ENTRY CLEARANCE (VISA) INSTRUCTIONS

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 (All Students starting the program in Paris)

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.

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.

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
Website: www.consulfrance-sanfrancisco.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.

UNITED KINGDOM (All Students)

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 (UKVI). The UKVI is the final authority and its rules can change. UCEAP has no authority or impact on visa application requirements or decisions.

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

Every time you enter or re-enter the UK, be sure to take any supporting documents listed below 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. Also keep the contact information for your ACCENT Study Center with your documents.

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.

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:

US citizens MUST obtain the Student Visitor Visa upon arrival in the UK.

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).

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, 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 mention that you are a short-term (<6 months) student.

Your host university may instruct you to go to a designated Post Office within ten days of arrival to obtain a Biometric Residence Permit. Please ask about this at the host university Orientation if necessary.

Documents needed:
1. US Passport
2. Acceptance Letter (from UCEAP and/or ACCENT)
3. Proof that you will depart the UK
   a. Flight/other travel itinerary or ticket ***
4. Evidence of Financial Support
   Proof that you have enough funds to cover your expenses while in the UK, according to the UKVI formula for “maintenance” funds. Maintenance includes both accommodation (housing) fees and day-to-day living expenses. The UKVI has estimated the minimum amount for maintenance to be £1265/month if studying in London.

   The acceptance letter 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 (£1265 x 1.5 months = £1897.50, then subtract the accommodation fees, up to a maximum of £1265, from £1897.50 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](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 if London is your first city. If London is your second city, then the letter should be dated within a month of your departure for France. 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 acceptance letter will state that ACCENT has already purchased a Eurostar train ticket for you to depart the UK on May 4 (2016), the last day of the London portion of this program.

**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 £328 (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 UKVI 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 UKVI has recently stated that you do not need to submit all the supporting documents listed below unless the UKVI 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 UKVI may not ask for the documents, but there is no guarantee.

**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:

- NEW as of April 2015: there will be instructions to make an online payment for an Immigration Health Surcharge via an IHS portal. The surcharge is 75 GBP for Short-term; it will allow students to access the free National Health Service (NHS) while in the UK so it is a valuable benefit. The visa application will not be processed if this surcharge is not paid.
- Refer to the Sample below (even if the application appears different; it is revised intermittently but usually the questions are the same):
  - **Sample Visa Application**
  - 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 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 you to schedule a biometrics appointment in the US to have a digital photograph and fingerscans taken. The online application FIRST has you choose a site in the UK to pick up a Biometric Residence Permit. (You have 10 days after arrival in the UK to pick up the Permit.) SECOND the online application has you choose the site and date/time of your actual biometrics appointment in the US. The online application will suggest a location nearest the address that you provided earlier in the application. However, you can choose any other location if the suggested one is not convenient or does not have a date/time open that is right for you. Make sure you have your biometrics appointment confirmation stamped to show 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)
3. Official UC transcript (not required unless requested)
4. Evidence of Financial Support (not required unless requested)
   Proof that you have enough funds to cover your expenses while in the UK, according to the UKVI formula for “maintenance” funds. Maintenance includes both accommodation (housing) fees and day-to-day living expenses.

The UKVI has estimated the minimum amount for maintenance to be £1265/month if studying in 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 if London is your first city. If London is your second city, then the letter should be dated within a month of your departure for France. 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.

**Instructions for the Student Visitor Visa before departure from the US:**

1) Go to [Student Visitor Visa - How to Apply](#). 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: Study
   - Visa Type: Study (Non Points-Based System)
   - Visa Sub Type: Study – Short-term student 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) **NEW as of April 2015:** there will be instructions to make an online payment for an Immigration Health Surcharge via an IHS portal. The surcharge is 75 GBP for Short-term; it will allow students to access the free National Health Service (NHS) while in the UK so it is a valuable benefit. The visa application will not be processed if this surcharge is not paid.

6) **Biometrics Appointment details** will appear as you complete the application.

7) **Payment and Mailing to UK Consulate in New York** details will appear.

8) **Supplemental Items details** can be found elsewhere in this document. However, you may be required to submit additional items, specific to your country of citizenship.

**Information for both US citizens and Non-US citizens:**
You cannot call the Consulate directly about visa questions. 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.

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.