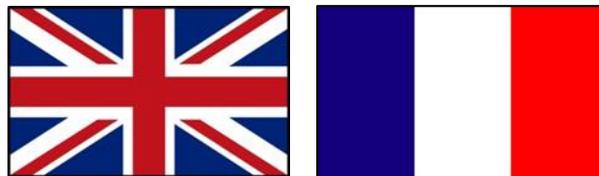




**Perspectives on the Global City,
UC Centers London and Paris
(Multi-City Program)
Spring QUARTER Program Only**

**ENTRY CLEARANCE (VISA) INSTRUCTIONS
FOR ALL STUDENTS**



All students in this program must enter the United Kingdom and France according to the entry regulations each country has established. Regulations also vary by a student's citizenship. Read the instructions below for both the United Kingdom and France.

FRANCE (US citizens)

US citizens do not need to obtain a visa to participate in this program in France. You can stay in France and travel in Europe for up to 90 days as a “visitor.” Your US passport must be valid for at least three months after your departure from France. And, you **MUST** purchase a round-trip airline ticket, even if final departure is from a city other than Paris. Travelers with only a one-way ticket for an international flight to France can be denied the right to board their flight in the United States and will be required to purchase a very expensive on-the-spot return ticket before boarding.

UCEAP recommends that you purchase an airline ticket that allows you to change your return flight for a small fee, in case you need to change it once you are abroad.

Read #3A in the UK visa instructions below **BEFORE** purchasing your airline ticket.

FRANCE (Non-US citizens)

Non-US citizens **MUST** contact a French Consulate **IMMEDIATELY** to learn your individual visa requirements. The requirements will differ according to the country in which you hold

citizenship. The French visa application process can take months and may involve a personal interview or a health exam. **Contact the French Consulate which is closest to your permanent address for more information.**

San Francisco French Consulate
88 Kearny Street
San Francisco, CA 94108, USA

Tel: (415) 397-4330
Fax: (415) 591-4810

E-mail: visa@consulfrance-sanfrancisco.org
[losangeles.org](http://www.consulfrance-sanfrancisco.org/losangeles.org)
Website: www.consulfrance-sanfrancisco.org/losangeles.org/

Los Angeles French Consulate
10390 Santa Monica Boulevard, Suite 115
Los Angeles, CA 90025

Tel: (310) 235-3257
Fax: (310) 235-3204

E-mail: visa-info@consulfrance-losangeles.org
Website: <http://www.consulfrance-losangeles.org/>

Please check the relevant link below to determine whether you will need to apply for a “Short Stay Visa” based on your country of citizenship. The Short Stay Visa is also called the “Schengen Visa.”

Northern California Residents: <http://www.consulfrance-sanfrancisco.org/spip.php?article2690>
Southern California Residents: <http://www.consulfrance-losangeles.org/spip.php?article792>

The Short Stay Visa will allow you to travel in 25 European countries that are within the Schengen area.

You **MUST** purchase a round-trip airline ticket, even if final departure is from a city other than Paris. Travelers with only a one-way ticket for an international flight to France can be denied the right to board their flight in the United States and will be required to purchase a very expensive on-the-spot return ticket before boarding.

UCEAP recommends that you purchase an airline ticket that allows you to change your return flight for a small fee, in case you need to change it once you are abroad.

Read #3A in the UK visa instructions below **BEFORE** purchasing your airline ticket.

UNITED KINGDOM

The instructions below are intended to assist students applying for entry clearance to the United Kingdom. They are written by UCEAP staff and are not offered in place of instructions or information provided by the United Kingdom Border Agency (UKBA). The UKBA is the final authority and its rules can change. UCEAP has no authority or impact on visa application requirements or decisions.

Do NOT travel through Ireland on your way to the UK. Doing so will prevent you from obtaining your visa upon arrival, thus making your stay in the UK illegal. More information on this travel restriction can be found in the UCEAP Program Guide.

You must have an entry clearance (visa) in order to have the legal right to study in the UK.

United Kingdom (US citizens)

Obtaining the Student Visitor Visa upon arrival in the UK is relatively simple, but you must begin to gather the necessary support documents at least a few weeks before departure. Check all of your documents to be certain the information is correct; this includes but is not limited to your name, dates of your program, country of citizenship/nationality, birthday, etc. If you notice an error, contact the provider of the document immediately.

After gathering the original documents listed below (no photocopies, faxes, electronic printouts, etc.), keep them in your carry-on luggage. When you arrive in the UK, you will go through Immigration before reaching the baggage claim area. When the Immigration officer asks you the purpose of your stay, you will tell him or her you are a Student Visitor. The officer will look over your documents to determine your eligibility for the Student Visitor Visa. Be sure to remember that you are a short-term (<6 months) student.

Documents needed:

1. US Passport
2. UK Host University Acceptance Letter (this official letter will be mailed to you by UCEAP)
3. Proof that you will leave the UK within 7 days of the end of your program (within 7 days of the end of the UK portion of this multi-city program)
 - a. Flight or other travel itinerary proving you will depart the UK ***
4. Evidence of Financial Support

Proof that you have enough funds to cover your expenses while in the UK, according to the UKBA formula for “maintenance” funds. Maintenance includes both accommodation (housing) fees and day-to-day living expenses. The UKBA has estimated the minimum amount for maintenance to be £1000/month if studying in London.

The official letter from UCEAP will state that your course fees are paid through the University of California to ACCENT International. This letter will also state that your accommodation fees are being paid to UC and will list the exact amount of these fees. For your evidence of financial support you will need to prove that you have enough money to cover the rest of the required maintenance funds once accommodation fees are subtracted ($£1000 \times 1.5 \text{ months} = £1500$, then subtract the accommodation fees, up to a maximum of £1000, from £1500 for the remaining amount).

Provide evidence of financial support by showing one or more of the following documents, as long as the total amount of the funds you show reaches the minimum. (Stocks, bonds, market funds, etc., are not acceptable as the value of such accounts can fluctuate.) Include a note (either separate or directly on each document) showing the current currency conversion rate using <http://www.oanda.com/convert/classic>.

- a. Bank statement for the prior one-month period.
 - i. The statement must be original, showing your name and account number. The amount you are proving must have been in the bank account for the full month. If the balance drops below the amount for even one day, the statement will not meet the financial requirement. The account can be a joint account, but your name must appear as a joint account holder.

- ii. A printed-out online bank statement may be used, but you must also have an original letter from your bank verifying the amount in the account, your name, and account number.
 - iii. A parental bank statement can be used but you must also submit a letter from your parents confirming they will provide the appropriate funds to finance your stay in the UK **plus** documentation confirming the relationship—i.e., original birth certificate, adoption certificate, or court document stating they are your legal guardians.
- b. Bank Letter.
- i. If a bank statement is not available, request a letter from your bank on letterhead that includes the bank logo and has the following information: your name; the account number; the date of the letter; the amount of money in the account; and confirmation that the money has been in the account for a minimum of 28 days.
- c. Letter from your UC campus Financial Aid Office.
- i. This letter must be no more than one month old. It must state that you **will** receive \$XX,XXX in financial aid and must list the types of aid (loans, scholarships, grants, etc.). The letter **MUST NOT** state that you are “eligible to receive up to \$XX,XXX.”

*****If you begin this program in London:** the “official letter” from UCEAP will state that ACCENT has already purchased a Eurostar train ticket for you to depart the UK on May 2 (2014), the last day of the London portion of this program.

If you begin this program in Paris: your airline or other travel tickets **MUST** show you are departing the UK no later than 7 days after the London portion ends on June 7, making the departure (from the UK) no later than **June 14 (2014)**.

United Kingdom (Non-US citizens)

The instructions below are intended to assist students applying for entry clearance to the United Kingdom. They are written by UCEAP staff and are not offered in place of instructions or information provided by the United Kingdom Border Agency (UKBA). The UKBA is the final authority and its rules can change. UCEAP has no authority or impact on visa application requirements or decisions.

Non-US citizens must see this UKBA [tool for non-US citizens](#) IMMEDIATELY to find out if you must apply for the Student Visitor Visa before departure, due to your country of citizenship. There are two citizenship categories: “visa nationals” (who must apply for a visa before departure) and “non-visa nationals” (who can follow the instructions for US citizens).

You must have a student entry clearance (visa) in order to have the legal right to study in the UK. There are several visa application forms on the UKBA website - Do NOT apply for the wrong visa – Do NOT apply for the Tier 4 Student Visa.

ONLY if applying for the **Student Visitor Visa before departure from the US**, follow the steps below. The cost for this visa is approximately \$136.

- 1) Go to [Student Visitor Visa - How to Apply](#) to find out how to apply online. DO NOT click on “Apply Online.”
- 2) Click only on the [Visa4UK](#) link to start your application.
- 3) Complete the registration process.
 Log in to your account.
 Select “Apply for Myself” to start your application.
 Review the information then click “Continue”
 Complete Application Details:
 -Location: United States
 -Country of Nationality: [country that issued your passport/travel documents]
 Select Visa type:
 -Reason for Visit: Visit (DO NOT enter “study”)
 -Visa Type: Special Visitor
 -Visa Sub Type: (Special) Student visitor, up to 6 months
 Visa Confirmation Questions:
 -Is the main purpose of your trip to visit/stay with a close family relative who is settled in the UK?: NO
 - Do you intend to stay for more than 11 months?: NO
 -Do you have a valid Confirmation of Acceptance to Study (CAS) reference number?: NO
 Click “Create Application”
- 4) You will be taken to a new page that shows your application status. Complete the rest of the application as directed.
- 5) Information about the Biometrics appointment and details concerning the required supplemental items can be found elsewhere in this document. However, you may be required to submit additional items, specific to your country of citizenship.

If applying for a Student Visitor Visa before departure, be sure to carry any supporting documents (that you were required to submit) with you in your carry-on luggage. The Immigration officer could ask to see these when you enter, even if you already have your visa in your passport.

Need more information? Access the international enquiry service <<https://ukvi-international.faq-help.com/>> to ask questions if necessary about your visa application process. The service is provided by Hinduja Global Solutions (HGS) working in partnership with UK Visas and Immigration. HGS can be contacted via email, telephone, or webchat. Contact by e-mail is free; speaking directly to an advisor costs £1.37 per minute on top of the cost of the call; and a ten-minute webchat will cost £4. Contact by telephone within the United States is 1-888-683-9699, 7:00am - 4:00pm EDT (4:00am - 1:00pm Pacific time). HGS staff do not play any part in, or influence the outcome of visa applications. HGS has replaced the previous enquiry service, Worldbridge.

Information for both US citizens and Non-US citizens:

FAQ: Can I work, intern, or do volunteer work while I am in the UK?

No, students on the Multi-City Program cannot get the appropriate visa required to work, intern, or do volunteer work.

Warning: Do NOT give false information to the UK Consulate before departure from the US or to an Immigration officer upon arrival in the UK. You are a student, and your program is for a specific period of time, as noted in the official letter from UCEAP. You do not want to be given the wrong visa or locked into a holding cell at the airport or returned involuntarily to the US. All these things have happened to UCEAP students who deliberately gave wrong information (for various personal reasons) to an Immigration officer upon arrival.