Applying for Short-term Study Visa

This guide is for students who are applying for their Short-term Study Visa outside the UK using the online application form available on the Visa4UK website.

Print out this guidance document and have it beside you to refer to as you complete your visa application.

Online application means that you complete the application form and pay for your application online. Your application date will be the day you submit your application and pay your application fee online.

We recommend that you save your application periodically to prevent any data loss. Once you have completed the online application form, save it and then log in again the next day to check it through carefully. It is easy to miss errors when you have been working on a document for some time.

Initial information

- The visa is available for a maximum of 6 months.
- You must leave the UK on or before the expiry date and will not be able to extend it or switch into a different category in the UK.
- You cannot make an application more than 3 months in advance of the start of the course. However, make sure you give yourself plenty of time to make your application and receive your visa. You can find out how long it takes to process a visa in your home country on the UKVI website.
- When you make your application, state when you wish the visa to start from (date you intend to enter the UK) otherwise they will start the visa from the date they issue the visa to you.
- Make sure you supply sufficient evidence to support your application. Decision making can be subjective so do not give them a reason to doubt the validity of your application.

Requirements for the application

Below is a list of things you will likely be required to provide as part of the application process.

Letter from Queen’s University Admissions

You should use your Letter of Attendance from Queen’s confirming your course details, the dates you need to be in the UK and the course fees. This letter should indicate that all fees have been paid and that fees cover accommodation and meals in addition to tuition.

Information about your finances and employment

While the Letter of Attendance will indicate that fees cover accommodation and meals, you should prepare at least 3 months’ bank statements to show that you have funds to cover yourself whilst you are in the UK. You may also want to provide a letter from your employer as well (if you have one). If you have a scholarship make sure you obtain a letter from your provider confirming their sponsorship for the period you will be in the UK. It would also be a good idea to show you have medical/travel insurance to cover the period of your study.

your accommodation and travel details
UK Visas and Immigration will expect you to provide some evidence of where you will be staying whilst you are in the UK – the Letter of Attendance should be sufficient for these purposes. You would also be expected to show proof of a return flight ticket booking.

Qualifications

You may be required to show proof of your academic qualifications to prove that you are a valid student.

Other information

It would also be a good idea to prepare some information to show that you intend to leave the UK at the end of your period of study. This may be proof of employment, proof of property or strong family links in your country. This sort of information is usually more important for countries which the UKVI consider higher risk and will be more suspicious about a student’s motives for entering the UK.

Applying for your visa

1. Creating an account

To be able to submit an online application, you will need to create an account with the UK Visa & Immigration service. Follow these steps to create your account:

- Go to [https://www.visa4uk.fco.gov.uk/home/welcome](https://www.visa4uk.fco.gov.uk/home/welcome)
- Click on “Register an Account” to create an account on the Visa4UK website.
- Once you have registered your details online, they will send you an email to verify your email address.
  - Make sure you remember your password as the reset password email can take up to an hour to arrive if you forget it!
- Please check your inbox (including junk email) and click on (or copy & paste) the link in the email sent to you from Visa4UK to unlock your account.
2. Selecting the correct form

- Log into your account
- Click on “Apply for Myself” to start your visa application
- Read the information and click on “Continue”
- Provide your Date of Intended Travel and Passport Number in the “Applicant Details” section
  - You can travel to the UK up to 7 days before your course start date
- In the “Select Visa Type” section, please choose the following from the drop-down boxes:
  - Reason for Visit: Study
  - Visa Type: Study (Non Points-Based System)
  - Visa Sub Type: Study – Short-Term Student 6 Months
- Click on “Create Application”
- Note your unique application reference number and complete each section of the form

3. Customising your Application

The online form selects and hides questions based on the answers you provide on the customisation screen. Any question with a * next to it is required information and you will not be able to complete the form without answering these questions.

If you do not use the system for 30 minutes you will be automatically logged out and your information will not be saved. If you have to leave your computer at any time, save your answers and log out for security reasons.

4. Completing the Form

There are 5 sections of the form which you are required to complete. You can save your form at any time and come back later to complete it. We recommend that you begin completing the application form as soon as possible.

Click on Go to Application on the right hand side of the page, and start completing your application.

The guidance below will provide specific responses to some questions.

1. Passport and Travel Information: please fill in all required sections.

   In most circumstances you should answer NO to the first question below as Student Visitors are not eligible to bring dependents.

   Question: How long do you intend to stay in the UK?
   Please write down how long you will stay in the UK in total.

   Question: What is the main address and contact details of where you will be staying whilst in the UK?
   Do not use the postcode lookup. Enter the address as follows:
Question: Are you travelling with anyone?
This question refers to family/friends and not classmates: you are advised to select “No”.

2. Personal Details and Travel History: please fill in all required sections.

3. Family Details: please fill in all required sections.

Persons entering on a Short-term Study Visa cannot bring dependants (spouse and/or children). Where you are asked ‘will your spouse/partner be travelling with you?’ you will need to answer NO however if your marital status is anything other than ‘single’ you will still need to provide the details about your partner.

4. Employment and Income: please fill in all required sections.

Please enter amounts in GBP (£).

Question: What is your current working status?
Select: Student (Working) or Student (Non-Working)

Question: Name of Institution you are studying at
Type: Bader International Study Centre

Question: Name of course you are studying
- Upper Year Program
- Field School in British Archaeology
- Field School in Medieval Theatre Studies
- Interdisciplinary Studies in Global Health and Disability
- Summer School
- International Business Law
- Public International Law

Question: The cost of your accommodation
Type: All accommodation costs are included in the fees paid to Queen’s University (Canada).

Question: The cost of your living expenses
Type: £250 per calendar month.
5. Family and Friends: please fill in all required sections.

This section must be completed. Where you are asked about your plans whilst in the UK you should state that you are studying and provide details of the course. If your main purpose is for study, where you have friends and family in the UK please mention the relevant details below.

6. Medical Treatment: this only applies to those who have had in-patient treatment in a hospital while you were in the UK on a short-term visa.

7. Study Details: please fill in all required sections.

*Question: Have you been unconditionally accepted or are you enrolled on a course of study in the UK?*
Select: Yes

*Question: Where will you study?*
Do not use the postcode lookup. Enter the address as follows:

Organisation: Bader International Study Centre
Line 1: Herstmonceux Castle
Line 2: Hailsham
Postcode: BN27 1RN
Primary contact no.: +44 (0)1323 834444
Email: welcome@bisc.queensu.ac.uk

*Question: What is the name of the course?*
- Upper Year Program
- Field School in British Archaeology
- Field School in Medieval Theatre Studies
- Interdisciplinary Studies in Global Health and Disability
- Summer School
- International Business Law
- Public International Law

*Question: When does the course begin?*
Enter the start date of the course. If the course has a component in Canada beforehand, enter the date that the course starts in the UK.

*Question: What is the level of the course and qualification?*
Type: NQF Level 6

*Question: Is your accommodation provided as part of your course?*
Select: Yes

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Question: What is the name of the Accommodation Officer?
Type: Caroline Harber

6. Additional Information
Specify that the fees cover all accommodation and meal expenses.

Confirming and Submitting the Application
Click on Confirm Application. Please check all your details carefully before clicking Submit Application. Please note that this is a 2-step process – you confirm the application is correct, and then submit it. If you confirm the application without submitting, you have not completed your application! Please also note you will not be able to make any changes to your form once your application is submitted.

5. Sign declaration
On the right-hand side of the screen click Sign Declaration. A window will pop up titled “Your visa application declaration”. Scroll to the bottom and type your name and then click Sign declaration.

6. Book appointment
You must book an appointment to submit your biometric data (finger prints and facial image) as part of your visa application. Please select an available location, day and time. Please note that if you do not pay your visa application fee online within 3 hours, your appointment will be cancelled and you will need to re-book. The appointment booking is handled by a third-party organisation – Teleperformance, VFS Global, or Worldbridge depending on where you are applying. In Canada appointment locations are:

- Toronto
- Halifax
- Vancouver
- St Johns
- Edmonton
- Ottawa

Please note that you cannot schedule an appointment independently of the visa application process. However, VFS Global does offer user pay services: https://www.vfsglobal.co.uk/canada/user_pay_services.html.

8. Pay for your application
You can now pay your application fee online with a Master/Visa card or PayPal. The fee shown on the website is for processing and consideration of your application and the entry clearance decision-making service, not for the guaranteed delivery of a visa. Therefore, you will not be entitled to a refund should your application for entry to the UK be refused or granted for a shorter time period than the period you applied for. Your fee can be refunded only if you withdraw the application in
writing within 3 months and 7 days of the original date of application and before you provide your biometric data.

9. Print your application
We strongly advise you to save your application as a PDF and then print it.

You can also print your appointment details by clicking on the View Appointment button.

After you apply
The application process normally takes around 3 weeks from outside the UK, but you should anticipate it taking longer. You can find current processing times in your country here: www.gov.uk/visa-processing-times.