

## **-IMPORTANT: DO NOT LOSE THIS CHECKLIST-**

All Students **MUST** have a short-term study visa to participate in this program.  
Students arriving without a student 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 ONE (1) SEMESTER\*\***

### **What You Will Need TO DO:**

- **CONSULT** and **READ** information on the **SHORT TERM STUDY VISA** process on the UK website. <https://www.gov.uk/study-visit-visa/overview>
- **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 documentation for your short term study visa.
- **IF YOU ARE A US CITIZEN** and only studying in the UK for 6 months or less you **DO NOT** need to apply for a visa ahead of your arrival (you are considered a 'non-visa national').
- **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 this website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) and <https://www.gov.uk/study-visit-visa/overview>
- At the beginning of June, you can prepare by getting your documents in order.

### **Step 2: Apply for a Short Term Study Visa**

- After you receive your letter of acceptance from UEA and support letter from Dickinson College (*but no earlier than **90 days prior to the program start date***), you may initiate an on-line application for your UK short term study visa.
- When you have paid the Immigration Health Surcharge (IHS) (*note: students are responsible for paying this charge up-front but your Dickinson student account will be credited with the amount equivalent to the conversion rate at the time your account is credited*), and 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 you will have to re-apply!*
- The visa application for the Short Term Study Visa is £85 (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 SHORT TERM STUDY VISA DOCUMENTATION

Items you will need in order to apply for a Short Term Study 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). Keep a photocopy for your records.

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 Enrollment from Dickinson College	CGSE	Acceptance letter which states Dickinson's financial support for student.
Valid, Signed US Passport	You	Must be valid <b>AT LEAST</b> 6 months <b>AFTER</b> the end date of the program. NOT A COPY. Must have at least one blank page to affix the visa.
Transcript	CGSE	
Statement of financial aid	CGSE	*only for student who receive financial aid
Travel Itinerary (showing a scheduled departure from the UK within 6 months)	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.
1 Recent Passport Photo	You	Can be taken at CVS or Walmart
Bank Statement	You <i>(If you receive financial aid, the CGSE will provide you with a financial aid statement).</i>	The statement must show proof of funds in a bank account of the person funding your trip. The bank statement must show what has been in and out of the account up to the previous six months and naming the account holder.  If this is your parent(s), you must provide an accompanying letter of support from the parent/guardian (whose name IS listed as the account owner) to attest that the student has access to these funds, if necessary.  If you are receiving financial aid, you should also provide your statement of financial aid.
If not a U.S. citizen, evidence of your immigration status in the U.S.	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.
Pre-Paid, Self-Addressed FedEx or UPS Envelope for the return of your visa	You	Be sure your label is printed FedEx or UPS label and not handwritten. Also, make sure you will be present at the address you use when your visa is returned.

**\*\*Please note that visa application requirements can change frequently. It is YOUR responsibility to check with the UK Government's website to determine what documentation is required for your visa application. You can easily find this information on the UK Government's**

website, under the 'Documents you must provide' section of the Short-term study visa page:  
<https://www.gov.uk/study-visit-visa/documents-you-must-provide>

**All U.S. citizens must apply through the NY British Consulate. Mail your completed application to the British Consulate, address below. After you have submitted your application, you will receive email correspondence from the consulate once they have opened your application and begun to process it. You will receive another email when they mail your passport and Short Term Study Visa to your address. Once you receive your visa, check that all the information is correct.**

Please contact the Center for Global Study and Engagement (CGSE) with any questions.

<b>Contacts:</b>
<b>Center for Global Study and Engagement</b>   Dickinson College   717.245.1341   <a href="mailto:global@dickinson.edu">global@dickinson.edu</a>
<b>UK Border Agency</b>   <a href="http://www.ukvisas.gov.uk/en">www.ukvisas.gov.uk/en</a>
<b>UK Consulate in New York</b>   845 Third Avenue   New York, NY 10022   212.745.0200
<b>UK Consulate in Los Angeles</b>   11766 Wilshire Blvd, Suite 1200   Los Angeles, CA 90025   310-481-0031