UNITED KINGDOM
ENTRY CLEARANCE (VISA)

Instructions
For UK SUMMER programs only

(There are separate instructions elsewhere for all other UK programs)

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 Visas & Immigration (UKVI). The UKVI is the final authority; UCEAP has no authority or impact on visa application requirements or decisions.

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

ALL STUDENTS: 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 the UK. Also keep the contact information for your EAP Study Center in the UK and for your host university (the international office) with your documents should the Immigration officer have any questions.

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

NON-US CITIZENS: GO TO THE LAST THREE PAGES OF THIS DOCUMENT

US CITIZENS:
UK SUMMER students must obtain the Student Visitor Visa upon arrival in the UK. It may be valid for six months from the date of your arrival. 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.

Instructions for Student Visitor Visa (upon arrival in the UK)
Obtaining the Student Visitor Visa 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. Remember, the UK format for birth dates is day/month/year. 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.

**Visa Documents Required:**
1. Passport
2. UK Host University Acceptance Letter (a print-out of acceptance email is fine if the host university did not send a hard-copy letter)
3. Proof that you will depart the UK before your Student Visitor Visa expires
   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. See *Program-specific Information* further below concerning accommodation fees.

The UKVI has estimated the minimum amount for maintenance to be £1020/month if studying in London and £820/month if studying outside London.

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. 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 UKVI 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. Official UC Transcript (does NOT need to be in a sealed envelope).

*Program-specific Information*

London School of Economics Summer, Pembroke/King’s Summer, and Glasgow Science Summer students: Your acceptance letter or acceptance email from the host university will state your course fees are paid through the University of California to the host university. Because you pay for your own accommodations directly to the host university, you will need to show proof that you have done so. If this fact is not included in your acceptance letter or email, be prepared to show that you have already paid this amount in the form of a hard copy receipt. You would then be able to subtract what you have paid (up to a maximum of £1000) from the maintenance amount you must prove.

Sussex Summer, East Anglia Summer, and St. Andrews Summer students: Your acceptance letter from the host university will state your course fees and your accommodation fees are paid through the University of California to your host university. You would then subtract the accommodation fees (up to a maximum of £1000) from the maintenance amount you must prove.

Frequently Asked Questions

What is an “entry clearance” or a “visa”? A visa is permission to enter or stay in a country for a specific time and for a specific purpose. It is stamped or affixed into your passport. All incoming international students need a UK visa to study in the UK for a timeframe, which is specified in the host university acceptance letter.
Can I contact the UK Consulate if I have more questions?
You cannot call the Consulate directly about visa questions. Access the international enquiry service [https://ukvi-international.faq-help.com](https://ukvi-international.faq-help.com) to ask further questions if necessary. 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.

Am I an “exchange” student? What does that mean?
If you are participating on a UK Summer program, you are NOT an exchange student.

Can I work, intern, or do volunteer work while I am in the UK?
No, Summer students cannot get the correct visa to work, intern, or do volunteer work.

How do I get a visa for two back-to-back EAP programs in the UK?
**Summer plus any other UK Fall program without Internship:** Present admission letters from both host institutions plus financial proof to cover both programs, and obtain a Student Visitor Visa upon arrival in the UK (if both programs total six months or less).

**Summer plus UK Year program:** You would need to return to the US after your Summer program ends, in order to obtain a Tier 4 Student Visa before your Year program begins. You would need to pay extra for expedited processing. The instructions for the Tier 4 Student Visa are found in another UCEAP Visa Instructions document.

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 admission letter or CAS number document from a British university. 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. The wrong visa will prevent registration for courses at your host university. All these things have happened to EAP students who deliberately gave wrong information (for various personal reasons) to an Immigration officer upon arrival.

**Instructions for Non-US citizens:**
See this UKVI [tool for non-US citizens](https://ukvi-international.faq-help.com) to find out if there are any restrictions or additional requirements for your country of citizenship. There are two categories: “visa nationals” (who must apply for a visa before departure) and “non-visa nationals” (who may be able to follow the instructions for US citizens). Please do not contact UCEAP to ask if there are additional requirements or restrictions for your country of citizenship; UKVI policies can change frequently and UCEAP can monitor only the requirements for US citizens.

The “tool” linked above may state that “you do not need a visa if you will be coming to the UK to study a course lasting up to 6 months.” THIS IS MISLEADING. All students need to obtain an “entry clearance” into the UK, also known as a “visa.”
When applying for the **Student Visitor Visa before departure from the US**, follow the steps below. There will be a cost of approximately $150.

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 select “Study”)
     - Visa Type: Special Visitor
     - Visa Sub Type: (Special) Student visitor, up to 6 months (DO NOT select Tier 4)
   - 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.

   - **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.

See below for detailed information about the
- Biometrics appointment
- Submission of documents
- Priority service for expedited visa processing

**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).

Submission of Documents
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 (submission required)
   Do not 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. UK Host University Acceptance Letter (submission required). A print-out of acceptance
   email is fine if the host university did not send you a hard-copy letter.
3. Official UC transcript (submission not required unless requested by UKVI). It does NOT
   need to be in a sealed envelope.
4. Evidence of Financial Support (submission not required unless requested by UKVI)
   REFER TO THE ABOVE SECTION FOR US CITIZENS TITLED “VISA
   DOCUMENTS REQUIRED” because the financial support documents are the same
5. Stamped confirmation from your Biometrics appointment (submission 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. (submission required)
7. Two passport-style photographs (submission required)
8. A self-addressed and pre-paid envelope (submission 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 required supporting
documents to:
   British Consulate-General
   845 Third Avenue
   New York, NY 10022

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

When the consulate makes a decision about your visa application they will email the decision.
When you receive your passport with visa, it is very important to check that all information is
correct, including your entire program length. Be sure to check the start date of the visa – you
cannot arrive earlier than that date.
**Expedited visa processing:** If you apply one month or less before your departure, you must pay extra for expedited (“rush”) processing. See [here](#) for information on the priority service, costing approximately $170. Payment must be made online BEFORE submitting the online application.

See the FAQ section earlier in this document.