



Important Announcement Regarding New UK Student Visa Requirements

(Revised January 18, 2008)

Please Note: Immigration requirements in London have recently changed and the online application form has been updated as of November 20th 2007. What follows are detailed instructions about getting the appropriate Prior Entry Clearance (visa), if you will need it.

- **All students planning to do an internship in London should plan to apply for a Prior Entry Clearance visa, except citizens of the UK or EU.**
(Note: The instructions below were developed based upon the assumption of U.S. citizenship. Some of the details may vary, depending upon your country of citizenship. If you are not a US Citizen, please contact your nearest British Consulate to ask what specific steps you will need to take in order to obtain your Prior Entry Clearance.)
- **If you will not be doing an internship in London and are a U.S. citizen, then you are not required to apply for Prior Entry Clearance.**
(Note: If you don't apply for Prior Entry Clearance, you will be given a Student Visitor stamp in your passport as you go through immigration at the airport when you arrive in the UK. This stamp allows you to remain in the UK for the amount of time specified on the stamp (typically the length of time of your study abroad program), but does not allow you to work. (Once your stamp expires, you will not be permitted to extend the date of the stamp – you will be required to depart the UK.)
- **All online applications now require the new UK biometric (finger scan) system.**
Please visit http://www.britainusa.com/files/adobepdf/429o9o47355o_1.pdf for more information regarding this new procedure. Once an online application is submitted, you will be prompted to make an appointment for a biometric finger scan and digital photo in your area at a US Homeland Security Office prior to sending your application and supporting documents to your area consulate.

THE PROCESS:

The application for the Prior Entry Clearance Visa begins online. You will be asked a number of questions during the online application process. Please note that this is a very detailed application and may take you a considerable amount of time to complete. Also be sure that your Internet connection is secure and properly functioning.

Once you have completed the online application, you should print it and keep a copy of it for your records. You will receive an e-mail confirming that your application has been received. Please note the payment reference number on that email. At that point you should send in the following materials via Certified Mail (with a Return Receipt) to the address indicated in the confirmation e-mail you receive.

- a. Copy of the online application
- b. Passport (note: It should be the original document and have at least 6 months validity from the date you will enter the UK)
- c. One passport-sized photograph
- d. A letter from your university or college confirming your acceptance for the course of study in the UK and a statement of charges for the course
- e. Evidence of funds (eg: financial aid award letter, loan approval, personal recent bank statements, letter of support and recent bank statement from parents/guardians)
- f. ANY other materials requested from you in the confirmation e-mail – be sure to read it very carefully

If you are an international student: evidence of your Immigration Status in the USA and permission to re-enter the USA after your trip (not necessary for US citizens). Please submit original documents.

When you have been approved for a visa, your passport will be returned to you via postal service with a sticker inside that says “Student” on it.

In order to allow adequate time for the visa processing, you should begin 3 months prior to departure (but no earlier).

INSTRUCTIONS ON HOW TO APPLY FOR UK ENTRY CLEARANCE:

Note: You can only apply for this visa three months prior to your arrival date in the UK.

There is a fee associated with applying for Prior Entry Clearance. That fee is currently \$208 plus \$12 postage, but may change with fluctuations in the exchange rate. When you go online to apply for your Prior Entry Clearance, make sure you have a credit or debit card available to pay that fee.

What follows is extremely detailed information on each step of the application process, with information about any questions you might find tricky to answer. Please follow the instructions carefully. Please keep in mind that some questions will differ depending on the answers you provide to yes/no questions. If any questions arise, please call the CAPA student services line at 1-800-793-0334.

In order to apply for Prior Entry Clearance, **be sure you are on a computer from which you can print**, as you will need to print out your application at the end of the online process.

For helpful information about the prior entry clearance student visa process please visit

<http://www.britainusa.com/visas/>

1. Go to <http://www.visa4uk.fco.gov.uk/ApplyNow.aspx> and read through the information that appears on the “**New Visa Application – Before you Apply**” page. Note that you will need to have the following readily available: a credit or debit card, your passport, your address in the UK, and your itinerary (dates of arrival and departure). For your address in London, please use the address of the CAPA London Center, which is provided to you further along in these instructions. Check the box at the bottom stating that you have read the information, and click on “**Continue**”. **Note:** You cannot apply for your Prior Entry Clearance earlier than three months prior to the beginning of classes. Also, you will need to submit all documents and items listed above on page 1 in order to receive the Prior Entry Clearance.
2. “**Application Security**”: Fill in the correct answers and then click “**Next**”.
3. “**Your Visa Requirements**”: Fill in the correct answers from the drop down menus provided. You will need to choose your state of permanent residence, which will determine where you will send the

supporting documents once your online application has been submitted. For “purpose of visit” **select student** and for “type of visit” choose **up to 6 months**. Click “**Next**”.

4. **“Section 1 – About You”** Fill in the required information. Keep in mind your given name is your first name and your family name is your last name. For your birth date, you should click on the calendar icon and choose your correct date of birth as the format used on this application is somewhat unusual. If you hold more than one nationality and you check that you have more than one passport, you will be asked to explain on the next page. Once complete, click “**Next**”.
5. **“Section 1 – About You”**: Mark your marital status, click “**Next**”.
6. **“Section 2 – Passport Information”**:
 - Enter your passport number
 - The place of issue
 - The issuing authority (listed under the date of issue on your passport)
 - The date of issue
 - The date of expiry
 - Check whether or not this is your first passportClick “**Next**”.
7. **“Section 3 – Your Contact Details”**: Supply required information (note that you shouldn’t use anything but numbers in the phone number field – no dashes, parentheses, etc.), click “**Next**”.
8. **“Section 4 – Your Family”**: Answer the question do you have any children. If yes, answer all supporting questions, Click “**Next**”.
9. **“Section 4 – Your Family”**: Answer whether or not children will be traveling with you. Click “**Next**”.
10. **“Section 4 – Your Family (Father)”**: Answer questions regarding your father’s name, birth date, country of birth, and nationality. Click “**Next**”.
11. **“Section 4 – Your Family (Mother)”**: Answer questions regarding your mother’s name, birth date, country of birth, and nationality. Click “**Next**”.
12. **“Section 5 – Immigration history”**: Answer all of the required questions, click “**Next**”.
13. **“Section 6 – About your course”**: Supply the required details.
 - The first question asks you if you’ve been unconditionally accepted on a course of study in the UK. Answer “Yes”
 - Under “Course Title”, you can write “Study abroad semester in London”.
 - Under “Expected qualification”, you can write “part of BA (or BS, or BFA) degree in progress”.
 - Under “Awarding body” type the name of your US institution
 - Enter the start date of your study abroad program (or the date you will arrive in the UK)
 - Under “Name and address of the institution at which you will be studying”, put the
Centers for Academic Programs Abroad (CAPA) London Center,
144 Cromwell Road
London SW7 4EF UK
 - Enter the email address “studyabroad@capa.org”.
 - When asked if you were interviewed by the institution, answer “No”Click “**Next**”.

- The next page provides details about why you were selected unconditionally; you may mention that you have been accepted on the Semester in London study abroad program to add an international component to your BA/BS undergraduate degree.

Click “Next”

14. “Section 6 – About your Course”:

- Answer all required questions accordingly.
- When this course is finished will you undertake another course in the UK? Answer –NO. Click “Next”.

15. “Section 6 – About your Course”:

- Under “What do you intend to do when you have finished this course in the UK”, put **“Return home to the US to finish degree”**.
- # of hours of study per week? **15**
- # of daytime hours of study per week? **15**
- Have you studied in the UK before? **Answer yes or no.**
- Do you speak English? **Answer yes.**
- What have you been doing since you completed your most recent degree? **Answer: This course is part of my undergraduate university degree in progress.**
- Provide Education History since age 11 – **List all of the schools you have attended with dates starting at age 11.**

Click “Next”.

16. “Section 6 – Your educational qualifications” (*continued*): This section states “You stated that you speak English. Please provide full details of any qualifications in English you have, including test scores.” **You can put here that you have earned a U.S. high school diploma, and also provide your SAT scores if you have them available.** Click “Next” to continue.

17. “Section 6 – Educational Funding”

- Under “Where will you stay in the UK”, you should use the CAPA London Center address.
**Centers for Academic Programs Abroad London Center (CAPA)
144 Cromwell Road
London SW7 4EF UK
Tel: 442073707389 (leave out any spaces or dashes when entering the number)**
- How much will this cost per month? **Answer: all of my housing costs have been prepaid with my study abroad program fee.**
- What is the total cost of the course including fees, accommodation, and living expenses? **Answer: all of my program fees, housing costs, and comprehensive health coverage have been prepaid with my program fee of enter program fee plus cost of airfare. I have another (enter additional funds - recommended \$1,500 per month) for personal expenses.**
- Please provide the name and relationship of who will pay for your travel to the UK (ie your flight ticket) – **Enter self or name individual or organization supporting you financially.** Please keep in mind you will have to provide supporting documents proving these funds are being/have been provided. If you have already purchased your ticket you should state I (or whoever) purchased my ticket on (date).
- Please provide the name and relationship of who will pay for your course fee– **Enter self or name individual or organization supporting you financially.** Please keep in mind you will have to provide supporting documents proving these funds are being/have been provided. You should also mention that your course fee has already been paid.
- Please provide the name and relationship of who will pay for your expenses such as accommodation and food? – **Enter self or name individual or organization supporting you financially.** Please keep in mind you will have to provide supporting documents proving these funds are being provided.

- Do you have any financial sponsors? **Click yes or no** (this includes parents, loans, financial aid or other friends and family helping to pay for your expenses while studying abroad). If you answer yes, you will have to provide detailed financial information for your sponsor/s listed in #20 below and you will need to send in supporting evidence such as bank account statements, loan papers, financial aid award letters, affidavit of support etc.
Click **“Next”**.

18. **“Section 6 – student- Financial Sponsors”**

- Check the number of financial sponsors that you have. Financial Aid counts as a sponsor.
- List these sponsors.
- List whether your sponsor is an individual or an organization such as federal financial aid.
Click **“Next”**.

19. **“Section 6 – student - Financial Sponsors”**

- Fill in contact details of Financial Sponsor, click **“Next”**.
If you have chosen to include Financial Aid as a sponsor please provide the contact details of your on campus financial aid advisor.

20. **“Section 6 – Financial Sponsors”** – Answer the following required questions about your Financial Sponsor.

- Have they set aside specific money for your studies? **If you answer yes, you will be asked to explain and send in documents proving this is the case.**
- Is your financial sponsor in the UK?
- Your relationship to the sponsor (**father, mother, friend etc**)
- Your sponsor’s occupation
- Your sponsor’s monthly income after tax
- Does your sponsor have other forms of income such as stocks and bonds?
- How much money is your sponsor giving you?
- Does your sponsor have other dependents?
- How much of your sponsor’s income will be given to other family members?
- Has your sponsor sponsored anyone else in the UK?
Click **“Next”**.

21. **“Section 6 – Current Finances and Employment”**

Fill in employment details. If you have a job, you will be asked for other forms of income as well. Other income includes financial aid, scholarships, funding from friends or family etc.

If you are just a student, choose unemployed and list sources of income such as parents, sponsors financial aid etc.

(You will need to provide proof of all types of income when mailing in your completed application and documents.)

Click **“Next”**.

22. **“Section 7 – Additional Information”** Leave blank.

23. **“Review your application”**: You are given the opportunity to review the answers you have provided in this application. Review them carefully, and then click **“Next”** if nothing needs to be changed.

24. **“Declaration”**: Read carefully, type your name in the signature box at the bottom, then click **“Next”**. Note that once you sign/enter your name here and click **“Next”**, you will be unable to make any other changes in the previous application sections.

25. Follow the instructions in the rest of the application. **DON'T FORGET TO PRINT A COPY OF YOUR APPLICATION ONCE YOU HAVE COMPLETED IT!** CAPA is unable to view beyond the electronic signature, so we cannot provide you with the exact details of the next sections. However, if you have any questions, be sure to let us know. You can direct questions to your CAPA Program Manager in the Boston office at 1-800-793-0334.

Once the application has been submitted online, you will receive an email confirming receipt of the online application and a list of the documents you will be required to submit along with the printed application. The list should be similar to that which is on the second page of this instruction sheet. The email should also contain instructions about where to send this documentation. You should be certain to send it via overnight express mail, or at least registered, certified and/or insured mail, since you will be sending out your passport. **Again remember you will be required to make an appointment to obtain your biometric (finger scan) before mailing in your documents.**

Please visit https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=LO for information on the nearest area biometric collection center.

When you receive your passport back, a sticker will have been placed in your passport. You should check it immediately for the following:

- Make sure it says you are a “student,” and not a “student visitor” or “visitor”.
- Check its start date. **You cannot use the entry clearance to travel to the UK before this date.**
- Check its expiration date.
- Check whether or not it says that you must register with the police on arrival in the UK. If it does, then make a note to contact the CAPA London Center staff to ask how you do that as soon as you arrive in the UK. You will be expected to register with the police within seven days of your arrival. Not all students are given conditions that require them to register with the police.

You will need to show your entry clearance sticker to an Immigration Officer when you land in the UK. You are unlikely to be asked many questions. However, it is sensible to have evidence that you meet the requirements of the Immigration Rules for students in your carry-on luggage so that you can produce it if necessary. Check your passport when the Immigration Officer gives it back to you so that you are aware if they have made any changes to your conditions (for example, by adding a requirement for you to register with the police).