

Applying for your  
Post Study Work Visa (PSW)  
with  
Edinburgh's Telford College (ETC)

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## 1. The closure of the Tier 1 Post Study Work Scheme

The UK Government has announced that Tier 1 Post Study Work will be withdrawn on the 5<sup>th</sup> April 2012.

If your teaching department can confirm you have successfully finished your HND before April 2012, then you should be able to apply.

If your teaching department cannot confirm you have successfully finished your HND before April 2012, it will not be possible for you to apply for Tier 1 Post Study Work.

The UK Government has announced that they will be changing the rules for students who wish to stay in the UK as a Tier 2 Sponsored Skilled Worker. This should make it easier for employers to sponsor immigration applications for recent graduates. We will publish more information about the changes to the Tier 2 Sponsored Skilled Worker category when it becomes available.

## 2. Making your Tier 1 Post Study Work application

You will need:

- **The Tier 1 Post Study Work application form:**

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/applying/>

- **The UKBA Policy Guidance** – this contains all the information in regard to the documents you need and the criteria you need to meet to make a successful application:

<http://ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier1poststudyworkguidance2.pdf>

### 3. How do I qualify for it?

- You must achieve the required number of points for each section - 75 points for Qualification, 10 points for English Language and 10 points for Maintenance ( please see section 4 below for details)
- You must not have previously held a Post Study Work visa
- To apply in the UK, you must currently hold a student visa (old or new Tier 4), student re-sit visa, student writing up a thesis visa, IGS visa or a PBS dependant visa

### 4. The Points

1) You can obtain 75 points for your Qualification broken down as follows:

- You have successfully finished your HND from Edinburgh's Telford College (20 points)
- You have been awarded your qualification from a recognised UK body (20 points)

If you have not received your results, you do not have the qualification and therefore cannot apply to PSW; therefore it is vital that you pass your course to apply

- When you studied, you had a student visa or any visa which did not prohibit study (20 points)
- You are applying for PSW within 12 months of obtaining\* the HND qualification (15 points)

**\*A qualification is deemed 'obtained' from the date when you are notified in writing that the qualification has been awarded**

2) You need 10 points for English Language:

- If you have an academic qualification gained in the UK and are applying for PSW, you will automatically qualify for **10 points**

3) You need 10 points for Maintenance:

- If applying from **inside** the UK, you must have **£800** at the date of application, and must have held this money for at least 90 days beforehand. This means if you decide to apply on the 1st OCT 2011, you need to show that you have had at least £800 pounds in your bank account, everyday starting from 1st July 2011 to 30th Sep 2011 (**10 points**)
- If applying from **outside** the UK, you must have **£2,800** at the date of application and you must have held this money for at least 90 days
- This money does not have to be in one account; it can be spread across several. You simply need to show that the accounts are yours and you held the required amount of money over the time specified.

## 5. How do I apply?

- You will need to complete the application form Tier 1 PSW (Post Study Work) and submit the supporting documents as requested
- The International Zone offers help on how to complete a Tier 1 (PSW) application form, please contact International for appointments  
[international@ed-coll.ac.uk](mailto:international@ed-coll.ac.uk)
- Please see page 3 of this document for links to the form you should complete along with relevant guidance notes
- You **must** read the guidance on photographs as recommended by the UKBA. Many students send photographs which are unacceptable and their application form is returned to them. Read the guidance by going to:  
<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidance0409.pdf>
- You can apply by post or in person. For more information about in person applications please see:  
<http://www.ukba.homeoffice.gov.uk/contact/applyinginperson/>  
**Please note:** in-person application option is occasionally unavailable without warning

## 6. What documents do I need?

- You will need to provide the following:
  - Your completed Tier 1 (Post Study Work) form
  - Your current passport
  - Your previous passport(s) if applicable
  - Your Biometric Card if you have one
  - Your HND certificate. If you have not yet received a certificate, please ask **your teaching department** to issue a letter to confirm you have successfully finished your HND and then contact the **International Zone**

- An Edinburgh's Telford College Post Study Work Letter
  - This letter can be obtained once your teaching department can confirm you have successfully finished and passed your HND. If you require this letter you should contact the International Zone [international@ed-coll.ac.uk](mailto:international@ed-coll.ac.uk)
  - If there is a gap of a several weeks/months between finishing your course and obtaining your final results then please contact International for further advice [international@ed-coll.ac.uk](mailto:international@ed-coll.ac.uk)
- Original bank statement(s) showing a balance of at least **£800** continuously present in your account for a minimum duration of 90 days
  - **IMPORTANT!** Request originals from the bank early as they will take approximately 14 days to be received.
  - You can use statements printed from the internet if they contain all of the information found on your original bank statements. Your internet print-offs must also be stamped by the bank on every page or be accompanied by a letter from the bank confirming that they are accurate
- If you have a Police Registration Certificate, include this
- If you are being sponsored, or have been sponsored in the last 12 months by a Government or scholarship organisation, a letter from them confirming they permit you to make the application
- The fee of **£594** (postal) or **£918** (in person)
- If you have any documents which need to be translated, please see our advice on translated documents in the end of this guidance article

## 7. Can my spouse / children stay with me?

- **Yes.** Your spouse / civil partner and children are permitted to apply
- Their applications cost **£297** each by post and **£459** if applying in-person when they are made at the same time as the main applicant (person/graduate applying for Post Study Work). You must send it in the same envelope
- Any dependants should apply using the form PBS (Dependant), available to download along with relevant guidance notes here: <http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/dependantapplications/>
- If the main applicant has been in the UK for **over** 12 months, you must have **£533** available per dependant. If the main applicant has been in the UK **less** than 12 months, each dependant must have **£1,600** available. Remember, all funds must have been continuously available at the required level or more for the previous 3 months (90 days) prior to application

### **Documents needed:**

- Completed PBS (Dependant) application form
- Current passport (If their visa is in a previous passport, the old passport is also required)
- A marriage certificate or birth certificate (for spouse / civil partnership or child)
- Bank statements showing the required amount of funds for 90 days
- A police registration certificate (if they have one)
- The fee (**£297 or £459**)

## 8. Translating documents

Do you have documents that aren't in English? If so, they need to be translated!

All documents which are not in English or Welsh must be translated by a professional translator. It is no longer permitted for students to translate documents themselves

If you submit documents which are not in English without a translation, they will not be considered when a decision is made about your visa.

Please contact your local translation service providers. You must ensure that the translation you receive is a certified translation and that it also contains the following:

- The translator's credentials\*
- Confirmation from the translator that it is an accurate translation of the original document
- The translator's contact details
- The date
- The translator's signature

\*if your translation is from inside the UK