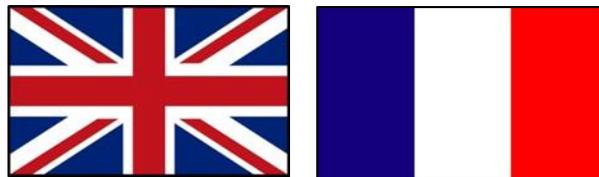




**Perspectives on the Global City,  
UC Centers London and Paris  
(Multi-City Program)  
Spring SEMESTER Program Only**

**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](mailto:visa@consulfrance-sanfrancisco.org)  
[losangeles.org](http://www.consulfrance-sanfrancisco.org/losangeles.org)

**Website:** [www.consulfrance-sanfrancisco.org/losangeles.org/](http://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-](mailto:visa-info@consulfrance-losangeles.org)

**Website:** [http://www.consulfrance-](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)**

**If your internship will take place in London:** both US citizens and non-US citizens MUST obtain the Tier 4 Student Visa before departure from the US.

**If your internship will NOT take place in London:** US citizens MUST obtain the Student Visitor Visa upon arrival in the UK. (*See further below for instructions for non-US citizens.*)

### **Instructions for the Student Visitor Visa upon arrival in the UK:**

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. 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 x 1.5 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 July 19, making the departure (from the UK) no later than **July 26 (2014)**.

**Instructions for the Tier 4 Student Visa before departure from the US:**

There are 3 main steps to obtaining a Tier 4 Student Visa

1. [Online application](#) (plus payment of application fee)
2. [Biometrics](#) (digital photograph and fingerscans taken at a specific location)
3. [Submission of documents](#) (submit by mail)

How long will it take to process?

You cannot apply more than 3 months before your program begins and must apply within 6 months of your CAS number being issued. The application date is considered to be the date that you pay the application fee. The UKBA recommends allowing at least 4-6 weeks for the application process; starting from Step #3 above. UCEAP recommends applying as soon as you are issued a CAS number (if within 3 months of your program start date). Applications that are missing information or documents, or are incorrect will

be denied. There is no appeal process and you will not be allowed to submit missing documents later. If your visa application is denied, you must request a new CAS number from ACCENT, and start the application over—including paying the application fee. Restarting an application will add another 4-6 weeks or longer.

After attending your biometrics appointment, you must submit all supporting documents and your passport to the UK Consulate within 2 weeks (10 business days).

How much does it cost?

As of June 2013, the visa application fee is approximately £300 (about \$460 US) + \$12 postage fee. The fee is nonrefundable, regardless of the outcome of the visa application.

How do I get the CAS number?

A CAS (Confirmation of Acceptance of Studies) number is required to complete your online visa application. DO NOT attempt to apply for your visa without this number. ACCENT will enter your personal information into the UKBA website in order to produce your CAS number.

ACCENT will provide you with a letter by email that includes your CAS number – print out and keep this letter. Once ACCENT issues your CAS number, you will then be responsible for starting and completing the visa application process.

It is very important that you check your email regularly and make sure this message is not lost in SPAM or not received because there is not enough space. If you notice an error, notify ACCENT immediately.

UCEAP and ACCENT are available to support you during this process and to answer any questions you may have. Incorrect or incomplete information will likely cause your visa application to be denied, so be sure to proof over ALL the information before submitting.

How do I start the application process?

The UKBA has recently stated that you do not need to submit all the supporting documents listed below unless the UKBA asks for them after you have submitted the online application. However, obtaining the documents takes time and planning. You would need to gather materials and documents from multiple sources. You will need to make the decision as to whether to obtain the documents ahead of time, or to wait until asked. It appears that the UKBA may not ask for the documents, but there is no guarantee.

When submitting documents, check all of them 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. Remember, the UK format for birth dates is day/month/year. If you notice an error, contact the provider of the document immediately. Also keep the contact information for your EAP Study Center in the UK and for the ACCENT office with your documents should the immigration officer have any questions.

**Step #1 Online application:** [www.visa4uk.fco.gov.uk](http://www.visa4uk.fco.gov.uk) . You can save your application if you are not able to complete it in one sitting. However, it can remain in the system only for up to 7 days. If you do not return to complete the application within 7 days it will be deleted.

Notes to reference while completing the online application:

- When completing the “Tier 4 Student” section of the UKBA online application, please refer to the Sample Appendix 8 form for Tier 4 Student Visa because the questions are similar or the same:
  - a. [Sample for US Citizens](#)
  - b. [Sample for NON-US Citizens](#)
- Your “Country of Nationality” is the country which has issued your passport
- “Purpose of Application” is PBS Tier 4 (General) Student
- “Type of Application” is Tier 4 (General) Student
- When you select a biometrics appointment, if the appointment time/date given is not acceptable, try selecting a different location. There may be an alternate location a short distance away that can offer a better appointment time/date.
- When asked how you will submit your application, select “By Mail.” If you plan to use a third-party private visa service ask the visa service agency for instructions.
- Keep a print-out of the GWF number which is emailed to the address you provide in the application if the application has been submitted successfully.

### **Step #2 Biometrics:**

The biometrics instructions near the end of the online visa application require that you schedule a biometrics appointment to have a digital photograph and finger scans taken.

This is NOT done at the UK Consulate. You choose the site and time of your appointment while completing the online visa application. Make sure you have your biometrics appointment confirmation stamped to confirm you attended the appointment.

Once your biometrics have been taken, you have 2 weeks (10 business days) to submit your application and supporting documents to the UK Consulate in NEW YORK. If you wait longer than 2 weeks to submit your materials, you will have to begin the application process again (including fee payment).

### **Step #3 Submission of Documents, categories 1 – 8 below:**

All documents must be **original and official**. Do not attempt to submit photocopies, faxed documents, or print-outs of emailed/electronic documents.

1. Passport, valid for your entire program length and signed (required)  
Do not attempt to submit a photocopy of your passport. You must submit your actual passport. The visa will be affixed to a page in your passport and there is no way around this requirement.
2. CAS number: a print-out of the CAS number email from ACCENT(*not required unless requested by UKBA*)
3. Official, current UC transcript (*not required unless requested by UKBA*)
4. Evidence of Financial Support (*not required unless requested by UKBA*)  
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 and £800/month if studying outside London.

Provide evidence of financial support by submitting 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.”
  - ii. It is your responsibility to obtain the letter and ensure it meets UKBA guidelines. Your campus financial aid office will require you to accept your financial aid package before they are able to produce this letter. Keep in mind that your campus financial aid office is likely to be extremely busy—talk to your campus financial aid advisor early to find out the best way to get the letter on time.

5. Stamped confirmation from your Biometrics appointment (required)
6. A print-out of your online application form, signed. If you made any errors on the application, you can correct them by hand on the print-out. (required)
7. Two passport-style photographs (required)
8. A self-addressed and pre-paid envelope (required): The British Consulate-General will use this envelope to return your passport and any relevant documents, so you should purchase a trackable service; you may choose the level of service (priority, expedited, next-day, etc.) depending on how quickly you need your visa.

Within 10 business days of your Biometrics appointment, submit all supporting documents to:  
British Consulate-General  
845 Third Avenue  
New York, NY 10022

Failure to submit your documents within the 2-week period will likely result in your application being denied and you will have to begin the process again.

When the consulate opens your documents, they will email you confirming receipt.

The consulate offers an option for expedited (“rush”) processing. See [here](#) for information on the priority service, costing \$170.

When the consulate makes a decision about your visa application they will email the decision and tracking number of the return package. When you receive your passport with visa, it is very important to check that all information is correct. Remember, the date format in the UK is day/month/year. Be sure your visa is valid for your entire program length and all other information is correct.

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? Look at the UKBA official guidance for Tier 4 applications: <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>

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.

### **United Kingdom (Non-US citizens)**

**If your internship will take place in London:** both US citizens and non-US citizens MUST obtain the Tier 4 Student Visa before departure from the US.

**If your internship will take place in Paris:** 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).

**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:**

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.