

United Kingdom Visa Requirements

International Programs - London Academic Year '18-'19

Students attending London, England for an Academic Year Program will require a student visa (a Tier 4 Visa). Tier 4 Visas are required for any student staying 6 months or longer, unless you are also a passport holder from an EU country or Switzerland or Norway. This type of visa will be acquired by a two-step process. For this process, it is imperative that you provide your passport copy by the Passport Copy Deadline. Jennifer Ryan, the Assistant Director of the London Program (jennifer.ryan@pepperdine.edu), will use your passport number and course details to generate you a personal CAS number. You will then need to use the CAS number to apply for your visa. CAS numbers will be generated 3 months prior to the program start date, so expect to receive them around May or June. Students can apply to either a British Consulate or, for an extra fee, to a visa expeditor. We recommend using [A Briggs](http://abriggs.com/visas) as an expediting service: <http://abriggs.com/visas>. Please note that if you use A Briggs, their website will provide you with a list of required documents, which may vary from the list sent by Jennifer Ryan. We advise you to follow their list of requirements if you are planning on using their services.

This document provides detailed instructions that will help you obtain your visa. Please read it carefully and follow all instructions EXACTLY. Failure to obtain your visa by the deadline will result in removal from your program. You will be responsible for all applicable withdrawal fees.

For further questions regarding visas, feel free to call the International Programs Office (310) 506-4230 between 8:00 AM and 5:00 PM PST or email our office at international.programs@pepperdine.edu.

Table of Contents

(hyper-linked to sections)

Do I Need a Visa?	3
Low Risk Countries	3
High Risk Countries	3
Visa Application Process	3
Obtain a CAS Number	3
Step 1: Online Visa Application	4
Complete Online Visa Application	4
Schedule Biometric Residence Appointment	4
Pay Immigration Health Surcharge & Visa Fee	4
Print Online Visa Application Final Confirmation Page	4
Step 2: Complete Appendix 8 Form	5
Schedule a Tuberculosis Test	5
Step 3: Gather Remaining Visa Materials	5
Step 4: Attend & Complete Biometric Appointment	6
Step 5: Mail Visa Materials to British Consulate in New York	6
Step 6: Upload Visa Scan to Vital Document Submission Form	6
Detailed Description of Required Materials	7
1) Passport	7
2) 2 passport photos	7
3) Online Visa Application Copy	7
4) Completed Appendix 8 Form	7
5) Biometric Receipt	7
6) Immigration Letter from Pepperdine containing your CAS number	7
7) Return Shipping Label & Envelope	7
8) Proof of Funds (choose one of three options)	8
9) Pepperdine Transcript	8
Fees	9
Helpful Information	9
Important Contacts	10

Do I Need a Visa?

Students who hold an EU, Swiss, or Norwegian passport do not need a visa. Everyone else must obtain a visa to study in London. The visa application process differs substantially depending if you are from what the Home Office deems a low risk country or a high risk country.

Low Risk Countries

Low Risk Countries include the following:

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

For students who are dual citizens and if one of your nationalities is listed above, we would recommend applying using your low risk country passport. However you may only apply to the Consulate in your home country OR a country where you are legally resident. For example, if you hold a Chinese passport and an Australian passport, it would be an easier process for you to apply with your Australian passport *but* you would then need to send your application to the British Consulate in Australia. You could only send it to the British Consulate in the US if your American F1 visa was in your Australian passport (as opposed to your Chinese passport).

Please use the link below for an up-to-date list of low risk countries.

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements>

High Risk Countries

All other countries are considered high risk. Students from high risk countries will be required to submit additional documentation to the Consulate.

Visa Application Process

Obtain a CAS Number

Jenny Ryan, the Assistant Director of the London program, will request a copy of your passport in order to generate a CAS (Confirmation of Acceptance for Studies) number for each student.

You will use this number for your online application. This number can only be used *once* and is unique to you.

Step 1: Online Visa Application

Complete Online Visa Application

All students must attend a mandatory visa workshop, where we will walk through each step of the online visa application. For further guidance, look to the [Online UK Visa Application Screenshots PDF](#).

Schedule Biometric Residence Appointment

As part of your visa application, you will be prompted to schedule a Biometric Residence Permit (BRP) appointment at a US Department of Homeland Security Application Support Center (ASC). The purpose of the appointment is to collect data such as fingerprints, a digital photograph, and a signature that will be used to create a residence permit for each student. You will collect the permit itself upon arrival in the UK. This residence permit card will be proof of your right to study in the UK.

You must send your entire visa application packet to the Consulate within 2 weeks of completing your biometrics appointment so it is important to plan ahead and make sure that you have all visa materials prepared and ready to ship to the Consulate by the time of your biometric appointment.

Pay Immigration Health Surcharge & Visa Fee

During the visa application process, you will be asked to pay the Immigration Health Surcharge (IHS), which gives you access to UK's National Health Service (NHS) during your time in the UK. Currently the IHS charge is £150 (approx \$200).

You will also pay the visa fee during the online visa application process, separately from your actual visa application fee. Currently the visa fee is £335 (approx \$460).

Print Online Visa Application Final Confirmation Page

It is recommended that you print several copies of your online visa application. You will need to take a copy of it with you to your biometric appointment, you will need to send a copy to the Consulate with your other visa materials, and it is advisable to keep one copy for your reference.

Step 2: Complete Appendix 8 Form

All students must attend a mandatory visa workshop, where we will walk through the Appendix 8 Form. A blank form can be found at the link below. Please print it and fill in by hand in blue or black ink.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/515653/VAF9_-_appx_8_-_amended_-_April_2016.pdf

For further guidance, look to the [Appendix 8 - Example](#) provided.

Schedule a Tuberculosis Test

Students from certain countries who are coming to the UK for more than 6 months are required to complete a Tuberculosis (TB) test.

This is currently not required of U.S. passport holders. To determine if this is required, visit <https://www.gov.uk/tb-test-visa>.

Step 3: Gather Remaining Visa Materials

You must mail the following materials to the UK Consulate in New York within two weeks of the date you complete your biometrics appointment. ***You can find a more detailed explanation of these materials below.***

1. Your passport
2. 2 passport photos
3. Hard copy (print out) of your online application form
4. Completed Appendix 8 form
5. Biometric receipt
6. Immigration Letter from Pepperdine containing your CAS number
7. Return shipping label & envelope

In addition, high risk nationals will need to submit the following two (2) documents. Low risk nationals will not need to submit these documents, but must have them in their possession in case they are requested. If the Consulate Case Worker asks for the two documents, you must provide them within five (5) days so it is imperative that you have them prepared.

8. Proof of Funds
9. Pepperdine Transcript

Step 4: Attend & Complete Biometric Appointment

During your biometric appointment, your fingerprints and a digital photograph will be taken. Please arrive 15 minutes before your scheduled appointment time, if you arrive earlier, you may not be admitted to the application center.

Take the following items to your appointment:

1. Print-out of biometrics appointment confirmation letter
2. Printed visa application
3. Appendix 8 form
4. Your passport

At the appointment, the Case Worker will stamp your documents (biometrics appointment letter) and give you a receipt, which you will need to include in your packet of application documents to be sent to the Consulate in New York.

Once your biometric appointment is complete, you must submit your application materials to the Consulate in New York within two (2) weeks.

Step 5: Mail Visa Materials to British Consulate in New York

Within two weeks of completing your biometrics appointment, you must mail all required materials to the UK Consulate in New York to the following address:

UK Visas and Immigration
British Consulate General
845 Third Avenue
New York, NY 10022
USA

Current processing times are ten (10) working days. To check processing times, visit <https://www.gov.uk/visa-processing-times>.

Step 6: Upload Visa Scan to Vital Document Submission Form

Students must upload a copy of their visas to the [Vital Document Submission Form](#) by August 30, 2018.

Detailed Description of Required Materials

You are required to mail the following documents to the British Consulate. If any of the documents are not in English, you must have them translated.

All documents must be originals. Photocopies are not accepted.

1) Passport

- Your passport must be valid at least 6 months after your return date.

2) 2 passport photos

- The passport photos must be taken within the last month.
- Print your full name on the back of each photo.

3) Online Visa Application Copy

- You will print out your online application form at the end of the online visa application process.
- You will take this form to your biometric appointment, where it will be stamped.

4) Completed Appendix 8 Form

- This form must be completed in its entirety.

5) Biometric Receipt

- You will be given a biometric receipt at your appointment.

6) Immigration Letter from Pepperdine containing your CAS number

- This letter will be provided by the IP Office. A scanned copy or photocopy will suffice.

7) Return Shipping Label & Envelope

- To have your documents returned to you, you must provide a fully-addressed prepaid electronic shipping label.
- You can purchase the label at www.vfsglobal.co.uk
 - 1) Select the the region you wish to apply from: "Americas & Canada" box
 - 2) Select the country you wish to apply from: "USA"
 - 3) Beneath the three circles, select "click here" to purchase user pay services
 - 4) Select orange "Pay here" box
 - 5) Enter information:

- a) Country of Residence: United States of America
- b) Visa Category: "Points Based System Tier 4 (UK Mainland)"
- c) Decision Making Center: "USA"
- 6) Enter information and purchase shipping
 - You are advised to pay for round-trip courier with tracking

The following two documents should be gathered, but only high risk nationals will need to include these documents in the application packet that is mailed to the Consulate. Low risk nationals will not need to submit these documents, but you must have them available upon request by the Consulate Case Worker.

8) Proof of Funds (choose one of three options)

Students must be able to show that they have the money to pay for the London program fee (\$11,675). You are not required to show tuition fees. The sum must be in the bank account for at least 28 consecutive days prior to the visa application date. The money can be spread across multiple accounts and some can be in a parent or guardian's account, or it can be in the form of an official financial aid or loan letter. Other types of accounts such as shares, bonds, overdrafts, credit cards or pension funds are not acceptable. Certificates of deposit are only acceptable if they do not indicate that funds are frozen. You cannot use a business account to show funds (even if the business is owned by you or your parents/legal guardians).

1. Personal Bank Account Letter - You can find a sample bank letter [here](#).
2. Financial Aid Letter - You can complete the "Pepperdine University Financial Aid Letter Request-International Programs" and deliver it to OneStop. Please allow two weeks for the office to generate the letter.
3. Parent's Bank Account Letter - You can find a sample bank letter [here](#).
 - a. If you are using your parents' account, you will also have to show proof of how you are related to your parents by also providing the following two documents:
 - i. Birth certificate and
 - ii. Letter from parents stating that they are your parents and that they are happy for you to use their funds to study at Pepperdine University

You can find a sample letter [here](#).

If your statements are not in British pounds, it is advisable to write the GBP equivalent amount on them – you can do this by hand. Use the Home Office approved currency website www.oanda.com to work out the conversion.

9) Pepperdine Transcript

- You can request this from OneStop.

Fees

The Tier 4 visa is currently 335 GBP. Check <https://www.gov.uk/tier-4-general-visa> for up-to-date costs.

The IHS is a separate charge and is currently 150 GBP. Only academic year students are required to pay this charge.

Helpful Information

- Remember that all documents *must* be originals. **No photocopies or printouts will be accepted.**
- Double check the dates on your visa when it arrives. The vignette in your passport will only be valid for six months. This is why you need to collect your Biometric Residence Permit card from the Post Office as soon as you arrive in the UK. The BRP card will have the full course dates on it, plus an extra two months at the end. Remember that in the UK, it is DDMMYY so make sure you read the dates on the vignette the right way round. If you are in doubt, send a photo to Jenny or Beverly immediately.
- Keep a copy of each document for your records. If something goes wrong down the line, this will allow our office to determine if one of the documents are completed incorrectly.
- If your visa is refused, contact both Jenny Ryan, the Assistant Director of the London program, and Beverly Cawyer, Manager of Academics & Internships, immediately.
- Do not use the same CAS number twice. It is valid only once.
- Do not travel to the UK via the Republic of Ireland or the Isle of Man. These locations do not have UK immigration officials and your passport will be stamped as a tourist, thus invalidating your visa.
- Timing to take into account. You are advised to begin your application as soon as possible (3 months before departure date).
 - You can begin your application three (3) months before your course start date (so from 6th June).
 - Funds must be in the account for a total of 28 days, and the bank statement must be dated within the last month before you submit your application materials to the Consulate.
 - You must ship your application materials to the Consulate within two (2) weeks of your Biometric appointment. It is advised that you have all application materials prepared before your appointment so that you can ship the package to the Consulate as soon as you complete your appointment.
 - Your passport will be unavailable while it is at the Consulate. Plan ahead to make sure that your application process does not conflict with travel plans.

- Visa processing is currently 10 working days but can take up to 3 weeks. Also take into account time for shipping to and from the Consulate.

Important Contacts

Jenny Ryan, Assistant Director of the London Program

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Beverly Cawyer, Manager of Academic & Internship for International Programs

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