



West End College London

Enlightening the future

Completing the Tier 4 (General) Application Form – Guidelines for WECL students.

(Please read these notes along with: [UKBA Policy Guidance](#))

Use only **black** ink and block capital letters. Write neatly so everything is legible. Do not use correction fluid as this may result in your application being invalid. Guide lines

How do I complete the form?

Payment Details: *If your payment does not work, for whatever reason, your application will be considered invalid by the Home Office and will be rejected. Therefore, in order to make sure your payment is accepted, we suggest you use postal orders or bankers' draft.*

A. Application Details

- **A0:** Tick 'No'.
- **A1:** Choose £386 if you are posting your application or £702 if you are making your application in person at a Public Enquiry Office.
- **A2:** Complete your address.
- **A3:** Write your name.
- **A4-A5:** Complete your details.
- **A6-A18:** Complete method of payment and banking details as applicable.
- **A19:** Complete the details of any dependants you are including with your application. Each dependant will need to complete a [Tier 4 Dependant Application Form](#) and all the application forms should be sent together with the correct additional fee per dependant. Any Tier 4 Dependant Applications sent separately will incur a higher charge.

Download the application from: www.ukba.homeoffice.gov.uk.

Applicant's Details

B. Personal Details

You can find notes about the passport photos on the [UKBA Guidance Sheet](#). If you do not provide 2 photos that meet these requirements, with your name written on the back of both, your application will be considered invalid by the Home Office and will be rejected. Follow the page instructions for attaching your photos. If applying through ISAS, leave your photos loose as we have special envelopes.

- **B1:** Tick the box.

- **B2-21:** Complete your details. Only put in the reference numbers requested if you have them. Don't worry about leaving them blank if you don't have them.
- **B22-B24:** Leave blank.
- **B25:** Tick "yes" or "no". If you tick "yes" and have lived in Northern Ireland, go to Annex for Part B and fill in AB1 (pg 29). if you tick "no" go to C1 (pg 8).

C. Passport or Travel Document details

- **C1 – C5:** Complete your details.
- **C6:** Enter the details of your current passport in the first table and any previous passports that you have used to travel to or stay in the UK in the tables below.
- **C7 & C8:** Complete only if you cannot enclose passports or travel documents with your application form.
- **C9:** Tick "yes" if you have a UK ID Card for Foreign Nationals and go to annex for Part C and fill in AC1 (pg 30). Tick "no" if you do not have a UK ID Card for Foreign Nationals and go to Part D (pg 10).

D. Immigration History

- **D1 – D2:** Complete both questions. They refer to the first student visa that you came to the UK with, or most recent one, normally called "Entry Clearance".
- **D3:** This reference number is the short VAF number just under the expiry date on your Entry Clearance sticker (the first or most recent visa you had to enter the UK).
- **D4-D5:** Fill in visa details.
- **D6 – D7:** Tick 'Yes' or 'No' and follow the guidance.
- **D8:** "Student" if you currently hold a student visa issued pre-March 2009. "Tier 4 (General) Student" if you have a visa issued from April 2009.
- **D9:** If you receive official financial sponsorship tick 'yes' and go to Annex for Part D (pg 32) and complete the questions. Otherwise tick "No" and go to D10 (pg 12).
- **D10-D20:** Answer all questions.

E. Personal History

It is important to complete all questions E1-E9. Most students will tick "no" for E1 and E3-E8.

F. Biometric Enrolment

- **F1-F4:** Answer all relevant questions.

G. Other Details

- **G1-G2:** answer both questions and follow the guidance.

H. Tier 4 Sponsor

- **H1:** Write “West End College London”.
- **H2:** 140-148 Borough High Street, London SE1 1LB.
- **H3:** West End College London Tier 4 Sponsor Licence Number is: MXRW2MQ20.

J. Course Details

- **J1:** Write the full title of your course.
- **J2:** These dates must be the same as those on your CAS statement.
- **J3:** Tick the box.

K. Maintenance

- **K1:** Fill in your CAS number as shown on your CAS Letter.
- **K2:** Tick ‘Studying’.
- **K3:** Tick the first box.
- **K4:** Answer ‘Yes’ if you are enrolled for an English Language Course. For any other course answer ‘No’.
- **K5:** Tick “Not Applicable”.
- **K6:** Tick “No”. Go to Part L.

L. Maintenance

- **L1:** Write down the outstanding amount of your course fees for the year, as on your CAS Letter.
- **L2:** Write how much of the fees have been paid.
- **L3:** Tick ‘Available from the CAS record’.
- **L4:** Tick Initial application if you do not currently have Leave to Remain in the UK as a student.

OR

If you completed a course that was at least 6 months long within the last 4 months:

- Tick ‘*Application for a further period of study and qualifies for reduced maintenance*’. Go to L8 and tick ‘Inner London’. Then go to L9 and fill in £1600. Go to L11.

- **L11:** Tick ‘No’ and go to L14.
- **L14:** Tick ‘No’ and go to L17.
- **L17:** Tick ‘No’ and go to L20.

- **L20:** Answer according to your situation and follow guidance.
- **L24:** Tick to confirm which documents you are including.

M Public Funds

M1: Tick 'No' and go to part N (a).

N (a) Consent for the UKBA to request verification checks

From the applicant: read the declaration, write your name and address in capital letters, including your postcode, sign and date the form.

Note: if you have used a joint bank account, or the bank account details of your parents, you will need them to sign your form. If they are overseas you will need to post the form to them for their signature, and they will need to post it back to you. As this form includes your personal information we recommend that you use recorded or special delivery when posting the application form.

N Student Declaration

Write your name, sign and date on Page 30.

O. Representative's Details and Declaration

Tick 'No' unless a legal representative is assisting you with your application.

Summary Sheet (pg 30)

Record the number of documents you are including with your application, including any additional documents in "B. Listed items". Example Chart:

A. Type of document	How many?
Passports and/or travel documents	2
Police registration certificates	1
Marriage or civil partnership certificate	
Birth Certificate	
Driving Licence	

B. Listed items (for example)	How many?
Photographs	2
Bank Statements	1

Points Scoring Area	Points Claimed	Documents Provided (please list)
Possession of a Confirmation of Acceptance of Studies (CAS)	30 points	CAS number included in K1
Maintenance (Funds) (10 points)	10 points	Bank Statements/Official Sponsor Letter
Total	40 points	

Photocopy your form and documents and keep them for future reference.

How do I make an application in-person (Premium application)?

If you would like to make a Premium application, you will need to have an appointment first. Telephone 0870 606 7766 to make your appointment at a Public Enquiry Office. For more information look at the UKBA website: www.ukba.homeoffice.gov.uk/contact/applyinginperson.

What do I do next?

- Complete your application form.
- Enclose all the required documents
- If you are paying by Postal Order or Bankers Draft, enclose the same (If you have dependants, and are applying at the same time, you need the correct additional fee per dependant).
- Finally, post all of the above (Royal Mail Special Delivery is recommended) to the following address:

**UK Border Agency
Tier 4
PO Box 500
Durham
DH99 1WJ**