

Checklist - General/Adult Student Visa (PBS Tier 4)

1. You must supply original documents.
2. You must provide a photocopy of all the original documents you want back.
3. You must read the Policy Guidance:
<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>
4. ALL Students aged under 18 need a consent letter from their parents - see below for details

Applicant Checklist		Order of docs	Please prepare <u>two</u> sets of documents Set 1: originals plus checklist. Set 2: copies plus application form and Appendix 8	Office Use Checklist		
Yes	No			Yes	No	
		1	A signed print-out of your online application form.			
			2	A copy of your PBS General/Adult Student Appendix 8 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 British Consulate-General Hong Kong).			
			One recent coloured and unframed passport size photograph taken with a white background. Approximate size should be 45mm x 35 mm.			
		3	Student Letter (30 points). Dated within 6 months of application			
Yes	No		Your letter must contain the following information. If it does not, you need to obtain an amended letter from your education provider BEFORE proceeding with your application.	Yes	No	
		Route	The letter must state Adult Student or General Student			
			Student details	Name (as shown on passport)		
				Nationality (same as the passport you are using for this application)		
		Approved Education Provider	Licence number			
				Address and 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		
				Name and address of any overseas higher education institution (if the time you spend in the UK studying is part of an overseas higher education course)		
				Confirmation that your sponsor is providing any accommodation (if applicable)		
		Course	Title of course			
				The academic level of course or qualification awarded when finished [the National Qualifications Framework level or the CEFR level for language courses or the type of qualification: Bachelors/Masters/MBA/PhD]		
				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)		
				Hours per week (optional if studying a degree course that leads to a United Kingdom recognised bachelor or postgraduate degree or an overseas higher education course equivalent)		
		Money	Address of your main place of study if different to the education provider's main address			
				Address of the organisation offering you a work placement, if known and if applicable		
				The letter must state the course fees for the first year or course fees for the whole course if the course is shorter than one year. Note that, for courses longer than 1 year, if the whole course fee is stated, the letter must specify that the fee quoted is for the whole course.		
		Evidence used to obtain the offer	Course fees paid so far (if applicable)			
				Accommodation fees paid so far (if applicable)		
			List of evidence the education provider used to assess your ability to finish the course, which may include: the level or type of your existing qualification, the qualification awarding body/institution, confirmation of whether an Academic Technology Approval Scheme (ATAS) clearance certificate is needed. If your education provider has used your progress to date at the same institution to assess your ability to continue the course, this must be stated on the letter.			
		4	Maintenance (10 points).			
Yes	No		Evidence of living costs 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 annual value and the duration of the 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. You must show that you have held the money for at least 28 consecutive days, finishing on the date of the closing balance shown on your bank statement. The date of the closing balance must not be more than 1 calendar 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.	
		Amount required	If sponsored by government scholarship, this should be stated on official headed paper with your 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.			
				Evidence of course fees, and living costs as specified in the points based system policy guidance, namely £800 per month (Inner London) or £600 (elsewhere). For courses over 9 months this is the first year's fees plus 9 months of maintenance funds, namely £7,200 (Inner London) or £5,400 (elsewhere). You may also show original receipts for tuition fees and/or official university accommodation fees paid in advance, which will be deducted from the total of funds evidence required.		

Yes	No		Further documents required	Yes	No
		5	Original certificates of qualifications mentioned by your education provider in the visa letter.		
		6	Evidence of your Hong Kong/ Macao 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	If you are aged 16 or 17 you must provide 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. The letter must state that your parents consent to your living arrangements in the United Kingdom. Note that a sole custody order or death certificate (as appropriate) must be submitted if both parents do not sign the letter.		
		8	If you are aged 16 or 17 and you are going to live independently in the United Kingdom, the letter from your parents must also state that they consent to you living independently in the United Kingdom and that they consent to your independent travel to the United Kingdom.		
		9	If your funds are in your parent'(s)/guardian'(s) names: 1. Your birth certificate/certificate of adoption/court document showing the name of the parent/legal guardian who has provided the evidence of funds AND 2. A letter from your parent/legal guardian confirming their relationship to you and that they give their consent to the funds being available to you for study in the UK.		
		10	A copy of your UK Immigration ID card (if you have one) (recommended)		
		11	Any other supporting documents required by your Points Based System Tier 4.		

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 UKBA DOCUMENT VERIFICATION TEAM TO MAKE WHATEVER CHECKS THEY REQUIRE TO VERIFY THE AUTHENTICITY OF THE DOCUMENTS I HAVE SUBMITTED.

ADDITIONAL ORIGINAL DOCUMENTS RECEIVED:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____	_____ Applicant's name (capital letters): _____ Applicant's signature _____ Applicant's email address _____ Officer's signature
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• 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. The definitive source of guidance is the Tier 4 Policy Guidance published by UKBA. 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 submitted in support of points claimed, 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