-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students MUST have a student visa to participate in this program.
Students arriving without a visa will be sent home by immigration officials at your own expense.
YOU are solely responsible for obtaining your visa **ON TIME** for your program.
Please take this process seriously.

****THESE GUIDELINES ONLY PERTAIN TO US CITIZENS STUDYING IN THE UK FOR THE YEAR and SEMESTER STUDENTS WHO WISH TO WORK WHILE IN THE UK****

What You Will Need TO DO:

- **CONSULT** and **READ** information on the **STUDENT VISA** process at the UK website.
- **GATHER** all of the supporting documentation (and copies!) for your visa application.
- **NOTE:** While you will not need to travel to the UK Consulate to apply for a visa, you will need to travel to an authorized biometrics center.
- **SUBMIT** all required documents for your student visa.
- **IF YOU ARE NOT A US CITIZEN** you *may need* to **APPLY** for a visa – you need to **DO YOUR OWN RESEARCH** at the UK Embassy in your country of citizenship.

Step 1: Prepare by Collecting Necessary Documentation

- **NOW!** Consult these websites: **www.ukvisas.gov.uk** and **www.uea.ac.uk/visa/visitors**
- At the beginning of June, you can prepare by getting your bank statement(s) in order, and securing a travel itinerary.

Step 2: Apply for a Tier 4 Visa AFTER you receive your Invitation Letter from UEA

- After you receive your invitation letter from UEA and support letter from Dickinson College (*but no earlier than **June 29***) you may initiate an on-line application for your UK student visa.
- When you have completed your online application and online visa payment, you will receive an email message containing your application number (also known as a '**GWF reference**'). Please make a note of this number. You will also be prompted to book an appointment (using the online calendar) to enroll your biometric information.

Step 3: Schedule and attend an appointment to submit your biometrics data

- Set up a biometrics appointment (through the consulate website). Go to the approved center and have your biometric information taken. When you have selected an appointment time using the online calendar, you will receive another email confirming the time and date of your biometric appointment at an Application Support Center. **Please print this confirmation receipt and bring it to your appointment, with your original valid passport or travel document and a printed copy of your online application form**.

Step 4: Submit all of your supporting documents for your UK visa application.

- Submit all of your supporting materials to the consulate **within 14 days** of your biometrics appointment. **Note:** *If you do not do this within 14 days, your application fee will be forfeited and your will have to re-apply!*
- The visa application for the Tier 4 (student) visa is £255 (subject to change) plus a $12 "return courier service" fee
- Use checklist (below) in preparation for your visa application.
- **KEEP** all of your documentation in a safe place. Some documents will be very difficult to replace if lost.

Travel with your Passport and Visa Documentation with You
DO NOT pack them in your checked baggage!

CHECKLIST FOR STUDENT VISA DOCUMENTATION

Items you will need in order to apply for a Student Visitor Visa: (For **every** document that you provide, you must include the original document **and** a photocopy. This includes a copy of your passport bio-data page (the page containing your photograph). Please ensure that the photocopies are of good quality and can be read easily.)

Required Items	Provided by:	Notes
Copy of your online visa application form	You	Must be signed and dated
Your stamped biometric appointment receipt	You	Your confirmation receipt will be stamped at your biometrics appointment
Letter of Invitation from UEA	CGSE	Do NOT lose this. It can be difficult to replace if lost!
Letter of Support from Dickinson College	CGSE	
Valid, Signed US Passport	You	Must be valid until December 1, 2013.
Travel Itinerary	You	Even if you have an e-ticket, make sure you have a confirmed travel itinerary, with a confirmation number, showing your intended departure from the UK
Bank Statement*	You	The statement must show proof of funds in a bank account in YOUR NAME equivalent to or greater than £600/month for every month you intend to stay in the UK. This should not be an on-line print out of the account balance-it should be an actual statement on bank letterhead/stationary. (£600 x 9 months = £5400) ***This statement should show evidence of funds in this account for at least the 30 days prior to your arrival.***

Letter of Support from a Parent/Guardian*	You	*If the equivalent of £5400 are in an account NOT in the student's name. An accompanying letter of support from the parent/guardian (whose name IS listed as the account owner) is required to attest that the student has access to these funds if necessary.
If not a U.S. citizen, evidence of your immigration status in the US	You	For example, your original permanent resident card, advance parole document, or a valid visa in your passport or US visa approval notice. If you are on a J-1 visa you must include your DS-2019, and if on an F-1 visa you must include your I-20.

All U.S. citizens must apply through the NY Consulate.

Contacts:
Center for Global Study and Engagement (CGSE) | Dickinson College | 717.245.1341 | global@dickinson.edu
UK Border Agency | www.ukba.homeoffice.gov.uk/
UK Consulate in New York | 845 Third Avenue | New York, NY 10022 | 212.745.0200
UK Consulate in Los Angeles | 11766 Wilshire Blvd, Suite 1200 | Los Angeles, CA 90025 | 310-481-0031