



Home Office

**UK Border  
Agency**

Help Text leaflet for  
form TIER 4  
(C)  
version 02/10

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# APPLICATION FOR A GRANT OF LEAVE AND BIOMETRIC IMMIGRATION DOCUMENT UNDER TIER 4 (CHILD) STUDENT - MAIN APPLICANT

## HELP TEXT

This help text leaflet is for use with the Tier 4 (Child) student application form for students who are already in the United Kingdom.

The application form is available from our website:

<http://www.ukba.homeoffice.gov.uk>.

Please check that this is the current form and leaflet for use on the date that you apply.

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This help text leaflet is for use with the application form specified for applications made on or after 22 February 2010

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## TIER 4 (CHILD) STUDENT HELP TEXT

This leaflet contains essential information to help fill in the Tier 4 (Child) student application form, including guidance on paying for an application and about identity cards for foreign nationals. It also contains help text for specific questions.

For further information please see the relevant paragraphs of the Immigration Rules and the Tier 4 (Child) student policy guidance notes. These documents are available on the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

All the above documents are available in Welsh, Braille, large print, audio and other alternative formats on request. For further information on alternative formats, and how to obtain these, please contact the Immigration Enquiry Bureau on 0870 606 7766.

## Who should apply using this form?

This application form should only be completed by individuals who are already in the United Kingdom. Students should use the application form if they are:

- currently in the United Kingdom and wish to make an initial application under Tier 4 (Child) student;
- currently in the United Kingdom as a main applicant under Tier 4 (Child) student seeking to extend his/her leave for a further period within his/her existing category.

**A student who is not in the UK** when he/she makes his/her application must apply using the forms for students on the website [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk).

**Dependants** - There is no provision for a dependant to be given leave in line with a Tier 4 (Child) student applicant. You should not submit any dependants' applications with this application form.

## Submitting a valid application

Under paragraphs 34-34I of the Immigration Rules the student must complete a 'valid' application. If he/she does not do this he/she will be required to make a fresh application and any delay in doing so may affect the student's appeal rights if his/her application is subsequently refused. The student will only be considered to have submitted a 'valid' application if the following has been complied with:

- the correct application form must be completed and submitted by prepaid post, in person or by courier;
- the correct application fee must be paid;
- the student's current passport, Identity Card for Foreign Nationals (ICFN) if applicable or travel document must be provided, unless it is not available for one of the reasons specified on the application form;
- the mandatory sections (marked as ones that the student must complete) in the application form must be completed;
- an appointment for the purposes of recording Biometric information must be made and must take place by the dates specified in the notification we send following receipt of the application.
- two recent identical passport-size photographs of the student with his/her full name written on the back of each one must be supplied;

The photographs provided must be in the format specified in the separate photograph guidance, which can be found on our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk). Please ensure that they are placed in a small sealed envelope attached to part B of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

If the application(s) is/are successful, the photographs provided will be reproduced in the student's Identity Card for foreign Nationals.

Students who are required to register with the Police must also include his/her Police

Registration Certificate with his/her application.

## What is the fee for the application?

For applications made on this form as a Tier 4 (Child) student there is a fee of £357 for applications made by post or courier, or £565 for applications made in person at our Public Enquiry Offices.

**There are currently no exemptions to this fee.**

By completing this form, you are also applying for a biometric immigration document (or Identity Card for Foreign Nationals, ICFN) – there is no additional fee to pay for this. Guidance on ICFN applications is included in a section at the end of this leaflet.

## How can you pay?

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card\* - Mastercard or Visa (including Electron)
- Debit card\* - Delta, Maestro\*\* (including Solo)
- Cash – but only for applications made at a Public Enquiry Office; please do not send cash by post

\* If you are applying in person at a Public Enquiry Office and wish to pay by credit or debit card, the cardholder must be present in order for the payment to be taken.

\*\* Maestro - We can accept any Maestro card if you are applying in person at a Public Enquiry Office but only Maestro cards issued in the UK if you are applying by post.

Please note that your application is invalid if you do not pay the specified fee in full or if you pay by any method other than those specified above. You will be required to make a fresh application, and any delay in doing so may affect your appeal rights if your application is subsequently refused.

## Cheques and postal order(s)

You must make the cheque or postal order payable to 'Home Office' and cross the cheque or postal order 'A/C Payee only'. Please write the full name and date of birth of the student on the back of the cheque and/or postal order and keep the postal order receipt(s). Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly. Attach your cheque or postal order(s) to the front of the application form.

If applying in person at a Public Enquiry Office and paying by cheque, you must have a cheque guarantee card with a limit sufficient to cover the amount to be paid.

### The fee covers the consideration process.

If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.

The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the UK Border Agency or its payment processing agent, regardless of the outcome of the application.

We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear; credit/debit cards and postal order(s) will clear immediately.

Should the application be withdrawn at any time during the consideration process the fee will not be refunded, other than under circumstances set out on our website ([www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idichapter1a](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idichapter1a))

## CLAIMING POINTS ON AN APPLICATION

When completing the application form, the student must clearly indicate how he/she meets the criteria for the award of these points.

We will only award points for the sections where the required supporting evidence has been supplied.

### Supporting Evidence

It is the student's responsibility to provide the evidence to support any statements made in his/her application. The student must satisfy us that the requirements for the category under which he/she has applied have been met. We must be satisfied, by considering the evidence provided that the student meets the necessary criteria.

Students must ensure that all of the necessary supporting documentation is provided at the time the application is submitted. Only those documents specified in the application form and set out in detail in the Tier 4 policy guidance will be considered acceptable for the purposes of establishing that a student qualifies for the points claimed in any scoring area.

The student must be selective in submitting evidence, as sending large amounts of irrelevant or poor quality documentation may delay the consideration of the application. It is only necessary to submit evidence that is directly appropriate to the application as requested, as unrelated evidence cannot be considered for points scoring.

Any documentary evidence that the student provides should be original (unless otherwise stated).

For students applying in the UK, where a document is not in English or Welsh the original must be accompanied by a fully certified translation by a professional translator/translation company. Please see the Tier 4 policy guidance for more details.

## HELP ON SPECIFIC QUESTIONS

### Completing part A

To ensure that your payment is processed without any delay, please follow this guidance when completing part A of this form (Payment Details).

**A1** Tick the fee appropriate to your application - see the section titled 'What is the fee for the application'.

**A2** Student's full name, as given in his or her passport, travel document or identity card for foreign nationals

**A3** Student's date of birth

**A4-5** If the address for correspondence is different from the student's home address in the UK, please give that address at A4. If a solicitor or other authorised immigration adviser is submitting the application, it should be their address at A4 and their name at A5. These details will also be used to acknowledge receipt of the application.

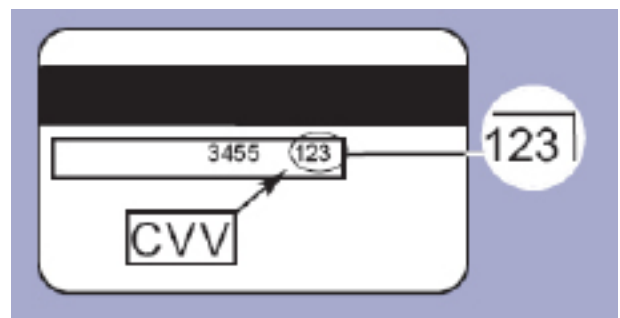
**A6** Tick one of the boxes to show which method of payment you are using

**A7-A9** If paying by cheque enter the bank account number, sort code and cheque number

**A10** The name as displayed on the credit/debit card

**A12-A14** Enter the details where available on the card

**A15** The Card Verification Value (CVV) is a three-digit security code, found on the back of the card on the signature strip - it consists of the last 3 digits. If you do not provide the CVV number, we cannot take your payment and your application will be rejected as invalid.



**A16** For card payments tick the amount you are required to pay

**A17-A18** Cardholder's signature - the person named on the credit/debit card must sign and date these sections

## Completing part B

**B2-B5** The student should provide full details of his/her name and title. If he/she has previously been known by any other name(s) he/she should provide full details of each name, the date of each change and submit the relevant supporting legal documentation. This is for official changes of name only and does not include nicknames.

Evidence of name change(s) should show the student's full name before and after the change and may include:

- deed poll documents or marriage certificates; and,
- both the old passport and the new passport.

Should the student submit documentation in support of his/her application that refers to him/her under a name(s) not given in this section, we will not consider that documentation.

**B7** The student should indicate their gender. If the student has been the subject of Gender Reassignment and the application contains documents relating to previous identities, the student should provide a relevant Gender Recognition Certificate (GRC). The only exception to this is where the student has previously submitted their GRC with an earlier application. In such cases the student will therefore not be required to resubmit it.

A student should tick the gender as indicated on their GRC.

**B10** The student should indicate his/her marital status. This status may be:

- Single – a person who is unmarried and not in a relationship that has subsisted for two or more years;

- Married – a person legally married in the United Kingdom or outside the United Kingdom;

- Civil partner – a person in a same sex relationship and who has gone through a legal ceremony in the United Kingdom under or by virtue of the Civil Partnership Act 2004, or in the country of his/her residence;

- Unmarried partner – a person in a heterosexual or same sex relationship, which has been subsisting for two years or more but is not married or in a civil partnership;

- Widow/widower or surviving civil partner – a person whose spouse has passed away and has not re-married or is not currently in an unmarried relationship that has subsisted for more than two years;

- Separated – a person legally married in or outside the United Kingdom but no longer living with his/her married partner;

- Divorced – a person married in or outside the United Kingdom whose marriage has been legally dissolved;

- Dissolved – a person who has been in a civil partnership in or outside the United Kingdom which has been legally dissolved;

- Separation Order – a separated person who remains in law the civil partner of the other person.

**B11** All Home Office applications are given an individual reference number. This allows us to track and link past applications. The student should provide his/her full Home Office reference number if they have one. This number can be found on any previous Home Office correspondence relating to the student. The student may have numerous Home Office reference numbers and should provide all such numbers

**B12** All work permit holders are given individual worker reference numbers; this allows us to track and link past applications. The student should provide his/her full worker reference number if they have one. This number can be found on any previous correspondence from us relating to the student's work permit.

**B13** National Insurance Numbers are usually in the format of 2 letters followed by 6 numbers followed by 1 letter e.g. XX 123456 X or 2 numbers followed by 1 letter followed by 5 numbers e.g. 12 X 34567. Where a student does not have a National Insurance number in this format this question should be left blank.

**B14** A student who has made previous applications under the points based system will have been given a points based system reference number. This allows us to track and link past applications. The student should provide his/her full points based system reference number. This number can be found on any previous correspondence relating to applications under the points based system.

**B15** If the student has been issued with an Identity Card for Foreign nationals he/she must give the unique reference number on the card.

**B22** We will use the correspondence address, if one is provided, to return student's documents and the outcome of our decision rather than the student's home address. This question duplicates the one in the payment section of the form, for administrative reasons.

## Completing part C

For the application to be valid the student must provide his/her original current passport or travel document unless it is not available for one of the reasons specified on the application form. If the student has a current grant of leave on an identity card he/she must also provide his/her ICFN (Identity Card for Foreign Nationals) for the application to be valid. The student should also provide all previous passports and/or travel documents

that he/she has used to travel to and remain in the United Kingdom. Passports that have not been used to travel to and remain in the United Kingdom need not be provided.

**C1-C5** The student should specify under which nationality he/she entered the United Kingdom. He/she should also provide details of any additional nationalities they currently hold or have previously held.

**C6-C8** The student must provide details of all passports or travel documents, current or expired, that he/she has used to enter or remain in the United Kingdom, including:

- passport number;
- issue date;
- expiry date; and,
- place of issue.

Where the student needs more space than is available he/she should photocopy the relevant page of the application form, add in additional details and submit it with his/her application.

Where the student holds, or has held, other nationalities he/she should provide the relevant passport or travel document for each nationality held and provide the above details.

The student must submit all of these passports/travel documents with the application. They should be original documents and not copies.

In certain circumstances certified photocopies will be accepted where the student does not have the original at that time. The student must provide details as to its location and state when they will provide it. The student must then ensure that the original document is submitted as soon as they can. If the passport has been lost or stolen a Police crime report number /report must be provided along with details of the police station the loss was reported to and the date that it was reported.

For the application to be valid and complete the student's current passport or travel document must be provided unless it is not available for one of the reasons specified on the application form.

## Completing part D

**D8** The student can switch (apply in the UK for acceptance) in to the Tier 4 (Child) student category if they have, or were last given, permission to stay in the one of the categories named in the form. If the student is not in one of these categories he/she cannot switch in the UK into the Tier 4 (Child) student category. Instead the student should return overseas and make an entry clearance application via the UK visas website.

The student can switch in to the Tier 4 (Child) student category if they have, or were last given, permission to stay in the following categories:

- Student (under the previous Student category);
- prospective student;

The student can apply to continue to study in the child student category if they have, or were last given, permission to stay in the Tier 4 (Child) student category.

**D10** The student should confirm whether he/she has ever remained beyond the end of his/her period of leave in the UK. Where a student's leave has been extended by virtue of Section 3C of the 1971 Immigration Act, he/she will not be considered to have remained beyond the end of his/her period of leave and should therefore complete the 'No' box in response to this question. (For further information on the provisions of Section 3C please refer to Chapter 1, Section 5 of the Immigration Directorates' Instructions visible on <http://www.ukba.homeoffice.gov.uk/policyandlaw/guidance/IDIs/> ).

**D16** If the student has ever provided supporting documents that are forged or not genuine to the UK Border Agency with an application, or did not inform us of information that would have had an effect on the outcome of an application (material facts) then please enter the details at D17.

## Completing part E

Important definitions of some of the terms are given at the end of part E.

**E1** We ask if the student has any criminal convictions or civil judgments made against them as part of the checks on eligibility for the student to come to and stay in the UK. More information is available from the website on <http://www.ukba.homeoffice.gov.uk/britishcitizenship/eligibility/goodcharacter>

## Completing part G

**G1** Child students must give us information about his/her parent(s) or legal guardian(s). We define what we consider to be a parent in the Immigration Rules, visible on <http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/introduction/>

**G12** Any student under the age of 18 will require his/her parent(s) or legal guardian(s) written consent to the arrangements for his/her travel to, reception and care in the United Kingdom, before entry clearance or leave to remain under Tier 4 can be considered. The letter should confirm

- the relationship between the parent(s) or legal guardian(s) and the child;
- that the parent(s) or legal guardian(s) has/have given their consent to the application; and
- that the parent(s) or legal guardian(s) agrees/agree to the living arrangements in the UK.

## Completing part H

**H1-H3** The student should provide details about the education provider that is sponsoring him/her in the United Kingdom. This is the Tier 4 sponsor.

## Completing part K

**K4** For students who are more than 16 years old only, if the Tier 4 sponsor has assessed the student by other means - for example: by references; by progress on an continuing course of study, by his/her overseas Tier 4 sponsor as part of a study abroad programme; by the Tier 4 sponsor's own internal test; or on a portfolio of artwork, (this is not an exhaustive list) the student does not need to provide this evidence. The student must however provide the original documents listed in their CAS. The student can find information on what is in the CAS from his/her Tier 4 sponsor.

## Completing part L

**L1** For this question the student must explain how much they must pay in school fees for the next period of study.

- A student starting a new course must show that he/she has enough money to pay for his/her school fees for the first year of study or for the entire course of study, if it is less than a year long.
- A student who has already started his/her course of study and is applying for a new visa to continue that course of study must show that they have enough money to pay for his/her school fees to the end of the current academic year if he/she is part way through the year; or for the next academic year if he/she will continue on his/her course at the start of the next academic year. If the student has no course fees to pay please put £0.00.

**L2** Where the CAS states that the student still owes money to the Tier 4 sponsor for his/her school fees and the student has paid some of the money owed to the Tier 4 sponsor already, he/she should give the amount paid here.

**L6** and **L8** please see help text for L35 and L37

**L11** For this question the student must explain how much they must pay in fees for the next period of study.

- A student starting a new course of study must show that he/she has enough money to pay for his/her course fees for the first year of the course or for the entire course, if it is less than a year long.
- A student who has already started his/her course and is applying for a new visa to continue that course must show that they have enough money to pay for his/her course fees to the end of the current academic year if he/she is part way through the year; or for the next academic year if he/she will continue on his/her course at the start of the next academic year. If the student has no course fees to pay please put £0.00.

**L13** Where the CAS states that the student still owes money to the Tier 4 sponsor for his/her school fees and the student has paid some of the money owed to the Tier 4 sponsor already, he/she should give the amount paid here.

**L25** For students who are aged 16 or 17 and are living independently only: The amount of money a student has to show will depend on whether he/she already has an established presence studying in the United Kingdom. A student that has an established presence studying in the United Kingdom needs to show less money for living costs. Please see the Tier 4 policy guidance for full details. All other students must show the full amount of money for living costs.

**L26** Please see the Tier 4 policy guidance for what we mean by inner London.

**L27** A student studying in inner London must show that he/she has access to £800 for each calendar month of his/her course up to a maximum of 9 months. To work out the amount of funding for maintenance a student requires he/she should multiply £800 by the number of months they will be in the UK. e.g.  
 $\text{£}800 \times 6 \text{ months of study} = \text{£}4,800$  of required maintenance

**L28** A student studying in outer London or anywhere else in the United Kingdom must show that he/she has access to £600 for each calendar month of his/her course up

to a maximum of 9 months. To work out the amount of funding for maintenance a student requires he/she should multiply £600 by the number of months they will be in the UK. e.g.  
 $\text{£}600 \times 6 \text{ months of study} = \text{£}3,600$  of required maintenance

**L29** A student studying in inner London must show that he/she has access to £800 for each calendar month of his/her course up to a maximum of 2 months. To work out the amount of funding for maintenance a student requires he/she should multiply £800 by the number of months they will be in the UK. e.g.  
 $\text{£}800 \times 2 \text{ months of study} = \text{£}1,600$  of required maintenance

**L30** A student studying in outer London or anywhere else in the United Kingdom must show that he/she has access to £600 for each calendar month of his/her course up to a maximum of 2 months. To work out the amount of funding for maintenance a student requires he/she should multiply £600 by the number of months they will be in the UK. e.g.  
 $\text{£}600 \times 2 \text{ months of study} = \text{£}1,200$  of required maintenance

**L35** A student may be sponsored by an official financial sponsor. Please see the Tier 4 policy guidance for what we mean by an official financial sponsor.

**L37** If the amount of money provided by the official sponsor is not equal to the full amount needed to meet the requirement for maintenance, the student should show that they have the balance of funds necessary using the evidence in the list given in the final question in part L.

### Completing the summary sheet

The student should complete the summary sheet before submitting his/her application. The student should ensure that he/she indicates the number of points he/she wishes to claim against each points scoring area and the total number of points claimed.

The student should also ensure that he/she lists all the supporting documentation he/she has submitted with his/her application. This documentation should be listed against

the points scoring area to which it applies. Any documentation that does not relate to a specific points scoring area (such as passport(s)/travel document(s) etc) should be listed in the general background information box above the table.

A person who is required to register with the Police must also include his/her Police Registration Certificate with his/her application. Guidance on who is affected by this requirement is given on <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter10/> and a migrant with permission to stay in the UK would have been informed of this requirement in the documents he/she had when he/she was given his/her previous permission

### COMPLETING THE ANNEX

#### Annex to part C

**AC1** If the student's current grant of leave was issued on an identity card (ICFN) he/she must also provide the ICFN in order for the application to be valid, unless it is not available for one of the reasons specified on the application form.

#### Annex to part D

**AD2** Ports include airports, seaports and St. Pancras International Station where the student has entered the United Kingdom by the Channel Tunnel.

**AD11** Where the student is not permitted to submit a new application he/she should not complete this application form. If a student in this position does complete this application form, it will be returned to him/her without having been considered.

If the student wishes to vary the grounds of the existing application he/she must refer to Chapter 1, section 5 of the Immigration Directorates' Instructions on our website <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter1/section5.pdf> and contact the UK Border Agency team processing the existing application who will advise on the student's next steps.

**AD14** Where the student is not permitted to submit a new application, he/she should not proceed in completing this application form. If a student in this position does complete this application form, it will be returned to him/her without having been considered.

The student should contact the Asylum and Immigration Tribunal at [www.ait.gov.uk](http://www.ait.gov.uk).

## Annex to part O

**AO2** If the representative has previously submitted an application on behalf of a migrant or assisted with a sponsor application he/she should provide his/her PBS reference number.

**AO10** The Office of the Immigration Services Commissioner (OISC) regulates United Kingdom based immigration advisers. As a requirement of Section 84 of the Immigration and Asylum Act 1999, United Kingdom representatives, who offer advice and services in relation to an application, must be regulated by the OISC unless they are authorised to practise by a designated legal professional body or fall within a category of persons specified in an order made by The Secretary of State under subsection 84(4) (d) of the Immigration and Asylum Act 1999.

The representative should indicate whether he/she is regulated by the OISC, or the basis on which he/she is otherwise authorised to act in this capacity on the student's behalf. An advisor could be committing a criminal offence if he/she acts on the applicant's behalf without being OISC regulated, or otherwise authorised in accordance with Section 84 of the Immigration and Asylum Act 1999.

**AO12-AO14** If the representative is regulated by a designated legal professional body, listed below, or if he/she works under the supervision of such a person, he/she will not be required to be regulated by the OISC.

Designated bodies are:

- The Law Society;
- The Law Society of Scotland;
- The Law Society of Northern Ireland;

- The Institute of Legal Executives;
- The General Council of the Bar;
- The Faculty of Advocates;
- The General Council of the Bar of Northern Ireland.

The representative should indicate which organisation he/she is a member of.

The representative should indicate whether he/she is personally a member of this organisation or whether he/she is working under the authorisation of another registered member.

Where the representative is not a direct registration holder and is working under the supervision of another registered person, the representative should name the registered supervisor under whom he/she is working.

**AO15-AO19** The representative should indicate whether he/she is registered with or authorised by an EEA body responsible for the regulation of the provision of legal advice in that EEA state; or employed or supervised by the person regulated as defined in Section 84(2) (c), (d) and (e) of the Immigration and Asylum Act 1999.

If a representative makes an application on behalf of a student, and that representative is not permitted to provide advice and immigration services (by section 84 of the Immigration and Asylum Act 1999), the UK Border Agency will inform both the representative and student of the requirements of the Act, and send further letters (if applicable) to the student stated on the application.

## IDENTITY CARDS FOR FOREIGN NATIONALS

Everyone applying in the UK under the Tier 4 categories must apply for a biometric immigration document – also known as an identity card. Over the next few years, identity cards will be extended to other immigration applications. Further information about these measures, which are based on powers contained in the UK Borders Act 2007, can be found on our website.

## What is an identity card for foreign nationals?

An identity card for foreign nationals is a residence permit which holds a person's biographic details (name, date and place of birth) and biometric information, and shows his/her immigration status and entitlements while he/she remains in the UK.

It replaces the vignette (or sticker) and ink stamps previously placed in the passports of those granted permission to remain in the UK. If a student is issued with an identity card for foreign nationals, he/she will receive a leaflet giving more information about it and explaining any obligations imposed on the cardholder.

## What are biometrics?

Biometrics are unique physical characteristics that can be used to identify a person. In this case, they will be the student's facial image and ten fingerprints. These are the biometrics that we record (or enrol) for the purposes of the identity card. We do this by taking a digital photograph of all applicants and the fingerprints of applicants aged 6 or over.

## How are biometrics recorded?

A student who is required by law to apply for an identity card for foreign nationals must make arrangements to have his/her biometrics recorded (also called 'enrolled') as part of the application process.

*- Applying in person (premium service applications)*

A student making an application in person must book an appointment to attend a Public Enquiry Office (PEO) by either calling the Immigration Enquiry Bureau, on **0870 606 7766** or booking online at <https://ukbabooking.homeoffice.gov.uk/>. The student's biometrics will be recorded at this appointment.

*- Applying by post*

A student making a postal application will be sent a notification letter (if the student has paid the application fee), giving details of the options available to him/her for attending to have his/her biometrics recorded. The student must enrol their biometrics within 15 working days of the date of this letter. The student can do this by booking an appointment at a Home Office biometric enrolment centre (see '**Attending a biometric enrolment centre**') or in some circumstances by going to one of a small number of Post Office branches. The option of attending a Post Office branch is currently available only to single applicants aged 16 or over who live near one of the Post Office branches providing this service. The letter will supply all relevant information for anyone using the Post Office service. There is more information about this at our following website address: <http://www.ukba.homeoffice.gov.uk/contact/contactspage/post-office-biometric-enrolment/>

## Attending a biometric enrolment centre

The student can book an appointment at a Home Office biometric enrolment centre either by booking on-line at our following website address: <https://ukbabooking.homeoffice.gov.uk/> or by calling **0300 123 8895**

When the appointment has been booked, the student will be given a **booking reference number (BRN)** which he/she should enter in the BRN space in the notification letter. If the student has given us his/her e-mail address, we will confirm the appointment by e-mail (within 24 hours) but we will not send a letter confirming it. If he/she has given us his/her mobile telephone number, we will send a text message reminder 48 hours before the date of the appointment. In all cases when attending an appointment, the student must bring his/her appointment notification letter with him/her. Please make sure that it has his/her booking reference number on it.

## The recording procedure

The student will be asked to place his/her fingers, followed by his/her thumbs, on a glass screen for his/her 10 digits to be scanned. We will then take a photograph of the student's face. The biometrics enrolled will then be recorded as part of the application. Any children under the age of 16 must be accompanied by a responsible adult when their biometrics are recorded (see **Children under the age of 16**). In some circumstances the student may be required to attend an identity interview if we require further information to establish his/her identity.

## How and when will the student be notified of the outcome of his/her application for an extension of stay and for an identity card for foreign nationals?

If the application is successful, the student will not be issued with a residence permit in his/her passport. Instead, he/she will be issued with a residence permit in the form of an identity card for foreign nationals, which the student will receive within the following timescales:

### *- Applying in person*

If the application is successful, the student will be sent an identity card by secure delivery. The card should reach the student within 7 working days of his/her appointment.

### **Identity cards cannot be issued on the day itself.**

### *- Applying by post*

If the application is successful, the student's passport and other documents will be returned to him/her with a decision letter. The student will then be sent an identity card by secure delivery. The card should reach him/her within 7 working days of the date of the decision letter

## Children under the age of 16

We cannot record the biometrics of children under the age of 16 unless they are accompanied by a responsible adult.

If the student is a single applicant under the age of 16, he/she must be accompanied by his/her parent, guardian or other responsible adult aged 18 or over.

If the person accompanying the child(ren) under 16 is not their parent or guardian, that person must bring with him/her a letter confirming that he/she is authorised to take responsibility for the child(ren) for the purpose of the biometric appointment.

At the appointment the responsible adult will also be asked to provide an acceptable form of identity, such as a passport or driving licence, which will be checked against the details given on the application form.

## What if the student fails to book an appointment?

If the student has made a postal application but fails to book an appointment to record his/her biometrics within 15 working days from the date of the notification letter he/she received, he/she will be sent a warning letter advising him/her that failure to book an appointment within the stated period will result in his/her application being rejected as invalid. The student will have to make a fresh application.

## What if the student fails to attend and record his/her biometric features?

If the student fails to attend and record his/her biometrics within the 15 working days, he/she will be given another opportunity to book and attend an appointment within a limited period. If the student fails to attend the new appointment or cancels it without giving us a reasonable explanation, his/her application is likely to be refused on the grounds of non-compliance with regulations made under the UK Borders Act 2007.

### **What if the student fails to comply with the recording process at the appointment?**

If the student fails to co-operate fully with the biometric recording process, for example by attempting to obscure his/her fingerprints or other biometrics, he/she will be warned that his/her refusal to comply may result in his/her immigration application being refused on the grounds of non-compliance with regulations made under the UK Borders Act 2007.

### **What about any medical or physical conditions that may require the UK Border Agency to provide the student with special arrangements?**

If the student has a medical or physical condition which may require special arrangements to be made in order for his/her biometrics to be recorded, he/she must obtain a letter or other document giving the details of any such condition and enclose it with his/her application.

Appropriate documentary evidence would be a letter from a treating clinician, such as a practising doctor registered with the General Medical Council, giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

### **Does the student need to make any special preparations before his/her biometrics are recorded?**

Before the student attends to record his/her biometrics, we recommend that he/she checks his/her hands and fingers are clean.

If his/her hands are not clean, we may ask him/her to wash them before we scan his/her fingerprints.

We would advise the student not to have any colouring or similar substances (such as henna) on his/her hands, as this could prevent us from recording his/her fingerprints on the day of his/her appointment.

If that were to happen, the student would have to make a new appointment and that would delay the consideration of his/her application.

### **What if any identity card for foreign nationals issued to the student or any dependants of his/hers was/is lost or stolen?**

The student must report any lost or stolen identity card for foreign nationals to the UK Border Agency Card Management Service on **0300 123 2412**. He/she must also report the loss or theft to the police and get a police report and crime reference number as soon as possible.

The student will need to provide the crime reference number and a police report (if he/she has one) when he/she applies for a replacement card for foreign nationals on form ICFN(RC). If he/she fails to apply for a replacement card within the 3 month timescale he/she could be liable to a sanction, such as a Civil Penalty Notice of up to £1,000 and/or curtailment of his/her leave to stay in the United Kingdom.