

LONDON VISA GUIDE

The information provided in this document gives an explanation of the process involved for U.S. students attending London Program. All U.S. students are required by law to obtain a visa to be legally authorized to work in a summer internship in the U.K.

The details on the process for obtaining your visa are provided in the rest of this document. A few key things to note are:

1. **Deadline:** You should submit your online application as soon as possible to allow for processing time. Although processing times can vary, it will take an average of **4 weeks** for your visa to be processed once you mail in your application materials (step 6 below) – for this reason we urge you to complete all of the steps in this process as quickly as possible.
2. **Mandatory:** All London participants that are US citizens are required to apply for this visa.
3. After submitting your online visa application, the UK government may contact you for additional information if necessary.

STEP 1 Submit Online Application & Payment, arrange Biometric Appointment

- a. Introduction: The very first step has three parts that all occur at once
 - i. Completing and submitting your online visa application via the website below. (see attached Online Application Instructions)
 - ii. Paying for the visa application – **Fee £145 (\$218 currently)**
 - iii. Arranging your Biometric appointment, where your fingerprints will be taken (more on this in Step 4 below). You will select a date, time and location for this appointment during your online application process. After you complete and pay for your application you will be directed to make an appointment at an Application Support Centre. There are 129 centers around the United States; you will be able to choose the most convenient location, date and time for your appointment.
 - iv. Print out your completed application, payment confirmation and biometric appointment confirmation.
- b. Website: <http://www.visa4uk.fco.gov.uk/ApplyNow.aspx>
- c. FAQs / Key Points
 - v. Print off everything: Upon completion, you must print out the whole application and a confirmation page with a barcode on it. This confirmation is taken to the biometrics test where the barcode is scanned so the finger prints, etc. are added to the application details. The confirmation page is then stamped to show biometrics have been taken.

STEP 2 Complete Appendix 8: Tier 4 (General) Student Self-Assessment Form

- a. Introduction: This form needs to be completed for course details and proof of funds. This section is unique to the Tier 4 General Student visa application and is essential. Please refer to the guide, Appendix 8 Form Instructions. Your responses must match the details on your visa letter.
 - b. Website:
<http://www.ukvisas.gov.uk/resources/en/docs/1903073/PBSappendix8generalstudent>
 - c. Key Points
This form is completed in paper copy and sent in with supporting documents (see Step 6 below). Your responses must match the details on your visa letter. Therefore, please ensure you read the instructions carefully.
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STEP 3 Begin collecting “Supporting Documents” for your visa application

- a. Transcript
 - i. Must be an **official** transcript
 - b. Bank statement
 - i. Statement: In Step 5 you will be required to mail in a bank statement that supports your online application. The purpose of this statement is to prove that you have sufficient funds to cover your expenses while in the UK. The UK requires you to have **at least £800** (about \$1,125 US Dollars) for every month that you will be in the UK. Your bank statement must clearly show that there is **at least £2,400** (about \$3,600) in the bank that is available for the three months you'll be in the UK for the program. Bank statements and letters should be originals, **in your name** and should be **dated not more than one month before your biometrics appointment. PLEASE NOTE, BANK STATEMENTS IN YOUR PARENT'S NAME WILL NOT BE ACCEPTED.**
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STEP 4 Attend Biometric Appointment

- a. Overview: The biometric appointment is where your fingerprints and a photo will be taken. These are new security measures for the UK that all visa candidates must fulfill. You will have to physically travel to the biometric center in person to complete this step. You will select the date, time and location of your appointment when you apply for your visa online – you will select the state that you live in, and from there you will automatically be given location options. Once you choose the location you prefer you will then choose an available date and time for your appointment. You will want to write this information down.
- b. Locations: Fortunately there are 129 biometric appointment centers around the country. A list can be seen via the following link, however remember that you will select your appointment location during the online visa application process. Enter your zip code towards the bottom of this page to see where the centers are:
https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=ASC

- c. What to bring: You will need to bring two key items...
 - vi. Passport
 - vii. Printout of the whole online application and a confirmation page with a barcode on it
 - d. FAQs / Key Points
 - viii. DO NOT FORGET PASSPORT & APPLICATION PRINTOUT
If you forget to bring either of these things to your appointment, you will have to start the entire process over again by submitting a new online application and paying the application fee again. They are very strict about this and so it is crucial not to forget these items.
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STEP 5 Receive Visa Sponsorship Letter from FIE

- a. Overview:
You should by now have received your visa sponsorship letter. This letter is the most important part of your visa application – the letter confirms that you are enrolled in a course in the UK at an educational institution, and therefore serves as the core document you need to get approved for a student visa. If you have not received your letter, please contact acrosby@fie.org.uk immediately.
 - b. Where will the letter be sent?
 - i. The letter will be mailed directly to the coordinator at your school who will pass it on to you.
 - ii. If you are an independent applicant and not coming to London as part of a cohort, the letter will be sent to the address you have provided on your administration form.
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STEP 6 Mail application materials to British Consulate

- a. Once you have submitted and paid for your online application, attended your biometric appointment & received your visa sponsorship letter from FIE, the next step is for you to mail your application materials to a British Consulate.
- b. What to mail:

SUPPORTING DOCUMENTS:

- i. Passport --- IMPORTANT --- Your passport must be mailed. Many students forget to include the passport but it is important to remember this because your visa will actually be a stamp *in your passport*.
- ii. Photo: **Two** recent passport-sized (45mm x 35mm), color photograph of yourself.
This should be:
 - 1. taken against a light-colored background
 - 2. clear and of good quality, and not framed or backed
 - 3. printed on normal photographic paper, and
 - 4. full face and without sunglasses, hat or other head covering unless you wear this for cultural or religious reasons (but the face must not be covered).
- iii. Letter from FIE
- iv. Bank statement

- v. Evidence of government **sponsorship or financial aid** (if appropriate). If you are privately sponsored (for example, by a college in the UK) a letter from your sponsor giving details of how they will support you during your studies, and evidence that they can do so.
- vi. Official Transcript
- vii. Stamped confirmation page from biometric appointment.
- viii. The printed version of your **online application form** showing online visa payment and return postage fees paid.
- ix. The printed version of your **Appendix 8: Tier 4 (General) Student Self-Assessment Form**:
<http://www.ukvisas.gov.uk/resources/en/docs/1903073/PBSappendix8generalstudent>

c. Where to mail:

Documents are mailed to one of three locations based on which state you live in. The address is given once the application form is completed.

British Consulate-General, New York
845 Third Avenue
New York, NY 10022
Tel: (212) 745-0200 // Fax: (212) 754-3062

British Consulate-General, Chicago
13th Floor, The Wrigley Building
400 North Michigan Avenue
Chicago, IL 60611
Tel: (312) 970-3800 // Fax: (312) 970-3854

British Consulate-General, Los Angeles
11766 Wilshire Blvd., Suite 1200
Los Angeles, CA 90025-6538
Tel: (310) 481-2900 // Fax: (310) 481-2961

d. When to mail:

Everything must be mailed within 2 weeks of completing your biometric appointment. You should mail as soon as you've completed your biometric appointment, received your letter from FIE and collected supporting documents.

e. How to mail:

It is strongly recommended that you mail your documents using a registered service that gives you a tracking number. UPS, FedEx or USPS registered mail are recommended.

There are agencies that offer expediting services for a fee. See the list below:

<http://www.abriggs.com/>
<http://www.globalvipservices.com/>
<http://visasasap.net/>
<http://www.perryvisa.com>
<http://www.g3visas.com/v2/index.html>

f. FAQs / Key Points:

- i. You must include your passport in the mailing

- ii. Remember to make copies of everything before they are mailed
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STEP 6 Receive visa in mail

- a. The visa is a page pasted into the passport. That is why you are required to mail in your actual passport with your application.
- b. When should the visa arrive? It takes an average of 4 weeks to receive your visa back from the date you mail it. For this reason it is crucial to complete all of the steps above as quickly as possible.