Tier 4 Application Process

1. Ensure you have a passport valid for your period of study.
2. All students must submit the Passport Information Form. ([https://queensubisc.knack.com/student-portal#home/](https://queensubisc.knack.com/student-portal#home/)).
3. If you require a CAS number it will be assigned via email – CAS allocations run until August 5.
4. Apply for the Tier 4 visa only once you have your CAS number ([https://www.gov.uk/tier-4-general-visa/overview](https://www.gov.uk/tier-4-general-visa/overview)).
   a. At the end of the application process you will be able to pay the Immigration Health Surcharge – make sure to write the number down.
5. During the application process you will be able to book your biometric data appointment. There are a limited number of places you can do this in Canada (Vancouver, Edmonton, Ottawa, Halifax, St John’s). Make sure you take with you:
   a. Your passport
   b. Appointment Confirmation Notice
   c. Supporting documents (CAS letter)
   d. Immigration Healthcare Surcharge number
   e. Any receipts
6. Wait to get your passport back! When you do, it will have a “vignette” in it, giving you a 30-day period in which you must travel to the UK.
7. Arrive in the UK.
8. Collect your BRP from the BISC. You must do this before your vignette expires or within 10 days of arriving in the UK, whichever is later.

More information is online at [www.queensu.ca/bisc/support/preparing-your-arrival/immigration](http://www.queensu.ca/bisc/support/preparing-your-arrival/immigration)