UNITED KINGDOM
ENTRY CLEARANCE (VISA)
FOR SCOTTISH PARLIAMENT INTERNSHIP

Instructions

DO NOT APPLY FOR YOUR VISA UNTIL YOU HAVE RECEIVED YOUR CERTIFICATE OF SPONSORSHIP FROM BUNAC. APPLYING TOO EARLY WILL RESULT IN EXTRA FEES AND YOU WILL BE DENIED A VISA.

The instructions below are intended to assist students applying for entry clearance to the United Kingdom. They are written by EAP 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; UCEAP has no authority or impact on visa application requirements or decisions.

Some Frequently Asked Questions:
What is “entry clearance” or a “visa”?  
Who is the United Kingdom Border Agency (UKBA)?  
Where is the UK Consulate? Can I contact them directly?

If you are a non-US citizen, you must first check www.visinfoservices.com to see if there are any restrictions or additional requirements for your country of citizenship. Please do not contact EAP to ask if there are additional requirements or restrictions for your country of citizenship; UKBA policies can change frequently and EAP can monitor only the requirements for US citizens.

All students who have questions while completing the visa application should refer to the official UKBA site and may also telephone Worldbridge, the official visa service provider for the UKBA.

Worldbridge can be reached for $3.00/minute) at 900-656-5000 (charged to your telephone bill) or 855-408-0343 (charged to your credit card). Worldbridge is not able to answer questions about the status of a submitted visa application, but will be able to help answer questions that may arise while completing the application.
Tier 5 Temporary Worker Visa
Also known as PBS Tier 5 TW Migrant

This is the correct visa for the UCEAP Scottish Parliament Internship program.
(You cannot participate in this program without the Tier 5 visa.)

*Note: when traveling to the UK, you must NOT travel through Ireland on your way to the UK. Doing so will prevent you from activating your visa upon arrival and thus making your stay in the UK illegal. More information can be found in the UCEAP Program Guide.

Completing the visa application and gathering the supporting documents takes time and planning. You will need to gather materials and documents from multiple sources. Give yourself plenty of time and start to gather your documents early. It is important that you have gathered your supporting documents before you submit the online application and have your biometrics taken.

Please check over ALL of your documents to make sure that the information is correct; this includes but is not limited to your name, dates of your program, length of program, country of citizenship/nationality, birthday, etc. (Remember, the date format in the UK is day/month/year.)

There are 4 main requirements to obtain a PBS (Points Based System) Tier 5 Temporary Worker Visa:

1. Certificate of Sponsorship from BUNAC (you must have this before applying)
2. Online application, online payment of visa application fee, and gathering of support documents
3. Biometrics (digital fingerscans & digital photograph taken at a specific location)
4. Submission of documents

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

A complete visa application to the British Consulate includes the following items:

a. Passport (valid for your entire program length and signed)
b. Hard copy of your completed online application form
c. Proof of visa fee payment
d. Your biometric receipt
e. Certificate of Sponsorship from BUNAC
f. Appendix 6 self-assessment form
g. Two (2) passport style photographs

How long will it take to process?
You cannot apply more than 3 months before your program begins. 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 entire application process; starting from Step #3 above. EAP recommends applying as soon as you can—the consulate becomes busier
towards the beginning of program dates and processing time increases. 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 start the application over—including paying the application fee. Re-starting an application will add another 4-6 weeks, possibly longer.

How much does it cost?
As of June 2013, the visa application fee is approximately £200 (about $300 US) + $12 postage fee. The exact fee will appear when you are completing the online application. The fee is nonrefundable, regardless of the outcome of the visa application.

How do you get the Certificate of Sponsorship?
The process to obtain the Certificate will begin once you complete the BUNAC Internship Application and submit it to UCEAP. Instructions are found in the EAP Predeparture Checklist.

How long does the visa last?
Applicants need to indicate their preferred arrival date on the online visa application. In general, up to 14 days before the start of the program is acceptable. Usually, the UKBA will allow Tier 5 visa holders to remain in the UK up to 14 days after the end of the program. Both entry and exit dates are issued at the discretion of the UKBA, so be sure to note what period of time your visa covers. This means you cannot make airline reservations until you know the exact dates your visa is valid.

**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:**
- Your “Country of Nationality” is the country which has issued your passport
- “Purpose of Application” is PBS Tier 5 Temporary Worker
- “Type of Application” is Tier 5 TW (Government Authorised Exchange) Migrant
- 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 are using a third-party visa service (such as the A Briggs office in Los Angeles) ask the visa service agency for their instructions on submitting the online application.
- When you submit the online application, you will be emailed a GWF number to confirm a successful submission. Keep it for reference.

**Biometrics:**
The biometrics portion of the online visa application process requires that you schedule a biometrics appointment to have a digital photograph and digital fingerscans (fingerprints) taken.
This is NOT done at the UK Consulate. You choose the site and time of your appointment while completing your online visa application. After having your biometrics taken, be sure to have your appointment confirmation stamped before you leave your appointment location. The stamp will confirm that you attended the appointment.

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

**Submission of Documents:**
All documents must be **original and official**. You should include originals of all documents specified and **also a copy of each document**. If you do not provide the specified documents, the Consulate will **not** contact you to ask for them. Therefore, if you fail to send the correct documents the Consulate may refuse the application. Once your application is received by the Consulate they will email you to confirm receipt of the application. They will also email you again to alert you of the outcome of your application and to notify you that they are sending your passport back to you.

1. **Passport**  
   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. **Certificate of Sponsorship** (the original certificate that you received from BUNAC)
3. **Appendix 6 Form**
   a. [Instructions for completing Appendix 6](#)
   b. [Appendix 6 Form](#)

**NOTE:** Evidence of Financial Support is **NOT** required. BUNAC is an A-rated sponsor and confirms on your Certificate of Sponsorship that you have already provided evidence of sufficient support funds and you will not claim benefits while in the United Kingdom. You therefore **do not** need to send in copies of your bank statements or other financial proof to the Consulate.

**Frequently Asked Questions**
1. **What is an “entry clearance” or a “visa”?**  
   Basically, a visa is permission to enter or stay in a country for a specific period of time and for a specific purpose.

2. **What is the United Kingdom Border Agency (UKBA)?**  
   The United Kingdom Border Agency is responsible for securing the UK’s borders and enforcing immigration and customs regulations.

3. **Where is the UK Consulate? Can I contact them directly?**  
   Visas are processed at the UK Consulate in New York. You cannot call the Consulate directly about visa questions. If you have questions during your visa application, you should call Worldbridge, the official visa service provider for the UKBA.
Worldbridge can be reached for $3.00/minute) at 900-656-5000 (charged to your telephone bill) or 855-408-0343 (charged to your credit card). Worldbridge is not able to answer questions about the status of a submitted visa application, but will be able to help answer questions that may arise while completing the application.

The British Consulate-General in New York is located at:
845 Third Avenue
New York, NY 10022