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# VISA APPLICATION GUIDELINES

Students wishing to study in the UK will need a valid passport to enter the country.

Depending on where they were born or live and length of study, students from outside the European Economic Area (EEA) and Switzerland will also need a visa (official permit) to study in England.

**Visa Types**

### [Student visitor](http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/)

For adults who want to study a short course in the UK and will not work while they are here. A Student Visitor Visa allows the student to study for up to 6 months. An Extended Student Visitor Visa allows the student to study for up to 11 months. A Student Visitor Visa does NOT allow the student to work alongside their studies. This visa is non-renewable in the UK.

### [Child visitor](http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/child/)

For children who want to study a short course in the UK and will not work while they are here. A Child Visitor Visa allows the student to study for up to 6 months.

### [Prospective student](http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/prospective-student/)

For people who need to finalise their arrangements for their Tier 4 course of study in the UK.

## How to apply

Guidelines on how to apply for visas can be found on the following website: <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/quick-guide/>

## Enrolment Policy

## In order to enrol a student requiring a Student Visitor Visa or Extended Student Visitor Visa, we require the following information:

* Exact dates of study
* Copies of passport
* Completed enrolment form
* A deposit of 25% of the full course fees is required to confirm the enrolment of the student.
* Proof of funding for the remainder of the course fees

Upon receipt of the deposit a letter confirming the student’s enrolment will be issued. The student can then use this letter to assist their visa application.

Fees will be refunded if the applicant is unsuccessful (less a non- refundable deposit of £100).

## In order to enrol a student requiring a General Student Visa we require the following information:

* Exact dates of study
* Copies of passport
* Completed enrolment form
* Full payment of course fees
* A non-refundable deposit of £100

Upon receipt of all of the above information a letter confirming the student’s enrolment will be issued. This can then used to assist a visa application.

**Sponsored Students**

## Sponsored students should provide us with a Financial Letter of Guarantee (FLG)

## During the student’s stay

Passports and visas are checked and photocopied upon arrival. All of the required contact details are obtained from the student (as per our Admissions Policy) upon arrival. Students are asked to advise the office of any changes in contact details.

Attendance is monitored throughout the student’s stay and the UKBA is notified of any sustained period of absence.

**Useful references**

## [*http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/*](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/)

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