

UK Student Visa Instructions

(Students applying OUTSIDE the United States)

BU Study Abroad London Programmes – Fall 2022

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1. Before June 8th: 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. You must apply for a visa if you are an EU/EEA/Swiss citizen with a valid member country passport. Please let your Program Manager know if these cases apply 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.

2. Before June 10th: Determine Visa Mailing Method

Use the [Visa Flow Chart](#) created by Program Managers to select the best method of application submission for your circumstances. Options include standard service with independent mailing or VFS Student Special Appointment.

3. Before March 15th: 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. If you ever have to leave the application and come back later, we recommend you click “**Return to this application later**” and send yourself an email with a link to continue the application so you can quickly log back in.

UKVI APPLICATION QUESTIONNAIRE

Account Creation	
Are you intending to live in one of the crown dependencies of the United Kingdom?	No
Do you have a current EU, EEA or Swiss passport?	Select as appropriate. The passport you apply with MUST be the passport that you submitted for your CAS number.
Confirm your visa type	Student *DO NOT CHOOSE ‘SHORT TERM STUDENT’*
Select a country to provide your biometrics	Enter the country from which you are submitting if not the USA.
Check the available biometric enrolment locations	All students should 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 ”.
Student Visa	Select “ Apply Now ”.
Register an email	Register an email you check frequently and a strong password. Save the password or write it down for later. Shortly after registering, you will receive an email confirming your application creation. Save this email for later, as it contains the link to revisit your application as needed.
Contacting you by email	Select “ You ”.

Additional email	We suggest you check “No” .
Your telephone number	Add a phone number where you can be contacted. We suggest you check “For use whilst out of the UK” and “Mobile telephone number” .
Any other telephone numbers	We suggest you check “No” .
Contacting you by telephone	I can be contacted by telephone call and text message (SMS)
Scholarships	No

Personal Details	
Do you have a Confirmation of Acceptance of Studies Number? *If you have not received your CAS number, do not proceed with your visa application*	All students answer “Yes” . Enter the 14-digit CAS number from your “Passports & Visas” Tab of the London Personal Page starting with the letter “E” .
Your name	Enter your Given Name(s) (First+Middle) and Family Name (Last) exactly as they appear on your passport.
Any other names	Most students answer “No” .
What is your sex, as shown in your passport or travel document?	Enter sex as appears on your passport.
What is your relationship status?	Most students will answer “Single” . *FYI, an “Unmarried partner” does not refer to a boyfriend or girlfriend; it refers to an unmarried partner with whom you have cohabitated long enough to qualify for spousal benefits.*
Your Address	Enter your current address where you can be contacted in your current country.
Is this also your correspondence address?	Yes
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 “I rent it” or “I live with my family” .

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 "No" 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 DD/MM/YYYY format.
Other Nationalities	Answer as appropriate

Immigration Status (QUESTION FOR NON-LOCAL STUDENTS ONLY)	
<p>What permission do you have to be in [Current Country]?</p> <p>*You will not be asked this if you are a citizen of the country where you are applying.</p>	<p>Most students will answer "I have a temporary visa" or "I am a permanent resident" and enter appropriate information. If you are asked about your English ability, please check "Yes".</p>

Travel & Family Information	
Spoken language preference?	Enter "English" or other language as necessary.
Does anyone rely on you for financial support?	All students answer "No" .
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?	<p>Most students answer "No".</p> <p>If yes, enter immediate family details as appropriate. Do not indicate "Yes" for any family other than the categories mentioned!</p>
Will you be travelling to the UK as part of an organised group?	ALL STUDENTS ANSWER "No" .
Will you be travelling to the UK with someone who is not your partner, spouse or dependant?	All students answer "No" regardless of whom they are traveling with.
Do you know where you will be staying in the UK?	All students answer "Yes" .
Enter a UK postcode	<p>"SW7 4JU"</p> <p>Select the below address information from the dropdown list.</p>

	Boston University 43 Harrington Gardens Town/City: London
Will you be staying anywhere else in the UK?	<u>ALL STUDENTS ANSWER "No."</u>

Travel History	
Have you been to the UK in the past 10 years?	Answer as appropriate, and give details of your stay(s) to the <u>best of your recollection</u> .
Have you been issued with a UK visa in the past 10 years?	Answer as appropriate.
Have you ever been given medical treatment in the UK?	Most students answer "No" .
Have you applied for leave to remain in the UK in the past 10 years?	Most students answer "No" .
Do you have a UK National Insurance number?	Answer as appropriate.
Do you have a UK driving licence?	Answer as appropriate.
Have you received any public funds (money) in the UK?	Answer as appropriate.
How many times have you visited the following places in the past 10 years?	Answer as appropriate and to the <u>best of your historical knowledge</u> . You do not need to include your country of citizenship in your travel history.
Have you visited any other countries in the past 10 years?	Answer as necessary; when international travel history is complete answer "No" to continue.
Date you plan to arrive in the UK	London Internship: 04/09/2022 Wheelock Education: 04/09/2022

Immigration & Criminal History	
For either the UK or any other country, have you ever been: Refused a visa; Refused entry at the border; Refused permission to stay or remain; Refused asylum; Deported Removed; Required to leave; Excluded or banned from entry	Most students answer "No" . If you've recently been refused entry for COVID-related travel bans, please explain.
Have you ever: entered the UK illegally	Most students answer "No" .

<p>remained in the UK beyond the validity of your visa or permission to stay 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 “No, I never had any of these”, 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 “No” and check the box.</p>
<p>Have you ever been involved in, supported or encouraged terrorist activities in any country?</p>	<p>All students answer “No”.</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 “No”.</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 “No” and check the box.</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 “No”.</p>
<p>Have you, by any means or medium, expressed any extremist views?</p>	<p>All students answer “No” and check the box.</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 interests or national security of the UK or its allies?	All students answer “ No ”.
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 “ No ”.
Is there any other information about your character or behaviour which you would like to make us aware of?	All students answer “ No ”.
Previous employer information	Most students indicate “ I have not worked in any of the jobs listed above ”. If you have served in the armed forces or have held an internship in one of the areas listed, please check the box and explain.

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

Maintenance & Fees

Will you be receiving money from an official financial sponsor for your continuing studies?	ALL students answer “No” .
Name of sponsor institution	Boston University London Programmes
Course Name	London Wheelock Education Program OR London Internship Program as appropriate.
Qualification you will get	London Wheelock Education – “RQF6/SCQF9/10” or London Internship - “RQF6/SCQF9/10”
Are you going to be a student union sabbatical officer?	All students answer “No” .
Course Start Date	London Wheelock: 04/09/2022 or London Internship Program: 04/09/2022
Course End Date	London Wheelock: 16/12/2022 or London Internship Program: 16/12/2022
Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?	All students answer “Yes” even if your bill is not yet paid to BU or your home institution.
How much has been paid?	London Wheelock – 3,800 GBP London Internship - 4,835 GBP
How can you prove this amount has been paid?	All students answer “My sponsor has confirmed this information on my CAS” .
What are your course fees for your first year?	London Wheelock – 19,200 GBP London Internship - 10,800 GBP
Have you or your parent(s) or legal guardian(s) already paid any of your course fees?	All students answer “Yes” even if your bill is not yet paid to BU or your home institution.
How much has been paid?	London Wheelock – 19,200 GBP London Internship - 10,800 GBP
How can you prove this amount has been paid?	All students answer “My sponsor has confirmed this information on my CAS” .
Are any of the maintenance funds required for this application in the form of a student loan?	All students answer “No” 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 “Yes” 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	“None.”
REVIEW AND CHECK YOUR ANSWERS!!!	

Mandatory Documents	Tick the box to confirm your understanding of the mandatory documents to send to the visa processing centre. Refer to the UK Visa Application Document Checklist to double check that you have the correct documents.
Documents showing the required maintenance funds	Most students will select “ Statements from a bank or building society account ” or “ Letter from a bank, building society or other recognised financial institution ”. Insert the name of your financial institution.

Conditions & Declaration	
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

Immigration Health Surcharge	
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 “ Go to IHS Website ”.
Pay towards your healthcare in the UK...	Scroll to the bottom and click “ Continue ”.

IHS - Your Details (Enter only the missing information)	
Are you applying from within the UK?	No
Are you applying to stay in the Isle of Man, Jersey or Guernsey?	No
Course Start Date	London Wheelock: 04/09/2022 or London Internship: 04/09/2022
Course End Date	London Wheelock: 16/12/2022 or London Internship Program: 16/12/2022
Are you applying to continue on the same course for which you were last given Student Leave to Enter or Remain?	All students answer “ No ” (even if you have been granted a student visa before).
Is your course at NQF7?	All students answer “ No ”.
Is your course a Master’s degree?	All students answer “ No ”.
Is your course for 13 months or less?	Yes
Please select the location of your course	All students select “ Other ”.
Summary	Scroll to the bottom and click “ These details are correct ”.
Declaration	Scroll to the bottom and click “ I agree ”.
Total Charge	Total charge should be USD 0.00

Complete	Record your IHS reference number and click “return to my visa application” .
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BIOMETRICS RESIDENCE PERMIT

Biometrics Residence Permit	
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>Scroll to the bottom and click “Collect from a UK Post Office” then “SW7 4JU” as the Postal Code. If done correctly, the location will show as:</p> <p>Post Office - Kensington 208 - 212 Kensington High Street London W8 7RG</p> <p>Click “Save and Continue”.</p>

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>How Should I Submit My UK Visa Application?</p>	<p>Most students will select either “Standard Service” (no additional fees). Priority is listed but this option is suspended.</p> <p>If you wish to purchase a student discounted package, select the VFS Global Premium application centre option.</p>

PAYMENT PROVIDER

Choose your card provider	
It is best practice to contact your bank/credit card company BEFORE submitting the payment , 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 “Continue to WorldPay” to be redirected to the payment portal.

DOWNLOAD & PRINT

Print Application & Document Checklist	
At this stage, you can no longer go back and make changes to your application. Contact	Download and print your:

your Program Manager if you notice an error.

PLEASE NOTE – YOU ARE NOT FINISHED WITH THE VISA APPLICATION AFTER SUBMITTING THE ONLINE APPLICATION. PLEASE PROCEED TO COMPLETE THE PROCESS.

- **Student Visa Application** (found at bottom of this page)
 - Make note of your **GWF number**, found at the top of the first page. You will need this to identify your application in future.
- **Download and print “Document Checklist”**

**** Once you have paid the visa fee (approximately \$450 - \$500) 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

Download your supporting documents checklist	Download checklist
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.	
Get a tuberculosis test, if required	Check requirement
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.	
Make arrangements to provide your documents and biometrics	Provide documents and biometrics

4. Before March 25th: Schedule Biometrics Appointment through VFS Global or Equivalent Local Partner

Once you are redirected to the VFS Global website, or the website of the local UKVI partner, you will be asked to register with VFS Global. Your VFS Global login is separate from your UKVI login, but you can use the same email to register. Please save your username/email and password for later. Once you are registered and signed in, you will complete these steps:

<p>Location Details (choose location to have biometrics taken)</p>	<p>a. Select the location nearest you <i>*Please note that location cannot be changed in this system once a date/time is selected. If you want to have your appointment while home on break or outside of Boston, select that location instead.</i></p>
<p>Customer Details</p>	<p>Auto populates information from UKVI application</p>
<p>Choose Services</p>	<p>a. Choose “Round-Trip Courier Service” if you are mailing your visa independently</p>
<p>Document Upload</p>	<p>a. If prompted, upload scanned PDF versions of your “Mandatory Documents” you were asked to include from your “Document Checklist”. This is most commonly:</p> <ul style="list-style-type: none"> i. A copy of your passport photo and passport information page ii. A copy of your U.S. immigration documents (I-20 copy, or permanent resident [Green Card] copy) <p>b. Click <i>“I have previewed the attachments and confirm that it meets the specifications given above”</i></p> <p>c. Click <i>“Upload Documents”</i></p>

Choose an appointment

<p>Date & Time</p> <p>Choose carefully – you must be prepared to mail/submit your application materials <u>within 5 business days after your biometrics appointment</u> if you selected a “Standard Service” appointment, or <u>in person</u> if you selected a “Premium” service package.</p> <p>If the soonest possible appointment is AFTER July 15th, DO NOT SELECT THE TIME and return to the beginning of the booking sequence. Look for alternative USCIS locations nearby, such as Lawrence, Providence, and Manchester. Repeat the sequence until you can select an appropriate time at one of the USCIS locations.</p>	<p>Choose a date and time to attend your biometrics appointment in person.</p> <ul style="list-style-type: none"> Once scheduled, print Registration Details document which has biometric appointment details and address (this has been emailed to you as well)
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5. Before July 15th: Attend Your Biometrics Appointment

It is necessary to go in person to a biometric appointment to complete the visa application. During this appointment, no evaluation of your visa application will take place. Electronic fingerprints and a photo will be taken at the dedicated facility in the country you indicated when you made an appointment. The exact location, processes, and price may vary by country. Be sure to read all of your materials thoroughly so you know and understand the expectations at the biometric appointment, and what materials to provide.

- If you chose a **“Standard Services”** 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 student visa application (from your UKVI account)

- If you chose a **“Premium Services (Student)”** 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 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. They do not need to mail their materials. Additional services such as priority processing and shipping can be purchased at the VFS Global location. *****

6. Before July 15th: Mail Your Visa Application Materials

Submit your full visa application via **mail** to the UKVI Scanning Hub in your country. Applications are typically processed in 5-6 weeks upon arrival at the processing center.

Mail your visa application independently to the UKVI Scanning Hub in your country, according to their instructions.

You may request a time to meet with your program manager, either in person, over email 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 your country

Use the [Fall 2022 UK Visa Submission Flow Chart](#) to help you decide which method is best for you

7. Before August 20th: Upload Visa to London 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.