

# UK Student Visa Instructions

*(Students applying WITHIN the United States)*

## BU Study Abroad London Programmes – Fall 2021

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## 1. Upload Your Passport & Receive Your CAS Number

Upload a signed, color copy of your passport\* to the [London Personal Page](#) “Passports & Visas” tab, and input passport information in the fields provided on the right-side of the tab.

*\*If you are a dual-passport holder upload the passport image you will use to travel and NOT your U.S. passport. You will not need to apply for a UK student visa if you have a UK or Irish passport. Please let your Program Manager know if this applies to you.*

Once the upload is complete and verified by the London staff, you should receive your “Confirmation of Acceptance of Studies” (CAS) number on your London Personal Page within 5-7 business days.

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## 2. Apply Online for Your Visa

Create an account for your visa application on the [UK Visas & Immigration \(UKVI\)](#) website. Use the Sample Form below as a guide to completing your application accurately.

[Here](#) is a helpful outline for what the various steps in this process are.

## UKVI APPLICATION QUESTIONNAIRE

Starting Application	
Are you intending to live in one of the Crown Dependencies of the United Kingdom?	All students answer “ <b>No</b> ”.
Do you have a current EU, EEA or Swiss passport?	Most students will answer “ <b>No</b> ”.
Select your language	Select the language you will fill out the application in.
Confirm your visa type	All students answer “ <b>Student</b> ”.
Select a country to provide your biometrics	United States of America
You must <a href="#">check the available biometric enrolment locations</a> for your country of application. You will not be able to change your country of application after you have submitted your application.	When checking, select USA – Application Support Centers. Then click: For a full list of Application Support Centers run by the Department of Homeland Security, please <a href="#">click here</a> . <b>The large city locations shown before this are only for premium services, which cost <i>much</i> more. Check to see which USCIS Service location is closest to you for later in the application. You cannot change this later, so please ask your Program Manager if you are unsure at this point where you should select.</b>
	Select: I have checked available biometric enrolment locations and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country.
Apply Now	Select “ <b>Apply Now</b> ”.
Account Creation	
Email Address & Password	Please use an email that you frequently check and note your password for future use!
Who does this email address belong to?	Select “ <b>You</b> ”.
Additional Email	We recommend you put “ <b>No</b> ”
Telephone Number	Please use current mobile number that you use “ <b>whilst out of the UK,</b> ” including country code (+1 for US).
Any other telephone numbers	We recommend you put “ <b>No</b> ”
Are you able to be contacted by telephone?	Answer as appropriate.

Personal Details	
Do you have a Marshall, Chevening or commonwealth scholarship?	Select <b>“No”</b> .
Do you have a Confirmation of Acceptance of Studies Number?	All students answer <b>“Yes”</b> .  <b>*If you have not received your CAS number, do not proceed with your visa application*</b>
Confirmation of Acceptance of Studies (CAS) Reference Number	Enter the 14-digit CAS number from your “Passports & Visas” Tab of the London Personal Page starting with the letter “E”.
Enter your name as shown on your passport or travel document.	Enter your Given Name (First) and Family Name (Last).
Are you now or have you ever been known by another name?	Most students answer <b>“No”</b> .
What is your gender, as shown in your passport or travel document?	Enter gender as appropriate.
What is your relationship status?	Most students will answer <b>“Single”</b> .
U.S. Address	<b>Enter your US address.</b> International students should enter their US-based address. Ensure this is the address you will be able to receive mail in this summer.
Is this address also your correspondence address?	All students answer <b>“Yes”</b> .
How long have you lived at this address?	Enter length of time as appropriate.
What is the ownership status of your home?	Most students answer either <b>“I rent it”</b> or <b>“Other: I live with my family”</b> .  Continue entering address information for past two years as requested.

Passport/Personal Information	
Passport or travel document reference number	Enter your passport number
Issuing Authority	Enter the country or province your passport was issued from
Issue Date	Refer to passport for issue date.
Expiry Date	Refer to passport for expiry date.
Do you have a national identity card?	All US citizens and most international students answer <b>“No”</b> unless given a nationality identity card by their government.
Country of Nationality	Enter your nationality

Country of Birth	Enter country where you resided at birth.
Place of Birth	Enter state/city where you were born.
Date of Birth	Enter date of birth in <b>DD/MM/YYYY</b> format. Please note European date format.
Other Nationalities	Answer as appropriate

<b>Immigration Status (QUESTION FOR INTERNATIONAL STUDENTS ONLY)</b>	
What permission do you have to be in the United States of America?	Most students will answer <b>"I have a temporary visa"</b> or <b>"I am a permanent resident."</b>
Have you provided evidence of your English language ability in a previous application?	Most students will answer <b>"No"</b> unless you have applied previously for a UK visa
We may have to talk to you about your application. Which language would you prefer to use?	Enter <b>"English"</b> or other language as necessary.
Do you have an English language or literature qualification from a UK school?	Most students will answer <b>"No"</b> unless you have applied previously for a UK visa
Are you coming to the UK to study at a higher education provider with a track record of compliance?	All students answer <b>"NO"</b> .
Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?	All students answer <b>"Yes"</b> .

<b>Travel &amp; Family Information</b>	
Spoken language preference?	Enter <b>"English"</b> or other language as necessary.
Does anyone rely on you for financial support?	All students answer <b>"No"</b> .
Parent/Guardian Information	Enter details for two parents, including: Given Name, Family Name, Date of Birth, Nationality, and Nationality of Birth.
Do you have any family in the UK?	Most students answer <b>"No"</b> .  If yes, enter immediate family details as appropriate. <b>Do not indicate "Yes" for any family other than the categories mentioned!</b>
Will you be travelling to the UK as part of an organised group?	<b><u>ALL STUDENTS ANSWER "No"</u></b> .

Will you be travelling to the UK with someone who is not your partner, spouse or dependant?	All students answer <b>“No”</b> regardless of whom they are traveling with.
Do you know where you will be staying in the UK?	All students answer <b>“Yes”</b> .
Enter a UK postcode	<b>“SW7 4JU”</b>  Select the below address information from the dropdown list.  <b>Boston University</b> <b>43 Harrington Gardens</b> <b>Town/City: London</b>
Will you be staying anywhere else in the UK?	<b>ALL STUDENTS ANSWER “No”</b> even if you have travel plans.

<b>Travel History</b>	
Have you been to the UK in the past 10 years?	Answer as appropriate.
Have you been issued with a UK visa in the past 10 years?	Answer as appropriate.
How many times have you visited the following places in the past 10 years?	Answer as appropriate and to the best of your historical knowledge.  US citizens should not include the US in their response as having “visited.”
Have you visited any other countries in the past 10 years?	Answer as necessary; when international travel history is complete answer <b>“No”</b> to continue.
Date you plan to arrive in the UK	<b>05/09/2021</b> even if you plan to arrive a few days early. This is the date your visa starts and it must be this date.

<b>Immigration &amp; Criminal History</b>	
Have you ever been: refused a visa for the UK, deported from the UK, removed from the UK, required to leave the UK, refused entry at the UK border	Most students answer <b>“No”</b> .
Have you ever: entered the UK illegally remained in the UK beyond the validity of your visa or permission to stay	Most students answer <b>“No”</b> .

<p>breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission; given false information when applying for a visa, leave to enter, or leave to remain; breached UK immigration law in any other way</p>	
<p>At any time have you ever had any of the following, in the UK or in another country: A criminal conviction; A penalty for a driving offence; An arrest or charge for which you are currently on, or awaiting trial; A caution, warning, reprimand or other penalty; A civil court judgement against you, for example for non-payment of debt, bankruptcy proceedings or anti-social behaviour; A civil penalty issued under UK immigration law; No, I never had any of these</p>	<p>Most students answer <b>“No, I never had any of these”</b>, but please do report any speeding tickets or other offences you have received. Parking tickets do not need to be reported.</p>
<p>In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?</p>	<p>All students answer <b>“No”</b>.</p>
<p>Have you ever been involved in, supported or encouraged terrorist activities in any country?</p>	<p>All students answer <b>“No”</b>.</p>
<p>Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?</p>	<p>All students answer <b>“No”</b>.</p>
<p>Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?</p>	<p>All students answer <b>“No”</b>.</p>
<p>Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?</p>	<p>All students answer <b>“No”</b>.</p>
<p>Have you, by any means or medium, expressed any extremist views?</p>	<p>All students answer <b>“No”</b>.</p>
<p>Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the</p>	<p>All students answer <b>“No”</b>.</p>

interests or national security of the UK or its allies?	
Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?	All students answer <b>“No”</b> .
Is there any other information about your character or behaviour which you would like to make us aware of?	All students answer <b>“No”</b> .
Previous employer information	Most students indicate <b>“I have not worked in any of the jobs listed above”</b> .

<b>Visa Sponsor Information</b>	
What is your sponsor license number?	<b>3UNW4WWE2</b> (same for all students!)
Sponsor’s address?	Use the below address information exactly as presented:  <b>Boston University London Programmes 43 Harrington Gardens Kensington Town/City: London Postal Code: SW74JU</b>
Will you be studying at a school or higher education institution?	All students answer <b>“higher education provider”</b> .
Is this the site where the majority of your study will take place?	All students answer <b>“Yes”</b> .
Did you apply through your course through UCAS?	All students answer <b>“No”</b> .
Do you need to obtain permission from the ATAS?	All students answer <b>“No”</b> .

<b>Maintenance &amp; Fees</b>	
Will you be receiving money from an official financial sponsor for your continuing studies?	<b>ALL</b> students answer <b>“No”</b> .
Name of sponsor institution	<b>Boston University London Programmes</b>
Course Name	<b>London Internship Program</b>
Qualification you will get	<b>“RQF6/SCQF9/10”</b>

Are you going to be a student union sabbatical officer?	All students answer <b>"No"</b> .
Course Start Date	<b>05/09/2021</b>
Course End Date	<b>17/12/2021</b>
Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?	All students answer <b>"Yes"</b> even if your bill is not yet paid to BU or your home institution.
How much has been paid?	London Internship - <b>4,670 GBP</b>
How can you prove this amount has been paid?	All students answer <b>"My sponsor has confirmed this information on my CAS"</b> .
What are your course fees for your first year?	London Internship - <b>10,424 GBP</b>
Have you or your parent(s) or legal guardian(s) already paid any of your course fees?	All students answer <b>"Yes"</b> even if your bill is not yet paid to BU or your home institution.
How much has been paid?	London Internship - <b>10,424 GBP</b>
How can you prove this amount has been paid?	All students answer <b>"My sponsor has confirmed this information on my CAS"</b> .
Are any of the funds required for this application in the form of a student loan?	All students answer <b>"No"</b> even if they may have a student loan for the program.
Are all of the maintenance funds required for this application in a bank account with your name on it?	All students answer <b>"Yes"</b> even if your fees are being paid by your parents or by financial aid.
If you needed to add more information but were not able to, you can write it here	<b>"None."</b>
<b>REVIEW AND CHECK YOUR ANSWERS!!!</b>	
Documents showing the required maintenance funds QUESTION WILL APPEAR FOR CERTAIN INTERNATIONAL STUDENTS ONLY!	Most students will select <b>"Statements from a bank or building society account"</b> or <b>"Letter from a bank, building society or other recognised financial institution"</b> .
Mandatory Documents	Tick the box to confirm your understanding of the mandatory documents to send to the visa processing center. Refer to the <a href="#">UK Visa Application Document Checklist</a> to double check that you have the correct documents. Most students will need to upload their passport information later in the application, and international students will be asked for their passport as well as evidence that you



	have permission to be in the country you are applying from.
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<b>Conditions &amp; Declaration</b>	
Review and accept the conditions by the UKVI to advance in your application.	
Review and accept the declaration by the UKVI to advance in your application.	

## IMMIGRATION HEALTH SURCHARGE

<b>Immigration Health Surcharge</b>	
Students studying less than 6 months in the UK are not charged an Immigration Health Surcharge, but must register regardless.	Scroll to the bottom and click <b>“Go to IHS Website”</b> .
Pay towards your healthcare in the UK...	Scroll to the bottom and click <b>“Continue”</b> .

<b>IHS - Your Details (Enter only the missing information)</b>	
Are you applying from within the UK?	<b>No</b>
Are you applying to stay in the Isle of Man, Jersey or Guernsey?	<b>No</b>
Course Start Date	<b>05/09/2021</b>
Course End Date	<b>17/12/2021</b>
Are you applying to continue on the same course for which you were last given Tier-4 Leave to Enter or Remain?	All students answer <b>“No”</b> (even if you have been granted a Tier-4 visa before).
Is your course at NQF7?	All students answer <b>“No”</b> .
Is your course a Master’s degree?	All students answer <b>“No”</b> .
Is your course for 13 months or less?	<b>Yes</b>
Please select the location of your course	All students select <b>“Other”</b> .
Summary	Scroll to the bottom and click <b>“These details are correct”</b> .
Declaration	Scroll to the bottom and click <b>“I agree”</b> .
Total Charge	Total charge should be <b>USD 0.00</b>
Complete	Record your IHS reference number and click <b>“return to my visa application”</b> .

## BIOMETRICS RESIDENCE PERMIT

<b>Biometrics Residence Permit</b>
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<p>Students studying less than 6 months in the UK do not need to collect a Biometrics Residence Permit, but must indicate a post office regardless in order to continue their application.</p>	<p>Scroll to the bottom and click <b>“Collect from a UK Post Office”</b> then <b>“SW7 4JU”</b> as the Postal Code. If done correctly, the location will show as:  <b>Post Office - Kensington</b>  <b>208 - 212 Kensington High Street</b>  <b>London</b>  <b>W8 7RG</b></p> <p>Click <b>“Save and Continue”</b>.</p>
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## VISA PROCESSING SERVICES

Choose a service	
<p>Please use the document linked below to help you select the most appropriate service and cost for your unique visa application:</p> <p><a href="#">How Should I Submit My UK Student Visa Application?</a></p>	<p>Most students will select either <b>“Standard service at a Department of Homeland Security Application Support Center</b> (no additional fees) or <b>“Priority Service”</b> (additional fee applies, check in with your Program Manager if you think you need this option).</p> <p>Please <b>DO NOT</b> purchase <b>“Priority Service”</b> <b>“Bronze,”</b> <b>“Silver,”</b> or <b>“Gold”</b> services until first emailing your Program Manager.</p>

## PAYMENT PROVIDER

Choose your card provider	
<p>It is best practice to <b>contact your bank/credit card company BEFORE submitting the payment</b>, as the charge comes from the UK and may be flagged by your bank as fraudulent if not cleared in advance.</p>	<p>Select card type, then <b>“Continue to WorldPay”</b> to be redirected to the payment portal.</p>

## DOWNLOAD & PRINT

Print Application & Document Checklist	
<p>At this stage, you can no longer go back and make changes to your application. Contact</p>	<p>Download and print your:</p> <ul style="list-style-type: none"> <li>• <b>UK Student Application</b> (found at bottom of this page)</li> </ul>

<p>your Program Manager if you notice an error.</p> <p><b>PLEASE NOTE – YOU ARE NOT FINISHED WITH THE VISA APPLICATION AFTER SUBMITTING THE ONLINE APPLICATION. PLEASE PROCEED TO COMPLETE THE PROCESS.</b></p>	<ul style="list-style-type: none"> <li>• <b>Download and print “Document Checklist”</b></li> </ul>
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**\*\* Once you have paid the visa fee (approximately \$450 - \$515) you will reach the “Further Actions” page that has an option for you to schedule your biometrics appointment. Please click the “provide documents and biometrics” box that will redirect you to the VFS Global website \*\***

### Further actions you must complete

There are some more actions below that you must complete. **Your application may not be successful** if you do not complete the mandatory actions.

**!** Any previously booked appointments are no longer valid due to a change in how we collect documents and biometrics. You must now make arrangements with our commercial partner to provide your documents and biometrics.

#### Mandatory actions

<p><b>Download your supporting documents checklist</b></p> <p>You must download your supporting documents checklist and print it for when you provide your biometrics. This document will only be available to download until 26 February 2020.</p>	<p style="background-color: #2e8b57; color: white; padding: 5px; display: inline-block;">Download checklist</p>
<p><b>Get a tuberculosis test, if required</b></p> <p>You must check if you need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application.</p>	<p style="background-color: #2e8b57; color: white; padding: 5px; display: inline-block;">Check requirement</p>
<p><b>Make arrangements to provide your documents and biometrics</b></p>	<p style="background-color: #2e8b57; color: white; padding: 5px; display: inline-block;">Provide documents and biometrics</p> 

### 3. Schedule Biometrics Appointment through VFS Global

Once you are redirected to the VFS Global website, you will be asked to register with VFS Global. Once you are registered and signed in, you will complete these steps:

<p><b>Location Details (choose location to have biometrics taken)</b></p>	<p>a. If applying in U.S., choose “United States of America”</p>
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	<p>b. Then, if applying from Boston, choose “USCIS Boston” (students applying WITHIN U.S. but OUTSIDE of Boston, choose USCIS location as appropriate)  <i>*Please note that location cannot be changed in this system once selected. If you want to have your appointment while home on break or outside of Boston, select that location instead.</i></p>
<p><b>Customer Details</b></p>	<p>Auto populates information from UKVI application</p>
<p><b>Choose Services</b></p> <p><b>**Use the Visa Submission Flow Chart to determine which service to purchase and how to submit your visa application**</b></p>	<p>a. Choose “<b>Round-Trip Courier Service</b>”  b. Choose “<b>Priority Visa Service</b>” and the “round-trip courier service” if you would like to pay extra to expedite your visa application (6 – 10 business day processing time versus the standard processing time of 14 – 21 business days)</p>
<p><b>Document Upload</b></p>	<p>a. Upload scanned PDF versions of your “<b>Mandatory Documents</b>” you were asked to include from your “Document Checklist”. This is most commonly:</p> <ul style="list-style-type: none"> <li>i. A copy of your passport photo and passport information page</li> <li>ii. A copy of your U.S. immigration documents (I-20 copy, or permanent resident [Green Card] copy)</li> </ul> <p>b. Click “<i>I have previewed the attachments and confirm that it meets the specifications given above</i>”  c. Click “<i>Upload Documents</i>”</p>

**Choose an appointment**

<p><b>Date &amp; Time</b></p> <p><b>Choose carefully – you must be prepared to mail/submit your application materials within 5 business days after your biometrics appointment if you selected a “Standard Service” or “Priority Service” appointment, or in person if you selected a “Premium” service package.</b></p>	<p>Choose a date and time to attend your biometrics appointment in person.</p> <p>NOTE: YOU CANNOT CHANGE YOUR LOCATION AFTER YOU CONFIRM AN APPOINTMENT. PLEASE BE SURE TO LOOK AT VARIOUS LOCATIONS BEFORE THE DEADLINE BEFORE CONFIRMING. You will need to restart the application and get a refund which takes months if you end up needing to change your location.</p> <ul style="list-style-type: none"><li>• Once scheduled, print <b>Registration Details</b> document which has biometric appointment details and address (this has been emailed to you as well)</li></ul>
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## 4. Before July 12<sup>th</sup>: Attend Your Biometrics Appointment

During this appointment, no evaluation of your visa application will take place. Electronic fingerprints and a photo will be taken and stored in the US State Department database.

- If you chose a **“Standard Services”** or **“Priority Service”** Appointment

To attend this appointment, you will need to bring:

- ✓ Your actual passport, signed
- ✓ Registration Details Page (printed from VFS website. An email will *NOT* substitute)
- ✓ Printed UK Student visa application (from your UKVI account)

- If you chose a **“Premium Services (Bronze, Silver, Gold)”** Appointment

To attend this appointment, you will need to bring:

- ✓ Your actual passport, signed
- ✓ Photocopy of your passport
- ✓ Biometrics Appointment Details (printed from your UKVI account. An email will *NOT* substitute)

- ✓ Printed UK Student Visa application (from your UKVI account)
- ✓ Additional, mandatory documents indicated on your application (will be listed on last page of application, if applicable)
- ✓ Receipt of your “Premium Service” payment
- ✓ Printed return shipping label

**\*\* Students who book a Premium Appointment will be required to submit their visa application materials in person at the Premium Application Centre, and are finished after this step \*\***

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## 5. Before July 12<sup>th</sup>: Mail Your Visa Application Materials

Submit your full visa application via **mail** to the UKVI Scanning Hub in New York. If you are applying in the US, you **must** use **this** processing center. The only way to submit your full visa application is by mail – ***in person appointments, drop-offs, and pick-ups are not allowed in NYC.*** Applications are typically processed in 14-21 business days upon arrival at the processing center.

You may request a time to meet with your program manager, either in person or by phone/email, to go over your full application prior to mailing.

- 1) You will need to have purchased “Round-Trip Courier Service” from the VFS Global website
- 2) Use the [UK Visa Application Document Checklist](#) to ensure you have all items you need to submit
- 3) Submit your application directly to the UKVI Scanning Hub in New York City

Use the [Fall 2021 UK Visa Submission Flow Chart](#) to help you decide which method is best for you

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## 6. Before August 1<sup>st</sup>: Upload Visa to Personal Page

An image of your visa needs to be uploaded to the London Personal Page. Staff will review your visa to ensure there are no errors.