

Step-by-step tutorial:
How to complete the
online Tier 4 **DEPENDANT**
visa application form
outside the UK

**Last updated - April 2020*

First, read the information on these pages:

<https://www.gov.uk/tier-4-general-visa/family-members>

Family members

Your family members (dependants) might be able to apply to join or remain with you in the UK if they're from outside the [European Economic Area \(EEA\) or Switzerland](#).

A dependant is either:

- your husband, wife or civil partner
- your unmarried or same-sex partner
- your child under 18 years old - including if they were born in the UK during your stay

**Last updated - April 2020*

Part of

[Study in the UK on a general student visa \(Tier 4\)](#)

General student visa (Tier 4)

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- [Eligibility](#)
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- Family members

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They'll need to have their fingerprints and photograph taken at a [visa application centre \(to get a biometric residence permit\) as part of their application](#).

They'll have to collect their [biometric residence permit within 10 days of when they said they'd arrive in the UK](#).

They may be able to get their visa faster or other services depending on what country they're in - check with the visa application centre.

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They'll have to collect their [biometric residence permit within 10 days of when they said they'd arrive in the UK](#).

They may be able to get their visa faster or other services depending on what country they're in - check with the visa application centre.

Then, when you are ready to apply, you can start the application here:

<https://visas-immigration.service.gov.uk/apply-visa-type/dependant>

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- your unmarried or same-sex partner
- your child under 18 years old - including if they were born in the UK during your stay



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Partners/Spouses will have to apply separately from Children.

If you need to apply for both, please fill in one application form first and then you will have to do the other one separately.

In this tutorial we will use a Partner Dependant Visa as an example



Partner Dependant visa - PBS, Start-up, Innovator or Global Talent

Child Dependant visa - PBS, Start-up, Innovator or Global Talent

Next



Visas and Immigration

Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

Enter the country in which you are making your application and wish to provide your biometrics

China

China

Hong Kong Special Administrative Region of China

▶ [Can I enter any country?](#)

Next

For this entire tutorial we will fill-in the form using an imaginary Chinese applicant.

Please fill it in with your correct details.



Check available biometric enrolment locations

You must [check the available biometric enrolment locations](#) for your country of application. You will not be able to change your country of application after you have submitted your application.

If you have entered a country where no biometric enrolment location is available, then you will be redirected to another country. If it is difficult for you to travel to the redirected country, then you can [change the country where you will be providing your biometrics](#).

China

[Change the country where you will be providing your biometrics](#)

- I have checked [available biometric enrolment locations](#) and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country.
- I am unable to travel to a location in my selected country or, as there is no location available, to the redirected country.

Next

Check and accept if there are biometric enrolment locations available in your country.

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Register an email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

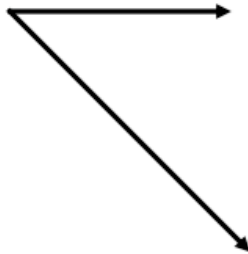
Create a password

Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

Save and continue

If it is your first time using the service, you must register an account



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Person you are applying with or joining

What is the name of the person you will travel to the UK with, or join in the UK?

This will be used to link your application with theirs

Given name(s)

Family name

[▶ I am not sure how to enter their name](#)

Save and continue

Please insert the full name of the Tier4 student you will be a dependant of as shown in their passport.

Note: This is a fictional name just used for the example.

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Mandy Lo's nationality and date of birth

What is Mandy Lo's country of nationality?

What is Mandy Lo's date of birth?

Enter date in the format DD MM YYYY

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Save and continue

Please insert the correct information here.

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Mandy Lo's passport details

Do you know Mandy Lo's passport or travel document number?

Yes No

Enter Mandy Lo's passport or travel document number

AA045784P

Save and continue



Please insert the correct information here, the number can be found in their passport.



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Travelling to the UK

When are you and Mandy Lo travelling to the UK?

- I am travelling before Mandy Lo
- We are travelling together
- I am travelling after Mandy Lo

Save and continue

You should be ideally travelling together or after the Tier4 student



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Mandy Lo's current UK immigration status

Which visa is Mandy Lo applying for or been granted?

Choose the route that Mandy Lo has applied for or been granted, even if their application is still being processed.

Tier 4 (General) student visa

Do you have one of these reference numbers for Mandy Lo?

Yes, I have their Home Office reference number

Yes, I have their VAF number

Yes, I have their GWF number

GWF number

GWF050865948

No, I do not have a reference number for them

Please select
Tier4 (General) student
visa



The main student's GWF
application number can
be found at the top of
their application summary



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Sponsor licence number


What is Mandy Lo's sponsor licence number?

You can find this information on Mandy Lo's CoS or CAS statement. If you provide this number, it will help us to link your applications together

Save and continue

Cancel

All students should copy this EXACT license number.

This  Is the University's license number and it is the same for EVERYONE.

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Mandy Lo's Course information

Ask Mandy Lo if you need help with any of these questions

Sponsor institution name

This will be a school, college or university

BANGOR UNIVERSITY

Course name

MSc PSYCHOLOGY

Qualification at the end of course

This is the level of the qualification they will receive at the end of their course

If they are unsure about the level of their qualification, [find out what qualification levels mean here](#) or ask their sponsor institution.

RQF7/SCQF11

Are they going to be a student union sabbatical officer?

[▶ What is a student union sabbatical officer?](#)

Yes No

You can find this information in the student's CAS letter



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Mandy Lo's Course dates

Course start date

Provide the start date of their main course of study. Do not include the start date of any other courses you may be taking.

Enter date in the format DD MM YYYY

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Course end date

Provide the end date of their main course of study. Do not include the end date of any other courses you may be taking.

Enter date in the format DD MM YYYY

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

[Save and continue](#)



You can find this information in the student's CAS letter

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Mandy Lo's primary site of study

What is the address of Mandy Lo's main site of study?

Bangor University

College Road

Town/City

Bangor

Postcode

LL57 2DG

Save and continue

You can find this information in the student's CAS letter

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Mandy Lo's Confirmation of Acceptance for Studies (CAS)

Do you have a Confirmation of Acceptance for Studies (CAS) number for Mandy Lo?

Yes No

Confirmation of Acceptance for Studies reference number

E4G5KS7G33X0N1

[Save and continue](#)

You can find this information in the student's CAS letter.

It is very important that you fill-in the number correctly

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Check your answers

Check the information below before you continue to the next section.

Personal information

Email address

The person you are joining or accompanying

Given name(s)	Mandy
Family name	Lo
What is Mandy Lo's country of nationality?	Hong Kong Special Administrative Region of China
What is Mandy Lo's date of birth?	10 April 1990
Do you know Mandy Lo's passport or travel document number?	Yes
Enter Mandy Lo's passport or travel document number	AA045784P
Travelling to the UK	We are travelling together
Which visa is Mandy Lo applying for or been granted?	Tier 4 (General) student visa
Do you have one of these reference numbers for Mandy Lo?	Yes, I have their GWF number
GWF number	GWF050865948
What is Mandy Lo's sponsor licence number?	GWBETJJ6X Bangor University
Sponsor institution name	BANGOR UNIVERSITY
Are you going to be a student union sabbatical officer?	No

Please check all the details are correct of the Tier4 student you are joining or accompanying

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Your name

Enter your name, as shown in your current passport or travel document.

Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.

Given name(s)

Other family name

[▶ I cannot enter my name using a current passport or travel document](#)

[Save and continue](#)

Please enter your name as shown in your passport, remember these details are just an example.

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Any other names

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

Yes No

Save and continue

Click “Yes” if you have ever been known by another official name.

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Your gender and relationship status

What is your gender, as shown in your passport or travel document?

- Male
- Female
- Unspecified

What is your relationship status?

Married or a civil partner

[▶ I am unsure of my current relationship status](#)

Save and continue



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Your address

Address

Town/City

Province/Region/State

Postal code (if applicable)

Country

Give your current home address where you are living now.

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About this property

How long have you lived at this address?

Select a unit of time and enter a value

Years

What is the ownership status of your home?

- I own it
- I rent it
- Other

Save and continue

Give details of the address where you are living now in.

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Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes
 No

Save and continue

Some countries have National Identity Cards. If that is your case, please click “Yes” and fill-in the information required.

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Your nationality, country and date of birth

Country of nationality

Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

Enter date in the format DD MM YYYY

Day Month Year



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Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship?

You must provide all the nationalities that you currently hold or have ever held.

Yes No

Save and continue

If you have other nationalities, please click “Yes” and fill-in the information required.



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Your relationship

What is your relationship to Mandy Lo?

- Married
- Civil Partnership
- Unmarried

Save and continue

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Current relationship status

Are you still in a relationship with Mandy Lo?

- Yes
- No

Save and continue

Please make sure you have your marriage certificate as proof of relationship status

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Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day Month Year

16	09	2020
----	----	------

▶ [Why is this information important?](#)

Save and continue

We advise that you arrive at Bangor in time for the Orientation & Welcome Programme if possible (check with us if not sure when that is).

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Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

English

Other

Save and continue

Which language would you prefer to use?



Your choice of language cannot be guaranteed. You may be required to speak in English depending on the requirements of your visa.

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Your current partner

Use your partner's passport or travel document, if they have one, to complete this section

Given names

Mandy

Family name

Lo

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

14 04 1998

Country of nationality

Hong Kong Special Administrative Region

Do they currently live with you?

Yes No

Will they be travelling with you to the UK?

Yes No

Their passport number

AA45781P5

Save and continue

Add again some details of your partner



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People financially dependent on you

Does anyone rely on you for financial support?
Include both those travelling with you and those who are not.

This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes No

▶ Will these dependants be included in my application?

Save and continue

These can be your partner, children or older relatives.



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Give details about your first parent

Give details about 2 of your parents.

[▶ What if I do not have my parents' details?](#)

What is this person's relationship to you?

Mother

Father

Given names

Family name

If they do not have both a given and family name, enter their name(s) in the Given names field.

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Country of nationality

Have they always had the same nationality?

Yes No

Enter your family information here



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Family who live in the UK

Do you have any family in the UK, apart from Mandy Lo?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes No

Save and continue

Enter your family information here – but only if they live in the UK

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Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?

This include travel companies or sports, work, or study groups.

Yes
 No

Save and continue

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Travelling with another person

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

Yes
 No

Save and continue

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Where you will stay in the UK

Do you know where you will be staying in the UK?

Yes
 No

What address will you be staying at while in the UK?

You will be able to add details of any additional places you will be staying after you click 'Save and continue'

Enter a UK postcode

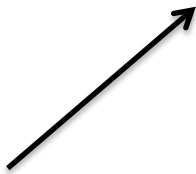
[Enter address manually](#)

Choose an address

Address (line 1 of 3)

Town/City

Your application is unlikely to be successful if you do not provide the address of where you will be staying in the UK



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Other places you will stay while in the UK

Will you be staying anywhere else in the UK?

This includes staying in:

- a hotel or bed and breakfast (B&B)
- accommodation provided by an employer
- a private home with friends or work colleagues
- accommodation provided by the educational institution where you will be studying
- any other type of accommodation

Yes

No

Save and continue



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Working as a doctor or dentist in training

Do you intend to work as a doctor or dentist in training in the UK?

- No
- Yes, as a doctor in training
- Yes, as a dentist in training

Save and continue

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UK travel history

Have you been to the UK in the past 10 years?

Yes No

Save and continue

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UK visa applications

Have you been issued with a UK visa in the past 10 years?

Yes No

Save and continue

If you have been to the UK before, please click “Yes” and fill-in the information required.

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Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

▶ [Which countries are part of the European Economic Area \(EEA\)?](#)

- Zero
- Once
- 2 to 5 times
- 6 or more times

Complete this section with information on your personal travels

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World travel history

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

▶ [Which countries are part of the European Economic Area \(EEA\)?](#)

Yes No

Save and continue

Complete this section with information on your personal travels

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Immigration history

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Yes No

Save and continue

↖ If you click YES you will be asked to give details.
Please be honest in this section.

The next couple of pages will talk about immigration matters regarding previous visas for the UK or **ANY OTHER COUNTRY.**

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Breach of UK immigration law

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

Yes No



Save and continue

Cancel

If you click YES you will be asked to give details.
Please be honest in this section.



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Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence.

[Save and continue](#)

Please be honest in this section and declare any past convictions if applicable



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War crimes

You must read all of the information on this page before answering.

[▶ War crimes](#)

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

Yes No

I have read all of the information about war crimes, including the guidance

Save and continue

Extremist organisations and views

You must read all of the information on this page before answering.

[▶ Extremist organisations](#)

Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?

Yes No

[▶ Extremist views](#)

Have you, by any means or medium, expressed any extremist views?

Yes No

I have read all of the information about extremist organisations and views, including the guidance



This section will make a few enquiries about your implication on war crimes or terrorism.

This is asked to EVERYONE, is not just you



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Are you related to your partner

Were you related to Mandy Lo before you became partners?

You must confirm if you were related to Mandy Lo before you became partners

Yes No

[▶ What types of relation do I need to provide details for?](#)

Save and continue

→

If you and your partner/spouse are related (e.g. cousins) please confirm it here

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Your employment history

Have you ever worked for any of the following types of organisation?
 Include information for any paid or unpaid work. Select all that apply.

- Armed Forces (career)
- Armed Forces (compulsory national or military service)
- Government (including Public or Civil Administration and non-military compulsory national service)
- Intelligence services
- Security organisations (including police and private security services)
- Media organisations
- Judiciary (including work as a judge or magistrate)
- I have not worked in any of the jobs listed above

Save and continue

Please disclose if you have worked for any of these organisations in the past.



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Documents showing the required maintenance funds

You must provide documents showing that you have the required maintenance funds to cover living costs for you and any of your dependants while you are in the UK.

For information on how much money you need to show, [refer to the guidance document here](#).

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

If your money is held in a different country, you can check whether your bank is on the [list of acceptable and unacceptable financial institutions here](#).

Financial institution (such as a bank or building society)



Please write the name of your bank if you need to provide bank statements

Type of document

- Statements from a personal bank or building society account
- Building society passbook
- Letter from a bank, building society or other recognised financial institution

Save and continue

The information you write here must be confirmed by your supporting documents, i.e. bank statement if self-funded. The maintenance funds that a dependant is expected to have is £680 per month for up to 9 months of study (i.e. £6120 if your partner/spouse's course is 9+ months in duration).

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Just before finishing with your application, you will be shown a checklist of documents you will be required to provide.

Please make sure you that have all of them, that they are up to date and that you tick them off the list.

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GOV.UK Visas and Immigration

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Documents

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The passport or travel document for Xin Huang from China

Other documents

If you do not provide these documents, your application may be delayed or refused.

Statements from a personal bank or building society account (BARCLAYS)

Proof of Mandy Lo's relationship status as the married or civil partner of Xin Huang, unless provided in a previous successful application as a PBS dependant

After you submit your application, you must provide your documents to our commercial partner. You can provide your documents by:

- uploading copies of your documents yourself through our commercial partner's website, free of charge
- taking your documents (originals or copies) to your appointment where our commercial partner will scan them for you, for a fee

If you choose to pay for the assisted scanning service, all documents (originals or copies) need to be A4 size or you may be charged to make them suitable for scanning.

If we require passports, you must take the originals to your appointment. If you have self-uploaded copies on our commercial partner's website you must still take your original passports, but will not be charged for scanning.

Tuberculosis test results

You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application. [Check](#) if you need to get tested.

[Save and continue](#)



[◀ Back](#)

Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.



Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.

[Check your answers](#)



Go to IHS website

Save and continue

The amount to pay for your Immigration Health Surcharge will depend on the length of your course. Info on the next slide.



Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests.](#)

Cost

The healthcare surcharge is £400 per year of the visa and is payable in full to cover the maximum length of the visa.

Example

A person making a 5-year visa application would pay $£400 \times 5 = £2000$.

Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

- your passport or travel document
- your payment card



You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

**Last updated - April 2020*



PRIFYSGOL
BANGOR
UNIVERSITY

Summary

Missing Details

Your details

[Add where you are planning to stay](#)

[Add your course start date](#)

[Add your course end date](#)

[Add whether you are continuing a course](#)

[Add the location of your course](#)

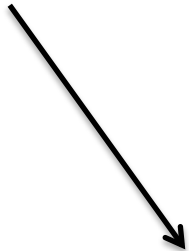
The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

Your details

Applying from UK No

Staying in Isle of Man, Jersey or Guernsey? [Add where you are planning to stay](#)

Before paying for your Immigration Health Surcharge you will have to answer some questions.



ALPHA This is a new service – your [feedback](#) will help us to improve it.

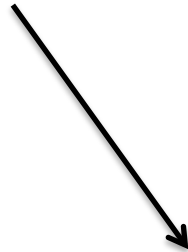
Your Location

You need to state whether you are applying to stay in the Isle of Man, Jersey or Guernsey

Are you applying from within the UK?

- Yes
- No

Please select NO



Are you applying to stay in the Isle of Man, Jersey or Guernsey?

- Yes
- No

You need to state whether you are applying to stay in the Isle of Man, Jersey or Guernsey

Save and continue

**Last updated - April 2020*



You will find this information in your partner/spouse's CAS letter

Course start date

For example, 20 3 1976

Day Month Year

Please enter a valid course start date

Course end date

For example, 20 3 1976

Day Month Year

Please enter a valid course end date

Are you applying to continue on the same course for which you were last given Tier 4 Leave to Enter or Remain (e.g. to undertake re-sits)?

Yes

No

Please state whether you are continuing a course



You will find this information in your partner/spouse's CAS letter.

It will always ask about Master's degree even if they are an Undergraduate or PhD student.

Please answer the additional questions about your course

Is your course at NQF 7?

Yes

No

Is your course a Master's degree?

Yes

No

Is your course for 13 months or less?

Yes

No

Please select the location of your course

Please enter the location of your course

Please select OTHER here

Passport number or travel document

PA478543

> [I don't know my passport or travel document number](#)

*Last updated - April 2020

ALPHA This is a new service – your [feedback](#) will help us to improve it.

Payment summary

Total

XXX

Pay now

The amount to pay for your Immigration Health Surcharge will depend on the length of your course based on the information from the previous steps.

Once the IHS payment is done, you will have to pay for the visa application and select the point of collection of your BRP.

You must collect your BRP within 10 days of arriving to the UK. In order to be able to do that, you will need to have the decision letter which will be sent to you once your visa has been approved.

After paying for the visa application you will have to book an appointment to your nearest Visa Centre.

Please print your application form. You will need to take the printed application, along with all your supporting documents to your visa appointment.

Any questions?

If you have any questions about your visa application, or any other aspect of living in Bangor, the International Student Support team will be happy to help.

International Student Support Office

E-mail: internationalsupport@bangor.ac.uk

Tel: +44 (0) 1248 38 2882

Web: <https://www.bangor.ac.uk/international/support>

Opening hours

Monday to Friday 09:00–16.00

GOOD LUCK AND SEE YOU SOON IN BANGOR!