



TASIS THE AMERICAN SCHOOL IN ENGLAND

A Guide to the Tier 4 Child Student Visa

The purpose of this document is to guide parents through the application process for a Tier 4 Child Student Visa. All non-EU Nationals require a Tier 4 Child Student Visa. If your child is a dual national, and he/she holds an EU passport, please inform the Admissions Office, as he/she will not need to apply for a Tier 4 Child Student Visa.

Students arriving from Brazil for a semester course will require a Tier 4 Child Student Visa, even though the course is less than 6 months. This is due to school trips that require travel to Europe.

What is CAS?

CAS stands for Confirmation of Acceptance of Studies. TASIS inputs the student information into the UK Visas and Immigration Sponsorship Management System website, which then produces a CAS number.

PLEASE NOTE: Due to a set amount of CAS numbers that the UK Visas and Immigration have granted TASIS England as a Tier 4 Sponsor, we only provide a CAS document to our boarding students.

How to apply for a UK Tier 4 Child Student Visa once an applicant has been enrolled at TASIS England

- 1. Pay the first instalment or full school fees to TASIS England**
 - 2. Send a valid passport face page to TASIS England Admissions Office**
 - 3. Obtain a CAS number from the TASIS England Admissions Office**
 - 4. Apply online to www.gov.uk/child-study-visa for a Tier 4 (Child) student visa**
 - 5. Apply for the Immigration Healthcare surcharge (IHS)**
 - 6. Apply for a Biometric Residence Permit (BRP)**
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How to obtain a CAS number

Under Tier 4 guidelines, an applicant must have a CAS document before making a visa application. The CAS must demonstrate that the applicant (your child) has an official, unconditional offer from the sponsor (TASIS England) for the course of study he/she wants to undertake.

You are permitted to use the CAS number one time only. If the student is REFUSED the visa, you can not use the same number again.

If you receive a refusal, please email the TASIS England Admissions Office (ukadmissions@tasisengland.org) a copy of the refusal letter. After receiving the refusal letter, TASIS may be able to issue a second CAS number. TASIS will issue only two (2) CAS numbers per student.

You can apply for a visa up to three months before the course start date. The CAS number is valid for six months. We shall start to send out CAS numbers in the month of May.

A valid CAS does not guarantee entry clearance. The applicant will still need to demonstrate that he/she meets all the immigration rules.

Step 1: To begin the CAS process, send a copy of the face page (the information page) of the student's passport to the TASIS England Admissions Office. The passport must have validity for more than six months. If the passport is due to expire in less than six months, it must be renewed before applying for a Tier 4 Child Student Visa.

Step 2: The parents of the student must pay either the full amount of school tuition fees or the first of the two installments. TASIS will provide a receipt accompanying the CAS number for current fees paid which is required to apply for a visa.

TASIS will then email the CAS document and send via normal Airmail post or by courier containing the required information from the school. Some countries require documents to be sent via courier, TASIS will automatically send these to the following countries, Albania, Brazil, Colombia, India, Iran, Kazakhstan, Nigeria, Russia, Serbia and the Ukraine.

It may take up to 14 days for the documents to arrive. Although packages leave the UK on the next available flight, the delay may be at the destination, due to documents being held in Customs for clearance.

After Receiving the CAS Number

You must apply online for a Tier 4 (Child) student visa, using the link below.

www.gov.uk/child-study-visa

You can apply for a Tier 4 (Child) student visa if your child wants to study in the UK. Your child should also have:

- a school place offered to you from TASIS
- the consent of parents or guardians
- enough money to cover your child's course fees and living costs

It costs £328 to apply for a Tier 4 (Child) student visa from outside the UK.

Documents You Must Provide:

Documents that you must provide when you apply to the Embassy/Consulate:

- a current passport
- 1 passport sized colour photograph of your child with his/her name written on the reverse side
- proof that you can pay for your child's course and support him/her while in the UK
- proof of parental or legal guardian consent
- Tuberculosis (TB) test results if you are from a country where you have to take the test
- blank page in your passport
- submit the complete CAS package that was provided to you from TASIS

NEW LEGISLATION FOR 2015

Immigration Health Surcharge (IHS)

From the 6th April 2015, you will need to pay a healthcare surcharge as part of your immigration application. Your child will then be able to use the National Health Service (NHS).

You are required to pay £150 **per year** for a student. The exact amount that you have to pay depends on how long your child will be studying in the UK. You will pay half of the yearly charge if your child's study is less than 6 months. You must pay the healthcare surcharge when you apply online and **before** you submit or send your child's visa application.

Your visa or immigration application will not be granted if you do not pay the healthcare surcharge, or your application will be delayed if you don't pay the right amount.

There are five steps to paying the healthcare surcharge, as follows:

- register to use the service
- answer questions to see if your child must pay or if he/she is exempt
- pay online

- your child will be sent an IHS reference number via email. This will also be shown on screen when you have paid and your child will need to write this on the cover of the visa application if he/she is applying online from outside the UK. He/she will also need this reference if he/she is exempt from paying the surcharge
- finish your application form and pay the visa application fee

For further information regarding the Immigration Health Surcharge, see the link below:

www.gov.uk/healthcare-immigration-application

Biometric Residence Permit (BRP)

Your child will require a Biometric Residence Permit (BRP) to study in the UK. It is not necessary to apply separately for a BRP, you will give your child's personal data when you make your visa or immigration application.

Your child will need to have his/her fingerprints and photograph taken at a visa application centre to get a biometric residence permit (BRP) as part of his/her application.

You must collect his/her biometric residence permit within 10 days of his/her designated arrival date in the UK.

When your child has been granted a visa, he/she will be issued with a 30 day vignette within his/her passport. The vignette is proof only of his/her permission to enter the UK, and will allow him/her to travel to the UK. It is valid for 30 days from the date that he/she said he/she would arrive in the UK. If he/she does not travel to the UK within this 30 day period, your child's visa will expire and he/she will need to apply for another 30 day visa and he/she must pay an additional fee for this.

Your decision letter will tell you when your BRP is available and which post office branch he/she can collect it from.

Your child will need to collect the BRP from a post office in the UK within 10 days of your arrival. If it is not collected, he/she may get a penalty or the visa may be cancelled.

Your child must bring their passport, vignette and decision letter in order to collect the BRP from the post office in the UK.

For further information regarding the Biometric Residence Permit (BRP), see the link below:

www.gov.uk/biometric-residence-permits

Information about the embassy/consulate appointment

Bring all original documents to the embassy/consulate. Photocopies, scanned, or emailed documents are **NOT** accepted, unless they have been verified by TASIS. Original documents to take to the embassy/consulate:

- CAS letter from TASIS, with the 14- digit reference number
- TASIS receipt for tuition fees
- Original acceptance letter from TASIS England
- Bank statement(s)/account information
- Any other documents requested in the visa application form

Some embassies or consulates require different documents. China, Korea, and Russia require all of the school application documents to be included with the visa application:

- Application form to TASIS England
- Student Questionnaire
- Three teacher recommendations
- School transcripts
- An English Language Test Result

If you require further information regarding visa requirements, please click on this link: www.gov.uk/child-study-visa

For more specific information, you may need to contact an Immigration Specialist.



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