Student Visitors

Those who can come as Student Visitors are the following:

- Studying in the UK for less than 6 months
- Not wanting to work or take an internship.

For US nationals (plus some other nationalities – see www.ukba.homeoffice.gov.uk, ‘Do I need a visa?’) there is no need to apply for a visa before travelling – you can simply request to be admitted as a Student Visitor when you see an immigration officer on arrival in the UK.

Documents to carry with you

You should have the following with you to show the immigration officer on arrival:

- Letter of acceptance from UND London giving details of your course and tuition fees, and any accommodation that has been arranged
- Return flight ticket
- 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 Adult (General) students

You will need a ‘Confirmation of Acceptance for Studies’ or CAS provided by UND London.

Timing

You should apply for your visa as soon as you are given your CAS (but no more than 3 months before your course starts).

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 below for expedited processing options.

Checklist of supporting documents (as of 22 February 2012)

All documents must be the originals.

- Passport, original
- One passport sized photograph (face on, neutral expression, no hats/glasses unless necessary, plain light background – the type taken at Walgreens or Dominick’s)
- Copy of your Visa Application Form and biometrics appointment
confirmation (stamped at the time of appointment)

- **Appendix 8**
  
  [http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visas/vaf9-app81.pdf](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visas/vaf9-app81.pdf)
  
  You should use the information given to you in your CAS to complete this.

- **Documents used to obtain your CAS** - 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.

- **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 £1000 per month – you can deduct any accommodation fees that your CAS states have already been paid.

  See Annex A for requirements for documentation.

**Process**

- You will need to complete an application for a Tier 4 (General) visa at [www.visa4uk.fco.gov.uk](http://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 above documents to the address given on your application form
- Note: if you want to expedite the processing time go to [www.visainfoservices.com](http://www.visainfoservices.com); when on the USA page choose ‘Additional services’ where you will find full options.
- Once granted the visa, when you travel to the UK you should carry with you your evidence of funds and documents used to obtain your CAS, 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/](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk/)
Annex A
Evidence of funds - 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/convert/classic
- 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/convert/classic
✓ 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 one month 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, your 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.

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.

❖ Useful Websites
  ▪ British Home Office
    www.homeoffice.gov.uk/
  ▪ U.S. Department of State Travel Warnings
    http://travel.state.gov
  ▪ Information for Americans Living Abroad
    http://travel.state.gov/travel/living/living_1243.html

❖ Useful Addresses

  UK Border Agency                     American Embassy
  Lunar House                         24 Grosvenor Square
  40 Wellesley Road                  London, W1A 6AH
  Croydon                            020 7499 9000
  Surrey, CR9 2BY