

## Checklist - Child Student Visa (PBS Tier 4)

1. I have supplied original documents .
2. I have provided a photocopy of all the original documents I want back.
3. I have read the Policy Guidance:  
<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>
4. All Child Students need a consent letter from their parents, see below for details.

Applicant Checklist		Order of docs	Please prepare <u>two</u> sets of documents: <b>Set 1: original documents and checklist</b> <b>Set 2: photocopies plus application form and Appendix 9</b>	BCG Checklist			
Yes	No			Yes	No		
		<b>1</b>	A signed print-out of your online application form (VAF9 PBS).				
			<b>2</b>	A copy of your PBS Child Student Appendix 9 self assessment form.			
				Current valid passport with at least one double sided page free and any old passports. Visa fee in HKD (We prefer payment by EPS, MasterCard or Visa. If you are not able to pay using one of these, we can accept a Cashier's Order made payable to <i>British Consulate-General Hong Kong</i> ).			
			One recent coloured and unframed passport size photograph taken with a white background. Approximate size should be 45mm x 35 mm.				
		<b>3</b>	<b>Student Letter (30 points). Dated within 6 months of application</b>				
Yes	No		<b>Your letter must contain the following information:</b>	Yes	No		
			Route	The letter must state Child Student			
			Student details	Name (as shown on passport if applicable)			
				Nationality			
				Contact details of parent(s)/legal guardian			
			Approved Education Provider	Licence number			
				Contact details (if different from letterhead)			
				Name and address of any partner institution if you are studying at another institution as part of this course. Confirmation that your sponsor is providing any accommodation (if applicable)			
			Course	Title of course/curriculum to be studied or confirmation that the course/curriculum meets the independent school education inspection standards (if applicable)			
				Start date (date you start your main studies, or date you start an induction/course to prepare you for study if you have an unconditional offer for your main course)			
				Expected end date			
				Latest date you can join the course (optional)			
				Address of your main place of study if different to the education provider's main address			
			Money	<b>Non-boarding and day students:</b>			
				course fees for the first year, or the length of the course (as stated on your visa letter)			
				course fees paid so far (if applicable)			
				accommodation fees paid so far (if applicable)			
				<b>Boarding students:</b>			
				Boarding fees (course fees plus accommodation fees) for the first year			
				Boarding fees (course fees plus accommodation fees) already paid, if applicable			
			Evidence used to obtain offer	If you are aged 16 or over: A list of evidence the education provider used to make sure you will be able to finish the course. This must include the level or type of qualification and the awarding body or institution for the qualification.			
		<b>4</b>	<b>Maintenance (10 points).</b>				
			Evidence of maintenance funds and course fees as specified in the points based system policy guidance. Note that property, shares, bonds, pension funds and similar savings accounts will not be accepted. Fixed deposits are acceptable. For evidence of Overseas Education Allowance, a pay slip is not sufficient. You must produce an official and original letter from the HK government (Treasury ) or your parent's home department confirming the value and duration of OEA entitlement. You should also provide evidence of funds to cover any costs above the OEA entitlement. Internet bank statements must bear the bank's chop or official stamp on every page or be accompanied by an original letter from the bank. Funds must be in the account for at least 28 days. The end of that 28 day period must not be more than one month before the date of application. All maintenance documents must state the name of the account holder and the account number.			Yes	No
			Name	Funds must be in your own name or in the name of your parent(s)/legal guardian(s). A joint account is acceptable provided either you or your parent(s)/legal guardian(s) are specifically named as one of the account holders.			
				For dependants, funds should be in the name of the main applicant and/or the family member making the application.			
				If sponsored by Government scholarship, this should be stated on official headed paper with the applicants name, sponsor's name and contact details, duration of sponsorship, the amount of sponsorship or a statement that your official financial sponsor will cover all of your fees and living costs.			
			Amount required	<b>Residential Independent School</b>			
				Fees for 1 year			
				Accommodation and/or boarding fees required by school.			
				<b>Staying with Intended Carer</b>			
				Fees for 1 year			
		Written undertaking from carer to provide maintenance & accommodation for the duration of the course and stating they have at least £500 per month for this.					
		<b>Applicants under 12 yrs old staying with accompanying parent/guardian</b>					
		Fees for 1 year					
		1st Child: 9 months of maintenance at £1,333 per month (London), £1,000 per month (elsewhere)					
		Other children: As 1 <sup>st</sup> child plus £533 per month for each additional child (London), £400 per month for each additional child (elsewhere)					
		You may also show original receipts for tuition fees and/or official accommodation fees paid in advance, which will be deducted from the cash evidence required.					

Yes	No		<b>Further documents required for all applicants</b>	Yes	No
		5	Relevant certificates, qualifications or references mentioned by your education provider in the visa letter if you are 16 or over.		
		6	Evidence of your Hong Kong/ Macau immigration status ( if it is not in the passport you are submitting). If you are not a permanent ID card holder it would need to show the expiry date of your leave to remain.(Not applicable if you hold a Hong Kong or Macao travel document)		
		7	A letter from both parents or the parent who has sole custody confirming their support of the application and their consent to the arrangements for your travel to, and reception and care in, the UK. Note the sole custody order or death certificate (as appropriate) should be submitted if both parents do not sign the letter.		
		8	If you are a child student aged 16 or 17 and you are going to live independently ( for example in a homestay arrangement organised by the college), the letter from your parents must also state that you are going to live independently and that they consent to your independent travel to the United Kingdom.		
		9	Any other supporting documents required by your Points Based System Tier.		
		A	<b>Additional documents required for applicants intending to stay with Foster Carer</b>		
		10	Evidence that the Foster Carer is allowed to be in the UK. eg. certified copy of all pages of their passport.		
		11	Letter of notification from your parents or intended carer to the local authorities in the UK, informing the local authority that you will be in the care of a private foster carer while in the UK.		
		12	An original document from the local authority showing confirmation that they have received notification of the Foster Care arrangement.		
		13	Letter from Foster Carer		
		B	<b>Additional documents required for applicants intending to stay with Private Carer</b>		
		10	Certified copy of relevant pages of intended carer's passport showing that the intended carer is allowed to be in the UK.		
		11	Evidence that the intended carer is a UK resident e.g. certified copy of all relevant pages of their passport.		

**Important Reminder: Please arrange your documents in the order listed under "Order of Docs" column. Thank you**

**I CONFIRM THAT ALL THE ABOVE ORIGINAL DOCUMENTATION I HAVE SUBMITTED IN SUPPORT OF MY APPLICATION FOR A VISA TO THE UK IS GENUINE. TO THE ORIGINATORS OF THESE DOCUMENTS, I HEREBY AUTHORISE THE DOCUMENT VERIFICATION TEAM IN THE VISA SECTION AT THE BRITISH CONSULATE-GENERAL TO MAKE WHATEVER CHECKS THEY REQUIRE TO VERIFY THE SUBMITTED DOCUMENTS' AUTHENTICITY.**

**ADDITIONAL ORIGINAL DOCUMENTS RECEIVED:**

1. _____	_____
	Applicant's name (capital letters):
2. _____	_____
	Applicant's signature
3. _____	_____
4. _____	_____
	Applicant's email address
5. _____	_____
	Officer's signature

**• DISCLAIMER**

The above checklist is meant as guidance only. It is not a comprehensive list of the documents you should submit in support of your application and submission of these documents does not guarantee that your application will be issued. It is your responsibility to submit original documentation that you believe will help demonstrate to the Entry Clearance Officer that you can meet the criteria for entry to the UK in the category that you have applied. Further free guidance on the criteria for entry to the UK can be obtained from the UKvisas website, <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>

**Translation of Documents**

Any documents that have to be submitted in support of points claimed, which that are not in English or Welsh, must be accompanied by a full translation that can be independently verified by the UK Border Agency. The original translation must contain:

- a) confirmation from the translator that it is an accurate translation of the original document
- b) the date of the translation
- c) the translator's full name and signature and
- d) the translator's contact details