

A photograph of a male musician with dark hair, wearing a dark jacket with brown sleeves, playing an acoustic guitar and singing into a microphone. The scene is lit with blue and purple stage lights. In the background, there is a bright, circular light fixture.

ICMP

The Institute
of Contemporary
Music Performance

GUIDANCE FOR
TIER 4 STUDENT
VISA APPLICANTS

icmp.ac.uk

CONTENTS

- 04** Issuing a CAS
- 06-10** Required documents
 - 06 Passport
 - 07 Qualifications
 - 08 English Language Test
 - 10 Maintenance Money
- 11-14** Further guidance
 - 11 Making your application
 - 12 Credibility interview
 - 14 Additional information

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ISSUING A CAS

To apply for a Tier 4 (General) student visa you will need to be issued a Confirmation of Acceptance for Studies (CAS) by the ICMP. Each CAS has a unique reference number and contains information about the course of study for which it has been issued and the student's personal details.

The following pages are a step-by-step guide to each piece of documentation that you will need for your visa application. Once you have all the documentation ready to submit, please send clear, colour scanned copies to your Admissions Advisor.

Please note that course fees are required to be paid in full prior to the ICMP issuing a CAS. If your course is longer than one year, then payment in full of the first years' course fees are required.

Once the course fees are settled and a complete set of documentation has been submitted it will be reviewed by a committee including members of senior management before a CAS is issued.

To issue you a CAS the ICMP will need to be satisfied that you are eligible for a Tier 4 (General) student visa and that all of your supporting documentation is fully compliant with UK Visas and Immigration (UKVI) policy. You can find UKVI policy published online [here](#)

FURTHER GUIDANCE:

Further guidance on UKVI and applying for a Tier 4 (General) student visa can be found online by going to the [Home Office website](#).

You will also find lots of useful information on the visa application process and studying in the UK published on the website for the [UK Council of International Student Affairs](#) (UKCISA).



“London is one of the best places to study music; there are loads of venue and performance opportunities and you can network with like-minded people.”

GUILHERME CAMINADA
BA (Hons) Songwriting

REQUIRED DOCUMENTS FOR YOUR VISA APPLICATION



PASSPORT

You will need to provide us with a copy of the photo page of the passport that you will be using to apply for your visa.

PLEASE ENSURE THAT:

- It will be in date at least 6 months into your study at ICMP
- It is a clear colour copy of the photo page of a valid passport
- It includes English translations of each subheading on the passport or that it is accompanied by a certified English translation



PLEASE NOTE:

Fully certified translation by a professional translator/translation company is required.

This translation must include:

- Details of the translator/translation company's credentials
- Confirmation that it is an accurate translation of the original document
- Contact details of the translator/translation company

It must also be dated and include the original signature of the translator or an authorised official of the translation company.

QUALIFICATIONS

You need to prove that you are suitably academically qualified for the course which you have applied for a visa to study on. Both ICMP and UKVI use a system called [UK NARIC](#) to assess equivalency of a student's qualifications to that of the UK Qualifications Framework.

PLEASE SUPPLY US WITH COPY OF:

The original certificate(s) of qualification which must clearly show:

- Your full name
 - The title of the award
 - The date of the award
 - The name of the awarding institution
- (Provisional certificates will not be accepted)

If your certificate or transcript is not written in English then it must be accompanied by a certified translation.

Alternatively, you can provide the original transcript of results which must clearly show:

- Your full name
- The name of the academic institution
- Your course title
- Confirmation of the award



ENGLISH LANGUAGE TEST

These countries are recognised as 'Majority English Speaking Countries' by UKVI:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- The United States of America

If you are **not** a national of any of the above countries then you will be required to complete an English Language Test.

The only circumstances that allow an exception to this rule is for students who are applying for a course at Level 6 or above who have successfully completed a degree (equivalent to a UK Bachelors Degree) which was taught in English in a majority English speaking country.

You must book your test at a UKVI approved SELT Test Centre as listed on the Home Office website [here](#). The only test accepted by UK immigration that is available outside of the UK is the [IELTS test](#). This must be the **IELTS (Academic) for UKVI test**. (Please note, if your test is not 'for UKVI' then it will not be accepted.)

The IELTS test has a validity period and must have been completed within the 2 years prior to the date of your visa application.

The following table outline the scores required for courses up to Level 5 (HNC, Higher Diploma or Cert HE) and Level 6 or above (BMus, BA or MMus):

IELTS Scores		
Category	Minimum scores up to Level 5	Minimum scores Level 6 or above
Listening	5.0	5.5
Speaking	5.0	5.5
Reading	5.5	5.5
Writing	5.5	5.5
Overall	5.5	5.5

Here is an example of an approved IELTS for UKVI results paper:

IELTS™

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules. GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes. It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

Centre Number Date Candidate Number

Candidate Details

Family Name

First Name

Candidate ID

UKVI Number — USED FOR CAS

Date of Birth Sex (M/F) Scheme Code

Country or Region of Origin

Country of Nationality

First Language

Test Results

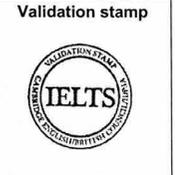
Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date Test Report Form Number





The validity of this IELTS Test Report Form can be verified online by recognising organisations at <http://ielts.ucles.org.uk>

FURTHER GUIDANCE

MAINTENANCE MONEY

In addition to your course fees, you will need to be able to prove to UKVI that you have sufficient money to support yourself while studying.

The amount of money that you need to show is £1,265 per month of study, up to 9 months. This means you must show a minimum of £11,385 in your account.

Applicants must show that they have held this money in an account(s) for minimum of 28 consecutive days within which the available funds in the account(s) cannot have dropped below the equivalent to £11,385 at any point.

Credit cards or overdrafts will not be counted, funds cannot be tied up in bonds or shares and the account(s) cannot have any restrictions on withdrawal amount.

PROOF OF FUNDS

Proof of available maintenance money can be a bank statement* or a letter from the bank**. Any documents that are not written in English will need to be accompanied by a certified translation*** and must be dated within 31 days of the visa application.

You can use money held in the account of your parent(s) or legal guardian(s) provided that you can supply a signed letter from them stating that they will be supporting you financially for the duration of your study, a copy of their passport showing signature and your birth certificate or a court document proving legal guardianship.

More details on Maintenance Money requirement can be found on the [UKVI Policy Guidance](#), see pages 43-45.

*Please see section 210 of [UKVI Policy Guidance](#) to ensure your bank statement meets requirements.

**Please request a template letter from your Admissions Advisor for the bank to follow.

***Please see the passport section on page 6 for details on the criteria concerning certified translations.

MAKING YOUR TIER 4 VISA APPLICATION

You will be applying for is a Tier 4 (General) student visa.

You will be able to make your application up to three months prior to your date of travel to the UK. Your date of travel to the UK can be up to one month before your course begins.

You should apply for the visa in your habitual country of residence. Please contact your ICMP admissions advisor to clarify, if you are unsure of which countries this is applicable to.

You will need to supply a UK address that you intend to stay at upon arrival in the country (this can be a temporary address if you intend to move into something more permanent in the weeks following your arrival).

You can calculate the fee charged by the

Home Office for your visa application using the [fee calculator](#).

GETTING A DECISION

You should get your decision on your visa within three weeks of your application. Please check the [Visa Processing Times](#) guide to find the current timeframe for your country.

If your application is successful then you will receive a letter informing you of the decision. This will also give you the address of the UK Post Office where you will need to pick up your biometric residence permit within 10 days of your arrival. The branch of the post office will be designated based on its proximity to the address you have provided in your visa application.



Most applications go smoothly however occasionally delays do happen. In these circumstances students may be accepted onto courses at the ICMP up to the end of the fourth week of teaching (not including induction week). If you are expecting or experiencing delays which may affect your start on the course, then please keep us informed.



CREDIBILITY INTERVIEW

Following your visa application, you may be asked to do a credibility interview with an entry clearance officer.

Interviews are mainly designed to establish the credibility of the applicant and whether they genuinely intend to study in the UK and return home on completion of their studies.

You may be asked a number of questions about your immigration and education history, study and post-study plans, and financial circumstances.

An interview can be in person at the visa office in your country or via phone or online video call.

WHAT YOU CAN EXPECT TO BE ASKED:

- Why you wish to study in the UK
- Why you wish to study at ICMP, and other details about ICMP
- Why you have chosen this course, and other details about the course
- Any previous visits to the UK
- Your plans on arrival, where will you stay? Are you planning on working? etc.
- How are you funding your studies (based on the evidence you have supplied)
- What are your long term goals for after you complete your studies?

PLEASE NOTE:

You will be expected to answer all of these questions in English, without the aid of an interpreter.

ADDITIONAL INFORMATION

ACCOMMODATION

A downloadable [accommodation guide](#) is available from the ICMP website along with an accommodation [Facebook Group](#).

BIOMETRIC RESIDENCE PERMIT (BRP)

Upon arrival in the UK your passport will be endorsed with a 30 day travel vignette. This will allow you to enter the country at which point you will have 10 days to visit your designated Post Office to collect your Biometric Residence Permit (BRP).

INDUCTION

In the first week of term, ICMP organises various events inside and outside of the school to welcome you to the school, student life in London and help you to get to know other students. ICMP will arrange for a specific event during induction week for overseas students that will include information on subjects such as health services, opening a bank account and travel. More information on the services that ICMP provides for our international students can be found [here](#).

ATTENDANCE

Attendance is reported by contact points (a contact point is defined as a student attending at least one timetabled class during a scheduled day of course delivery). Missing ten consecutive contact points without prior agreement or notification will be reported to UKVI and will result in the termination of your visa.

Students are also required to comply with our Attendance Policy, attending at least 83% of timetable classes.

CONTACT DATA

Students must keep ICMP updated with their current UK address and UK phone number at all times. ICMP carry out spot checks on students contact data throughout the academic year.

ACADEMIC PROGRESSION

UKVI rules state that students who have already been studying in the UK must demonstrate academic progression for each new course of study. This does not apply to students who have already been studying at any level outside of the UK.

HEALTHCARE

You will be subject to a charge of £ 150 per year to cover the cost of using the [National Health Service](#) (NHS) in the UK.

This charge will cover the duration of your permission to stay in the UK as per the allowance on your visa, rather than the length of your course.

For example, a student who applies for leave to study a 12-month course will be charged £225, not £ 150, as the student's permission to stay will exceed the 12 month period of the course.

The charge is calculated as £ 150 (1 year) plus £75 (any additional period of 6 months or less is charged at the rate of half the annual amount). The health surcharge is payable in full at the time of the immigration application. It is very important that you ensure have paid the surcharge before you submit or send your immigration application.

Once you have arrived in the UK you will need to [register with your local GP](#) (General Practitioner -Doctor). Medical walk-in centres are also available if you are taken ill prior to registering or when visiting another part of the country.

Healthcare is free at the point of delivery in the UK. Prescribed medication costs £8.05 per prescription.

WORKING WHILE STUDYING

International students requiring a Tier 4 student visa will be granted up to **20 hours per week** working rights by the UKVI. For this to be granted your CAS number must have been issued after **1st August 2019**. If you are unsure of your working rights please contact the ICMP Admissions Team for further clarification.

AFTER YOUR STUDIES

When you finish your course you will have a period of time with which you are permitted to stay in the UK. For a course of up to 12 months or less this will be a period of 2 months or for a course exceeding 12 months in length it will be 4 months. Within this time you can apply to switch or extend your visa if eligible



ICMP



Registered name and address: ICMP Management Ltd, 1B Dyne Road, London NW6 7XG.
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