

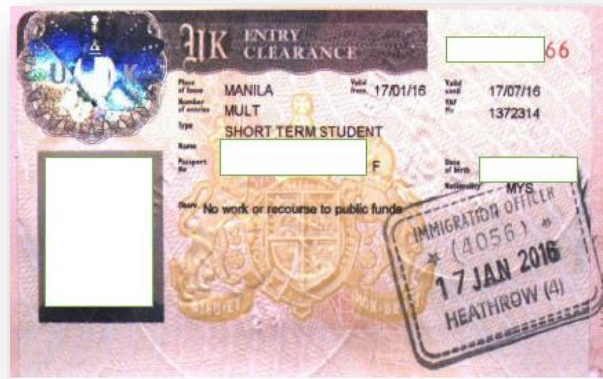


Foundation for International Education

# SHORT-TERM STUDY VISA GUIDE



Example of Short-Term Study entry stamp  
(Non-Visa Nationals only)



Example of Short-Term Study visa vignette  
(Visa Nationals and Non-Visa Nationals who apply in advance of travel)

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## WHICH TYPE OF VISA DO I NEED?

I **WILL** be undertaking an internship, service internship or service learning placement as part of my FIE programme



I **DO NOT** hold a valid passport from a country within [the EU, EEA or Switzerland](#)



**Tier 4 (General) visa**

This guide is not for you. Please see separate guide on the [FIE website](#)

I **WILL NOT** be undertaking an internship, service internship or service learning placement as part of my FIE programme



I **DO NOT** hold a valid passport from a country within [the EU, EEA or Switzerland](#)



**Short Term Study visa**

Please continue reading this guide

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# USEFUL CONTACTS

- **Lauren O'Brien, Immigration and Compliance Officer**  
Foundation House, 114 Cromwell Road, London, SW7 4ES  
Tel: +44 (0) 207 591 7767 / Email: [lobrien@fie.org.uk](mailto:lobrien@fie.org.uk)
- **UK Visas & Immigration**  
[Contact Information](#)  
Please note: There is a charge to contact the UKVI by phone or email:
  - **£5.48 per e-mail**. This includes the initial e-mail enquiry plus any follow-up e-mails to and from the contact centre relating to the same enquiry.
  - **£1.37 per minute for calls** to the helpline in addition to the standard network charge.  
*This pricing information is correct as of June 2018*
- **UK Council for International Student Affairs (UKCISA)**  
[Advice for international students coming to the UK](#)

# SECTION 1: INTRODUCTION & FREQUENTLY ASKED QUESTIONS

## 1. What is a 'Short-Term Study' visa?

Short-Term Study is a UK immigration category intended for students who will be studying in the UK for less than six months and will not be engaging in any internships, service learning placements, work placements, paid or unpaid work.

If you will be doing an internship or service learning placement as part of your programme, you need to apply for a Tier 4 (General) Visa. Please see the Tier 4 visa guide on the [FIE website](#) for more information.

The [Home Office's website](#) gives more details of all the requirements for making an application, and the responsibilities you will have as a Short-Term Study visa holder.

## 2. What if I hold a European Union (EU) / European Economic Area (EEA) / Swiss passport?

[EU / EEA](#) / Swiss passport holders are not subject to UK immigration control and so do not need permission to work or study in the UK. Therefore, you do not need a visa for the FIE programme **but** please bear in mind the following:

- You must travel to and enter the UK on this passport; AND
- Your passport must be valid for the entire duration of your studies.

## 3. Should I renew my passport first?

Your passport **must be valid for the duration** of your FIE programme.

If your passport expires within 6 months of the end of your FIE programme, it is strongly recommended that you renew it before completing the Passport Questionnaire in your FIE application. You may not be permitted to travel if your passport is due to expire shortly and you will have difficulty travelling in mainland Europe.

## 4. How long will my visa last?

**Your Short-Term Study visa or entry stamp should be valid for 6 months**, but you are expected to depart the UK no more than 30 days after the end of the study abroad programme. You cannot extend your Short-Term Study visa.

## 5. Do I need to apply for a Short Term Study visa before I travel to the UK?

This depends on a couple of factors:

1. The first is the passport you hold – whether you are a **'visa national'** or **'non-visa national'** (see table below).
2. The second is, if you are a non-visa national, **whether you are travelling to the UK through Ireland** or any other part of the 'common travel area': Isle of Man and the Channel Islands (see question 6).

### Non-Visa Nationals

As the name would suggest, non-visa nationals are not required to apply for a visa before entering the UK.

**US citizens are 'non-visa nationals'.**

You can apply to enter the UK as a short-term student on arrival at the port of entry (passport control).

### Visa Nationals

If you are a visa national, then you must apply for 'pre-entry clearance' before you travel to the UK.

Check whether the country you are a citizen of appears on the [visa national list](#) (You will need to open up the heading **'Appendix 2. visa national list'**; and if you see an asterisk next to your country, open up the next heading, 'Holders of specified travel documents' to see if you fall into any of the exceptions listed there.

## 6. Can I travel to the UK via Ireland?

### Non-Visa Nationals

**No. Not unless you apply for a Short-Term Study visa in advance (in the same way as a Visa National).**

**This includes students who are on Dublin + London programmes.**

The UK and Ireland are in a 'common travel area' (i.e. there is no passport control between them). This means that you would not encounter a UK Border Force Officer and so would not be given the correct endorsement (stamp) in your passport on entry. Without this, you would not be permitted to study in the UK (and register on the FIE programme).

In this situation, you would be required to travel outside of the common travel area (e.g. to France) and re-enter, applying for Short Term Study permission at the port of entry.

### Visa Nationals

**It is possible but strongly discouraged.**

Those who apply for their visas in advance have 'pre-entry clearance' and long as they arrive in the UK within the valid dates of their visa, their visas are 'self-activated' (meaning an entry stamp is not required).

However, it can cause various complications so it should be avoided if possible.



**Any** student travelling through Ireland to enter the UK must retain their boarding pass or flight confirmation email as this will be requested at registration.

Once a student registers at FIE, subsequent travel to or through Ireland will not be a problem.

## 7. When can I apply?

### Non-Visa Nationals travelling directly to the UK

You can apply at the port of entry (passport control) when you arrive in the UK.

### Visa Nationals & Non-Visa Nationals entering the UK from Ireland

You should begin your application as soon as possible, but bear in mind that you **cannot** submit your application **more than 3 months** before the start of your course. Visa applications are usually processed within 15 working days. You will need your Short-Term Study Letter of Support when filling in your online application.

## 8. Where can I apply?

### Non-Visa Nationals travelling directly to the UK

You can apply at the port of entry (passport control) when you arrive in the UK.

### Visa Nationals & Non-Visa Nationals entering the UK from Ireland

From March 2018, the online [Access UK](#) system has replaced the old Visa4UK application system.

You should make your application from within your home country or a country where you legally reside (e.g. you have a valid student visa or permanent residence, etc.)

## 9. How much will it cost?

<b>Non-Visa Nationals travelling directly to the UK</b> There is no charge to apply at the port of entry when you arrive in the UK.	<b>Visa Nationals &amp; Non-Visa Nationals entering the UK from Ireland</b> The Short Term Study visa currently costs <b>£97 GBP</b> plus shipping. Expedited services incur an additional cost. <i>Note: This pricing information is correct as 6 April 2018</i>
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## 10. When can I travel to the UK?

<b>Non-Visa Nationals travelling directly to the UK</b> You should aim to arrive shortly before the start date of your programme – no more than one week before the start date on your Short-Term Study Letter of Support.	<b>Visa Nationals &amp; Non-Visa Nationals entering the UK from Ireland</b> You will only be able to come to the UK on or after the 'valid from' date on your visa. This is typically seven days before the start of your programme.  You cannot enter the UK before this date and may be refused entry by the UK Border Force if you attempt to do so.
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## 11. Can I work or participate in an internship in the UK?

Short-term students can volunteer but **cannot** do any of the following while in the UK:

- Participate in an internship or work placement as part of their studies
- Undertake any paid, unpaid or voluntary work (see below)
- Extend their visa, or apply for another visa

## 12. What is the difference between volunteering and voluntary work?

Factors that may be taken into account when considering whether it is voluntary work or volunteering are:

- Voluntary workers will usually have contractual obligations to perform the work (e.g. to attend at particular times and carry out specific tasks) with the employer being contractually required to provide the work – the contract does not have to be written. The worker is usually remunerated in kind.
- Students who are volunteering do not have a contract, they must not be a substitute for an employee and they must not be doing unpaid work – i.e. receiving payment in kind (although they are sometimes reimbursed for reasonable travel and subsistence expenses). Volunteers usually help a charity or voluntary or public sector organisation.

If you plan to do volunteer work while in the UK, please ensure that it meets the above requirements otherwise you may breach the conditions of your stay in the UK.

## 13. I have already had Short-Term Study or Tier 4 permission in the UK. Can I apply again?

Short-Term Study permission is not designed for "frequent or successive study". This means that a student is likely to be refused if the UKVI has reason to believe that the student is intending to study in the UK for extended periods through:

- successive use of the route if, for example, the student is seeking a second period under the short-term study route where less than 2 months have passed since they last visited the UK for the purposes of short-term study
- frequent use of the route if, for example, the student is applying several times within a 5-year period
- applying for the short-term study as a way of circumventing the Tier 4 route.

The UKVI will need to be satisfied that you are a genuine short-term study student and not using the STS route to spend multiple periods in the UK or to live or work here full-time. **It is therefore recommended that if you have studied in the UK before that you apply for Short-Term Study 'pre-entry clearance' in advance** (in the same way as a Visa National) so that your application is considered before you travel. If you do not, you could be refused entry at the UK border.

## SECTION 2: NON-VISA NATIONALS TRAVELLING DIRECTLY TO THE UK: HOW TO APPLY

You do not need to make a Short-Term Study application before coming to the UK. Instead, you can request to enter as a Short-Term Student at the port of entry (passport control) when you arrive.

When you arrive in the UK, you must inform the Border Force Officer that you wish to enter as a **Short-Term Study Student** and present your passport, along with the documents listed below.

**Do NOT try to enter through a fast lane 'eGate' – you must see a Border Force Officer when you enter the UK so you can be given this correct immigration permission entry stamp.**

You will need to carry these documents in your hand luggage and have them ready when you go through passport control:

### 1. Letter of Support for Short-Term Study visa

This is an **essential document** as it provides details of your programme for the Border Force. Students will receive this letter from FIE. You will be notified when the letter is ready to review and print from [studyabroad.fie.org.uk](http://studyabroad.fie.org.uk). You can find this letter saved under 'Attached Documents'. Please contact us before your departure if you cannot find it as it is very important that you access it.

Please keep this letter safe for the duration of your studies, as you will need it when you enter the UK and also if you are planning to travel outside the UK during your studies.

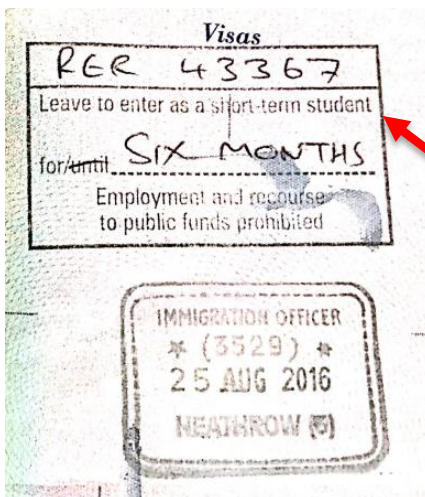
### 2. Proof of Finances

A recent bank statement or bank letter showing the money you will have available to you during your studies. There is no set amount, although it is recommended that you have about £1,000-£1,500 GBP for each month that you will be in London.

You can use a bank statement or letter from an account in a parent or legal guardian's name, but you will also need a signed and dated letter from them confirming your relationship and permission for you to use the money for your studies in the UK.

### 3. Return Flight Information

Printed proof of your return flight (e.g. ticket or reservation confirmation) showing that you intend to return to your country of residence at the end of your programme. Your return flight should be booked no more than 30 days after your programme end date.



The Border Force Officer will endorse your passport with an entry date stamp and the "short term student" visa stamp (example seen to the left).

**Make sure this has been done and ask the Border Force Officer to do so if necessary.**

Please skip ahead to [Section 4: Arriving in the UK](#)

## SECTION 3:

### VISA NATIONALS & NON-VISA NATIONALS ENTERING THE UK FROM IRELAND: HOW TO APPLY

You will need to make a visa application (known as 'pre-entry clearance') online before you can come to the UK as a Short-Term Study student. **You cannot do this after you arrive in the UK.** If you arrive in the UK without a visa you may be refused entry by the UK Border Force and will have to return to your home country.

#### IMPORTANT UPDATE:

In March 2018, the [Access UK](#) application system was introduced to replace the old [Visa4UK](#) system.

#### Should I use Access UK or Visa4UK?

Visa4UK is still running for now, but you should use the new Access UK service as Visa4UK will be phased out shortly. In addition, this Guide gives you advice on how to fill in the format of the [Access UK](#) application form only.

#### What happens if I have a problem with my application form or Access UK isn't working?

You should contact UK Visas and Immigration (UKVI) if there is a problem with the new system. Their contact details can be found in [Useful Contacts](#).

## STEP 1: COMPLETE ONLINE APPLICATION FORM

#### GO TO <https://www.gov.uk/study-visit-visa/apply>

The direct link to the online application form can also be [found here](#)

#### CONFIRM YOUR VISA TYPE:

Select: **Short-term student visa**



#### SELECT YOUR LOCATION:

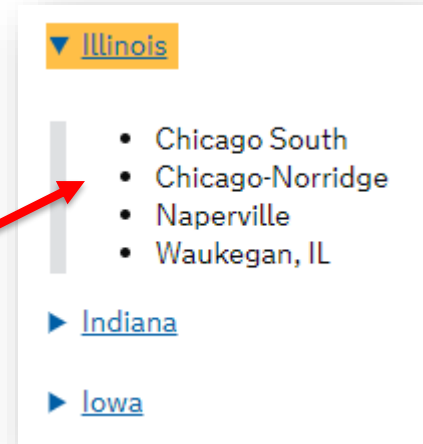
Enter the country in which you are making your application, (e.g. USA)

**Please note:** This **must** be your home country or a country where you are currently legally residing (e.g. if you are not a US citizen, you can apply from within the USA if you hold a valid US student visa).

## APPLY FOR A UK VISA – [COUNTRY]

You must be able to attend an in-person appointment at a visa application centre in the country where you are applying:

<p><b>Students applying from within the USA</b></p> 	<p>In the US, there are two types of visa application centres to choose from:</p> <ul style="list-style-type: none"><li>• <b>Application Support Centres</b> (referred to as US Dept. of Homeland Security Application Support Centres) can be visited at no extra charge. You can check your nearest <b>standard application centre</b> are listed by state, then drop down menu</li><li>• <b>Premium Application Centres</b> are located in Atlanta, Boston, Chicago, Washington DC, Houston, Los Angeles, Miami, New York City, San Francisco and Seattle. Premium Application Centres offer special services like expedited processing and walk-ins, but additional charges apply.</li></ul> <p>You must confirm that you can attend an appointment at one of the listed visa application centres in order to continue.</p>
<p><b>Students not applying from within the USA</b></p> 	<p>A list of visa application centres in the country in which are applying will be shown on this page. If there are no visa application centres in your country, you will be shown your closest options.</p> <p>You must confirm that you can attend an appointment at one of the listed visa application centres in order to continue.</p>



## CLICK APPLY NOW

You will be able to save your application and come back to it at another time if you need to.

## REGISTER YOUR EMAIL

- Enter a valid email address (that you regularly check)
- Your password must be 8 characters or longer and include a letter and a number or symbol.
- You will then be emailed a unique link to let you log back in to your application at a later point, if needed.
- Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.
- **Make a note of your email and password!**  
**WARNING:** Make sure you make a note of the email address and password you have used to create your account. Keep them safe. You may have trouble resetting the account and submitting your application on time if you lose these details.



## SAVE YOUR APPLICATION REGULARLY

Please save your answers regularly as you fill in the form so changes are not lost. There are two buttons at the bottom of each page:

- **Save and Continue**
- **Return to this application later**

**WARNING:** Your application will automatically log itself out after 25 minutes and changes will be lost.

If you cannot complete all of the questions on a page, click **Return to this application later**. You will be given a unique link back to your application, e.g.:

## FILL IN THE FORM

Most questions are straightforward, but most do have brief explanations in blue if you have trouble.

So that you know what information you will need to have to hand when filling in the application, most questions are listed here:

### Your name

- Enter your name as shown on your passport.
- If you have middle names, include these with your given name
- If your name has a suffix (for example Jr.), include this with your given name

### Living at your home address

- How long have you lived at this address?
- What is the ownership status of your home? (Drop-down menu options)

### Your gender and relationship status

- What is your gender, as shown in your passport or travel document?
- What is your relationship status? (Drop-down menu options)

### Your nationality, date and country of birth

- You must enter all the nationalities you hold
- Date of birth. Enter date in the UK format (DD MM YYYY)
- Country and place of birth

### Your immigration status

This question appears for applicants NOT applying from within their country of nationality, (e.g. non-US citizens who hold a US student visa, etc.)

- What permission do you have to be in United States of America?
  - I have a temporary visa (*correct choice for those with a valid student visa*)
  - I am a permanent resident (*correct choice for those with a Green Card*)
  - I do not have a visa and I am not a permanent resident

## Application saved

Use the link below to return to your application.

<https://visas-immigration.service.gov.uk/resume/d7aba3d3-e5d0-4edc-9624-e082e0a569c6>

Email this link

Return to your application

You must return to your application within 10 weeks, or it will be deleted to protect your privacy.



[Download your part-completed application \(PDF\)](#)

Sign out

### Your passport

- You must use your passport or travel document to complete this section.
- If you are a US passport holder, the 'Place of Issue' on your passport is also known as the 'Authority'. You can enter 'US Dept of State'

Place of issue

This will be a city or province.

US Dept of State

### Do you have another passport or travel document?

- If you hold dual nationality and have another valid passport, enter its details here
- If you have an expired passport that contains UK or US visas, enter its details here

### National identity card

- This is the identity card issued by your national government. Please select 'No' if your country does not issue national identity cards or you do not have your card.

### Course enrolment

- Are you enrolled or accepted on a UK course? Select **Yes**.
- Institution name: Enter: **Foundation for International Education**
- Course name: **[ENTER EXACTLY AS LISTED ON YOUR SHORT-TERM STUDY LETTER OF SUPPORT]**
- Qualification you will get: Enter: **Academic Credit for Short-term Study Abroad Course**
- Course start date: **[ENTER EXACTLY AS LISTED ON YOUR SHORT-TERM STUDY LETTER OF SUPPORT]**
- Course end date: **[ENTER EXACTLY AS LISTED ON YOUR SHORT-TERM STUDY LETTER OF SUPPORT]**

### Would you like to add any other courses that you are enrolled or accepted on in the UK?

- Select **No**.

### Is your accommodation included in the cost of your course?

- Select **Yes** if you are staying in FIE housing
- Select **No** if you are not staying in FIE housing

### What will you do when your course finishes and your visa expires?

- Enter: **I will return to [country name] to complete my studies at [home institution name].**

### Previous study in the UK

- Have you studied in the UK before? If yes, you need to provide course dates and details.

### Your employment status

- What is your employment status? (Drop-down menu options)
- You should select **Student**

### Your income and savings

- In this section, the UKVI wants to confirm you will have sufficient funds to support yourself whilst in the UK. It is recommended that you have access to approx. £1,000 - £1,500 GBP for each month that you will be in London.
- You can select more than one option from:
  - Other regular income
  - Savings
  - I do not have any other income or savings
- If your programme costs are being covered by family or friends, you can select 'I do not have any other income or savings' as you will have an opportunity to enter their information later in the form.
- If your programme costs are being covered by a full or partial scholarship, you will have an opportunity to enter this information later in the form.

### About the cost of your visit

- Estimate the total cost of your visit and include flights, accommodation and everyday expenses.

### About your financial situation

- Estimate the total amount of money you **personally** spend each month, including living costs, rent or other bills. Do not include costs that are covered by family or scholarships, etc.

### Paying for your visit

- Will anyone be paying towards the cost of your visit? This includes any costs being paid by an employer or a company, or if you are being given any money.
  - Select **No** if the money you are using for your trip is in your own bank account and make sure that you have confirmed that you have enough money in the previous *Your income and savings* section.
  - Select **Yes** if the cost of your trip is being covered by someone else

### Help towards the cost of your visit

- Who is paying towards the cost of your visit? Provide their name & address.
  - Someone I know (for example, family or friend)
  - My employer or company
  - Another company or organisation (use this option if you are using scholarship funds)
- How much money will they be paying towards your visit?
- Why are they helping to pay for your visit? Enter a short statement, e.g.:

Why are they helping to pay for your visit?

My parents are covering the cost of my travel and living expenses during my study abroad program in London. My course fees and accommodation have been paid in advance to the Foundation for International Education. |

286 characters remaining of 500 characters

### More help towards the cost of your visit

- Enter details of any other contributions towards your costs (e.g. partial scholarship, etc.)

### Your planned length of stay

- Are you planning to come to the UK for up to 6 months or up to 11 months?
- Select **Up to 6 months**

### Your visit to the UK

- You must give your planned dates of travel to the UK. This does not mean your visa will only be valid for these dates.
  - Date you will arrive in the UK  
**Note:** This should **NOT be more than one week** before the start of your programme
  - Date you will leave the UK  
**Note:** This should **NOT be more than 30 days** after the end of your programme

### Spoken language preference

- Select **English**

### People financially dependent on you

- If you do not have any children or relatives who are dependent on you financially, select **No**.

### Give details about two of your parents

- The form will request details about parents or stepparents:
  - Name
  - Date of birth
  - Country of nationality
  - Have they always had the same nationality?
- If you do not have your parents' details, you can confirm this
- If you only have the details of one parent, you can confirm this

### Family who live in the UK

- Do you have any family in the UK? This includes:
  - immediate family - such as spouse, civil partner, parents or children
  - grandparents
  - your spouse or civil partner's family
  - your partner, if you have lived with them for 2 out of the last 3 years
- If yes, you must confirm:
  - Their names, relationship to you, nationality

### Staying with family

- If you entered details of immediate family in the UK, the form will ask you if you are staying with them. If no, you can leave the tick box next to their name(s) blank and continue with the form

### Travelling as part of an organized group

- If you will be travelling together with some or all of your cohort on an organized flight, you can confirm this, e.g. **XXX University Study Abroad Group**

### Travelling with another person

- If you are not travelling as a large group, will you be travelling to the UK with someone who is not your partner, spouse, or dependant?
- Select **Yes** if you will be travelling with a parent or friend

### Accommodation in the UK

- Have you already made arrangements for where you are going to stay in the UK?
  - Select **Yes** if you are staying in FIE housing
  - Select **No** if you are not staying in FIE housing and have not yet booked accommodation

### Accommodation in the UK

- Where are you planning to stay in the UK?
- If you are staying in FIE housing, enter: **Foundation for International Education Student Housing**  
**Metrogate House**  
**3-7 Queen's Gate Terrace**  
**London**  
**SW7 5PE**  
**United Kingdom**
  - Start date: **[ENTER EXACTLY AS LISTED ON YOUR SHORT-TERM STUDY LETTER OF SUPPORT]**
  - End date: **[ENTER EXACTLY AS LISTED ON YOUR SHORT-TERM STUDY LETTER OF SUPPORT]**
- If you have plans to stay elsewhere in the UK before you move into or move out of FIE housing, you can add another place on the next page.
- If you are staying with friends, other relatives, or in another person's home, give their full name.

### UK travel history

- How many times have you been to the UK in the last 10 years?
- Give details for your two most recent visits to the UK (including dates, purpose of visit)

### **UK visa applications**

- Have you been issued with a UK visa in the past 10 years?
- If yes, provide details

### **Medical treatment in the UK**

- Have you ever been given medical treatment in the UK?
- Details of previous medical treatment in the UK

### **UK leave to remain**

- Leave to remain is an application made whilst in the UK, asking permission to stay in the UK.
- Have you applied for leave to remain in the UK in the past 10 years?

### **International travel history**

**Note:** If you are a citizen of one of the countries listed here (e.g. USA), you would not be deemed a visitor there. Only answer 'Yes' to this question if you have visited other countries on the list.

- How many times have you visited the following places in the past 10 years?
  - Australia
  - Canada
  - New Zealand
  - **USA**
  - [Schengen area](#)
- Give details for your two most recent visits to these countries (including dates, purpose of visit)

### **Travel history**

- Have you visited any other countries in the past 10 years? Do not include visits to the UK, USA, Canada, Australia, New Zealand or the [Schengen area](#)

### **Problems with immigration to the UK**

- Have you ever been:
  - refused a visa for the UK
  - deported from the UK
  - removed from the UK
  - required to leave the UK
  - refused entry at the UK border
- Give details of what happened. Include a reference number or other background information if you have it.

### **Problems with immigration to countries other than the UK**

- Same as above

### **Convictions and other penalties**

- At any time have you ever had any of the following, in the UK or in another country? Only select one answer at a time. If you need to give more than one answer, you can do so on another page.
  - A criminal conviction
  - A penalty for a driving offence, for example disqualification for speeding or no motor insurance
  - An arrest or charge for which you are currently on, or awaiting trial
  - A caution, warning, reprimand or other penalty
  - A civil court judgment against you, for example for non-payment of debt, bankruptcy proceedings or anti-social behaviour
  - A civil penalty issued under UK immigration law
  - No, I have never had any of these

### Your previous employers

- Include information for any paid or unpaid work for the types of organisation below. You can select more than one option.
  - Armed Forces (including compulsory national or military service)
  - Government (including Public or Civil Administration and compulsory national service)
  - Media organisations
  - Security organisations (including police and private security companies)
  - Judiciary (including work as a judge or magistrate)
  - I have not worked in any of the jobs listed above.

### Additional information about your application

You do not have to enter anything in this section. However, you can use this section to input any additional information you wish to be considered as part of your application. Maximum of 1,000 characters

### Check your answers

- Check the information you have listed before you continue to the next section. Depending on the section, you can add / change / remove.
- **Note:** You can only edit this information before you book your appointment and make your payment. Once an appointment is booked, no further changes can be made.



### Documents

- **Mandatory documents**  
A checklist of documents that you must provide as part of your application will appear (e.g. passport). If you do not submit these documents, your application may be automatically rejected.
- **Other documents**  
A checklist of additional documents that you should provide as part of your application will appear. If you do not submit these documents, your application may be delayed or refused.

### SIGN DECLARATION

You must confirm that the information you have given is correct and that you accept the [privacy policy](#) and [terms and conditions](#).

## CHOOSE AN APPLICATION SERVICE

<p><b>Students applying from within the USA</b></p> 	<p>In order to use one of the following services, you must book an appointment at an Application Support Centre near you.</p> <p><b>Standard service</b></p> <ul style="list-style-type: none"><li>• Pay <b>\$136.00 USD</b> in total, most people get a decision within <b>15 working days</b></li></ul> <p><b>Priority service</b></p> <ul style="list-style-type: none"><li>• Pay <b>\$433.00 USD</b> in total, most people get a decision within <b>5 working days</b></li><li>• Once you have mailed your application, it will be put to the front of the line for priority consideration</li></ul> <p><i>Note: This pricing information is correct as of 6 April 2018.</i></p> <hr/> <p>In order to use one of the following services, you must book an appointment at one of the 10 Premium Application Centres.</p> <p><b>Bronze:</b></p> <ul style="list-style-type: none"><li>• Pay <b>\$136.00 USD</b> now</li><li>• Pay additional fee of <b>\$310.00 USD</b> at appointment</li><li>• This is a premium service, and additional costs will apply. Most people get a decision within <b>15 working days</b></li></ul> <p><b>Silver:</b></p> <ul style="list-style-type: none"><li>• Pay <b>\$136.00 USD</b> now</li><li>• Pay additional fee of <b>\$750.00 USD</b> at appointment</li><li>• This is a premium service, and additional costs will apply. Most people get a decision within <b>3-5 working days</b></li></ul> <p><b>Gold:</b></p> <ul style="list-style-type: none"><li>• Pay <b>\$136.00 USD</b> now</li><li>• Pay additional fee of <b>\$1,600.00 USD</b> at appointment</li><li>• This is a premium service, and additional costs will apply. Most people get a decision within <b>1 working day</b></li></ul> <p>For details of the difference between these services, please see <a href="#">VFS Global website</a>.</p> <p><i>Note: This pricing information is correct as of 6 April 2018.</i></p>
<p><b>Students not applying from within the USA</b></p> 	<p>Application services vary around the world and your options will be dependent upon the country from which you are applying. You will be given a list of your options on this page.</p> <p>Please check the <a href="#">application process</a> in your home country for information arranging appointments.</p>

## CHOOSE A VISA APPLICATION CENTRE

Depending on the service you have chosen, the appointment locations available to you will be shown.

## CHOOSE AN APPOINTMENT

Once you have selected an appointment location, available appointment slots will be shown.

## **PAY FOR APPLICATION**

Available payment methods vary by country and your options will be listed on this page. You can double check how much your visa fee will be in your local currency by using this online checker:

<https://www.gov.uk/visa-fees>

**Note:** Some countries cannot accept online payments for visa applications, and this is clearly shown on the payment page. If this is the case, you will make the payment for your visa application at your Visa Application Centre appointment – some of these accept card payment and others are cash only.

**Note:** Before you pay, remember to double-check your chosen appointment details and application service.

## **PRINT APPLICATION**

A copy of your application form will be sent directly to the team processing your application. However, it is highly recommended that you print a copy for your own records. You can download a copy of the completed application form to keep for your records by returning to your application on Access UK. This copy is available for 70 days after you have completed and paid for your application.

## **CONFIRMATION EMAIL**

You should receive an email with the following details:

- Your appointment details
- Your unique application reference number (GWF number)
- Barcode that will be scanned at your appointment to confirm your attendance
- Supporting document checklist

**Note:** You must print out this information and bring it to your appointment.

## **STEP 2: ATTEND YOUR BIOMETRIC APPOINTMENT**

Please make sure you arrive on time and in the correct location for your biometric appointment. At this appointment, your "biometrics" (fingerprints and photograph) will be taken. These are security measures for the UK that all visa applicants must fulfil.

**You will need to bring the following to your biometric appointment:**

- **your passport**
- **a printout of your email and/or letter that confirms your GWF number and appointment details with barcode**

Do not forget your passport and the appointment confirmation page. Without them, your biometrics cannot be taken and your application will be cancelled. This will mean that you will have to start the application process again, including paying the fee.

**At the appointment, please ensure that the appointment confirmation page with the barcode is stamped as you will need to mail this with your application for processing.**



**Please note:** After your biometric appointment, you will have **5 DAYS** to mail your application materials to the UKVI.





## STEP 3: SUBMIT YOUR APPLICATION MATERIALS

**a. Document Checklist** - All documents must be original

You should have received a document checklist in your confirmation email. Make sure that you obtain all of the supporting documents requested of you. This may include:

Document	Information	Who Does This Apply To?
<b>Passport</b>	You must submit your original passport (not a copy).	All applicants
<b>Biometric Appointment Confirmation Page</b>	This is the page with a barcode that was stamped at your biometric appointment.	All applicants
<b>Letter of Support for Short-Term Study visa application</b>  <b>Note:</b> Please keep this letter safe for the duration of your studies, as you will need it when you enter the UK and also if you are planning to travel outside the UK during your studies.	You will receive this letter from FIE.  You will be emailed when the letter is ready to review and print from <a href="http://studyabroad.fie.org.uk">studyabroad.fie.org.uk</a> .  Please contact us before your departure if you cannot find it as it is very important that you access it.	All applicants
<b>1 X Colour Photograph</b>	You <b>do not</b> need to submit a photo as your biometric photograph will be used.	 Students applying from within the USA
	Your photo must meet the requirements listed on <a href="#">this page</a> .	 Students not applying from within the USA
<b>Proof of Finances</b>  <b>Note:</b> You can use a bank statement or letter from an account in a parent or legal guardian's name, but you will also need a signed and dated letter from them confirming your relationship and permission for you to use the money for your studies in the UK.	A bank statement or bank letter showing any money you will have available during your studies. There is no set amount, although it is recommended you have approx. £1,000 - £1,500 for every month you will be in the UK.	All applicants
<b>Parental Letter of Consent</b>	Letter of consent from your parent(s) or legal guardian(s) that Confirms your travel/housing arrangements and provides their contact details.	Students who are aged under 18 at the time of visa application

Document (cont.)	Information	Who Does This Apply To?
<b>Translations</b>	<b>ALL</b> supporting documents that are not in English must be officially translated by a <b>certified translator</b> . You must submit original documents as well as the original, certified translation	Applicants with supporting documents that are not in English
<b>Return shipping / Submission</b>	Prepaid <b>electronic shipping label</b> and appropriate packaging from an accepted provider.	 Students applying from within the USA, using the Standard or Priority service
	Follow the submission instructions given by your <a href="#">particular Visa Application Centre</a> (VAC).	 Students not applying from within the USA

## b. Shipping Information



### **Students not applying from within the USA:**

The following section only applies to applications made within the USA. You must follow the shipping/submission instructions given by your [particular Visa Application Centre](#) (VAC).

### **RETURN SHIPPING LABEL**

The UKVI only accepts a **specific type of prepaid electronic shipping label**, available to purchase on the [VFS Global website](#):

- Round trip shipping labels: \$ 70.00 USD
- Return shipping label only: \$ 41.00 USD

*This pricing information is correct as of March 2018*

**WARNING: FedEx and US Postal Service shipping labels are NOT accepted.** If you are using the Standard or Priority application processing service, you must buy your shipping label ("courier service") from [VFS Global](#) as they are officially partnered with the UKVI.

Please include your return shipping label and envelope with the application package, and keep a copy of the waybill for your records.

***I need to purchase a new courier label. The VFS global website will not allow me to repurchase a roundtrip courier label.***

UPS can duplicate the label you have purchased from the VFS Global website.

***I accidentally used a method of return shipping which is not accepted by the Embassy/Consulate. My application has already been sent. What should I do?***

- Go to the VFS Global website and [purchase a return or round-trip shipping label](#)
- Under Visa Category, look for the option 'Special Visitor – **Student Visitors** and prospective students'. Your category may be listed as '**Student Visitor – up to 6 months**'
- Save the shipping label/waybill as a PDF or other image.
- Email it to [info.vfsnewyork@vfsglobal.com](mailto:info.vfsnewyork@vfsglobal.com) immediately. Make sure the subject of the email includes your application reference number, e.g. "Shipping Waybill – GWF\*\*\*\*\*"
- Include your full name, date of birth and GWF number in the body of the email.

## WHERE TO SEND

For all applications made within the United States, send your application materials to:

**Non-settlement applications, UK Visas and Immigration  
British Consulate General, 845 Third Avenue  
New York, 10022**

## WHEN TO SUBMIT

Everything must be submitted **within 5 days of completing your biometric appointment**. You should send all your documentation as soon as you have completed your biometric appointment and collected all mandatory supporting documents.

## HOW TO SUBMIT

If applying from within the USA, your application processing service options are listed in the [Choose an Application Service](#) section of this guide.

## STEP 4: RECEIVE & CHECK YOUR VISA

**It is very important that you check your visa to make sure that all the information is correct.**

Below, you will find an example of what your visa should look like when it is pasted into your passport. Make sure that the sections highlighted in the example are correct. If you believe any of the information on your visa is incorrect, please email us **immediately** with a clear scan of your visa.



- **Check the dates:**

Visa should last 6 months and start shortly before the programme start date.

- **Check the type:**

Short Term Student

- **Conditions:**

Remember, you cannot work or access public funds whilst in the UK

### ***My visa application has been returned because I did not submit all the required documents. What should I do?***

You will have received a letter from the Home Office explaining why your application was returned. The letter will also state if you can re-submit your application with the missing document(s). You should do this immediately and return your application to the Consulate by registered mail.

If you are not sure why your application has been returned, you should scan the letter you received and email it to [lobrien@fie.org.uk](mailto:lobrien@fie.org.uk) or [admin@fie.org.uk](mailto:admin@fie.org.uk). We can then advise you further.

### ***My visa application has been refused. What should I do?***

You will have received a letter from the Home Office explaining why your application was refused. You should scan the letter you received and email it to [lobrien@fie.org.uk](mailto:lobrien@fie.org.uk) or [admin@fie.org.uk](mailto:admin@fie.org.uk). We can then advise you further.

## SECTION 4: ARRIVING IN THE UNITED KINGDOM

This section applies to **all** applicants.

### *What documents will I need other than my passport?*

- You will receive a Short Term Study letter from FIE prior to your departure confirming that you will be a student in the UK and giving details of your programme. This letter must be presented to Border Force Officer so they understand what kind of immigration permission you need for your studies.
- Keep recent bank statements and the address of your accommodation (if you are not staying in FIE housing) in your hand luggage as Border Force Officers may ask to see this information.

### *What should I do at passport control?*

- Have your passport ready. Remove it from any cover.
- Make sure you get in line to see a Border Force Officer – do NOT attempt to use a fast lane 'eGate'.
- Complete the landing card given to you during your flight before you arrive at border control.
- Expect Border Force officers to ask simple questions about your stay in the UK when you arrive at passport control. The purpose of this is to confirm that the applicant is a genuine student with legitimate reasons for coming to the UK. You may be asked questions like:
  - Why do you want to study in the UK?
  - Why did you choose to study with FIE?
  - Where will you be living during your studies?
  - What kind of course are you taking?
  - Are you planning to work while you are in the UK?
  - How are you financing your studies while you are in the UK?

#### **Non-Visa Nationals travelling directly to the UK**

Inform the Border Force Officer that you wish to enter as a **Short-Term Study Student** and present your passport, along with the documents listed in [Section 2](#).

The Border Force Officer will endorse your passport with an entry date stamp and the "short term student" visa stamp. **Make sure this has been done and ask the Border Force Officer to do so if necessary.**

#### **Visa Nationals & Non-Visa Nationals entering the UK from Ireland**

Inform the Border Force Officer that you have a **Short-Term Study visa** and have your passport already open on the visa page when you present it to them.

**Make sure that you have your Short Term Study visa endorsed with an entry stamp by the Border Force Officer.**

### *Anything else?*

- Do not bring in any meat or dairy products from outside the European Union (EU). There are restrictions on traditional medicines, food products such as fish, eggs and honey, and some fruit, vegetables and plants (including bulbs, seeds, cut flowers and tree bark).
- Never give false or misleading information (including forged or counterfeit documents).
- You must declare cash of 10,000 Euros or more (or the equivalent in another currency) if you are travelling from a country outside the EU.
- There are also restrictions on the amount of tobacco, alcohol and gifts you can bring to the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.
- Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a licence or permit.