



Checklist – Child Student Visa (PBS Tier 4)

- The Tier 4 (Child) category is for children coming to the UK to be educated between the ages of four and 17 years old. Children between four and 15 years old must be educated at independent fee-paying schools.
- Tier 4 (Child) students cannot study at publicly funded schools. The only publicly funded education providers that can teach Tier 4 (Child) students are publicly funded further education college which are able to charge for international students.
- If you are 16 or 17 years old and you want to study a course at or above National Qualifications Framework (NQF) level 3, you and your Tier 4 sponsor can agree whether you should apply to us under Tier 4 (Child) or Tier 4 (General). If you want to study at NQF level 2 or below, you must apply as a Tier 4 (Child) student.

1. You must provide original documents.
2. You must provide a photocopy of all your 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 AFTER 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 9 self-assessment form.		
		Current passport with at least one double-sided page free for the visa vignette, and any old passports.		
		Visa fee IN LOCAL CURRENCY		
		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 what documents are required to support you application.</p>				
		Original documents of relevant certificates, qualifications or other evidence mentioned by your Sponsor in the CAS if aged between 16 to 18.		

	<p>As well as your CAS reference number, your education provider <u>must</u> confirm details of the money you have already paid and a list of all your qualifications they assessed for your eligibility to join the course.</p> <p>We also recommend you ask your education provider to confirm:</p> <ul style="list-style-type: none"> - CAS reference and date issued. - Course and accommodation fees for the year or period of course if less than 1 year. - Course details including academic level, course start and end dates. - The latest date that you will be accepted on the course. - The number of hours per week that you will be studying. - The address of your main place of study. - Whether an Academic Technology Approval Certificate (ATAS) is required. 		
	<p>Consent letter 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.</p>		
	<p>A copy of your current residence/family household certificate (KARTU KELUARGA).</p>		
	<p>A copy of your ID card or for non-Indonesian proof of residence status.</p>		
	<p>Any other supporting documents required by Points Based System Tier 4</p>		
<p>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. The amount of funds required is as stated in the Tier 4 guidance and evidence provided must be as specified in the guidance.</p>			
	<p><u>ORIGINAL personal bank or building society statements / pass book covering a minimum 28 day period ending no more than 1 month before the date of application and showing:</u></p> <ul style="list-style-type: none"> - your name or name of parent / legal guardian; - the account number; - the date of the statement; - the financial institution's name and logo; - the amount of money available. 		

	<p><u>ORIGINAL letter from your bank confirming funds covering a minimum 28 day period ending no more than 1 months before the date of application and showing:</u></p> <ul style="list-style-type: none"> - your name or name of parent/legal guardian; - the account number; - the date of the letter; - the financial institution's name and logo; - the amount of money available. 		
	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 in parent(s)/ legal guardian(s) name you must submit family book, birth certificate and letter signed by your parents / legal guardian(s) agreeing to fund your studies and confirming your relationship.		
	Electronic (internet) bank statements must contain all the information above; and each page of the statement must be stamped by the official stamp of the bank or accompanied by an original letter from the bank (as above).		
	A letter from an 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.		
	Additional documents required by applicants intending to stay with a close relative or in a private foster care arrangement		
	A letter from intended carer confirming care arrangement and an undertaking that they will provide maintenance and accommodation for the duration of the course. It should also state that they have at least £500 per month for this.		
	Proof to confirm intended carer is allowed to be in the UK eg: certified copy of all relevant pages of their passport.		
	Additional documents for private foster care arrangement		
	A copy of the letter of notification from child's parent(s)/legal guardian(s) or intended carer to the UK Local Authority		
	The UK Local Authority's confirmation of receipt		

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:

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| 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/Tier4migrantguidance.pdf>

12th February 2010