points-based system.

### Tier 4 (General) - grant entry clearance

If the applicant meets all of the requirements of paragraph 245ZV of the Immigration Rules, and none of the general grounds for refusal in paragraphs 320 apply you must grant entry clearance for the length of the course plus the appropriate additional period.

See the General grounds for refusal page on Horizon for information on general grounds for refusal.

You must grant entry clearance on:

- code 2 conditions if the applicant is only allowed to work 10 or 20 hours
- code 3 conditions if no work is permitted

For more information on the hours that a Tier 4 migrant can work, see Tier 4 employment.

The endorsement you must use is:

- D TIER 4 (GENERAL) STUDENT

You must add the Tier 4 sponsor licence number to the endorsement.

### Tier 4 (Child) - grant entry clearance

If the applicant meets all of the requirements of paragraph 245ZZA of the Immigration Rules, and none of the general grounds for refusal in paragraphs 320 apply you must grant entry clearance.

You must grant entry clearance for the length of the course as stated on the Confirmation of Acceptance for Studies (CAS) up to a maximum of:
<p>| | |</p>
<table>
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<th></th>
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</thead>
</table>
|   | - 6 years (if the child is under 16 years of age)  
|   | - 3 years (if the child is 16 or 17 years of age)  

You must grant entry clearance on:

- code 3 conditions if the applicant is under 16 years of age  
- code 2 conditions if the applicant is aged 16 or over

The endorsement you must use is:

- D TIER 4 (CHILD) STUDENT

You must add the Tier 4 sponsor licence number to the endorsement.

**Tier 4 (General) - refuse entry clearance**
If the applicant has not provided the evidence that they meet all the requirements of paragraph 245ZV, or if any of the general grounds for refusal in paragraph 320 apply, you must refuse the application.

**Tier 4 (Child) - refuse entry clearance**
If the applicant has not provided the evidence that they meet all the requirements of paragraph 245ZZA, or if any of the general grounds for refusal in paragraph 320 apply, you must refuse the application.

**Appeal rights**
There are no appeal rights for those who are applying from overseas, except where the appeal is on human rights or race discrimination grounds.

Overseas applicants can seek an administrative review if they feel there is an error in their decision. For more information, see [Tier 4 policy guidance](#).
## Tier 4: entry clearance refusal paragraphs

This page tells you what paragraph of the Immigration Rules you must refer to if you are refusing an application for entry clearance as a Tier 4 (General) migrant.

<table>
<thead>
<tr>
<th>Reason for refusal</th>
<th>Paragraph of the Immigration Rules</th>
</tr>
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<tbody>
<tr>
<td>No valid CAS</td>
<td>Paragraph 245ZV(b)</td>
</tr>
<tr>
<td>Does not qualify for points – valid CAS – supporting documentary evidence missing</td>
<td>Paragraph 245ZV(b)</td>
</tr>
<tr>
<td>Maintenance – documents missing</td>
<td>Paragraph 245ZV(c)</td>
</tr>
<tr>
<td>Maintenance – documents provided but does not meet points</td>
<td>Paragraph 245ZV(c)</td>
</tr>
<tr>
<td>No ATAS certificate provided</td>
<td>Paragraph 245ZV(d)</td>
</tr>
<tr>
<td>ATAS issued for course that doesn’t meet Tier 4 requirements</td>
<td>Paragraph 245ZV(d)</td>
</tr>
<tr>
<td>Post graduate doctor or dentist – no UK degree – no evidence of UK study</td>
<td>Paragraph 245ZV(e)</td>
</tr>
<tr>
<td>Post graduate doctor or dentist – period requested exceeds three year maximum</td>
<td>Paragraph 245ZV(e)</td>
</tr>
<tr>
<td>No sponsor consent</td>
<td>Paragraph 245ZV(f)</td>
</tr>
<tr>
<td>Below degree level study – maximum length of leave already granted</td>
<td>Paragraph 245ZV(g)</td>
</tr>
<tr>
<td>Does not meet the minimum age requirement of 16 years old</td>
<td>Paragraph 245ZV(h)</td>
</tr>
<tr>
<td>16 or 17 years old – no parental approval of application</td>
<td>Paragraph 245ZV(i)</td>
</tr>
<tr>
<td>16 or 17 years old – no parental approval of care arrangements in the UK</td>
<td>Paragraph 245ZV(j)</td>
</tr>
<tr>
<td>Not a genuine student</td>
<td>Paragraph 245ZV(k) – Tier 4 (General) Paragraph 245ZZA(j) – Tier 4 (Child)</td>
</tr>
</tbody>
</table>
## Tier 4: grant or refuse entry at UK port

This section tells you how to grant or refuse a passenger seeking entry under Tier 4 of the points-based system.

### Tier 4 (General) and Tier 4 (Child) - grant leave to enter

All passengers in this category must:

- have valid entry clearance as a Tier 4 student
- have a Confirmation of Acceptance for Studies (CAS)
- meet the maintenance requirements

If you grant entry to Tier 4 migrant, you must use landing card code:

- T4G – for Tier 4 (General)
- T4C – for Tier 4 (Child)
- T4R – dependant of a Tier 4 (General) student

Passengers who have existing leave in the old student category can continue to re-enter the UK until their leave expires.

### Tier 4 (General) and Tier 4 (Child) - refuse leave to enter

- non-visa national passenger without entry clearance:
  - if a non-visa national passenger tries to enter the UK under Tier 4 and does not have a valid UK entry clearance for this purpose, you must refuse them under paragraph 24(ii) of the Immigration Rules
- visa-national passenger without entry clearance:
  - if a visa national passenger tries to enter the UK under Tier 4 and does not have a valid UK entry clearance for this purpose, you must refuse them under paragraph 320(5) of the Immigration Rules

refusing passengers with entry clearance:

- if a passenger has a valid Tier 4 entry clearance but you have evidence to show that they do not meet the requirements of the rules, you can only refuse leave to enter and cancel entry clearance under paragraph 321A of the Immigration Rules
- if a person returns from a short absence abroad within a period of leave which they were previously granted and you decide to refuse entry, you must also refuse under paragraph 321A

For more information on refusing leave to enter on general grounds, including refusing entry on grounds of national security, public policy, sensitive information or if your decision may affect the UK’s relations with another country see General grounds for refusal.

For examples of when you may or may not refuse leave to enter due to a change in the student’s purpose, see related links:

- [Tier 4 - examples of when to refuse entry](#)
- [Tier 4 - examples of when you must not refuse entry](#)

**Refusal codes**

You must use on entry refusal code:

- E4 if the passenger does not have entry clearance
- Z1 for any other reason
Tier 4

Tier 4: examples of when to refuse entry for change of purpose

About this guidance
Tier 4 (General) – key facts
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Tier 4 – entry clearance and extension requirements
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This page gives you some examples of when it is appropriate to refuse leave to enter to as a Tier 4 student.

Change of purpose
When you examine passengers who are seeking leave to enter you must also examine them under the general powers contained in paragraphs 2A (2) and 2A (2A) of Schedule 2 to the Immigration Act, which apply to holders of any entry clearance. These powers allow you to examine a passenger to establish whether:

- there has been a change in circumstances since leave was granted
- leave was obtained as a result of false information or failure to disclose material facts
- there are medical grounds on which leave should be cancelled

Where the passenger’s leave to enter derives from an entry clearance, you can examine the passenger to establish whether the leave should be cancelled on the grounds that the person’s purpose in arriving in the UK is different from the purpose specified in the entry clearance.

In the examples below, you must refuse leave to enter and cancel entry clearance under paragraph 321(A) of the Immigration Rules.

Example 1 – passengers who are entering the UK to work
The student arrives and says they are actually coming to work in the UK or you discover evidence of this in their luggage:

- in such cases, where the student confirms work is their purpose of entry, or where there is documentary evidence confirming this, there are sufficient grounds for you to refuse leave to enter based on change of purpose (this includes passengers who apply for leave under Tier 4 to study at a private education provider from 4 July 2011)

Example 2 – passengers who intend to study at a different institution

In this section
Tier 4 – grant or refuse entry at UK port
Tier 4 – examples of when not to refuse entry
Tier 4 – refusal forms for entry and rights of appeal

External links
Immigration Rules paragraphs 245ZT-245ZZD
Immigration Act paragraphs 2A(2) and 2A(2A) of Schedule 2
Immigration Rules – paragraph 321(A)

Link to staff intranet removed
The student arrives and says they want to study at an institution other than that they were issued entry clearance for and the new institution is not a Tier 4 sponsor:

- in such cases, the entry clearance becomes invalid as Tier 4 entry clearance can only be granted for study at an educational establishment that is registered as a Tier 4 sponsor – you must refuse leave to enter based on change of circumstances

Students whose conditions do not tie them to an institution (any student who applied for entry clearance or leave to remain before 5 October 2009) must not be refused for this reason, provided the new institution is a Tier 4 sponsor, as we only expect them to notify us when they have switched institution (no application involved).

**Example 3 – passengers who have poor English language ability**

The student arrives and has very limited or no English:

- if the confirmation of acceptance for studies (CAS) was assigned on or after 21 April 2011 you may refuse leave to enter because they cannot speak English without the assistance of an interpreter:
  - the only exception to this is in the case of gifted students attending a higher education Institution who will carry a letter from their sponsor explaining their status – gifted students are exempt from the English language requirement

If the passenger requires an interpreter you must refuse leave to enter under paragraph 245ZV (ca).

**Assessing English language ability in these circumstances**

When you assess whether a Tier 4 student can speak English without an interpreter you must not give them a test of any kind but rather follow the normal line of questioning.

It is possible that a student has genuinely obtained the required Secure English Language Test (SELT) to prove their competence. However, if the student cannot demonstrate an ability to speak basic English on arrival without the help of an interpreter, you may refuse leave to enter.
Previously the burden was on the sponsor to withdraw their sponsorship if there were doubts about the passenger’s ability to speak English. This is no longer necessary but you must approach the sponsor if you have any other doubts about the passenger’s ability to study.

If the passenger was assigned a CAS before 21 April 2011 and they cannot speak English without an interpreter, you can still refuse leave to enter on the grounds of misrepresentation, however, there would either have to be clear evidence that the passenger did not take the SELT or the sponsor would have to withdraw their sponsorship. You cannot use change of circumstances to argue that the passenger’s English language ability has diminished since they took the test.

**Example 5 – work placement is longer than permitted**
The student has evidence on them that their course does not meet the split requirement for a course involving a work placement. Papers show he will be working more weeks or months than he is studying:

- in such cases, the fault lies with the sponsor for not abiding by the Tier 4 requirements and you should not cancel the passenger’s entry clearance on the basis of the sponsor’s error unless you can refuse the passenger for misrepresentation or change of circumstances because either:
  - there is evidence that the working arrangements were withheld from the entry clearance officer
  - the arrangements were changed after the issue of the entry clearance

For more information on the work placement requirements under Tier 4, see [Tier 4 - work placements](#).

When the entry clearance was granted on the basis of an invalid CAS you must pass the information to the sponsor investigations team for further investigation.
This page gives you some examples of when you must not refuse leave to enter as a Tier 4 student.

**Example 1 – no proof of funds**

The student arrives but does not have proof of funds:

The Tier 4 maintenance test has already been applied by the entry clearance officer. There is no ongoing requirement for the passenger to hold these funds on arrival in the UK. You cannot refuse the passenger solely on the basis that they do not hold sufficient funds for their maintenance, accommodation and/or tuition fees. Where, however, the absence of funds amounts to a material change of circumstances or misrepresentation to secure an entry clearance but with no intention of studying, you must refuse the passenger as appropriate.

From 4 July 2011 all visa and leave to remain applicants must sign a declaration on the application form to say that the funds they have used to demonstrate they meet the maintenance requirement will be available to them for the duration of their studies. This means that you may refuse a passenger if they do not hold enough funds and they have signed this declaration and cannot explain satisfactorily where the money has gone (for example, they have paid accommodation or tuition fees).

**Example 2 – inability to follow course of study**

The student arrives to study at a Tier 4 sponsor but you have doubts about the passenger’s ability to follow the course of study.

The academic assessment of a student’s ability to follow a course of study is made by the sponsoring institution. As a Border Force officer you are not qualified to make this assessment. You may only refuse leave to enter when either:

- there is evidence that deception was used to gain the entry clearance (for example, forged educational qualifications)
• the Tier 4 sponsor withdraws their offer of a place
This page tells you about passengers’ rights of appeal when you refuse entry to the UK under Tier 4 of the points-based system.

When a passenger seeks entry under Tier 4 and does not hold entry clearance for this purpose there is no right of appeal against refusal of leave to enter and you must serve the passenger with form IS 82 No AR RLE.

Passengers will have a right of administrative review if their leave to enter or remain which was in force is cancelled at the border on or after 6 April 2015 with the result that they have no leave to enter or remain, due to:

- change of circumstances
- false representations
- failure to disclose material facts

Passengers with entry clearance or BRP who are refused under change of circumstances, misrepresentations and withholding of material facts:

- when a passenger seeks entry under Tier 4 and holds a valid UK entry clearance or BRP for this purpose, they are entitled to an admin review in the UK and you must serve the passenger with form IS 82 No RD AR

When a passenger seeks entry under Tier 4 and holds a valid UK entry clearance or BRP for a different purpose, they are not entitled to an admin review in the UK and you must serve the passenger with form IS 82 RD No AR. However, where the passenger holds a BRP that confers leave to remain for a different purpose they are entitled to an admin review in the UK. You must serve the passenger with form IS 82 No RD AR.

For more information on handling these cases see related links:

- Referring a case to special cases directorate
- Email BF OAS enquiries

For more information about appeal rights, see related link: [Appeals](#)

For more information about administrative review, see related link: [Administrative review](#)
Tier 4

Tier 4: grant or refuse extension

This page tells you how to grant or refuse an application for an extension of leave as a Tier 4 student.

A Tier 4 (General) student can only apply to extend their leave to study at their current sponsor, or at another sponsor, if their current period of Tier 4 leave is sponsored by:

- a higher education institution (HEI)
- an overseas HEI
- an embedded college offering pathway courses
- an independent school

A Tier 4 (General) student who is sponsored by any other type of institution must apply for a visa from outside the UK if they wish to undertake further study under Tier 4.

A Tier 4 (General) student who is applying for further leave to remain in Tier 4 must be academically progressing. For information on academic progression see: Tier 4 (General) academic progression

To determine the institution type of the sponsor you can check the Tier 4 register of sponsors.

Tier 4 (General) - grant an extension

If the applicant meets the requirements of paragraph 245ZX of the Immigration Rules and there are no general grounds for refusal you must grant leave to remain.

You must grant leave on:

- code 2A conditions if the applicant is only allowed to work 10 hours
- code 2 conditions if the applicant is only allowed to work 20 hours
• code 3 if the applicant is not allowed to work

For more information on the hours that a Tier 4 student can work, see Tier 4 - employment.

**Tier 4 (General) - period to grant**

You must grant leave for the full period of the course plus:

- one month before the course starts or 7 days before the intended date of travel, whichever is later, and an additional 4 months after the course ends if the total duration of the course lasts 12 months or longer
- one month before the course starts or 7 days before the intended date of travel, whichever is later, and an additional 2 months after the course ends if the total duration of the course is 6 months or longer but less than 12 months
- one month before the course starts or 7 days before the intended date of travel, whichever is later, and an additional one month after the course ends for a pre-sessional course that is less than 6 months (for more information see Tier 4 - pre-sessional courses)
- 7 days before the course starts and an additional 7 days after the course ends for a course of less than 6 months that is not a pre-sessional course
- one month before the course starts or 7 days before the intended date of travel, whichever is later, and an additional month after the course ends, if the person is studying as a postgraduate doctor or dentist

The intended date of travel is the date recorded by the applicant on their application form. If the grant of entry clearance is made less than 7 days before the intended date of travel, entry clearance will be granted with immediate effect.

In cases where you grant an extension after the course has finished, you must grant the usual additional period from the date of decision. However, for courses that only merit an additional period of 7 days and that course has ended, you must grant 17 days from the date of your decision.

**Tier 4 (General) – maximum period to grant for study below degree level and postgraduate doctors and dentists**
A Tier 4 (General) student is only allowed study for a maximum of 3 years if they are studying either:

- below degree level
- as a postgraduate doctor or dentist

For more information, see related links.

**Tier 4 (General) – maximum period to grant for study at degree level or above**

For applications made on or after 6 April 2012, paragraph 245ZX(ha) of the Immigration Rules restricts Tier 4 (General) students to a maximum of 5 years study at degree level or above (with some exceptions).

For more information, see related link.

**Tier 4 (General) – period to grant for courses comprising separate, independent modules**

For applications for leave to study courses such as the Association of Business Executives (ABE) or other courses that are made up of a series of independent modules, you will receive a separate certificate of acceptance for studies (CAS) for each module of the course being studied. You must only grant leave up to the end date of the stage that is provided by the sponsor, plus any relevant additional leave (unless it is an ACCA or CIMA course and the CAS specifies that it should be treated as one, long course).

This may lead to a period of greater than one month passing between modules and the applicant having to leave the UK to make an application for their next module.

From 21 April 2011, Tier 4 (General) sponsors offering ACCA courses must be an ACCA ‘approved learning partner’. For more information, see related link: Tier 4 (General) - sponsors offering Association of Chartered Certified Accountants (ACCA) courses.

**Tier 4 (Child) – grant an extension**

If the applicant meets the requirements of paragraph 245ZZC of the Immigration Rules and there are no general grounds for refusal you must grant leave to remain. You must grant
leave on code 2A conditions for all Tier 4 (Child) cases.

To download a flowchart to help you determine which condition code to grant, see related link.

**Tier 4 (Child) – period to grant**
You must grant leave for the period that is the shortest of the periods below, plus 4 months:

- the length of stay the applicant asks for
- the length of the applicant’s course
- maximum 3 years (for children aged 16 to 17)
- maximum 6 years (for children aged under 16)

If an applicant aged 16 to 17 is on a course which is longer than the maximum 3 years permitted, they will need to apply again before their permission to stay runs out. Applications for further leave from students who are aged 18 or above must be made under Tier 4 (General).

**Tier 4 - refusing an extension**

**Tier 4 (General):**

- if the applicant does not meet the requirements of paragraph 245ZX or if any of the general grounds for refusal apply, you must refuse their application

**Tier 4 (Child):**

- if the applicant does not meet the requirements of paragraph 245ZZC or any of the general grounds for refusal apply, you must refuse their application

For information on the general grounds for refusal, see [general grounds for refusal](#).

**Tier 4 (General) dependants**

If the applicant does not meet the requirements of paragraphs 319A to 319K of the immigration Rules or if any of the general grounds for refusal apply, you must refuse the application. For more information on Tier 4 dependants, see [Tier 4 dependants](#).
To download a flowchart to help you determine which condition code to grant a Tier 4 dependant, see related link.

**Tier 4 – recording information on CID**
For guidance on what to include in your CID notes when you decide a Tier 4 application, see related links:

- Tier 4 (Child) – CID notes template
- Tier 4 (General) – CID notes template
This page tells you the caseworker actions for further leave to remain in the UK under the Tier 4 (General) student doctorate extension scheme (DES).

Applicants will make their application using the standard Tier 4 (G) Student application form which will contain questions confirming the application is being made by a PhD student.

Students who meet the qualification criteria will be granted further leave until 12 months beyond the course end date specified on the new certificate of acceptance for studies (CAS). In this case, the course end date is the date the PhD is expected to be confirmed by the sponsor as having been completed to the standard required for the award of a PhD, and recorded on the CAS accompanying the application for leave as a Tier 4 (General) student on the doctorate extension scheme.

During the remaining period of study, the student’s leave will be subject to the usual Tier 4 conditions. However, on completion of the course, students will be allowed to work full-time without restrictions, except as:

- a doctor or dentist in training
- a professional sportsperson (including as a sports coach)

You must not count leave to remain granted as a Tier 4 (General) student on the doctorate extension scheme towards the maximum time allowed to study at degree level or above.

Although leave will be granted as a Tier 4 student, there is a new case type in CID, Tier 4 (Gen) – Doctorate Extension Scheme.

The biometric residence permit (BRP) is completed as follows:

- grant condition code: 4E

Front of card will be laid out as follows:
PhD and other doctorate level courses frequently take longer to complete than originally planned. Students whose expected course completion date slips beyond the expiry of their existing leave must apply for a period of further leave to remain to complete their course, and will be issued leave expiring four months beyond the end date of their course. This will entitle them to normal restricted Tier 4 work rights, for example, Condition code 2.

Later, if they wish to remain in the UK beyond the end of their course to seek work under the Tier 4 doctorate extension scheme, students will need to make a further application no more than 60 days before the end of their course.
This page tells you how to complete a Tier 4 refusal notice for an application to extend leave in the UK.

**Applications made on or after 20 October 2014**

An applicant can ask for a decision to be reviewed if they think the Home Office has made a mistake about the result of their application to remain in the UK.

Administrative review is available to anyone who made an in country Tier 4 application on or after 20 October 2014.

On or after the 20 October 2014 an applicant can only appeal against:

- refusal of a human rights claim
- refusal of a protection claim, which is a claim for refugee or for humanitarian protection status
- revocation of protection status

For more information on administrative review, please see the related link: Administrative Review.

Section 1 of the Immigration Act 2014 replaces separate powers for giving removal directions with a single power. This means migrants who need, but do not have, leave to remain in the UK are liable to removal.

This makes a migrant removable as a consequence of having no leave. If the person has no leave as a result of a refusal decision the new templates (listed below) make it clear to the migrant that, subject to the outcome of any administrative review, they are liable to removal and informs them which country they will be forcibly removed to if they fail to depart voluntarily. No further removal decision needs to be made.

As a result of this change, the following new letters must be used to reflect this single
decision, and are as follows.

Refusals:

- Tier 4 (General) Refusal Letter IA 2014 – ICD.4133 IA
- Tier 4 (Child) Refusal Letter IA 2014 – ICD.4134 IA
- Tier 4 (Dependant ) Refusal Letter IA 2014 – ICD.3966 IA
- Tier 4 NELE (Migrant and Dependant ) Refusal letter IA 2014 – ICD.3973 IA
- Tier 4 Refusal Letter (3C leave) IA 2014 – ICD.4740 IA
- NELE Letter IA 2014 – ICD.NELE IA

Other:

- Student – LTR Expired IA 2014 – ICD.2860 IA
- Invalid Application – Temporary Migration IA 2014 – ICD.3676TM IA
- Invalid Application – Temporary Migration IA 2014 – ICD.3679TM IA
- Invalid Dependant Letter IA 2014 – ICD.3783 IA
- T4 Withdrawal Migrant and Dependant IA 2014 – ICD.3969 IA
- Cover letter to reps IA 2014 – ICD.4600 IA

When the application is entered on GCID, you must identify if the application was made on or after 20 October 2014 and therefore falls under the new administrative review process. This is done by entering the conditions flag ‘IA 2014’.

**For applications made before 20 October 2014, the following appeal process will still apply**

The DocGen letters you must use for a refusal notice are either:

- Tier 4 (General) - ICD 4133 – general student
- Tier 4 (Child) – ICD 4134 – child student

You must change the content depending on whether the person has a full right of appeal, or no right of appeal.
Limited rights of appeal
From 13 February 2012, refusal decisions are served with section 47 decisions so refusals which previously attracted a limited right of appeal now attract a full right of appeal. For more information on rights of appeal, see Tier 4 - CID codes and appeal rights.

When you select the relevant refusal notice, DocGen will automatically complete the migrant’s details and the date of the application. You must then enter wording to reflect the details of the refusal and include standard paragraphs which are available from DocGen.

To download examples of refusal wording relating to the new requirements introduced 6 April 2012, see Tier 4 - suggested refusal wording – 6 April 2012.

Appeal codes
Refusal and curtailment decision notices now contain fields for appeal codes. For guidance on completing these fields, please see related links:

- Tier 4 – Refusal and curtailment decision notifications
- UK Border Agency decision notifications – Highlighting appeal rights and deadlines

Completing the notice - section A
You must follow the procedures below when you complete the standard paragraphs (SPs) in the refusal notice:

SP2
1. Identify the reason for refusal from the standard paragraphs in DocGen – you can find these under the file path: document / standard wordings / TBC standard wordings / PIDP: standard wordings.
2. When you have selected the standard wording you may also enter your own text for the specific reason or reasons you have refused the application.

SP3
1. Enter the relevant standard wordings – this will input the formal refusal paragraph.

SP4
1. Enter the standard paragraph from DocGen and write a brief summary of the
documents considered.

**Completing the notice - section B**
When you complete section B of the refusal notice you must:

- enter the amount of points claimed and awarded for:
  - attributes
  - maintenance
- write a brief explanation for why you have or have not awarded points – you must not go into more detail than the reasons you have given in SP2

**Completing the notice - section C**
For section C you must select one of the following options, depending on the applicant’s appeal rights:

- full right of appeal – option 1
- no right of appeal – extant leave – option 3
- no right of appeal – out of time – option 4

**Additional documents**
If the applicant has a full right of appeal, you must also complete both:

- ICD 1989 – refusal form (this includes a summary of the person’s immigration history and a list of documents prepared for the appeal bundle)
- ICD 1041 – appeal form

If you are responsible for completing the ICD 1041, the date of service of appeal will be:

- the date of decision – for applications served to the applicant in the public enquiry office (PEO)
- two working days after the notice is posted – for all postal decisions

The date the applicant has to appeal by is 10 working days after the refusal has been served.
## Tier 4

### Tier 4 (General): CID codes and appeal rights – applications for extension made before 20 October 2014

This page tells you what the applicant’s right of appeal is for applications made before 20 October 2014. It also tells you what the relevant paragraph of the Immigration Rules and the relevant CID code are if you are refusing an application for an extension of leave as a Tier 4 (General) student.

### Appeal rights

The table below tells you what the applicant’s right of appeal is if they:

- applied in time
- do not have any leave on the date you refuse their decision (known as ‘extant leave’)

If the applicant applied out of time or has any leave remaining on the date that you refuse their application they will have no right of appeal. This is the case regardless of the reasons why you refuse their application.

<table>
<thead>
<tr>
<th>Reason for refusal</th>
<th>Right of appeal</th>
<th>Paragraph of the Immigration Rules</th>
<th>CID code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal entrant</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(a)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>No switching</td>
<td>Full right of appeal</td>
<td>245ZX(b)</td>
<td>TR4 ST General LTR Refusal no switching</td>
</tr>
<tr>
<td>No sponsor consent</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(g)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>Maintenance – documents missing</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(d)</td>
<td>TR4 ST General LTR Refusal lack of maintenance</td>
</tr>
<tr>
<td>Maintenance – documents provided but does not meet points</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(d)</td>
<td>TR4 ST General LTR Refusal lack of maintenance</td>
</tr>
</tbody>
</table>
| Documents forged or not genuine or material facts not disclosed | Full right of appeal | Paragraphs:  
- 322(1A) (if the document(s) or deception relates to the current application  
- 322(2) (if the document(s) or deception relate to a previous application  
For more information, see: Leave to remain paragraphs 322(1A) and 322(2) – deception | TR4 ST General LTR refusal conducive grounds |
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<tbody>
<tr>
<td>Applicant’s presence is not conducive to the public good</td>
<td>Full right of appeal</td>
<td>Paragraph 322(5). For more information see: Not desirable to let a person remain in the UK – leave to remain</td>
<td>TR4 ST General LTR refusal conducive grounds</td>
</tr>
<tr>
<td>No valid certificate of acceptance for studies (CAS)</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(c)</td>
<td>TR4 ST General LTR refusal not in possession of CAS</td>
</tr>
<tr>
<td>Does not qualify for points – valid CAS – supporting</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(c)</td>
<td>TR4 ST General LTR refusal not in possession of CAS</td>
</tr>
<tr>
<td>No academic technology approval scheme (ATAS) clearance certificate provided</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(ea)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>CAS assigned for course that doesn’t meet Tier 4 requirements</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(c)</td>
<td>TR4 ST General LTR Refusal not in possession of CAS</td>
</tr>
<tr>
<td>Post graduate doctor/dentist – no UK degree – no evidence of UK study</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(f)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>Post graduate doctor or dentist – period requested exceeds 3 year maximum</td>
<td>Limited right of appeal, however, if a section 47 removal decision is served at the same time as the application is refused, the decision will attract a full right of appeal (providing there is no extant leave at the date of decision).</td>
<td>Paragraph 245ZX(f)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
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<tr>
<td>Does not meet the</td>
<td>Limited right of</td>
<td>Paragraph</td>
<td>TR4 ST General LTR</td>
</tr>
<tr>
<td>Condition</td>
<td>Appeal, however, if a section 47 removal decision is served at the same time as the application is refused, the decision will attract a full right of appeal (providing there is no extant leave at the date of decision).</td>
<td>245ZX (i)</td>
<td>Refusal other reasons</td>
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<tr>
<td>Minimum age requirement of 16 years old</td>
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<tr>
<td>Below degree level study – maximum length of leave requested will lead to more than 3 years</td>
<td>Limited right of appeal, however, if a section 47 removal decision is served at the same time as the application is refused, the decision will attract a full right of appeal (providing there is no extant leave at the date of decision).</td>
<td>Paragraph 245ZX(h)</td>
<td>TR4 ST General LTR</td>
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<td>Refusal completed 3 years on below degree courses</td>
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<tr>
<td>More than one month gap between end of</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX (I)</td>
<td>TR4 ST General LTR</td>
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<td></td>
<td>Refusal other reasons</td>
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<tr>
<td>current leave and start date of new course</td>
<td>Limited right of appeal, however, if a section 47 removal decision is served at the same time as the application is refused, the decision will attract a full right of appeal (providing there is no extant leave at the date of decision).</td>
<td>Paragraph 245ZX (ha)-(hb)</td>
<td>TR4 ST General LTR Refusal completed max 5 years (non-exempt courses)</td>
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<tr>
<td>Study at or above degree level - maximum length of leave requested will lead to more than the permitted period of 5, 6, or 8 years</td>
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<tr>
<td>Not a genuine student</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX(o) – Tier 4 (General) Paragraph 245ZZC(m) – Tier 4 (Child)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>Breach of section 50</td>
<td>Full right of appeal</td>
<td>Paragraph 322(3) and 245ZY</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>16 or 17 years old – no parental approval of application</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX (j)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>16 or 17 years old – no parental approval of care</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZX (k)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>arrangements in the UK</td>
<td>Full right of appeal</td>
<td>Paragraph 322(4) and paragraph 245ZX(d) (maintenance)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
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<td>Has had access to public funds</td>
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### About this guidance

This page tells you what the applicant’s right of appeal is if they made their extension application before 20 October 2014. It also tells you the relevant paragraph of the Immigration Rules and the relevant CID code if you are refusing an application for an extension of leave as a Tier 4 (Child) student.

### Appeal rights

The table below tells you what the applicant’s right of appeal is if they:

- applied in time
- do not have any leave on the date you refuse their decision (known as ‘extant leave’)

If the applicant applied out of time or has any leave remaining on the date that you refuse their application they will have no right of appeal. This is the case regardless of the reasons why you refuse their application.

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<td>Reason</td>
<td>Full Right of Appeal</td>
<td>Paragraph/Reason</td>
<td>TR4 ST Child LTR Refusal</td>
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<tr>
<td>No financial sponsor consent</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZZC(k)</td>
<td>TR4 ST Child LTR refusal</td>
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<td>Documents forged or not genuine or material facts not disclosed</td>
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<td>Leave to remain paragraphs 322(1A) and 322(2) – deception</td>
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<td>Student’s presence is not conducive to the public good</td>
<td>Full right of appeal</td>
<td>Paragraph 322(5). For more information see:</td>
<td>TR4 ST Child LTR refusal</td>
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<tr>
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<td></td>
<td>Not desirable to let a person remain in the UK – leave to remain</td>
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<tr>
<td>No valid Confirmation of Acceptance for Studies (CAS)</td>
<td>Full right of appeal</td>
<td>Paragraph 245ZZC (c)</td>
<td>TR4 ST Child LTR refusal</td>
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<tr>
<td>Condition</td>
<td>Right of Appeal</td>
<td>Paragraph</td>
<td>Reason</td>
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<tr>
<td>No valid CAS – supporting documentary evidence missing (16 and 17 year olds only)</td>
<td>Full right of appeal</td>
<td>245ZZC (c)</td>
<td>TR4 ST Child LTR refusal not in possession of CAS</td>
</tr>
<tr>
<td>No valid CAS – course does not meet Tier 4 requirements</td>
<td>Full right of appeal</td>
<td>245ZZC (c)</td>
<td>TR4 ST Child LTR refusal not in possession of CAS</td>
</tr>
<tr>
<td>Applicant is not under 18</td>
<td>Limited right of appeal, however, if a section 47 removal decision is served at the same time as the application is refused, the decision will attract a full right of appeal (providing there is no extant leave at the date of decision).</td>
<td>245ZZC (e)</td>
<td>TR4 ST Child LTR refusal other reasons</td>
</tr>
<tr>
<td>More than one month gap between end of current leave and start date of new course</td>
<td>Full right of appeal</td>
<td>245ZZC (j)</td>
<td>TR4 ST Child LTR refusal other reasons</td>
</tr>
<tr>
<td>Applicant has children under the age of 18</td>
<td>Full right of appeal</td>
<td>245ZZC (f)</td>
<td>TR4 ST Child LTR refusal other reasons</td>
</tr>
<tr>
<td>Condition</td>
<td>Right of appeal</td>
<td>Paragraph</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>Foster care or relative provisions not satisfied</td>
<td>Full right of appeal</td>
<td>245ZZC (g)</td>
<td></td>
</tr>
<tr>
<td>No parental approval of the application</td>
<td>Full right of appeal</td>
<td>245ZZC (h)</td>
<td></td>
</tr>
<tr>
<td>No parental approval of applicant’s care arrangements in the UK</td>
<td>Full right of appeal</td>
<td>245ZZC (i)</td>
<td></td>
</tr>
<tr>
<td>Has had access to public funds</td>
<td>Full right of appeal</td>
<td>322(4) and 255ZZC(d) (maintenance)</td>
<td></td>
</tr>
<tr>
<td>Breach of section 50</td>
<td>Full right of appeal</td>
<td>322(3) and 245ZZD</td>
<td></td>
</tr>
</tbody>
</table>

TR4 ST Child LTR refusal other reasons
### Tier 4 dependants: CID codes and appeal rights

This page tells you what the applicant’s right of appeal is if they applied for an extension before 20 October 2014. It also tells you the relevant paragraph of the Immigration Rules and the relevant CID code if you are refusing an application for an extension of leave as the dependant of a Tier 4 (General) student.

**Appeal rights**
The table below tells you what the applicant’s right of appeal is if they:

- applied in time
- do not have any leave on the date you refuse their decision (known as ‘extant leave’)

If the applicant applied out of time or has any leave remaining on the date that you refuse their application they will have no right of appeal. This is the case regardless of the reasons why you refuse their application.

<table>
<thead>
<tr>
<th>Dependant partners</th>
<th>Right of appeal</th>
<th>Paragraph of the Immigration Rules</th>
<th>CID code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refusal in line with main applicant</td>
<td>Same as main applicant</td>
<td>Paragraph 319C(b)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>Illegal entrant</td>
<td>Full right of appeal</td>
<td>Paragraph 319C(a)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>No switching</td>
<td>Full right of appeal</td>
<td>Paragraph 319C(h)-(i)</td>
<td>TR4 ST General LTR Refusal no switching</td>
</tr>
<tr>
<td>Maintenance – missing documentation</td>
<td>Full right of appeal</td>
<td>Paragraph 319C(g)</td>
<td>TR4 ST General LTR Refusal lack of maintenance</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Full right of appeal</td>
<td>Paragraph</td>
<td>TR4 ST General LTR</td>
</tr>
</tbody>
</table>

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**About this guidance**
- Tier 4 (General) – key facts
- Tier 4 (Child) - key facts
- Tier 4 – entry clearance and extension requirements
- Tier 4 – age requirements
- Tier 4 - differentiation arrangements
- Tier 4 – attributes
- Tier 4 – maintenance requirements
- Tier 4 – sponsorship
- Tier 4 – requesting more information
- Tier 4 – employment
- Tier 4 – verifying documents and risk profiles
- Tier 4 – dependants
- Tier 4 – granting or refusing

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**In this section**
- Tier 4 – grant or refuse extension
- Tier 4 – completing refusal notices for extensions
- Tier 4 (General) – CID codes and appeal rights
- Tier 4 (Child) – CID codes and appeal rights

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**Related links**
- Link to staff intranet removed

**External links**
- Immigration Rules – paragraph 319
- Immigration Rules – paragraph 322
<table>
<thead>
<tr>
<th>Reason</th>
<th>Right of Appeal</th>
<th>Paragraph(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient funds</td>
<td>Full right of appeal</td>
<td>319C(g) Refusal lack of maintenance</td>
</tr>
<tr>
<td>Has had access to public funds</td>
<td>Full right of appeal</td>
<td>Paragraph 322(4) and paragraph 319C(g) (maintenance) TR4 ST General LTR refusal other reasons</td>
</tr>
<tr>
<td>Unmarried or same-sex partner – subsisting relationship or degree of relationship</td>
<td>Full right of appeal</td>
<td>Paragraph 319C(c) TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>Spouse or civil partner – subsisting relationship</td>
<td>Full right of appeal</td>
<td>Paragraph 319C(d) TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>All partners – Intention to live together</td>
<td>Full right of appeal</td>
<td>Paragraph 319C(e) TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>All partners – Intention to leave</td>
<td>Full right of appeal</td>
<td>Paragraph 319C(f) TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>Documents forged or not genuine or material facts not disclosed</td>
<td>Full right of appeal</td>
<td>Paragraph: 322(1A) – if the document(s) or deception relate to the current application, or 322(2) – if the document(s) or deception relate to a previous application The statistical code to use will depend on what type of deception was used. For guidance ask your senior caseworker.</td>
</tr>
</tbody>
</table>


For more information, see: Leave to remain paragraphs 322(1A) and 322(2) – deception.

| Applicant's presence is not conducive to the public good | Full right of appeal | Paragraph 322(5). For more information, see: Not desirable to let a person remain in the UK – leave to remain. | TR4 ST General LTR Refusal conducive grounds |

### Dependant children

<table>
<thead>
<tr>
<th>Reasons for refusal</th>
<th>Right of appeal</th>
<th>Paragraph of the Immigration Rules</th>
<th>CID code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal entrant</td>
<td>Full right of appeal</td>
<td>Paragraph 319H(a)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>No switching</td>
<td>Full right of appeal</td>
<td>Paragraph 319H (h)-(j)</td>
<td>TR4 ST General LTR Refusal no switching</td>
</tr>
<tr>
<td>Maintenance – missing documents</td>
<td>Full right of appeal</td>
<td>Paragraph 319(g)</td>
<td>TR4 ST General LTR Refusal lack of maintenance</td>
</tr>
<tr>
<td>Maintenance – insufficient funds</td>
<td>Full right of appeal</td>
<td>Paragraph 319(g)</td>
<td>TR4 ST General LTR Refusal lack of maintenance</td>
</tr>
<tr>
<td>Refusal in line with main applicant</td>
<td>Full right of appeal</td>
<td>Paragraph 319H(b)</td>
<td>TR4 ST General LTR Refusal other reasons</td>
</tr>
<tr>
<td>Marriage, or</td>
<td>Full right of appeal</td>
<td>Paragraph 319H(d)</td>
<td>TR4 ST General</td>
</tr>
<tr>
<td>Independent life or family unit</td>
<td>Full right of appeal</td>
<td>Paragraph 319H(c)</td>
<td>LTR Refusal other reasons</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------</td>
<td>--------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Over 18 years of age</td>
<td>Full right of appeal</td>
<td>Paragraph 322(4) and paragraph 319H(g) (maintenance)</td>
<td>LTR refusal other reasons</td>
</tr>
<tr>
<td>Has had access to public funds</td>
<td>Full right of appeal</td>
<td>Paragraph 319H(e)</td>
<td>LTR refusal other reasons</td>
</tr>
<tr>
<td>Intention to leave</td>
<td>Full right of appeal</td>
<td>Paragraph 319H(f)</td>
<td>LTR refusal other reasons</td>
</tr>
<tr>
<td>Requirement for sponsoring parents</td>
<td>Full right of appeal</td>
<td>Paragraph 322(5)</td>
<td>LTR refusal other reasons</td>
</tr>
<tr>
<td>Documents forged or not genuine or material facts not disclosed</td>
<td>Full right of appeal</td>
<td>Paragraph: 322(1A) – if the document(s) or deception relate to the current application, or 322(2) – if the document(s) or deception relate to a previous application. For more information, see: Leave to remain paragraphs 322(1A) and 322(2) – deception.</td>
<td>The statistical code to use will depend on what type of deception was used. For guidance ask your senior caseworker.</td>
</tr>
<tr>
<td>is not conducive to the public good</td>
<td>For more information, see: Not desirable to let a person remain in the UK – leave to remain.</td>
<td>LTR Refusal conducive grounds</td>
<td></td>
</tr>
</tbody>
</table>
Tier 4

Tier 4 Pilot

This page tells you about students participating in the Tier 4 visa pilot.

Eligibility
A Tier 4 Student qualifies for the pilot if the CAS is:

- issued by University of Bath, Imperial College London, University of Oxford or University of Cambridge on or after 25 July 2016
  - for a master’s course at RQF 7
  - for a duration (excluding any pre-sessional courses) of 13 months or less

Based on overall visa refusal rates, these four universities have been invited to participate in a pilot that provides for additional leave at the end of the course on the basis that, before issuing a CAS, the sponsor has undertaken eligibility checks in respect of:

- English language: students at degree level and above must speak English at level B2
- previous qualifications: qualification or award certificate from previous study must be submitted
- time limit: student must not exceed more than 5 years studying at degree level
- course requirement: course must meet the requirements of Tier 4
- academic progression: course must be above the RQF level of the previous course where Tier 4 leave was granted (exceptions apply)
- Genuine Student criteria

Submission
Although UKVI has reserved the right to ask the individual applicants for documentary evidence (and retain the ability to refuse the applications if they are not provided within the specified period), those who qualify for this pilot will benefit from the same document differentiation as Appendix H countries. This means that they are not routinely required to submit:
- certificates or documents used by the Tier 4 sponsor to assess academic ability, for example:
  - qualifications
  - transcripts
  - references
- English language tests or documents used by the Tier 4 sponsor to assess English language ability (for example a Secure English Language Test (SELT))
- documentary evidence of their funds, for example:
  - bank statements
  - building society passbooks
  - loan letters
  - (for Tier 4 (General) applicants) evidence of relationship to a parent or legal guardian who is providing financial sponsorship

Applicants whose CAS meets the eligibility requirements of this pilot will therefore only need to:

- complete the relevant box at section 5.4 of Appendix 8 to confirm that they have the documentary evidence required
- submit with their physical bundle the VAF (and appendices); their travel document; any required TB certificate and any required ATAS certificate

There is no requirement for the Commercial Partner staff at the VACs to determine pilot eligibility as part of the submission process. This will mean that applicants wishing to submit documents will be allowed to do so.

**Dependants**

Eligible dependants will qualify for this document differentiation only if they submit their applications at the same time as the Tier 4 student and they can be considered together. If they submit separately, they will need to submit full evidence of their ability to meet maintenance and accommodation requirements.

**Official - sensitive – start of section**
The information in this page has been removed as it is restricted for internal Home Office use only.

Official - sensitive – end of section

Validity
Students (and their dependants) who qualify under the pilot and meet the requirements of the Rules will be given a 6 month period of leave to enter at the end of their course, regardless of the course length.

For example, if the course of study begins on 3 October 2016 and finishes on 7 July 2017, leave to enter must be issued until 6 January 2018. It is essential that ECOs check that the correct leave is granted to minimise the inconvenience to students and the additional costs incurred in replacing the BRP.
Qualifications provided by flight schools

This page tells you about assessing the equivalency of qualifications provided by flight schools with the existing requirements within Tier 4.

From 24 November 2016, the definition of an approved qualification includes aviation licences, ratings and certificates issued in accordance with EU legislation by the UK’s Civil Aviation Authority (CAA).

Organisations conducting approved courses of flight and ground training are listed in the CAA Standards Document 31, which can be found at: http://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&appid=11&mode=detail&id=2854

In order to assess the equivalency of the level of courses offered by flight schools, please refer to Table 1 below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Pilot Licence (PPL) or Light Aircraft Pilot Licence (LAPL), associated class ratings and theoretical knowledge exams</td>
<td>RQF3/SCQF6</td>
</tr>
<tr>
<td>Commercial Pilot Licence (CPL) / Instrument Rating (IR) (or Multicrew Pilot Licence (MPL) / IR), associated type ratings and CPL, IR and Airline Transport Pilot Licence (ATPL) theoretical knowledge exams</td>
<td>RQF4/SCQF7</td>
</tr>
<tr>
<td>Pilots holding ATPLs proceeding to senior level qualifications such as Type Rating Instruction (TRI) and Type Rating Examiner (TRE)</td>
<td>RQF5/SCFQ8</td>
</tr>
</tbody>
</table>
Maritime courses eligible for the 3-year time limit below degree level

| In this section | From 6 April 2017, the 2 year time limit for Tier 4 (General) students studying below degree level was extended to 3 years for courses which are subject to a regulatory requirement by the Maritime and Coastguard agency that the applicant must spend at least 12 months at sea.  

The following programmes, approved by the Merchant Navy Training Board (MNTB) for Maritime and Coastguard Agency (MCA) certification, are delivered by UK maritime and training centres and are recognised as requiring 12 months work away from the UK on-board a merchant vessel.  

Eligible courses:  

- Foundation Degree in:  
  - Electro-technical Engineering  
  - Marine Electrical Engineering  
  - Marine Electrical and Electronic Engineering  
  - Marine Engineering  
  - Marine Operations  
  - Nautical Science  
- HNC/HND in:  
  - Marine Engineering  
  - Nautical Science  

In order to be eligible for this provision, the Tier 4 sponsor must be an approved MCA centre as listed within the Marine and Coastguard approved Nautical Colleges and Yacht Training providers list.  

Official - sensitive – start of section

The information in this page has been removed as it is restricted for internal Home Office use only. |
This page explains who to contact for more help with a specific case in the Tier 4 category.

If you have read the relevant Immigration Rules and this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.

If the question cannot be answered at that level:

- Border Force officers can email: BF OAS enquiries
- Caseworkers email: StudentMigrationPolicyTeam

Changes to this guidance can only be made by the Guidance, Rules and Forms team (GRaFT). If you think the policy content needs amending you must contact the Student Migration Policy Team, who will ask the GRaFT to update the guidance, if appropriate.

The GRaFT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these by emailing: Guidance – making changes.
## Tier 4

### Tier 4: information owner

This page tells you about this version of the ‘Tier 4’ guidance and who owns it.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version</strong></td>
<td>39.0</td>
</tr>
<tr>
<td><strong>Published for Home</strong></td>
<td>6 April 2017</td>
</tr>
<tr>
<td><strong>Office staff on</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Policy owner</strong></td>
<td>Student Migration Policy Team</td>
</tr>
<tr>
<td><strong>Cleared by:</strong></td>
<td>Restricted removed</td>
</tr>
<tr>
<td><strong>Approver’s role</strong></td>
<td>Restricted removed</td>
</tr>
<tr>
<td><strong>Clearance date</strong></td>
<td>31 March 2017</td>
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<tr>
<td><strong>This version approved for publication by</strong></td>
<td>Restricted removed</td>
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<tr>
<td><strong>Approval date</strong></td>
<td>31 March 2017</td>
</tr>
</tbody>
</table>

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### In this section

- Changes to this guidance
- Contact