

## **-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 **Tier 4 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](http://www.ukvisas.gov.uk) and <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk/>
- At the beginning of June, you can prepare by getting your documents in order.

### **Step 2: Apply for a Tier 4 Visa AFTER you receive your Confirmation of Acceptance for Studies (CAS) Letter from UEA/Durham/Oxford**

- After you receive your CAS letter from UEA/Durham/Oxford 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 student visa.
- Within the application, you will be prompted to enter an address in the UK for the nearest BRP pick-up location to you. **\*\*It is extremely important that you enter the address of the hotel where you will be staying in LONDON- DO NOT enter the address at UEA, as you will be in London for the first few weeks you are abroad and will need to pick up the BRP shortly after your arrival to the UK.**
  - Norwich Humanities hotel address: Jesmond Hotel, 63 Gower Street, Bloomsbury, London WC1E 6HJ
  - Norwich Math and Sciences hotel address: 67 Gower Street, Bloomsbury, London WC1E 6HJ

- 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 Tier 4 (student) visa is £310 (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 Tier 4 STUDENT VISA DOCUMENTATION**

Items you will need in order to apply for a Tier 4 Student 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.

# England Tier 4 Student Visa Application Process

Academic Year  
2016-2017

| 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  |
| Confirmation of Acceptance for Studies (CAS) from UK university            | UEA<br>Durham<br>Oxford | Do NOT lose this. It can be difficult to replace if lost! You will need the CAS reference number to apply.  |
| Letter of Support from Dickinson College                                   | CGSE                    | Acceptance letter which states Dickinson's financial support for student.   |
| Transcript   | CGSE                    |   |
| Statement of financial aid   | CGSE                    | *only for students who receive financial aid  |
| Valid, Signed US Passport  | You                     | Must be valid for a <u>minimum</u> of 6 months AFTER the end date of the program. NOT A COPY. Must have at least one blank page to affix the visa.  |
| 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  |
| 2 Recent Passport Photos   | You                     | Can be taken at CVS or Walmart.   |
| Bank Statement*  | You                     | <b>*Not required</b> , but strongly advised especially for international students. The statement should show proof of funds in a bank account in your name. If the bank statement is in your parent/guardian's name, include a letter of support from parent/guardian whose name is on the account along with the bank statement. |
| 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.   |
| 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.  |

**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 Tier 4 Student Visa to your address. Once you receive your visa, check that all the information is correct.**

# England Tier 4 Student Visa Application Process

Academic Year  
2016-2017

| Contacts:   |  |
|---|--|
| Center for Global Study and Engagement (CGSE)   Dickinson College   717.245.1341   <a href="mailto:global@dickinson.edu">global@dickinson.edu</a> |  |
| UK Border Agency   <a href="http://www.ukba.homeoffice.gov.uk/">www.ukba.homeoffice.gov.uk/</a>   |  |
| UK Consulate in New York   845 Third Avenue   New York, NY 10022   212.745.0200   |  |