



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

1. You must supply original documents.
2. You must provide a photocopy of all original documents.
3. You must read the Tier 4 Policy Guidance:
<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 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 confirmation from the translator that it is:

- an accurate translation of the original document;
- the date of the translation;
- the translator's full name and signature;
- the translator's contact details.

| Applicant Checklist | | VISA LETTERS WILL NOT BE ACCEPTED FROM FEBRUARY 22 ND . FROM THIS DATE YOU WILL REQUIRE A CONFIRMATION OF ACCEPTANCE FOR STUDIES (CAS) REFERENCE NUMBER FROM YOUR SPONSOR. | Office Use Only | |
|---|----|---|-----------------|----|
| Yes | No | | Yes | No |
| | | A signed application form (VAF9 PBS) | | |
| | | A signed Appendix 8 self-assessment form. | | |
| | | Current passport with at least one double-sided page free for the visa vignette, and any old passports. | | |
| | | Visa fee in JPY (cash only) | | |
| | | One recent coloured and unframed passport size photograph taken with a white background. Approx. size should be 45mm x 35mm | | |
| | | Confirmation of Acceptance For Studies (CAS) Number | | |
| <p>Documents required for all applicants. Please refer to Policy Guidance. It is your responsibility to check with your sponsor the contents of the CAS so that you know which documents are required to support your application.</p> | | | | |
| | | Original documents of relevant certificates, qualifications or other evidence mentioned by your sponsor in the CAS | | |
| | | Evidence of your immigration status in Japan (if it is not in the passport you are submitting). If you are not a permanent resident permit holder it would need to show the expiry date of your leave to remain. (This refers to non-Japanese nationals living in Japan) | | |
| | | Consent letter for 16 and 17 year olds signed by both parents or the parent who has sole custody confirming their support of your 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) must be submitted if both parents do not sign the letter. If you are going to live independently, the letter must also state their consent to this arrangement and your independent travel to the UK. | | |
| | | Any other supporting documents required by Points Based System Tier 4. | | |

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| Maintenance Evidence of maintenance must show that funds have been held for a minimum period of 28 consecutive days finishing on the date of the closing balance shown on your bank statement. The end of that 28-day period must not be more than one month before the date of your application. | | | |
| | | Evidence of any outstanding course and accommodation fees and required maintenance funds as specified in the points based system policy guidance. For eg: bank statement/ fixed deposit certificate/ letter from your bank,/bank book. You may also show original receipts for tuition fees and/or accommodation fees already paid. | |
| | | Funds can be in your own name; in a joint account where you are named as one of the account holders; or in your parent(s)/legal guardian(s) name. | |
| | | If funds are in your parent(s) name you must submit a birth certificate/ family register (<i>kosekitohon</i>) and a signed letter from your parents agreeing to fund your studies and confirming your relationship. If funds are in your legal guardian(s) name you must submit legal guardianship documents and a signed letter from your legal guardian agreeing to fund your studies and confirming your relationship. | |
| | | If applicable, a letter from your official sponsor stating the duration and the amount of the award. An official financial sponsor is Her Majesty's Government; the student's home government; the British Council; any international organisation; international company; university; or an independent school. | |

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 EMBASSY OR 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. Applicants email address
4. 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. 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 following website:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguance.pdf>

February 12th 2010