Document guidelines: Tier 4 visa application

Within this leaflet you will find information and examples of documents that will assist you in making sure that your documents meet the requirements for making a Tier 4 visa application. If you are unsure as to whether or not your documents meet the requirements, we are more than happy to check them for you.

Document Checking

Swansea University understands that applying for a visa to enter the UK can be a stressful process. We have a dedicated team of immigration specialists who will be happy to check your documents to make sure that they are suitable for your visa application to give you peace of mind.

If you would like your documents checked, please send scanned, clear and legible copies of the complete documents (all of the pages) to international.campuslife@swansea.ac.uk along with the following information:

- Your name
- Your Swansea University student number
- Your date of birth
- Any specific concerns you have about the documents

Please note that if you do not send the information in the requested format, we will not be able to check the documents for you. We will endeavour to respond to your request as soon as possible, but please do not send multiple identical emails as this will slow the process down for yourself and others.

Financial Documentation

Your financial documents are one of the most important pieces of evidence that you will need to include with your application. Whether you are sponsored or are using your own bank statements, you need to make absolutely sure that they meet the requirements as outlined below:

Bank Statements and the Required Level of Funds

If you will be supporting yourself while in the UK, you need to demonstrate that you have the required level of funds available to you. Our leaflet [How much money do I need for a Tier 4 visa application?](#) will help you work this out.

If you are using a bank account in your own name, you need to provide your bank statements covering a consecutive 28 day period.

The date of the bank statement must be no more than 1 month old at the time you submit your student visa application.

The bank statement must show:
- your name
- account number
- the date the statement was produced
- the name and logo of the bank
- The balance and transactions for the full 28 day period
- The currency

If you don’t have a bank statement, or if your bank statement does not meet all of the criteria outlined above (for example – the statement does not include the logo of the bank), you can also provide a letter from your bank confirming the balances and dates. Here is an example of an acceptable bank statement:

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An Example of an Acceptable Bank Statement
For a Student with £9000 Outstanding Fees + £9135 Maintenance
(Remember to also include relevant visa fee & Immigration Health Surcharge)

Swansea University Bank

Sort Code – 10-11-12    Account Number – 23456789    Date of Statement 15/06/18

Mr Li Wong
17 Student Road,
Student City,
SA1 BTL.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Description</th>
<th>Credits</th>
<th>Debits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st May 18</td>
<td>Online Transfer</td>
<td>19000</td>
<td></td>
<td>21,000</td>
</tr>
<tr>
<td>5th May 18</td>
<td>Coop</td>
<td></td>
<td>20</td>
<td>20,980</td>
</tr>
<tr>
<td>10th May 18</td>
<td>Burger King</td>
<td></td>
<td>15</td>
<td>20,965</td>
</tr>
<tr>
<td>20th May 18</td>
<td>Clothes Shop</td>
<td></td>
<td>500</td>
<td>20,465</td>
</tr>
<tr>
<td>29th May 18</td>
<td>Cheque</td>
<td></td>
<td>30</td>
<td>20,495</td>
</tr>
<tr>
<td>1st June 18</td>
<td>02 Mobile</td>
<td></td>
<td>10</td>
<td>20,485</td>
</tr>
</tbody>
</table>

Funds maintained for a Continuous period of a Minimum of 28 days

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This information is correct as of July 2020
Deposit Accounts and Certificates

Where possible we do not recommend that you use deposit accounts, but if necessary they can be used at your own risk as long as they meet the requirements outlined below.

Certificates of deposit are not listed as acceptable evidence in the Immigration Rules or the Tier 4 policy guidance, but a certificate of deposit will be accepted if it meets all the following requirements:

- 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
- It must not state that the funds are inaccessible or frozen;

If you are unsure as to whether or not your certificate of deposit meets the requirements, please use the document checking service as outlined above.

Using a parent or Legal Guardian’s Statements

If you are relying on money held by your parents or legal guardian, you must demonstrate that they have given their permission for you to use this money. You must provide a letter from your parents/legal guardian (in English) which must confirm the relationship between you and them and that they have given their consent to you using their funds to study in the UK.

If you intend on using your parent's bank statements, you must provide evidence that they are your parents or legal guardians. In order to do so you will need to provide one of the following:

- your original birth certificate, showing the name of your parents
- certificate of adoption showing your name
- original court documents stating the name of your legal guardian

Sponsored Students:

An official financial sponsor can be one of the following:

- The UK Government,
- the student’s home government,
- the British Council
- Any international organisation, international company, university or United Kingdom independent school.

You must provide a letter from your sponsor outlining the details of the sponsorship. The letter must include:

- Your full name
- the name and contact details of the official financial sponsor
- the date of the letter – the letter should ideally be dated within the last month
- the length of the sponsorship
- the amount of money the sponsor is giving to the student if they are paid a salary, or a statement that the student’s official financial sponsor will cover all of his/her fees and living costs

This information is correct as of July 2020

EGD/ICL
• Where applicable the details of any dependents

Remember – to avoid any risk of refusal, you need to make sure that your sponsor letter contains all of the information listed above. You can see an example of an acceptable sponsor letter below:

Zamunda Education Board

Reference Number: 34567BCD
Date: 15th May 2018

To whom it may concern

This is to certify that Zamunda Education Board intends to sponsor Mr. Joe Brown to pursue his study of Mechanical Engineering at Swansea University.

The scholarship shall cover the following until September 08th 2018:

• All tuition fees required for the PH.D in Mechanical Engineering
• Living Expenses at £1200 per month
• Return travel ticket

All tuition fee invoices to be sent to:
Zamunda Education Board, Zamunda
Email Address: zamundaboard@edu.com

This Sponsor letter also covers the following dependants:
Mrs Jane Brown – aged 29 – Wife
Miss Rachel Brown – aged 3 – Daughter

If you have any queries, please do not hesitate to contact me.
Kind Regards,

Professor Akeem Joffer
Head of Education Sponsorship
Zamunda Education Board

The name of the Sponsor – the letter should be original (not a print out) and printed on official letter headed paper
The letter should ideally be dated within the last month
The letter needs to state your full name and duration of the sponsorship
You must state the amount of money/financial support that the sponsor is providing to the student, including any salary, fees or living costs. Alternatively, it must state that ‘all fees and living costs are covered’.
You must include the name and contact details of the official sponsor, including an email address
List any dependants (if applicable); including their full names, age and their relationship to the student

This information is correct as of July 2020
EGD/ICL
CAS Statement

You will receive your CAS (Certificate of Acceptance for Studies) from Swansea University once you have:

- accepted your offer
- paid your course fees deposit
- confirmed that the information held is correct on the draft version of your CAS

Here is an example of what a CAS from Swansea University would look like:

8th May 2018
Your Swansea Student Number is: 28****

Mrs *****
Example Building,
Example Road,
City, 10305
Country

Dear *****

Certificate of Acceptance for Studies (CAS) Statement

CAS NUMBER: CAS NUMBER HERE (e.g E4G********)* TIER 4 ROUTE: General Student
SWANSEA UNIVERSITY SPONSOR LICENCE NUMBER (SLN): Swansea University Sponsor Licence Number (e.g 18******)
MAIN STUDY ADDRESS: Swansea University, Bay Campus, Swansea, SA1 8EN

IF YOU ARE APPLYING FOR YOUR VISA FROM OUTSIDE THE UK, TO ENABLE YOUR BIOMETRIC RESIDENCE PERMIT (BRP)
CARD TO BE SENT TO SWANSEA UNIVERSITY, YOU WILL NEED TO QUOTE THE FOLLOWING ALTERNATIVE COLLECTION
LOCATION (ACL) CODE ON YOUR VISA APPLICATION:
2HE544

NAME: Your full name here PASSPORT NUMBER: Passport number here (e.g ZN******)
MALE/FEMALE: Your gender here DATE OF BIRTH: Date of birth here
NATIONALITY: Your nationality here COUNTRY OF BIRTH: Country of birth here

COURSE: Title of your course here (e.g. Ph.D in Business/Management)

ACADEMIC LEVEL OF COURSE: Academic level of course here (e.g. RQF 7/8/9)

MODE OF STUDY: Mode of study here (e.g. FULL-TIME)

TUITION FEES FOR THE CURRENT SESSION: The cost of your course in £ here

EXPECTED END DATE: The end date of your course here

EVIDENCE USED TO OBTAIN OFFER (NB you must provide the originals of the documents when you apply for your visa)
Details of the qualifications used to assess your academic suitability for the course will be added here. You will need to
include the originals of these exact documents in your Tier 4 visa application.

Any additional information that is useful to the UKVI will also be added here.

ENQUIRIES REGARDING THIS LETTER:
Please contact Academic Services at MyUniHub@swansea.ac.uk

Yours sincerely,

A.C Novis

ACTING DIRECTOR OF ACADEMIC SERVICES

This information is correct as of July 2020
**Education Certificates**

You must provide the educational certificates as listed on your CAS. If you are unsure which documents relating to your qualifications that you need to provide, please contact the [Admissions team](#) who will be able to advise you further.

If your final certificates have not yet been issued, you will need to obtain a letter from the institution on headed paper which confirms that the certificates have not yet been issued, and that you are a holder of the award stated on your application.

**Photos**

If you are applying from outside the UK, you must include 2 photos with your visa application. They must meet the criteria in the Home Office guidance which can be found [here](#).

**Translations**

If an application includes any documents which are not in English, you must also include a of each document. Each translation must contain:

- Confirmation from the translator or translation company that it is an accurate translation of the original document. E.g. "I can confirm that this is a true and accurate translation of the original document"
- the date of the translation
- the full name and original signature of the translator, or of an authorised official of the translation company
- the contact details of the translator or translation company
- (if you are already in the UK and are applying for further leave) certification by a qualified translator and details of the translator or translation company’s credentials

Remember – to avoid any risk of refusal, you need to make sure that your translation contains all of the information listed above. Please make sure that the translator you use understands that the document needs to contain the above information.

**There is example of an acceptable translation from a translation company on the following page.**

We hope this leaflet has been useful please also see [How to minimise risk of Tier 4 visa refusal](#) to further assist in your preparations.
## Household Residential Registration Book (Translation)

<table>
<thead>
<tr>
<th>Residence Type</th>
<th>Family Household</th>
<th>Name of the House Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence No.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certified Seal of Province Public Security Bureau**
(for certificate use ONLY)
*Stamped by Shandong Province Public Security Bureau*

**Certified Seal of Registration Office**
(for certificate use ONLY)
*Stamped by the Police Station of Wenhua Road of Public Security Bureau of Laiyang City*

**Registrar:** Seal of the Police Cui Shaoing  
**Issue Date:** 27/07/2017

### Residence Registration Card

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner or Relation with the Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Name</td>
<td>Gender</td>
</tr>
<tr>
<td>Place of Birth</td>
<td>Nationality</td>
</tr>
<tr>
<td>Native Place</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Other Dwelling Place in the City/Town</td>
<td>Religious Belief</td>
</tr>
<tr>
<td>Citizen ID No.</td>
<td>Height</td>
</tr>
<tr>
<td>Highest Academic Degree Obtained</td>
<td>Blood Group</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Marital Status</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Single</td>
</tr>
<tr>
<td>Occupation</td>
<td>Out of Service</td>
</tr>
<tr>
<td>Place of Work</td>
<td>None</td>
</tr>
<tr>
<td>Previous Dwelling Place Before Moving into the City/Town and Date of Moving</td>
<td>Stamped by the Police Station of Wenhua Road of Public Security Bureau of Laiyang City</td>
</tr>
<tr>
<td>Previous Dwelling Place in the City/Town and Date of Moving into Present Dwelling Place</td>
<td></td>
</tr>
</tbody>
</table>

**Seal of Registrar:** Seal of the Police Cui Shaoing  
**Issued Date:** 27/07/2017

### Changes of Registration Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Change</th>
<th>After Change</th>
<th>Date of Change</th>
<th>Seal of Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**End of Translation (Page 1 of 1)**