

# UK Short-Term Student Visa Instructions

## *International Students (Non-EU)*

### BU Study Abroad London Programmes – Summer 2019

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## Step One: Determine if You Need a Visa

If you hold a passport from a country other than the US or European Union then you may need to apply for a pre-entry UK Short Term Study Visa. You can check to see if you need a visa on the [UK Visa and Immigration website](#) (check the “study” option for reason for visit, and that you’ll be in the UK for **6 months or under**).

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## Step Two: 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.

Review the [UK Short Study Visa Flow Chart](#) to determine the best way to submit your application once it is completed.

### UKVI APPLICATION QUESTIONNAIRE

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Account Creation	
Confirm your visa type	<b>Short-term student visa</b>
Enter the country in which you are making your application	<b>USA</b> (or the country in which you are submitting your application if not the USA).
List of Premium Application Centres & USCIS Application Support Centres	All students scroll to the bottom and select “ <b>I can go to an appointment at one of these application support centres</b> ”.
Apply Now	Select “ <b>Apply Now</b> ”.
Email Address & Password	Please use an email that you frequently check and note your password for future use!

Personal Details	
What is your name as given in your current passport or travel document?	Enter your Given Name (First) and Family Name (Last).
Have you been known by any other names?	Most students answer “ <b>No</b> ”.

<b>Home Address</b>	International students should <b>enter their U.S. local address if applying in the USA. If applying outside the U.S., enter your home address.</b>
<b>Contact Number</b>	Enter your best contact number.
<b>How long have you lived at this address?</b>	Enter length of time as appropriate.
<b>What is the ownership status of your home?</b>	Most students answer either <b>"I rent it"</b> or <b>"I live with my family"</b> .
<b>What is your gender, as shown in your passport or travel document?</b>	Enter gender as appropriate.
<b>What is your relationship status?</b>	Most students will answer <b>"Single"</b> .
<b>Country of Nationality</b>	Enter your nationality
<b>Date of Birth</b>	Enter date of birth in <b>DD/MM/YYYY</b> format.
<b>Country of Birth</b>	Enter country where you resided at birth.
<b>Place of Birth</b>	Enter state/city where you were born.

<b>Passport Details</b>	
<b>Passport or travel document reference number</b>	Enter your passport number
<b>Place of issue</b>	Enter the city or province your passport was issued within.
<b>Issue Date</b>	Refer to passport for issue date.
<b>Expiry Date</b>	Refer to passport for expiry date.
<b>Do you have another passport or travel document?</b>	If no, answer <b>"No"</b> .  If yes, please enter details of your other passport(s). If you have a previously expired passport and no longer have the details, please enter <b>"Lost or Stolen"</b> or <b>"Retained by Passport Issuer"</b> in the "Passport or Travel Document Reference Number" section.
<b>Do you have a national identity card?</b>	All US citizens and most international students answer <b>"No"</b> unless given a nationality identity card by their government.

<b>Immigration Status</b>	
<b>What permission do you have to be in the United States of America?</b> <b>QUESTION FOR STUDENTS APPLYING WITHIN USA ONLY!</b>	Most students will answer <b>"I have a temporary visa"</b> or <b>"I am a permanent resident."</b>

Course Details	
Are you enrolled or accepted on a UK course?	<b>"No"</b>
Do you need to obtain permission from the ATAS?	All students answer <b>"No"</b> .
Have you studied in the UK before?	If no, answer <b>"No"</b> If yes, enter the appropriate information

Employment/Financial Details	
What is your employment status?	<b>"A student"</b>
Do you have another income or any savings?	<b>"Other regular income"</b>
What kind of regular income do you have?	<b>"Allowance or regular money from your family"</b>
Total amount of money that you get in a year	Enter amount of money family you receive from family in a year
How much money are you planning to spend on your visit to the UK?	This is personal to each student
What is the total amount of money you spend each month?	Try to give an estimate for what you spend at school in the U.S.
Will anyone be paying towards the cost of your visit?	Answer <b>"Yes"</b> if your parents or someone else pays education costs for you.
Who is paying towards the cost of your visit?	Whomever is paying - Input their personal information/address
How much money they will be paying towards your visit?	Enter how much they will be contributing
Why are they helping to pay for your visit?	<b>"Tuition, housing, airfare, excursions, overseas medical insurance, and emergency travel assistance coverage are all pre-paid to Boston University as part of my fees to attend. My family will be supporting my living expenses in the amount listed above"</b> (use as example, you can insert your own reasons why anyone else is helping you pay for your education)
Will anyone else be paying towards the cost of your visit?	Answer <b>"No"</b> if only your family is helping pay for the program
Are you planning to come to the UK for up to 6 months or up to 11 months?	<b>"Up to 6 months"</b>

Date you will arrive in the UK	<b>18/05/2019</b> (London CGS Summer 1, including Humanities & Natural Sciences) or <b>29/06/2019</b> (London CGS Summer 2)
Date you will leave the UK	<b>29/06/2019</b> (London CGS Summer 1, including Humanities & Natural Sciences) or <b>10/08/2019</b> (London CGS Summer 2)
We may have to talk to you about your application. Which language would you prefer to use?	You may be called by the Consulate for an interview. If necessary, they will schedule the interview.
Does anyone rely on you for financial support?	All students answer “ <b>No</b> ”.

Family Details	
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 grandparents or any family other than immediate family!</b>
Will you be travelling to the UK as part of an organised group?	All students answer “ <b>No</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.

Accommodation Details	
Do you have an address for where you are going to stay in the UK?	All students answer “ <b>Yes</b> ”.
Where are you planning to stay in the UK?	<b>Boston University London Programmes</b>
Address of stay in the UK	Use the below address information exactly as presented:  <b>Boston University London Programmes 43 Harrington Gardens Kensington</b>

	<b>Town/City: London</b> <b>Postal Code: SW74JU</b>
When will you arrive there?	<b>18/05/2019</b> (London CGS Summer 1, including Humanities & Natural Sciences) or <b>29/06/2019</b> (London CGS Summer 2)
When will you leave there?	<b>29/06/2019</b> (London CGS Summer 1, including Humanities & Natural Sciences) or <b>10/08/2019</b> (London CGS Summer 2)
Will you be staying anywhere else in the UK?	All students answer <b>"No."</b>

Travel History	
How many times have you travelled to the UK in the past 10 years?	Answer as appropriate.
Have you been issued with a UK visa in the past 10 years?	Most students will answer <b>"No"</b> . If yes, please enter previous UK visa details 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.
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.

Immigration & Criminal History	
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 been: refused a visa for any country other than the UK, deported from any country other than the UK, removed from any country other than the UK, required to leave any country other than the UK, refused entry at the border of any country other than the UK	Most students answer <b>"No"</b> .
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	Most students answer <b>"No, I never had any of these"</b> , but please do report any speeding

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	tickets or other offenses you have received. Parking tickets do not need to be reported.
In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?	All students answer “ <b>No</b> ”.
Have you ever been involved in, supported or encouraged terrorist activities in any country?	All students answer “ <b>No</b> ”.
Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?	All students answer “ <b>No</b> ”.
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?	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> ”.
If you needed to add more information but were not able to, you can write it here	“ <b>No.</b> ”

Documents	
Mandatory Documents	Tick the box(s) to confirm your understanding of the mandatory documents to send to the UK Consulate.
<b>REVIEW AND CHECK YOUR ANSWERS!!!</b>	

Declaration
Review and accept the declaration by the UKVI to advance in your application.

## VISA PROCESSING SERVICES

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Choose a service	
Please use the document linked below to help you select the most appropriate service and cost for your unique visa application:  <a href="#">How Should I Submit My UK Short Stay Visa Application?</a>	Most students will select either “ <b>Standard Service</b> ” (no additional fees) or “ <b>Priority Service</b> ” (additional fee applies).

## SCHEDULE BIOMETRICS APPOINTMENT

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Choose a visa application centre	
You will need to visit this centre so that your application can be processed.	Choose an application centre that would apply to you.
Choose an appointment	
Date & Time  <b>Choose carefully</b> – you must be prepared to mail/submit your application materials within 10 days of your biometrics appointment.	Choose a date and time to attend your biometrics appointment in person.

## PAYMENT PROVIDER

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Choose your card provider	
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.	Select card type, then “ <b>Continue to WorldPay</b> ” to be redirected to the payment portal.

## DOWNLOAD & PRINT

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Print Application & Biometrics Confirmation Details	
At this stage, you can no longer go back and make changes to your application. Contact your Program Manager if you notice an error.	Print your: <ul style="list-style-type: none"><li>• <b>UK Short Stay Student Visa</b></li><li>• <b>Application Biometrics Confirmation Details</b></li><li>• <b>Document Checklist</b></li></ul>

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## Step Three: Attend Your Biometrics Appointment (Standard OR Premium)

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
- ✓ Biometrics Appointment Details (printed from your UKVI account. An email will *NOT* substitute)
- ✓ Printed Short Stay 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 Short Stay visa application (from your UKVI account)
- ✓ Additional, mandatory documents indicated on your application
- ✓ 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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## Step Four: Mail Your Visa Application Materials (Standard appointments only)



Submit your full visa application 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*. Applications are typically processed in 14-21 business days, upon arrival at the processing center.

**THERE ARE TWO METHODS FOR SUBMITTING YOUR APPLICATION:**

**1. Use a group mailing through the BU Study Abroad office (RECOMMENDED)**

BU Study Abroad will collect visa applications and mail them to the UKVI Scanning Hub in New York on for students. Students need to choose the group mailing date corresponding to their program.

**Summer 1 London CGS (including Humanities & Natural Sciences): April 5<sup>th</sup>, 2019**

**Summer 2 London CGS: May 3<sup>rd</sup>, 2019**

You will need to purchase return shipping so the UKVI Scanning Hub can mail your passport/visa back to you:

1. Go to <https://mycart.vfsglobal.co.uk/MyCart/Account/Register#no-back>
2. If you haven't already registered, register using the email address associated with your online visa application account
3. Activate your account
4. Enter the corresponding information EXACTLY as pictured below:

vfs VFS.GLOBAL EST. 2001

HOME Help MY ACCOUNT LOGOUT Select Language

## Details

Enter application details

Location\* *i*

United States Of America

Premium or support application center\* *i*

USA Application Support Center

Reason for visit\* *i*

STUDY

Applying as\* *i*

Individual  Family Group

I have read the [instructions](#) and confirm to proceed.\*

SAVE AND CONTINUE

- 1 Details
- 2 Customer Details
- 3 Documents
- 4 Services
- 5 Review and pay
- 6 Download and print

### 5. Enter Customer Details (tailor to your individual application information)

## Customer Details

Enter customer details

Reference number *i*

GWF505980381

Email\* *i*

COREYS@BU.EDU

Given name(s)/Forename(s)\* *i* Family name/Surname\* *i*

COREY BLACKMAR

Nationality\* *i*

USA

Passport number\* *i*

123456789

Contact number\* *i*

+1 6173539888

SAVE AND CONTINUE

- 1 Details
- 2 Customer Details
- 3 Documents
- 4 Services
- 5 Review and pay
- 6 Download and print

### 6. Under Services, please select "Return Courier Service"

# Services

Service details

## Individual services

Priority Visa UK Visas and Immigration will expedite the process... <a href="#">more</a>	USD 283.00	<input type="button" value="ADD"/>
Roundtrip Courier This service provides for courier delivery of your... <a href="#">more</a>	USD 70.00	<input type="button" value="ADD"/>
Return Courier This service provides for the return of your proce... <a href="#">more</a>	USD 41.00	<input type="button" value="ADD"/>

- 1 Details
- 2 Customer Details
- 3 Services
- 4 Review and pay
- 5 Download and print



7. You will be asked to pay for services, and then print one (1) shipping label
8. Attach this shipping label to a return envelope (a bubble mailer works well)
9. [USE THIS CHECKLIST](#) to make sure you have all the items you need to submit for group mailing!
10. Submit your application to the BU Study Abroad office either in person or by mail (please use a trackable shipping method such as FedEx, UPS, or DHL). Once received, program managers will look for errors, and mail applications in a group to the UKVI Scanning Hub.
  - ✓ **Be sure that you will be at the address you indicate as your return address for at least 4 weeks after mailing. Keep in mind winter and summer breaks, and your campus' mail forwarding process when selecting an address.**

The advantage of this method is increased accuracy of your application, and occasionally reduced processing times. You will need to submit your application to the study abroad office exactly the same as you would send it to the processing center. If you need to expedite your visa application, please submit independently.

**2. Mail your visa application independently to the UKVI Scanning Hub.**

**You will need to purchase Roundtrip Courier Service to send your application to the UKVI Scanning Hub in NY, and for the UKVI Scanning Hub to send back your passport/visa once it is processed:**

1. Go to <https://mycart.vfsglobal.co.uk/MyCart/Account/Register#no-back>
2. If you haven't already registered, register using the email address associated with your online visa application account
3. Activate your account
4. Enter the corresponding information EXACTLY as pictured below:

The screenshot shows the 'Details' page of the VFS Global MyCart account registration process. The page header includes the VFS Global logo, 'HOME', 'Help', 'MY ACCOUNT', 'LOGOUT', and 'Select Language'. The main content area is titled 'Details' and contains the following fields and options:

- Enter application details
- Location\*: United States Of America
- Premium or support application center\*: USA Application Support Center
- Reason for visit\*: STUDY
- Applying as\*: Individual (selected) and Family Group
- I have read the [instructions](#) and confirm to proceed.\*
- SAVE AND CONTINUE button

A sidebar on the right contains a progress indicator with six steps: 1. Details (highlighted), 2. Customer Details, 3. Documents, 4. Services, 5. Review and pay, and 6. Download and print.

5. Enter Customer Details (**tailor to your individual application information**)

The screenshot shows the 'Customer Details' page of the VFS Global MyCart account registration process. The page header includes the VFS Global logo, 'HOME', 'Help', 'MY ACCOUNT', 'LOGOUT', and 'Select Language'. The main content area is titled 'Customer Details' and contains the following fields and options:

- Enter customer details
- Reference number: GWF505980381
- Email\*: COREYS@BU.EDU
- Given name(s)/Forename(s)\*: COREY
- Family name/Surname\*: BLACKMAR
- Nationality\*: USA
- Passport number\*: 123456789
- Contact number\*: +1 6173539888
- SAVE AND CONTINUE button

A sidebar on the right contains a progress indicator with six steps: 1. Details, 2. Customer Details (highlighted), 3. Documents, 4. Services, 5. Review and pay, and 6. Download and print.

6. Under Services, please select “Roundtrip Courier Service”

Services

Service details

**Individual services**

Priority Visa UK Visas and Immigration will expedite the process... <a href="#">more</a>	USD 283.00	<a href="#">ADD</a>
Roundtrip Courier This service provides for courier delivery of your... <a href="#">more</a>	USD 70.00	<a href="#">ADD</a>
Return Courier This service provides for the return of your proce... <a href="#">more</a>	USD 41.00	<a href="#">ADD</a>

[CONTINUE](#)

1 Details  
2 Customer Details  
3 Services  
4 Review and pay  
5 Download and print

7. You will be asked to pay for services, and then print two (2) shipping labels
8. Purchase two (2) bubble mailer envelopes. The 1<sup>st</sup> envelope will have the return shipping label attached to it (this goes inside the 2<sup>nd</sup> envelope). The 2<sup>nd</sup> envelope will have the shipping label addressed **TO** the UKVI Scanning Hub attached to it.
9. [USE THIS CHECKLIST](#) to make sure you have all the items you need to mail your items to the UKVI Scanning Hub in NY!

✓ **Be sure that you will be at the address you indicate as your return address for at least 4 weeks after mailing. Keep in mind winter and summer breaks, and your campus' mail forwarding process when selecting an address.**

This method might be right for you if you have international travel plans, need to expedite your application, or if you are unable to submit your application for a group mailing. 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.