

## TIER 4 STUDENT VISA CHECK SHEET

This Check Sheet will guide you through the documents you will need to submit as part of your application to Point Blank. It is the school's responsibility to review all your documents before issuing you with a CAS (Confirmation of Acceptance of Studies) so you can apply for your visa. We check these documents to ensure you have the best chance of having a successful visa application. The school will not issue a CAS unless we are satisfied you meet all the requirements of a Tier 4 visa.

All documents must be in English, any documents not in English need to be accompanied by a certified translation (in the UK), or a translation that the UK Home Office can independently verify (outside the UK). If you are unsure if a document needs to be translated or have any questions about the check sheet requirements, please contact [Clare Selby](#)

You should provide your documents to Point Blank no later than 6 weeks before the start date of your course. The earlier you can provide these documents, the more time you will have to arrange your visa. If you are unable to provide the required documents within this time frame, we may need to postpone you to a later course. This will be done at no extra charge.

### 1 - Entry requirements

Our courses are higher education courses and are quality assured by Middlesex University.

- You will need to provide a copy of your academic qualifications to enrol on your chosen course. You will need a minimum of 160 UCAS for the BA (Hons) Music Production & Sound Engineering degree, or 80 UCAS points for any other diploma. Equivalent qualifications from your territory may be accepted.
- You will also need to demonstrate some previous experience or genuine interest and passion for music production, and that you are very keen to study this subject. Please provide proof of any previous courses undertaken in similar subject areas and any evidence of practical work carried out, such as any tracks you have produced.

## 2 - English Language Certificate Level B2

One of Point Blank's duties as a sponsor is to ensure that all Tier 4 students are competent in English language at a minimum of level B2 on the Common European Framework of Reference (CEFR). To support your application for a full time course you will need to submit a copy of your approved IELTS English test certificate.

- [This document](#) details approved secure English language tests and test centres that have been assessed as meeting the Home Offices. It also lists the minimum grades required for each English language test.
- You must achieve a minimum score of '6.0' overall, and a minimum of '5.5' for each of the test areas; Listening, Speaking, Reading and Writing. This gives an overall level of B2.
- Your English test certificate must include an **IELTS for UKVI number**. Only **Academic Training certificates** are accepted for study at Point Blank. **IELTS Life Skills and IELTS for UKVI General Tests are not valid.**

### Exceptions

You don't need to prove your knowledge of English if you've recently completed a qualification equivalent to a UK degree listed on [this page](#).

You also don't need to prove your knowledge of English if:

- You're a national of any of the countries in the on [this page](#).
- You've studied in the UK before as a Tier 4 (Child) student

Please also refer [to this section](#) of the Home Office website for more information.

### **3 - Course Fee Paid**

We will not issue a CAS until your course fees are paid. If you are studying for more than one year, you will need to pay the fees for your first year. If your course is one year or less, you will need to pay the full course fees before your CAS can be issued.

Please note there is a £1,000 surcharge for all Tier 4 students. If for any reason your student visa is rejected we will refund the full fee minus an administration fee of £500 (please check individual course fees on the website for details). If you are applying for a student loan please contact your Course Advisor with the details.

### **4 - Maintenance (evidence that you can support yourself during your studies)**

In addition to receiving the full course fee we need to see evidence that you have the funds to cover your living costs for the first 9 months of your course. For all Diploma courses which require a Tier 4 visa, you will be expected to have at least £11,385 in addition to your full course fees. To allow for fluctuations in exchange rates, we recommend you have at least £12,000 in addition to your full course fees. However having more funds in your account will increase the likelihood of having a successful visa application.

To show you have these funds available, we need to see an official bank statement or letter confirming that this money is available in your account.

Please be aware that this money must have been cleared in your account (or a legal guardian's account) for at least 28 days before the date when you apply for your Student Visa. This measure was enforced by the Home Office to stop money being quickly moved between accounts to illegitimately apply for Student Visas. If your living expenses have not been in your account (or a legal guardian's account) for 28 days then your application **WILL** be rejected. This is one of the most common reasons why student visa applications are rejected. **Please refer to Appendix A at the end of this document for more information**

on this requirement.

If the funds are held in your parent's or legal guardian's account then we will also need to see an original birth certificate to prove your relationship and a letter confirming you are able to use the funds for your studies. The birth certificate must show your full name.

If you intend to use your parent's account but you do not have your original birth certificate (or it does not show your full name), you may want to consider opening an account in your own name and transferring the required maintenance funds (at least £12,000) to that account. **These funds will need to be in your account for a minimum of 28 days before you can apply for a visa.**

For certain countries, the funds must be held in an account from a financial institution listed in [on this webpage](#).

## 5 - Identification

We require two passport photographs and a copy of your passport (photo page & front outer cover).

## 6 - Tuberculosis Test

You will need to have a tuberculosis (TB) test if you're coming to the UK for more than 6 months and are resident in any of these [listed countries](#). Your test will need to be conducted at Home Office approved clinic. You can find a list of approved clinics [here](#).

Please refer to the [Home Office website](#) for more detail.

*Point Blank is a Tier 4 Sponsor and we make every effort to ensure that Tier 4 students' visa applications are successful first time.*



**Important note about translated documents:**

The original translation must contain confirmation of the following 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.

## Appendix A - documents that can be used to show the money available:

### 1. Personal bank or building society statements covering a consecutive 28 day period ending no more than 31 days before the date of your application.

Your personal bank or building society statements must show:

- Your name or your parent's / legal guardian's name; and
- The account number; and
- The date of the statement; and
- The financial institution's name and logo; and
- The amount of money available.

Ad hoc bank statements printed on the bank's letterhead are acceptable as evidence (this excludes mini - statements from cash points).

If you wish to submit electronic bank statements these must contain all of the details listed above. In addition, you will need to provide a supporting letter from your bank on company headed paper, confirming the authenticity of the statements provided.

Alternatively an electronic bank statement bearing the official stamp of the bank in question will be accepted. This stamp must appear on every page of the statement.

We will not accept statements which show the balance in the account on a particular day as these documents do not show that you hold enough funds for the full period needed.

If you want to use a joint account as proof of your money, you must be named on the account along with one or more other persons.

- 2. Building society pass book covering a consecutive 28 day period ending no more than 31 days before the date of your visa application.**

Your building society pass book must show:

- Your name or your parent's/legal guardian's name; and
- The account number; and
- The financial institution's name and logo; and
- The amount of money available.

- 3. Letter from your bank confirming funds have been held for a consecutive 28 day period ending no more than 31 days before the date of your application.**

Your letter from a bank or building society must show:

- Your name or your parent's/legal guardian's name; and
- The account number; and
- The date of the letter; and
- The financial institution's name and logo; and
- The money in your account; and
- That there is enough money in the account (to cover your course fees and living costs).

- 4. Letter from a financial institution regulated by either the Financial Conduct Authority, the Prudential Regulatory Authority or, in the case of overseas accounts, the home regulator (official regulatory body for the country the institution is in and where the money is held) for the purpose of personal savings accounts, confirming funds have been held for a consecutive 28 day period ending no more than 31 days before the date of the application.**

Your letter from the financial institution regulated by the Financial Conduct Authority, the Prudential Regulatory Authority or home regulator must show:

- Your name or your parent's/legal guardian's name; and
- The account number; and



- The date of the letter; and
- The financial institution's name and logo; and the money in your account.

**5. Letter from a regulated financial institution confirming a loan. The loan letter(s) from a regulated financial institution that you send us must be dated no more than 6 months before the date of your application. The letter(s) must be the original (not a copy) and must clearly show:**

- Your name; and
- The date of the letter; and
- The financial institution's name and logo;
- The money available as a loan;
- That the loan is provided by your national government, their state or regional government, a government sponsored student loan company or is part of an academic or educational loans scheme.

The financial institution must be regulated by either the Financial Conduct Authority, the Prudential Regulatory Authority or, in the case of overseas accounts, by the home regulator (the official regulatory body for the country the financial institution is in and where the money is held) for the purpose of student loans.

You cannot use loans held in the name of your parent(s) or legal guardian(s) as evidence of money held by you.

There must be no conditions placed on the release of the loan funds to you, other than your Tier 4 application being successful.