



YOU ARE ADVISED TO READ THE UK IMMIGRATION RULES AND THE UK BORDER AGENCY GUIDANCE APPLICABLE TO YOUR CATEGORY OF VISA APPLICATION BEFORE YOU APPLY. VFS MAY PROVIDE PUBLISHED UKBA INFORMATION BUT CANNOT ADVISE YOU ON HOW TO COMPLETE YOUR APPLICATION OR WHAT TYPE OF VISA YOU SHOULD APPLY FOR.

Immigration Rules: www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/part6a/
Policy Guidance: www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf

Checklist – General/Adult Student Visa (PBS Tier 4) (Please prepare two sets of documents Set 1: original documents plus checklist Set 2: copies plus application form and Appendix 8		BCG Checklist	
		Yes	No
Name:	Ppt no:	----	----
A signed print-out of your online application form (VAF 9 PBS)			
Completed PBS/General Student Appendix 8 self assessment form			
Current valid passport with at least one double sided page free, and any old passports			
One coloured and unframed passport size photograph taken with a white background, taken within last 6 months. Size 45mm x 35mm.			
Student Letter (30 points). MUST BE ORIGINAL and dated within 6 months of application			
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.			
Route	The letter must state Adult Student or General Student		
Student details	Name (as shown on passport)		
	Nationality (same as the passport used for application)		
	Passport or travel document number (optional)		
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.		
	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 of 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		
	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)		
	Address of your main place of study (if different to the education provider's main address) If applicable, address of the organisation offering you a work placement.		
Money	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.		
	Course fees paid so far (if applicable)		
	Accommodation fees paid so far (if applicable)		
Evidence used to obtain the offer	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.		
	You must provide originals of each of the documents/qualifications used to obtain the Visa Letter as listed in the letter		
Failure to provide correctly completed visa letters will lead to refusal.			

UK BORDER AGENCY WARNING: YOUR APPLICATION WILL BE REFUSED AND YOU MAY BE BANNED FROM THE UK FOR 10 YEARS IF WE FIND THAT YOU HAVE GIVEN INCORRECT, FALSE OR MISLEADING INFORMATION.