



# Checklist – General/Adult Student Visa (PBS Tier 4)

## 一般學生簽證文件審核清單

1. You must supply original documents. 您已遞交所有文件正本
2. You must provide a photocopy of all original documents.  
您已提供需保留正本文件的影本
3. You must read the Policy Guidance: 您已詳讀簽證政策指南  
<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>

### Translation of Documents 文件翻譯須知

Any documents that have to be submitted in support of points claimed, which are not in English or Welsh must be accompanied by a full translation that can be independently verified by the UK Border Agency. The original translation must contain confirmation from the translator that it is:

非英語文件必須透過專業翻譯者譯成英文，譯者須確認翻譯文件具備以下資訊：

- an accurate translation of the original document; 翻譯內容與原文相符
- the date of the translation; 翻譯的日期
- the translator's full name and signature; 譯者的全名與簽名
- the translator's contact details. 譯者的地址及聯絡電話

Applicant Checklist 文件清單	<p><b>VISA LETTERS WILL NOT BE ACCEPTED FROM FEBRUARY 22<sup>ND</sup>. FROM THIS DATE YOU WILL REQUIRE A CONFIRMATION OF ACCEPTANCE FOR STUDIES (CAS) REFERENCE NUMBER FROM YOUR SPONSOR.</b></p> <p>自 2 月 22 日起將不再接受簽證信。您需要提供學校給予您的接受就讀確認函編號(CAS reference number)。</p>	Office Use Only	
Yes 是	No 否	Yes 是	No 否
	A signed application form (VAF9 PBS) <a href="http://www.visa4uk.fco.gov.uk">www.visa4uk.fco.gov.uk</a> 填寫線上申請表、列印並簽名		
	A signed Appendix 8 self-assessment form. <a href="http://www.ukvisas.gov.uk/en/howtoapply/vafs/">http://www.ukvisas.gov.uk/en/howtoapply/vafs/</a> 列印出 PBS 一般學生 APPENDIX-8 表格並填寫及簽名		
	Current passport with at least one double-sided page free for the visa vignette, and any old passports. 效期 6 個月以上的有效護照(至少內含一頁雙面空白頁)及任何舊護照		
	Visa fee to be paid in NT dollars at the visa application centre 於簽證申請中心以新台幣繳交簽證費用		
	One recent coloured and unframed passport size photograph taken with a white background. Approx. size should be 45mm x 35mm 一張約 45mmX35mm 白底無邊之彩色六月之內拍攝近照		
	Confirmation of Acceptance For Studies (CAS) Number ..... 接受就讀確認函編號(CAS)		
<p><b>Documents required for all applicants. Please refer to Policy Guidance. It is your responsibility to check with your sponsor the contents of the CAS so that you know which documents are required to support your application.</b></p> <p>申請所需文件，請參考學生簽證政策指南。您有責任與學校確認接受就讀確認函(CAS)的內容，以便您了解申請時所需文件。</p>			

	Original documents of relevant certificates, qualifications or other evidence mentioned by your sponsor in the CAS 學校於接受就讀確認函(CAS)所列之相關學歷證明或其他證明正本。		
	Evidence of your Taiwan immigration status (Not applicable if you are a full Taiwanese passport holder), for example Alien Resident Card 在臺灣居住的身份證明(台灣護照持有者不適用); 例:外僑居留證。		
	Consent letter for 16 and 17 year olds signed by either parents or the parent who has sole custody confirming their support of your application and their consent to the arrangements for your travel to, and reception and care in the UK. Note the sole custody order or death certificate (as appropriate) must be submitted if both parents do not sign the letter. If you are going to live independently, the letter must also state their consent to this arrangement and your independent travel to the UK. 16、17 歲申請者須提供父母雙方或擁有唯一監護權者簽名的父母同意書做為同意申請者前往英國的一切生活住宿安排。如父母雙方無法簽署同意書，須出示證明文件。如唯一監護權證明或死亡證明(如適用)。如申請者自行負責住宿並獨自前往英國須在同意書中說明。		
	Any other supporting documents required by Points Based System Tier 4. 其他計分積點制度所需補充文件。		
<p><b>Maintenance</b></p> <p>Evidence of maintenance must show that funds have been held for a minimum period of 28 consecutive days finishing on the date of the closing balance shown on your bank statement. The end of that 28-day period must not be more than one month before the date of your application.</p> <p>If you would like to use fixed / time deposit statement as your financial proof, please request your bank to issue an updated letter with the following <b>suggested</b> wording: “We can confirm that the funds which were initially deposited on (insert date) are still available and have been since the time of the deposit”.</p> <p>出示的財力證明文件必須能顯示規定的金額已連續持有至少 28 天，且最後一筆紀錄須在簽證申請日的一個月內。</p> <p>申請人如欲使用定存證明/ 定存單來做為財力證明的依據，請到所屬銀行請求開立英文證明，並建議附上以下說明： “We can confirm that the funds which were initially deposited on (insert date) are still available and have been since the time of the deposit”.</p>			
	Evidence of any outstanding course and accommodation fees and required maintenance funds as specified in the points based system policy guidance. For example: bank statement, fixed deposit certificate with a letter from your bank confirming the funds are available for more then 28 days, letter from your bank, bank book. You may also show original receipts for tuition fees and/or accommodation fees already paid. 足以支付未繳交學費，住宿費及生活費的財力證明文件須依據計分積點制度指南，諸如銀行對帳單、銀行出具信函證明定存有效超過 28 天、銀行信函、存摺。您可同時出示已繳交的學費及住宿費收據正本。		
	Funds can be in your own name; in a joint account where you are named as one of the account holders; or in your parent(s)/legal guardian(s) name. 存款可以為您個人名下帳戶或載明您為其一帳戶擁有者之共同帳戶，或您父母/監護人名下帳戶。		

	<p>If funds are in your parent(s) name you must submit a birth certificate and a signed letter from your parents agreeing to fund your studies and confirming your relationship.</p> <p>If funds are in your legal guardian(s) name you must submit legal guardianship documents and a signed letter from your legal guardian agreeing to fund your studies and confirming your relationship.</p> <p>若提供父母之財力證明，您需要檢附出生證明/戶籍謄本和同意支付您的求學費用及確認與您的親屬關係的簽名信函。</p> <p>若提供合法監護人之財力證明，您需要檢附擁有您合法監護權的證明文件，和同意支付您的求學費用及確認與您的親屬關係的簽名信函。</p>		
	<p>If applicable, a letter from your official sponsors stating the duration and the amount of the award. An official financial sponsor is Her Majesty's Government; the student's home government; the British Council; any international organisation; international company; university; or an independent school.</p> <p>官方贊助者要提供贊助期間及贊助金額之信函(如適用)。官方贊助者為英國政府、學生所屬國家的政府單位、英國文化協會、任何國際組織、國際公司、大學或獨立學校。</p>		

I CONFIRM THAT ALL THE ABOVE ORIGINAL DOCUMENTATION I HAVE SUBMITTED IN SUPPORT OF MY APPLICATION FOR A VISA TO THE UK IS GENUINE. TO THE ORIGINATORS OF THESE DOCUMENTS, I HEREBY AUTHORISE THE DOCUMENT VERIFICATION TEAM IN THE VISA SECTION AT THE BRITISH EMBASSY OR CONSULATE-GENERAL TO MAKE WHATEVER CHECKS THEY REQUIRE TO VERIFY THE SUBMITTED DOCUMENTS' AUTHENTICITY.

本人確認出具的所有上述正本文件皆為屬實，在此同意英國大使館簽證處採取必要方式查證檢驗各項文件的來源出處。

ADDITIONAL ORIGINAL DOCUMENTS RECEIVED:

申請者提供之正本文件，如下所示:

1. \_\_\_\_\_  
Applicant's name (capital letters)  
申請者姓名 (大寫拼音)
2. \_\_\_\_\_  
Applicant's signature  
申請者簽名
3. \_\_\_\_\_  
Applicants email address  
申請者電子信箱
4. \_\_\_\_\_  
Officer's signature  
審件員簽名

DISCLAIMER 免責聲明:

The above checklist is meant as guidance only. It is not a comprehensive list of the documents you should submit in support of your application and submission of these documents does not guarantee that your application will be issued. The definitive source of guidance is the Tier 4 Policy Guidance published by UKBA. It is your responsibility to submit original documentation that you believe will help demonstrate to the Entry Clearance Officer that you can meet the criteria for entry to the UK in the category that you have applied. Further free guidance on the criteria for entry to the UK can be obtained from the following website:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>

上述所列文件審核清單僅供初步參考，此清單並非簽證申請的絕對準則，此外上述所有必要文件之遞交亦不保證您的簽證核發。第四級學生簽證的最完整規定是由英國國境局核定。申請者有責任遞交文件正本，以向簽證官證明您的申請符合英國簽證的各項規定，請您詳讀網站上公告已取得更深入詳盡的相關英簽申請規定說明。

**February 12<sup>th</sup> 2010**