



REGULATED BY THE
OFFICE OF THE
IMMIGRATION
SERVICES
COMMISSIONER



University of
East London

**Letter from a Bank or Building Society confirming funds
have been held for a consecutive 28 day period**

This Checklist is designed to help you prepare your maintenance documents in line with UK Visas and Immigration (UKVI) requirements. Please read the [Tier 4 Policy Guidance](#) (page 53).

To submit your documents, please complete our [Tier 4 Maintenance Form](#).

Please tick to ensure your letter meets all of the following requirements:

- ☐ The letter contains your or your parent(s)/ legal guardian(s)' name

Please note: your letter needs to be in either your name or your parent(s)/ legal guardian(s)' name. If your bank letter is in your parent(s)/ legal guardian(s)' name, please see further checklist for the additional documents required

- ☐ The letter shows the full account number

Please note: The letter can be either be from a personal current or savings account, but it cannot be a business account and you have to be able to withdraw the money at any point.

- ☐ The letter is dated

Please note: The letter must not be more than 31 days old from when you apply for your Tier 4 visa

- ☐ The letter is on official letterhead paper showing the financial institution's name and logo

- ☐ The letter contains the following sentence, 'I confirm the minimum amount of money in the bank (or building society) account during the last 28 consecutive days was _____'

Please note: You must have held at least £1,265 per calendar month of your course up to a maximum of 9 months, plus any outstanding tuition fees. This must have been held in your account for at least 28 days ending on the closing balance

Please also note:

- If your letter is from either Bangladesh, Cameroon, Ghana, India, Iran, Pakistan, Philippines or Sri Lanka it appears on the list of '[Financial Institutions whose financial statements are accepted](#)' by UKVI.
- If you are applying with dependants please contact isa@uel.ac.uk for more information.
- Any document not in English must be officially translated into English by a certified translator meeting UKVI requirements. Please see Tier 4 requirements on translations in the [Tier 4 Policy Guidance](#) (pages 15-16).

BANK NAME LOGO

[Date – *Must be within the last 31 days*]

To whom it may concern,

This letter confirms that *[your name/ parent/ Legal/ guardian's name]* holds an account at our bank. The account number is *[account number]*

The minimum amount in this account during the last 28 consecutive days is *[The lowest amount of money in the account over the last 28 days]*

This money is available to the account holder(s) and the account holder(s) can withdraw this money any time.

Yours faithfully,

[Signature]

[Bank Employee's name]