

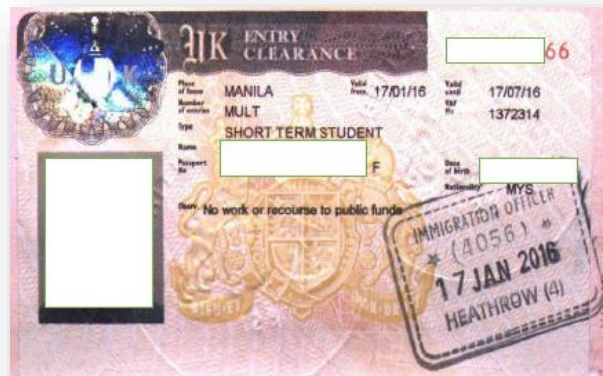


Foundation for International Education

# 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)

## WHICH TYPE OF VISA DO I NEED?

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



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 program



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)
- **Visa4UK**  
[Online application FAQs](#)
- **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 Oct 2017*
- **UK Visas & Immigration**  
[How to apply for a UK visa in the USA](#)
- **NAFSA**  
[UK Visa FAQs](#)
- **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 paid or unpaid work.

If you will be doing an internship 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?

**Unless your visa or entry stamp states otherwise**, you can usually stay in the UK as a Short-Term Student for up to 6 months. You cannot extend your Short-Term Study visa.

**Please note:** From January 2018, Short-Term Study leave will be granted for a period of up to 30 days after the end of the study abroad program.

## 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 "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?

<p><b>Non-Visa Nationals</b> <b>No. Not unless you apply for a Short-Term Study visa in advance (in the same way as a Visa National).</b></p> <p><b>This includes students who are on Dublin + London programmes.</b></p> <p>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).</p> <p>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.</p>	<p><b>Visa Nationals</b> <b>It is possible but strongly discouraged.</b></p> <p>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).</p> <p>However, it can cause various complications so it should be avoided if possible.</p>
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**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?

<p><b>Non-Visa Nationals travelling directly to the UK</b> You can apply at the port of entry when you arrive in the UK.</p>	<p><b>Visa Nationals &amp; Non-Visa Nationals entering the UK from Ireland</b> You should begin your application as soon as possible, but bear in mind that you <b>cannot</b> submit your application <b>more than 3 months</b> before the start of your course. Visa applications are usually processed within 3 weeks.</p>
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## 8. Where can I apply?

<p><b>Non-Visa Nationals travelling directly to the UK</b> You can apply at the port of entry when you arrive in the UK.</p>	<p><b>Visa Nationals &amp; Non-Visa Nationals entering the UK from Ireland</b> You apply online at <a href="#">Visa4UK</a> Entry clearance as a short-term student can be applied for from within any country outside of the UK (it does not have to be the country where you normally live).</p>
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## 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>£93 GBP</b> plus shipping. Expedited services incur an additional cost. <i>This pricing information is correct as of Dec 2017</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.	<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 will be refused entry by UK Border Control 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.

## 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 when you arrive.

When you arrive in the UK, you should 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.

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 / UK Visas & Immigration. 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 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 £1,265 for every 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

Your ticket (electronic or paper) or reservation confirmation showing that you intend to return to your country of residence at the end of your programme.



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

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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 will be refused entry by UK Border Control and will have to return to your home country.

There are several stages in the visa application process that need to be completed. You should read about all these steps before you start your application.

### STEP 1a: COMPLETE ONLINE APPLICATION FORM

**REGISTER YOUR ACCOUNT** with Visa4UK: <https://www.visa4uk.fco.gov.uk/>

- Make a note of your username 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.
- Follow the link sent to your email address and log in

#### CREATE YOUR APPLICATION.

Click Apply for Myself and read the Important Information. Click Continue

- Complete section: Applicant Details. Enter your passport details and intended date of travel.  
**Please note:** You will not be able to come to UK before the start date on the visa. Be aware that your visa will be issued to start no earlier than one week before the start of the FIE programme.
- Please make sure that you read the important information that is displayed when you select your country of residence as there may be specific requirements for visa applications made there.
- Select your Visa Type:
  - Reason for Visit: **Study**
  - Visa Type: **Study (Non Points-Based System)**
  - Visa Sub Type: **Study – Short-Term Student 6 Months**
- Click Create Application. **Make a note of your unique application reference number.**



**WARNING:** Please save your answers regularly as you fill in the form so changes are not lost. There is a Save button on the left hand side. If you do not write anything for several minutes you will be automatically logged out, and changes will be lost.

## FILL IN THE FORM

Most questions are straightforward and have a brief explanation on the right-hand side. Below we have listed answers to some questions on the form which you may find difficult to answer.

### Passport and Travel Information

In this section you will need to enter the details of your passport and all other passports/travel documents held over the last 10 years. It also requires information about family members who may be travelling with you and your address in London.

- **Passport - Place of Issue**

If your place of issue does not fit into this box for example 'United States Department of State' then you can simply enter 'U.S.DOS' or 'USA'

- **Is this your first passport?**

If you have held previous passports, you will be asked to give details of each. If your expired passports are no longer in your possession, you can just answer the mandatory questions marked with an asterisk: 'Nationality' and 'Is this travel document lost, stolen or in your possession'. You should also confirm in the 'Additional Information' section that your expired passport(s) are not in your possession.

- **Date of planned arrival in the UK?**

You should **not** plan to arrive in the UK more than one week before the start of your programme, as your visa will not be valid yet.

- **How long do you intend to stay in the UK?**

Put "less than 6 months" or the duration of your FIE programme.

- **What is the main address and contact details of where you will be staying whilst in the UK?**

Metrogate House  
3-7 Queen's Gate Terrace  
London  
SW7 5PE  
United Kingdom  
020 7808 0130  
[admin@fie.org.uk](mailto:admin@fie.org.uk)

**Please note:** If you are not staying in FIE accommodation, please provide details of where you intend to stay.

### Personal Details and Travel History

This section asks for information about your immigration history. Please answer as fully and accurately as possible. If you can't remember the exact dates of your previous trips, at least confirm the month e.g. June 2013.

**For students who have previously held UK visas:** Some questions will ask for the Home Office reference number for that visa application. This should be on the letter that accompanied your visa but if you cannot find it, please write 'not known' in the field.

- **Have you travelled to the UK in the last 10 years?**

You should enter up to 5 of your most recent visits. If you cannot remember the exact dates, once you have entered the purpose, please write 'dates are approximate'; e.g. 'Tourism – dates are approximate'

- **Have you ever travelled outside your country of residence, excluding the UK, in the last 10 years?**

Please do the same as you did for the previous question. If you have travelled extensively over the last 10 years, you can give details in the 'Additional Information' section at the end of the application.



## Family Details

You will need to enter the details of your parents, including their dates and places of birth.

## Employment and Income

This section asks for your current employment status ('student') and details of where you study overseas.

It also asks for details of your finances so that the UKVI can confirm you have sufficient funds to support yourself whilst in the UK. It is recommended that you have approx. £1,265 GBP for each month that you will be in London. If you have already paid your course and accommodation fees, you should confirm this

## Family and Friends in the UK

This section asks for details of any friends or family that you may have in the UK.

It also asks for details of what you plan to do while you are in the UK. You should enter:

**"I am a registered student at [home institution's name] in [country name] and will be participating on the University's study abroad programme in the UK."**

## Medical Treatment

If you visited the UK before and required medical treatment, enter the address of the doctor's office or hospital where you received treatment.

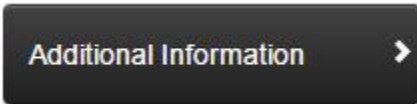
## Study Details

Enter the following responses to the questions on this screen:

- **Have you been unconditionally accepted or are you enrolled on a course of study in the UK**  
Yes
- **Where will you study?**  
Foundation for International Education  
Foundation House  
114 Cromwell Road  
London  
Postcode: SW7 4ES  
Primary contact no: 020 7591 7750  
Email address: [admin@fie.org.uk](mailto:admin@fie.org.uk)
- **What is the name of the course?**  
[Home Institution Name] Study Abroad
- **When does the course begin? When does the course end?**  
Enter your programme start and end dates
- **What level of qualification is expected?**  
NQF Level 6
- **Is your accommodation provided as part of your course?**  
Enter "Yes" if you are staying in FIE accommodation during your programme; or "No" if you are not staying in FIE accommodation. If you are staying in FIE accommodation, your accommodation officer is "Mr. John Yahya Janoudi".

- **What will you do when you have finished all of your studies and your visit to the UK?**

I will return to [country name] to complete my studies at [home institution name]



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.



When everything is complete, **'confirm'** your application. You should be able to read through your answers and check for any mistakes.

When you are happy, **'submit'** your application.

**Please note:** you will not be able to make any amendments to it after this stage.



## STEP 1b: NEXT STEPS OF ONLINE APPLICATION

### SIGN DECLARATION

Click on the *Sign Declaration* button on the My Applications screen to sign your application.

### BOOK A BIOMETRIC APPOINTMENT

All applicants must attend an in-person biometric appointment. At this appointment you will have your fingerprints and photograph taken.

<p><b>Students applying from within the USA</b></p> 	<p>You should first select your Region and then the Application Support Centers (ASCs) in that region will be displayed to you. You can then view and select an available date and time at your chosen ASC. Select an ASC if you are using the <b>Standard</b> or <b>Priority</b> application service.</p> <div data-bbox="321 1161 980 1528"> </div> <p><b>Be careful</b> when you select the appointment location. Unless you wish to use a <b>Premium</b> application service (Gold/ Silver/ Bronze), you <b>should not select a Premium Application Center (PAC)</b>. This will book your appointment at a site that will charge an additional fee to handle your application.</p> <p>PACs are currently located in New York City, Washington DC, Los Angeles, Miami, Chicago, Houston, San Francisco, Boston, Atlanta and Seattle.</p>
<p><b>Students not applying from within the USA</b></p> 	<p>There are two methods of making an appointment, dependent upon your location. For some locations you will be directed to make your appointment as a step in the application process. For other locations you need to arrange your appointment directly with the VAC.</p> <p>Please check the <a href="#">application process</a> in your home country for information arranging appointments.</p>

## PAY FOR APPLICATION

Click on the *Pay for Application* button to pay the visa application fee of **£89** in your local currency. 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>

By mail - applicants must | ▾  
Please Select  
By mail - applicants must provide a prepaid return shipping label and packaging.  
For Travel Agent Use Only

On the Supporting Documents screen select **By Mail** from the dropdown menu which asks how you would like your documents returned.

If you are paying by credit card, we recommend you advise your credit card company that you will making this transaction before doing this. Otherwise, the payment might be blocked.

## PRINT APPLICATION

You must print out the whole application, including the confirmation page containing a barcode. This must be taken to the biometrics appointment where the barcode is scanned. The confirmation page is then stamped to show your biometrics have been taken.

**Please note:** It is a good idea to keep a printed copy of your application for your own records.

## 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 online application, INCLUDING your appointment confirmation page 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

Document	Information	Who Does This Apply To?
<b>Passport</b>	You must submit your original passport (not a copy).	All applicants
<b>Printout of Online Application</b>	This is the application you completed at the visa4uk website. You must include ALL the pages, including the one that shows payment for your visa.	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>1 X Colour Photograph</b> <i>This is in addition to the photo taken at your biometric appointment.</i>	Your photo must: <ul style="list-style-type: none"> <li>• measure 45 mm x 35mm (standard size in the <b>UK/EU</b>)</li> <li>• not be a cut down version of a larger picture</li> </ul>	All students  Full list of criteria for photographs can be found <a href="#">here</a>
<b>Letter of Support for Short-Term Study visa application</b>	You will receive this letter from FIE. You will be notified when the letter is ready to review and print from <a href="http://studyabroad.fie.org.uk">studyabroad.fie.org.uk</a> . 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.  If you are not staying in FIE accommodation, please also provide details of where you intend to stay.  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.	All applicants
<b>Proof of Finances</b>	<ul style="list-style-type: none"> <li>• 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 £1,265 for every month you will be in the UK.</li> <li>• 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.</li> </ul>	All applicants

<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: \$ 53.00 USD
- Return shipping label only: \$ 34.00 USD

*This pricing information is correct as of Oct 2017*

**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 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 as follows:

	Standard Service	Priority Service	Premium Services (Gold, Silver or Bronze)
Notes		Optional service to have your visa application processed ahead of non-priority applications.	Optional services that enable applicants to: <ul style="list-style-type: none"><li>• receive a faster decision and/or</li><li>• attend a walk-in appointment</li></ul>
Fee <i>in addition to application fee and shipping costs</i>	\$0	Currently \$250 USD	Varies depending on which service chosen (Gold /Silver /Bronze)
Typical processing time	Typically, <b>15 working days</b> (excluding posting time). Please allow extra time if applying over a holiday period.	Typically, <b>5 working days</b> (excluding posting time). Please allow extra time if applying over a holiday period.	Gold: <b>next day</b>  Silver: <b>5 working days</b>  Bronze: <b>15 working days</b>
Means of submission	Applicant mails application documents to British Consulate in New York after biometric appointment	Applicant mails application documents British Consulate in New York, along with a receipt that the Priority Service has been purchased, and clearly marking the outermost envelope 'Priority Service'. Information on how to purchase the Priority Service can be <a href="#">found here</a>	Applicants attends an in-person appointment at a one of 10 Premium Application Centers (PACs) with their application documents.  Information on how to purchase the Premium Services and the difference between them can be <a href="#">found here</a>

## 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 program start date. **Please note:** From January 2018, leave will be granted for a period of up to 30 days after the end of the program.
- **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 can be presented to Border Force Officer if they ask for information about your studies.
- Keep recent bank statements and the address of your accommodation 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.
- 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.