



UK Visas
& Immigration

T4(PTS)
version 04/15

APPLICATION FOR PERMISSION TO CHANGE TIER 4 EDUCATIONAL SPONSOR

This form is for Tier 4 migrants who wish to change
Tier 4 Sponsor AND applied for Entry Clearance or
Leave to Remain between the dates of 31 March 2009
and 4 October 2009 inclusive

Before making your application you should read the guidance notes on pages
2 and 3 of this form.

Applications on this form may only be made by post.

Postal address:

Home Office
T4 Permission to Switch
P.O.Box 498
Durham
DH99 1WN

PERMISSION TO CHANGE EDUCATIONAL INSTITUTIONS REQUEST FORM

PERMISSION TO CHANGE EDUCATIONAL INSTITUTIONS REQUEST - PAYMENT GUIDANCE NOTES

The applicable fee

For an application made on this form there is a fee of **£179**. Applications must be made by post.

How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card - Mastercard, Visa (including Electron) or American Express (Amex)
- Debit card - Delta, Maestro* (including Solo)

* Maestro - We will only accept Maestro cards issued in the UK.

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.

Cheques and postal orders

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 applicant on the back of the cheque and/or each 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.

Completing the payment details page

To ensure that your payment is processed without any delay, please follow this guidance when completing Section 1 of this form (Payment Details).

A2-A3 If the address for correspondence is different from your home address in the UK, please give that address at **A2**. If a solicitor or other authorised immigration adviser is

submitting the application, it should be their address at **A2** and their name at **A3**. These details will also be used to acknowledge receipt of the application.

A4 Student's full name, as given in his or her passport or travel document.

A5 Student's date of birth

Method of payment

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

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

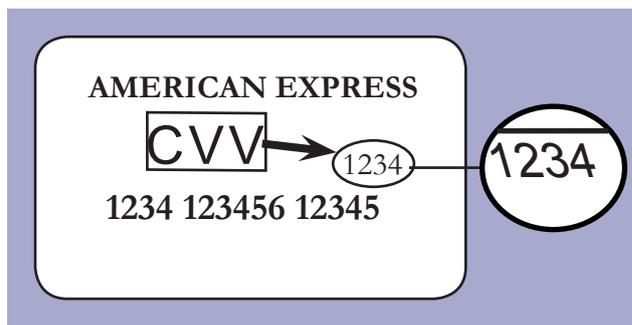
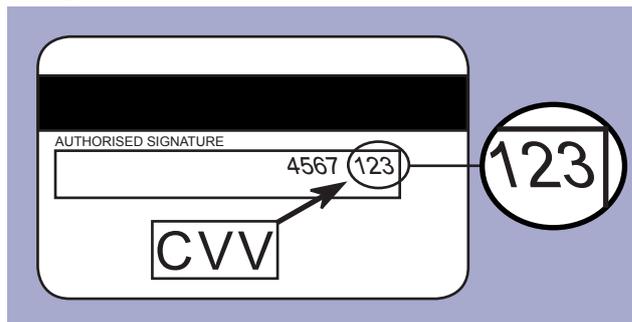
Paying by credit / debit card

A10 The name as displayed on the credit/debit card

A11 Card number - this is the long number across the centre of the card

A12-A14 Enter the details where available on the card

A15 The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. For Amex the security code consists of 4-digits and is found on the front of the card.



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 circle 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.

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 orders 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 the website of the UK Border Agency (www.HomeOffice.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idichapter1a).

PERMISSION TO CHANGE EDUCATIONAL INSTITUTIONS REQUEST FORM

SECTION 1 - PAYMENT DETAILS

Please complete this form in block capitals and black ink

A1. The applicable fee:

The fee for consideration of this application is £179

A2. Address for correspondence in the UK:

Grid for address details

Postcode

A3. Contact name in the UK if different from that of the student:

Grid for contact name

A4. Student's Full Name:

Grid for student's full name

A5. Student's date of birth:

Grid for date of birth

A6. Please select the method of payment from the list below:

United Kingdom postal order (payable to 'Home Office') - go to Section 2 [] Cheque/bankers draft (payable to 'Home Office') - go to question A7 []

Visa/Mastercard/Amex - go to question A10 []

Delta / Maestro - go to question A10 []

A7. Account number

A8. Sort code

A9. Cheque number - go to Section 2

Grids for account number, sort code, and cheque number

A10. Name on card

Grid for name on card

A11. Card number (the long number across the centre of the card)

Grid for card number

A12. Valid from

A13. Expiry date

A14. Issue number

A15. CVV security number

Grids for valid from, expiry date, issue number, and CVV security number

A16. Amount - please tick to confirm the fee of £179: []

A17. Cardholder's signature

A18. Date (DD/MM/YYYY)

Grid for signature and date

Intentionally blank

archived

C. Dependant Details

C1. Did you arrive with any dependants?

Yes Give details below (as stated in their passports) No - Go to Section D

First name(s)	Last name(s)	Date of birth	Passport Number	Relationship to main applicant

archived

Now go to Part D

SECTION 3 - STUDENT DECLARATION

The student must complete the Student Declaration. If it is not complete the application will be invalid and will be returned to the student.

F1. The student must sign below to show that he/she has read and understood the following declaration. It must be authorised by the student and not by a representative or other person acting on his/her behalf. If the student is under 18, his/her parent or legal guardian may sign.

The information I have given in this application is complete and is true to the best of my knowledge.

I agree to co-operate with UK Border Agency officials, or any other officials charged by the Secretary of State for the Home Office, with conducting pre-issue and post-issue checks on compliance with points based system applications.

I agree to my representative (where applicable) tracking my application with the UK Border Agency, or the UK Border Agency updating my representative on the progress of my application including whether the application has been granted or refused.

I understand that if I knowingly submit any document or documents which are forged, fraudulent or not genuine, and the Secretary of State has sought to verify the documents using processes specified by him, and has been unable to verify conclusively that they are genuine, the application will be refused.

I understand that the UK Border Agency may make enquiries of the organisation (sponsor) named in this form in order to establish whether I meet the requirements of the Immigration Rules with regard to satisfactory education or employment. I agree to the organisation (sponsor) named in any of these sections disclosing details of my education or employment to the UK Border Agency on their own initiative if I cease to comply with the conditions for which I have been granted leave to remain in the United Kingdom.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent fraud and money laundering. I also understand that such agencies may provide the UK Border Agency with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the UK Border Agency website.

I agree to provide any information necessary to the organisation (sponsor) named in any of these sections, in order for that organisation (sponsor) to be able to comply with the conditions required of licensed sponsors, as stipulated by the UK Border Agency in the sponsorship guidance. I agree to the organisation (sponsor) named in any of these sections disclosing any details necessary in order for that organisation (sponsor) to comply with the conditions required of licensed sponsors, as stipulated by the UK Border Agency in the sponsorship guidance.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make, to a person acting in execution of any of these Acts, a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.

