**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**

For adults who want to study on 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 (ie Under 18 years of age)**

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

**Prospective Student**

For those 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/visa-immigration/studying/quick-guide>

In order to enrol a student requiring a visa the school requires the following information:

Exact dates of study

Copies of Passport

Completed Enrolment Form

Full fees for the course and accommodation (if required)

Upon receipt of the above 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 £110)

**Sponsored Students**

Sponsored students should provide the school with a Financial Letter of Guarantee (FLG)

**During the Course**

Passports and visas are checked and photocopied upon arrival. All of the required contact details are obtained from the student 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>

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