



**Llandrillo  
Menai**  
International

# Student Visa Guide 2019

**Applying from outside the UK**



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## ***Introduction***

Congratulations on being issued an offer of admission to Llandrillo Menai International. This guide provides useful information and advice on applying for a visa.

**Please note that this is a guide only.**

Further information is available on the UK Home Office website and we recommend that you also read information on that site as immigration rules can change at short notice.

<https://www.gov.uk/browse/visas-immigration/student-visas>

If you have any questions about this guide, or about applying for a visa to study at Llandrillo Menai International, please contact us.

Llandrillo Menai International holds a UK Visas and Immigration Sponsor Licence to recruit students from overseas.

You will need to apply for a visa to enter the UK that allows you to study whilst you are here.

## ***How to apply***

The process of applying for a visa varies depending on the country from which you are applying. For example, some countries will allow you to apply online whilst others may require that you visit to the visa office in person. It is therefore very important that you check the procedure for your country of application. You can find details of your country by visiting the UK Home Office web page at [www.gov.uk/find-a-visa-application-centre](http://www.gov.uk/find-a-visa-application-centre).

For information about the different visas and how to apply for them you should visit the [UKVI webpage](http://www.gov.uk/apply-uk-visa). [www.gov.uk/apply-uk-visa](http://www.gov.uk/apply-uk-visa)

There are two main types of study visa:

- Tier 4 Visa
- Short-term Study Visa

The type of visa you need will depend upon the course that you have applied for.

Your offer letter will tell you which type of visa you need for the course you will be studying.

Your visa application will be made online via the UKVI webpage. Before you apply for your visa it is important that you read the information on their website to ensure that you meet all of the requirements to be able to obtain a UK visa. If you are applying to study with Llandrillo Menai International through an Educational Agent in your home country, it is part of their duty to help and check all your documents for you.

## **Short Term Study Visa - Courses of 6 months or less or English**

### **Language courses of up to 11 months**

If you intend to follow a course that is for less than 6 months (or 11 months if you will be studying English Language), you can apply for a short term study visa.

A short term study visa is cheaper and, often, quicker to apply for than a Tier 4 visa in your home country.

However, please be aware that:

- You cannot extend this visa beyond 6 months from within the UK
- You are not allowed to work on a Short Term study visa.
- You cannot bring your family with you



Please note that you **do not** need a CAS from Llandrillo Menai International to apply for a Short Term

### **Tier 4 Visa Requirements – for Overseas (Non-EU) Students**

You may only apply for a Tier 4 visa within 3 months of the course start date, therefore, you will normally be issued a CAS no longer than 3 months before the course start date. The course start date can be found in the Notification of CAS. Once you are issued an offer of admission, you should make sure you meet all the visa requirements in advance to ensure a successful application.

To check the details of how to apply in your country, please go to the Home Office's visa centres overseas page:

[www.gov.uk/find-a-visa-application-centre](http://www.gov.uk/find-a-visa-application-centre)

***It can take weeks to prepare documentation that you will need to present with your visa application therefore you are strongly advised to start preparing your documents as soon as possible.***

*Depending on your country of application, you should apply either online or by using Form VAF9 and PBS Appendix 8 Tier 4 (General) Student Self-Assessment. Most countries require you to apply online: [www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa) To be granted a visa for full-time study, you should pass a points-based assessment and score 40 points: • 30 points for possession of a Confirmation of Acceptance for Studies (CAS) from Bangor University. Please see 'What is a CAS?' on page 8 • 10 points for evidence that you have enough money to cover the cost of your course and living expenses, please refer to page 10 In addition, the visa application form will ask questions about your English language ability, previous visa applications and academic qualifications. You may also be asked to attend an interview as part of the application.*

## Visa requirements for studying in the UK

If you are classed as a 'Visa national',

(ie that you need a visa to enter the UK) you must apply for 'Entry Clearance' (Visa) before travelling to the UK to study. This Entry Clearance will be stamped in your passport and it will look like this:



More

information about applying for Entry Clearance is available at:

[www.gov.uk/browse/visas-immigration/study-visas](http://www.gov.uk/browse/visas-immigration/study-visas)

### ***Non-Visa Nationals***

**European Economic Area (EEA) Students, Iceland, Liechtenstein, Norway, Switzerland, Bulgaria, Romania, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovenia and Slovak Republic:**

You do not need entry clearance to enter the UK to study.

Some students can obtain a 6 month short term study visa at the UK port of arrival (e.g. students from the USA). These students will get a stamp in their passport noting that they are short term study visa and will have a maximum stay of 6 months in the UK. In these cases, you must ensure that the Immigration Officer writes 'student' on the stamp, otherwise you will not be allowed to study. These visas prohibit students to undertake any work and they cannot be extended from within the UK.

The Entry Clearance will:

- state the start and end dates of your permission to stay, you will be given temporary leave for 30 days and you will then have to collect your BRP card on arrival in the UK.
- give details of whether you need to register with the police.
- state if you are allowed to work.
- it will also have a specific reference number for Llandrillo Menai International and will detail the type of visa. This would normally be a 'Tier 4 (General) Student Visa'.

On receipt of your Entry Clearance and BRP, please check:

- that your personal details are correct and match the details on your passport.
- the valid 'from' and 'to' dates.





## Families (dependants)

You may wish to bring your family to Bangor during your studies. Tier 4 visa holders can only do so if: • you are government-sponsored and your course is over six months long OR • you are doing a postgraduate level course of 12 months or longer. Dependants include: your wife/husband/children under 18/civil partner. They will be given the same length of visa as you. If you are planning to bring your family with you, please contact the International team in Bangor to make sure you have made plans for your accommodation and childcare well in advance of your arrival.

More information about visas for your family is available at: [www.ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/Bringing-your-family/](http://www.ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/Bringing-your-family/)

### Preparing your visa application documentation

#### *The CAS - Confirmation of Acceptance of Study*

The CAS is a unique reference number linked to a record created by the College in the UKVI IT system. It is used instead of a paper 'Visa Letter'. If you are starting a new course, you will receive a CAS number in a CAS Statement email from the International Office.

You will be asked to confirm that the information is correct before your CAS Statement is issued. Do NOT apply for your visa until you are sure that the correct information has been included in your CAS – contact the College [landrillointernational@gllm.ac.uk](mailto:landrillointernational@gllm.ac.uk) if you need to make any subsequent corrections.

The CAS statement does not need to be submitted with your application, but you must write the CAS reference number on your visa application form and the information given in the CAS statement will help you to answer some of the questions in the form.



**Before issuing a Notification of CAS, you will need to meet the College's entry requirements.**

**They are:**

- **Academic**
- **English Language**
- **Financial (payment of deposit or letter from**

# Entry Requirements

## Academic

The college must have proof that you have achieved the academic qualifications for entry onto the course applied for.

Your CAS statement will list the qualifications you used to obtain your place of study at the College. If it does, you must include an ORIGINAL certificate or transcript for each of these qualifications and an official translation if it is not in English.

## English Language Requirements

The college must have proof that your English Language is at the correct level.

- For all NQF level 4 courses (eg Degree programmes) your English language ability must be at IELTS 6.0
- For study on NQF level 3 courses (e.g. A-Levels) you must be at IELTS 5.5
- If you are intending to study an English language course and wish to enter the UK on a Tier 4 visa you must be at IELTS 5.5. Anybody below this level would have to enter the UK on a Short-term Study Visa

To meet these requirements you will need to take one of the Home Office's approved secure English language tests (SELTs).

The approved SELTs are listed here:

[www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests](http://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests)

- If you are booking an IELTS test online for visa purposes, you need to go to the official IELTS website address to book your test: <http://takeielts.britishcouncil.org/>
- We advise all students to take the **IELTS Academic for UKVI** test regardless of the Level of course you are applying for.
- **If you do not take the correct test, you will not be able to apply for your visa.**



# Maintenance / Funds

PROVIDING THE CORRECT FINANCIAL INFORMATION IS VITAL AS INCORRECT OR INCOMPLETE INFORMATION IS THE MOST COMMON REASON VISAS ARE REFUSED.

You will need to show that you have enough money to pay for your course fees and your living costs while you are in the UK. The Home Office refers to this as the 'maintenance (funds) requirement'.

Length of Course	Funds Required
9 months or less	Course fees plus £1015 for each calendar month of the course to cover living costs
More than 9 months	First year of fees and £9,135 to cover living costs for 9 months in the United Kingdom.

1. You must prove that you have the above amounts by presenting your bank statements or a letter from your bank, and supply evidence **that the funds have been in your account for at least 28 days.**
2. In addition, the statement or letter from your bank **should be dated no more than 28 days before the date of your visa application.** See example below.
3. **All amounts should be in pounds sterling (£),** so we suggest you print out a currency conversion sheet from the OANDA website: [www.oanda.com/currency/converter](http://www.oanda.com/currency/converter)
4. The Home Office will **not accept** proof of funds from certain banks. The list of banks is available at: [www.gov.uk/government/publications/immigration-rules-appendix-plists-of-financial-institutions](http://www.gov.uk/government/publications/immigration-rules-appendix-plists-of-financial-institutions)

## Example

- The visa application is submitted on the 1st June
- The letter from the bank should be dated no earlier than the 4th May
- The statement should cover a period of at least 28 days immediately prior to the 4th May, i.e. a date range from 1st April to 4th May
- The amount in the account should at least cover the cost shown in the table above.

### Costs met by Parents / Guardians

If you are using your parents' or legal guardian's bank account, you must show proof that you are related to them. You should do this by providing a birth certificate and a letter from them confirming that you are their son/daughter and that they will sponsor your studies.

The UKVI will ask for evidence of where a large single deposit of money has come from. Examples of this evidence might be parents' bank account statements from where money has been transferred, or evidence of level of regular earnings. Please see the UKVI website for further details.

### Sponsored students

If you are being sponsored by your Government, you must provide a letter confirming they are meeting the above costs. The letter must be on headed paper and bear the organisation's official stamp. It must show;

**Your name, the sponsor's details, the length of the sponsorship and the amount of money the official financial sponsor is giving to you, or a statement that it will cover all of your course fees and living costs.**



## Medical checks

Tuberculosis (TB) & Health Surcharge Students from some countries are required to provide a medical certificate confirming that they are clear of Tuberculosis if they are coming to the UK for more than six months. The list of countries requiring TB screening is listed here together with a list of approved clinics for providing the medical checks. [www.gov.uk/tb-test-visa](http://www.gov.uk/tb-test-visa)

All Tier 4 applicants must pay the Immigration Health Surcharge as part of their visa application. This will entitle you to free healthcare throughout your studies in the UK and you must pay the surcharge even if you have private medical insurance. You should prepare to pay £150 per year of your programme up front. You will pay the full amount at the same time that you pay your visa application fee. Please check the following for more information <https://www.gov.uk/healthcare-immigration-application/overview>

Once you have paid you will be sent an email with an NHS reference number. This number will be listed on the visa application form.

Details at:

[www.gov.uk/healthcareimmigration-application](http://www.gov.uk/healthcareimmigration-application)

## Parental Consent

If you are 16 or 17 years old and applying as a Tier 4 (General) student, you must have your parent(s) or legal guardian(s) written consent that you can live and travel independently.

## Passport sized photographs

You should check that the size of the photographs are correct and the number of photographs required with your application.

This would be stated on the application form and further guidance is available at:

[www.gov.uk/photos-for-passports](http://www.gov.uk/photos-for-passports)

You will be asked to pay a deposit of £2,000, before your CAS is issued.

If you are being sponsored by a government agency, employer, University etc to undertake your study, you must present an original copy of the sponsor letter on letter-headed paper. It should include the contact details at the organisation.



**Go to the last 2 pages of this booklet for a timetable which will help you plan your visa application and ensure you arrive at the College on time.**

# Submitting your Visa Application

## Biometric Data and Fingerprints

If you submit your application **online**, you will receive a letter requesting that you attend a Visa Centre to provide your fingerprints and photograph. You may also be interviewed at this appointment. The length of time between the submission of your application and the biometric data/interview varies between countries - but you will be advised of the timescale at the time of application.

If you are allowed to make an **in-person** (premium) application, where you actually go to the Visa Centre with your application and documents, your biometric data will be taken at that point. You may also be given the decision on the application on the same day.

## Credibility interviews

The home office intends to interview most Tier 4 student applicants before granting them a visa to come to the UK, therefore you might be asked to attend an interview (in person or by telephone) as part of the application process. Interviews take place when you attend a visa application centre to give your biometric information (fingerprints and photograph).

A Home Office member of staff will ask you about your course, your reasons for studying in the UK and your reason for choosing Llandrillo Menai International, how the course relates to your future career and they must be satisfied that you are a genuine student and that your English language ability is at the correct level. It is therefore important that you read and understand all of the information about your course that the college sends to you or the information on the college website.

You will not be asked to attend an interview if you are a national or a passport holder of one of the countries classed as “low risk”. These are:

Argentina	Australia	Barbados
Botswana	Brunei	Canada
Chile	Hong Kong	Japan
Malaysia	New Zealand	Oman
Qatar	Singapore	South Korea
Taiwan	Trinidad & Tobago	United Arab Emirates
United States of America		

## Paying the visa application fee

If you apply online, you will also be able to pay the visa application fee online - using a credit or debit card.

If you make an in-person application, many Visa Centres will allow you to pay by cash or cheque, as well as by card.

## What happens next?

You will initially be issued with a temporary visa (Entry Clearance) stamped in your passport. This visa will be valid for 30 days and you will be expected to collect your full visa for the length of your course in Bangor on your arrival. This full visa will be in the form of an ID Card, called a Biometric

Home Office advice states that students from these countries do not need to provide evidence of their qualifications or their money when applying for a Tier 4 (G) Student visa. However, it is very important that, as a “low risk” student, you still obtain the evidence of your qualifications and your money just in case, as the Home Office can still request this evidence as part of their decision process

## ***How will I receive my passport and visa?***

You will be informed of the outcome of the application either by post or by attending an appointment at the Visa Centre. The length of time taken to make a decision varies between countries / centres and also depends upon the time of year. You will be given an indication of the time it will take when you make the application.

When you receive your Tier 4 Student Visa it is very important that you check the details on it are correct. Make sure that the dates cover the length of the course, it notes the Grwp Llandrillo Menai sponsor code (T0H6168Y1) and also check that it is a 'Student' visa.

## ***When you have received your visa***

As soon as you receive your visa you should make your travel arrangements and inform the college of your expected arrival date. Arrangements can then be made to collect you from the airport if required and for your accommodation.

## ***What if my visa application is refused***

If your visa application is refused, you would be given the reasons in writing in a 'Visa Refusal Notice'. You would then have two options:

1. Make a new visa application using a **NEW** CAS issued by the college, or
2. Request an 'Administrative Review' if you think a mistake has been made by the Home Office.

If you request an Administrative review, an Entry Clearance Officer will look at your application to check whether an obvious error has been made - you cannot provide new information and the application will be re-assessed on the original documentation that you provided. An administrative review is free of charge and can take 28 days to process. The process is explained in Annex 4 of the Home Office's Tier 4 Policy Guidance: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/370866/T4\\_Guidance\\_11-14.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf)

Applications are often refused due to inadequate funds, ie you have been unable to score 10 points for 'Maintenance'. In this case, we advise that you make a new application and ensure that you can prove that you have enough money to fund your studies and living costs at Bangor. You will need to request a new CAS from the college in order to make a new Visa application.

Staff in the college's International Office can advise on what steps to take if you are refused a visa. Please send us an e-mail with a scanned copy of the refusal notice to: [llandrillointernational@gllm.ac.uk](mailto:llandrillointernational@gllm.ac.uk)

### ***Useful sources of information***

The following web pages have very useful information about UK visas and also on living and studying in the UK.

UKCISA:	<a href="http://www.ukcisa.org.uk">www.ukcisa.org.uk</a>
Home Office:	<a href="http://www.gov.uk/visas-immigration">www.gov.uk/visas-immigration</a>
Llandrillo Menai International	<a href="http://www.gllm.ac.uk/international">www.gllm.ac.uk/international</a>
The British Council:	<a href="http://www.education.org/global">www.education.org/global</a>

## **Visa application document checklist**

The documents you will need to make a successful Tier 4 visa application

Please check with the online application procedure

[www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student](http://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student)

1. Passport
2. CAS number (online application) or letter from Llandrillo Menai International
3. All documents used in the CAS section 'Evidence Used to Obtain Offer'
4. Proof of funds -Proof that you can support yourself and pay for your course – Bank/ Financial Institution statements
5. Financial sponsor letter (if applicable)
6. Passport sized photograph
7. Medical certificate—proof of being clear of tuberculosis for 6 months (if applicable)
8. Proof of parental or other legal guardian consent if you are under 18
9. Proof of payment of the Immigration health surcharge
10. Application fee

All documents must be original. If they are not in English, a certified English translation must also be presented.

***Disclaimer: please be aware that all of the information contained in this guide was correct at the time of publication. Immigration rules often change at short notice and we endeavour to update the information accordingly. However to ensure that you benefit from the most recent rules, we advise that you check the UKVI web page and/or contact us in the International Office.***

***We look forward to welcoming you to Llandrillo Menai International.***



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