

VISAS

There are two options available for US students to enter the UK. Those who are studying in the UK for less than 6 months and not wanting to work or take an internship can come as **Short-term Students**. Some Non-US citizens and all students intending to do an internship whilst in London or planning to stay in the UK for more than 6 months are required to have a **Tier 4 Student Visa**. The conditions of the Tier 4 visa allow interns to work no more than 50 percent of the total length of the course; for example, if you have 12 hours of classes per week, you are permitted to work a maximum of 12 hours per week in your internship.

You are responsible for obtaining your own student visa but the team in London are here to help. If you have any questions concerning the visa or require any support during the application please contact the Program Specialist for Internships and Immigration, Nick Brill at nbrill@nd.edu.

Important Information:

You will need a current valid passport regardless of whether a visa is required.

- Make sure that your passport is valid for from the full duration of your stay in the UK. If you don't have a passport, apply for one today!
- You may wish to request expedited processing to allow plenty of time to apply for your student visa.
- If necessary, you can go to a US Passport Agency to request a passport same day. For a Passport Agency near you and for more information, please refer to their website: www.travel.state.gov/ for more information.

Short-Term Students

For US nationals (plus some other nationalities – see www.ukba.homeoffice.gov.uk) there is no need to apply for a visa before travelling – you can simply request to be admitted as a Short-term Student when you see an immigration officer on arrival in the UK. Before you depart you will be issued with a letter of acceptance from UND London giving details of your course and tuition fees, and any accommodation that has been arranged. You should carry the letter with you when you travel, along with your return flight ticket and evidence of sufficient money to pay any outstanding tuition and your living expenses for the full length of your course – this can be bank statements in your name or a parent's/legal guardian's name (if the latter, also carry a letter from that person confirming your use of their funds).

Tier 4 Student Visa

The Tier 4 Student Visa is required for all students intending to do an internship or work whilst in London or planning to stay in the UK for more than 6 months (unless the student holds an EU passport). Some non-US citizens will also require a Tier 4 Student Visa simply to study for less than six months. To find out if a visa is required for your nationality please visit www.ukba.homeoffice.gov.uk.

You must apply for the visa in advance – you will not be able to apply once you are in the UK. Students applying for the Tier 4 Student Visa will need to follow the steps outlined below with precise and meticulous attention to detail. Getting the Tier 4 Student Visa is not difficult, but you must be mindful and attentive to each step involved. Non-US students can review this information, but will ultimately need to refer to the UK Consulate in their home country if not applying for the visa from the USA.

Overview of Process

- You will need a 'Confirmation of Acceptance for Studies' or CAS number provided by UND London.
- You will need to complete an application for a Tier 4 (General) Student Visa at www.visa4uk.fco.gov.uk.
- Once you have submitted this you will pay the visa fee online and book an appointment to have biometrics (fingerprints) taken at a location nearest you.
- Once you have had your fingerprints taken you can then mail all of the below documents to the address given on your application form.
- If you are an international student, from a country where English is not the native language, you need to contact the Law School to discuss further requirements.
- You must complete the online application first and then, following your scheduled biometrics appointment, mail in via courier (UPS only) all of your supporting documents (including your passport). You must also purchase and include a pre-paid shipping waybill and envelope (through VFS here: https://www.vfsglobal.co.uk/usa/user_pay_services.html#4) in order to have your passport sent back to you.

Timing

- You should apply for your visa as soon as you are given your CAS number (but no more than 3 months before your course starts).
- Please note that you must submit all application materials within 30 days of submitting your on-line application and within 2 weeks of your biometric appointment.
- The visa application can take a couple of weeks to prepare, and up to a month to process, so make sure you allow enough time! See <https://www.gov.uk/government/publications/usa-apply-for-a-uk-visa/apply-for-a-uk-visa-in-the-usa#priority-visa-serviceexpedited> for processing options.
- All British Consulates have a 90-day rule for visa applications. This means that you cannot apply for your visa more than 90 days prior to your arrival date in the UK.
- We cannot predict the processing times for the British Consulate and so you should apply for your visa as early as possible.

Guidance for Submitting Online Application

- The electronic visa application can be found at www.visa4uk.fco.gov.uk.
- You will be asked to register an account by entering information such as your name and email address and set a password for log-in purposes. Once you register, the system sends you an e-mail and you use the link within to get to the online application.
- Once you log in, you will then be asked your current location, your nationality and the reason for your visit to the UK. You will select "Study".
- You will then be asked what sort of visa you are applying for.
- **You MUST select the PBS Tier 4 Student Application!!! Do NOT select the Student Visa application—it is the WRONG one!** For the next question, you then select **Tier 4 (General) Student**. PBS means "Points Based System" and in the application you will document that you have the requisite 40 points to qualify for the Tier 4 Student Visa. You get 30 points for having a Certificate of Acceptance for Study number (CAS) and 10 points for demonstrating that you have sufficient funds to study in the UK. **See Annex A for further information.**
- The Program Specialist/Registrar will provide you with a unique CAS number by e-mail when it is made available. The CAS number will be entered as an answer to one of the questions.

- Evidence of funds - you must show evidence of enough money to pay; any outstanding fees stated on your CAS, plus your monthly living costs for up to 9 months (or the length of the course if shorter), at £1265 per month rounded **up** to the nearest month – you can deduct any accommodation fees that your CAS states have already been paid. **See Annex A for further information.**
- You will also need to provide your passport number, the dates of intended travel to the UK and your current email address.
- You will be asked to pay the £335 fee (approx. \$417 currently) for the student visa when you finish the application via major credit card.
- You will need access to a printer as you will be required to print your online visa application form and your biometrics appointment confirmation.
- If you are staying for longer than 6 months in the UK you will need to collect a Biometric Residence Permit after arrival. You will be able to collect your permit from the nearest Post Office or choose to collect it from the university. To do this, during your application, in the BRP Collection Page select the 'Alternative Location' option and enter the code: 2HE772. Choose 'Find' – this should show the collection address as the University of Notre Dame, 1-4 Suffolk Street, London, SE1Y 4HG.

Scheduling an Appointment for Biometric Scan

The British Government introduced biometric data collection (10 finger scans and a digital photograph) as part of a worldwide biometric identification process, designed to protect an individual's identity. All applications for a Visa, irrespective of nationality, will be required to provide their biometric data when they apply for a visa for the United Kingdom.

- After you complete and pay for your visa application online, you will be instructed to make a biometrics appointment at one of the 126 Department of Homeland Security Application Support Centers in the US. If you are not a US citizen and applying from outside the USA, you will need to refer to the listed facilities in that country.
- The closest facility to Notre Dame is in Michigan City, Indiana, about a 45 minute drive west.
- Be sure to print out your biometrics appointment confirmation sheet (with barcode) and take this along to your appointment together with your printed online application and original passport. Once you have completed the biometrics appointment, you should have the confirmation sheet stamped by the center employee who processed your biometrics.
- The date you pay for your visa and schedule your biometrics appointment is deemed the date of your application.
- Please do not wait until the last minute to schedule your biometric appointment because centers get backed up and appointments become scarce. Students who wait until the last minute often cannot get biometrics appointments in time for departure. Also, do not confuse the biometric scan center with the Consulate. The scan center does not issue your visa—the British Consulate does.
- Students staying the UK for less than 6 months will be issued with a vignette in their passport covering the duration of their stay. They will need to schedule a biometrics appointment in the US but will not require a Biometric Residence Permit once they arrive.
- Students staying for longer than 6 months will need to make a biometrics appointment in the US. They will be issued with a vignette in their passport which is valid for the first 30 days. They must collect their Biometric Residence Permit containing their full visa duration after arrival in the UK – see collection options previous section.
- Biometric Residence Permit Information can be found here:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/533854/BRP_OA_information_leaflet_-_July_2016.pdf

Use this Visa Documentation Checklist when preparing your Visa Application

The following checklist is the most current information we have regarding required documentation for obtaining a British Student Visa. Nevertheless, it is always a good idea to double check with the consulate's website as requirements may change without prior notification.

Passport
<ul style="list-style-type: none">• Must be valid for the full duration of your stay• Use your original passport, NOT a copy (yes, you need to mail in your actual passport)
1 Original Official Passport Sized Photo
<ul style="list-style-type: none">• To be taken no more than 4 weeks before applying• Write your name on the back of the photo• No photocopies, personal photos or scanned photos from home printers• Make sure the photo has a white background and that you are not smiling in it• A 2x2 passport US photo is acceptable
Online Visa Application
<ul style="list-style-type: none">• You'll need to fill out the online application found at www.visa4uk.fco.gov.uk and pay for it at that time with a major credit card• When finished, print out application• Sign and date application
Documents used to obtain your CAS
<ul style="list-style-type: none">• You must provide any documents listed on your CAS that were used to obtain your place on the London course e.g. your transcript might be listed (if so, you must provide an original copy, not a photocopy). If the CAS states that you were offered a place based on progress on an existing course, or assessment by Notre Dame, then you will not need to provide any documents for this section
Proof of Biometric Scanning
<ul style="list-style-type: none">• After filling out application online, you will be prompted to schedule your biometric scan• Print out form and take with you to biometric site and have it confirmed
Visa Fee
<ul style="list-style-type: none">• The £335 fee (approx. \$417). You will have paid this online already
Evidence of funds
<ul style="list-style-type: none">• You must show evidence of enough money to pay:• Any outstanding fees stated on your CAS that are still due to be paid, plus• Your monthly living costs for up to 9 months (or the length of the course if shorter), at £1265 per month rounded up to the nearest month – you can deduct any accommodation fees that your CAS states have already been paid. See Annex A• If you receive any financial sponsorship from ND you should send your letter of Financial Sponsorship from ND. Please note that a copy of this letter is not acceptable. It must be an original with the University seal
Pre-paid, pre-addressed return shipping waybill and envelope
<ul style="list-style-type: none">• You must book this here https://www.vfsglobal.co.uk/usa/user_pay_services.html#4
Expediting
<ul style="list-style-type: none">• If you wish/need to expedite your application you must book the Priority Service here, https://www.vfsglobal.co.uk/usa/user_pay_services.html#5• Please pay close attention to the instructions for labeling your packaging• You must ensure to provide the receipt with your documents that you send, place it on the top of your pile

- If you need your visa in 24 hours there is a Super Priority Service, for which you need to go to Chicago to enrol biometrics, see https://www.vfsglobal.co.uk/usa/user_pay_services.html#1

Other good things to know

- Consulates tend to be very busy and backed up as the semester approaches. It is in your best interest to submit your application as early as possible within the 90-day window.
- If you provide false information on any part of your visa application, you could be banned from entering the United Kingdom for 10 years.
- Consulates can change their requirements and policies suddenly and without notice. This document has been created to help guide you through the visa application process; however, obtaining your student visa is ultimately your responsibility. Please be sure to check the British Consulate website frequently for important announcements and updates.
- Common reasons why visa applications are rejected:
 - Student doesn't send original passport
 - Student splits up application into multiple pieces of mail
 - Student applies too late
 - Application forms not properly and appropriately completed
 - Applicant submits photocopies instead of required originals
 - Passport photo does not meet requirements (e.g. size, background color)

Once granted the visa, when you travel to the UK you should carry with you your evidence of funds, documents used to obtain your CAS, and the CAS number itself in case you are asked for them by the immigration officer on arrival (this is not mandatory but is advised).

If you wish to review the full Tier 4 Policy Guidance see: <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk/>

Reimbursement

Responsibility for finding an internship lies with both the student and the team in London. If the team in London is unable to find a student an internship they will be eligible for reimbursement of the visa application fee. This must be approved by the Associate Dean for International Programmes and must meet the following conditions:

- The student must provide evidence of ongoing correspondence with the Program Specialist/London Team regarding their internship
- The student has not turned down an interview or declined an offer of an internship placement
- The student must make a good faith effort to find their own internship and must work with the London Team to assist them in their search on his/her behalf

Please note, only the standard application fee of £335 is reimbursed (not the priority service fee). All reimbursements are made once the student is in London.

ANNEX A

If you have a **scholarship, or have pre-paid all your fees and maintenance to ND**, you will need to complete the 'Tier 4 (General)(Sponsored)' form. Please contact the Law School for additional information about how to complete your online form.

Evidence of funds

You must show evidence of enough money to pay both:

Any outstanding fees stated on your CAS that are still due to be paid, plus

Your monthly living costs for up to 9 months (or the length of the course if shorter), at £1265 per month rounded **up** to the nearest month – you can deduct any accommodation fees that your CAS states have already been paid.

Requirements

- A) The funds must have been **held for 28 days**.
They **must have not dipped below** the required amount on any day during those 28 days. Your evidence must show the balances for the full 28-day period (a statement showing the balance in an account for one particular day only will not be acceptable, as it will not show that the funds have been held for 28 days).
- B) The evidence must be dated as a **maximum of one month old**.
This is as of the date you paid your application fee online.
- C) The evidence of money held must be of **cash funds**.
They can be in a bank (this includes savings accounts and current accounts even when notice must be given), as a loan letter or official financial sponsorship available to you. Other accounts or financial instruments such as shares, bonds, overdrafts, credit cards and pension funds are not acceptable, regardless of notice period.
- D) If submitting **bank statements**, your bank statements must show:
- Your name or your parent's/legal guardian's name (a joint account with someone else is also acceptable as long as you are named on the account)
 - The account number in full (you cannot use statements that state xxxx1234, for example)
 - The date of the statement (maximum of one month old at the time you paid for your online visa application)
 - The financial institution's name and logo
 - The amount of money available. The value in pounds sterling will be calculated using www.oanda.com/currency/converter
 - That there has been enough money consistently in your account for 28 days to cover the requirements (i.e. your outstanding course fees and up to 9 months maintenance).

If you use electronic bank statements, every page must be stamped with the official bank stamp, or you must provide a letter from the bank on official bank letterhead confirming that the electronic statements are authentic.

- E) If submitting a **letter from your bank**, the letter must show:

- Your name or your parent's/legal guardian's name (a joint account with someone else is also acceptable as long as you are named on the account)
- The account number in full (you cannot use a letter that states xxxx1234, for example)
- The date of the letter (maximum of one month old at the time you paid for your online visa application)
- The financial institution's name and logo
- The amount of money in your account - the value in pounds sterling will be calculated using www.oanda.com/currency/converter
- That there has been enough money consistently in your account for 28 days to cover the requirements (i.e. your outstanding course fees and up to 9 months maintenance).

F) If submitting a **loan** in your name, this must show:

- Your name (you cannot use a loan in your parents'/legal guardian's name)
- The date of the letter (maximum of six months old at the time you paid for your online visa application)
- The institution's name and logo (*it must be an institution that is regulated by a US financial regulator*)
- The money available as a loan
- This money must be available before you travel to the UK, unless it is a government loan that will be released to you on arrival in the UK (either directly or via UND London – if the latter, UND London will provide you with a specific letter confirming your loan for you to submit with your visa application)
- There must be no conditions on release of the loan other than a successful visa application.

G) If submitting evidence of **official financial sponsorship** from an organisation, this must:

- Be on the official letterhead of sponsor
- Have the official stamp of the sponsor
- Show your name
- Show the name and contact details of your sponsor
- Show the date of the letter
- State the length of sponsorship
- State the amount of money to be given, or a statement that all fees and living costs will be covered.

A scholarship counts as 'official financial sponsorship' – the Law School can provide a letter as evidence of this.

H) If **using money from a parent or legal guardian** you must provide both:

1. Evidence of how you are related – an original legal document or notarised copy of one of the below:

- The student's birth certificate showing names of his/her parent(s);
- The student's certificate of adoption showing names of both parent(s) or legal guardian;
- A Court document naming the legal guardian of the student.

2. Evidence that your parent(s)/legal guardian has given their permission for you to use this money. This requires a letter from your parent(s) or legal guardian confirming the relationship between you and that they have given their consent to you using their funds to study in the UK.