

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. If you are unsure if you need a Visa, please visit this website to check <https://www.gov.uk/check-uk-visa>

Visa Types

[Short-Term Study Visa](#)

For students who want to study a short course in the UK and will not work while they are here. A Short-Term Study Visa allows the student to study for up to 6 months or 11 months if you're 16 or over and taking an English Language Course. A Short-Term Study Visa does NOT allow the student to work alongside their studies, have access to public funds or bring family members ("dependants") with you – they must apply separately. You can not renew your Short-Term Study Visa in the UK. For more information please check this website <https://www.gov.uk/study-visit-visa/eligibility>

[Standard Visitor Visa](#)

For adults who would just like to visit the UK for leisure, holiday to visit family and friends and to study is not the main reason to visit you can apply for the Standard Visitor Visa. Once in the UK if you decide to take a short English Language Course, you can study for up to 30 days. For more information please check this website <https://www.gov.uk/standard-visitor-visa/eligibility>

[Standard Visitor Visa Under 18](#)

If you are under 18 you can apply for a Standard Visitor Visa if

- You have made suitable arrangements for your travel and stay in the UK
- You have consent from your parent or guardian to travel to the UK
- You are able to pay for your return or onward journey
- You have enough money to support yourself without working or getting help from public funds, or you have family and friends that can support you

You can travel alone to the UK without an adult (someone over the age of 18), your parent or guardian will need to provide their:

- Written consent for you to travel to the UK
- Full contact details
- The name, address and date of birth of the person that you will be staying with
- Details of your relationship to the person who will be looking after you and their consent in writing so they can look after you during your stay in the UK

Please check here for further information on travelling with an adult (someone over the age of 18) <https://www.gov.uk/standard-visitor-visa/if-youre-under-18>

How to apply

Guidelines on how to apply for visas can be found on the following website:

<https://www.gov.uk/browse/visas-immigration/what-you-need-to-do>

Enrolment Policy

In order to enrol a student requiring a **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.

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).

Sponsored Students

Sponsored students should provide us with a Financial Letter of Guarantee from their Sponsor / Embassy before they can start studying with us. (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 UKVI is notified of any sustained period of absence.

Useful references

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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