

# Visa and Immigration Information

Applying for visas can be complex and confusing. Your needs will be unique to you and will depend on your personal circumstances. This information sheet aims to give you confidence and provides answers to some of the most important questions.

We have also included external links to UK Visas and Immigration (UKVI) publications and web pages. Note that the UKVI guidance is changed on a regular basis and the external links provide the definitive and most up to date guidance.

## Do you need a visa?

If you are a national of a country in the European Economic Area (EEA) or Switzerland you do not need a visa. The EEA consists of European Union countries, plus Iceland, Liechtenstein and Norway.

To find out if you need a visa to study in the UK follow this link:

<https://www.gov.uk/check-uk-visa>.

## Which visa?

Student applications from non-EEA nationals will need to apply for either a visitor visa or Tier 4 (General) Student visa. All applicants are encouraged to visit the UK Council for International Student Affairs (UKCISA) website and to read the 'Practical Guide' carefully.

### Type1: Short Term Study Visa

You could apply for a 'Short Term Study ' visa, if you are a non-EU national, and want to stay at Tresham College for:

- 6 months – for any short courses (including English language courses)
- 11 months- you are 18 or over and taking an English language course

More information about Short-Term Study Visa can be found on the UK Council for International Student Affairs (UKCISA) website:

<http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa> and the UK Visas and Immigration website (UKVI):

<https://www.gov.uk/study-visit-visa/overview>. How to apply is available at [Apply UK visa](#).

### Type 2: Tier 4 (General) Student Visa

If you are 16 or over, and want to study full-time at Tresham College (including its division National College for Motorsport) for a course at NQF Level 3 or above, other than an English language course, you should apply for a Tier 4 (General) visa.

To apply for this visa we issue you a Confirmation of Acceptance to Study (CAS) number, this is unique to you and is your official sponsorship to study in the UK and at Tresham College. We can only sponsor students for Tier 4 visas if they intend to study at Level 3 or above and they intend to study full time.

### **How to get your Tier 4 (General) Student visa?**

In order to apply for your Tier 4 student visa, you will need a Confirmation of Acceptance for Studies (CAS) from us. This is a unique identifying number that we have requested from the UKVI which directly relates to the offer we have made you.

We will issue a CAS when:

- We have sent you an offer for which you have met any conditions, including receiving copies of your certificates and proof of English as applicable
- You have paid the requested deposit or full tuition fee, sign and return the forms in the offer pack
- We are within 3 months of your course start date
- You have provided us your financial proof to meet living costs and to pay the balance of the remaining course fees (as applicable)
- You have provided us your assurance that you have met all other UKVI requirements such as any necessary health checks once you have your CAS, you are free to apply for your visa.

The time required to process your visa will depend on the country where you are making your application but is likely to take around 2 months, so you must start the process early and on time.

### **How to obtain an unconditional offer?**

Complete the [International application form](#) on your computer and return it to [tointernational@tresham.ac.uk](mailto:tointernational@tresham.ac.uk)

Submit your supporting documents to meet our course entry requirements (these can be scanned electronically):

- Your previous educational qualifications (e.g. a clear copy of certificates of qualifications and full transcript of results\*)
- A clear copy of your English language qualifications (IELTS Academic for UKVI is requested for applicants under Tier 4 General)(Government changes may be applicable)
- A clear copy of your current valid passport and all your previous UK visas (e.g. visa labels / entry clearances and biometric residence permit) and CAS
- One reference letter \*\*

\* Documents requested which are not in English must be accompanied by a certified translation. The translator's credentials should be given, along with their official declaration that the translation is accurate.

\*\*If you are returning to education after a break in study, details of the gaps (e.g. reference letter from your employers) would be requested.

Your application form with the other supporting documents will be processed and a SKYPE interview (if required) will be arranged before an offer would be issued.

For more detailed information, Please refer to "[How to apply?](#)".

### **A note about overseas qualifications**

If you are unsure whether your Qualifications are accepted in the UK, please contact UK NARIC to check the equivalence of your country's qualifications with those in the UK. Further information is available online at [www.naric.org.uk](http://www.naric.org.uk).

### **Secure English Language Testing (SELT)**

For all students studying on a further and higher Education course under Tier 4 Points Based System Secure English Language testing is now mandatory (excluding those on English Language courses). You will need to show evidence of your English language ability at a minimum level of B1 of CEFR (entry requirements may apply) by providing an 'IELTS for UKVI' test certificate. All IELTS certificates must show a UKVI number. Please visit the UKVI website for further guidance [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

### **Your finance proof:**

If you have not paid all of your course fees, you will need to show the remaining amount that you have not paid has been saved in your bank statement. This amount is found by subtracting the total amount of fees listed on your CAS from the amount of fees that you have already paid (this will also be listed on your CAS).

**Along with any unpaid course fees**, you will also need to show your maintenance, or living funds, in your bank statement.

Amount required for maintenance	At least £1,015 a month for a maximum of 9 months (£9,135)
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### **How to show proof of funds**

For example but not exhaustive, aiming to include points for your consideration when preparing your visa application. (Tier 4 guidance from UKVI is very detailed and students are expected to read the latest UKVI Tier 4 Student visa guidance and be responsible for their visa application)

#### **Bank book or bank statement**

- to show the money held on applicants' single bank account for a consecutive 28 day period (finishing on the date of the closing balance) ending no more than one month before applicants' visa application.
- You can only use your bank books/statements or your parents'. You cannot use the bank statement of a sibling, step-parent, etc.

#### **AND Certificate of deposit from the bank**

- which must have been issued with 31 days of the date of the visa application and
- at least 28 days must have elapsed between the date of the deposit and the date of issue of the certificate
- **Certificates of deposit are only acceptable if they do not indicate that funds are frozen**

If you use your parents' bank statements you must also include your original **birth certificate** and a **letter from your parents** stating that they are willing to sponsor you.

The letter from your parents should include:

- The relationship between you (son/mother, daughter/father, etc.)
- The fact that they give you permission to use their account
- What course you are studying
- The date the letter was written
- Your parents/legal guardians' signature
- Translation of letter if not in English

**For general guidance in terms of what evidence will be accepted as your financial proof, please refer to the following website.** (Version Apr. 2016)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/515652/VAf9\\_-\\_appx\\_8\\_-\\_guide\\_to\\_supporting\\_docs\\_-\\_April\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/515652/VAf9_-_appx_8_-_guide_to_supporting_docs_-_April_2016.pdf)

**More detailed guideline from UKVI:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514308/T4\\_Migrant\\_Guidance\\_Apr\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514308/T4_Migrant_Guidance_Apr_2016.pdf) (Version Apr. 2016)

**Please make sure you are showing the correct evidence of financial proof as stated on the updated Tier 4 Policy Guidance.**

### **Home Office Tier 4 Credibility Interviews**

In 2012 the Home Office started a pilot scheme where it introduced credibility interviews for those applicants applying for Tier 4 visas from overseas. The purpose of the interview is to ascertain that a student's intentions to study in the UK are genuine. This scheme has now been extended and any applicant, whether applying from the UK or overseas could be called to interview.

The interview will be conducted in English and as such your ability to converse in English will be checked. The purpose of the interview is to check your credibility as a genuine student – questions will focus on reasons for coming to the UK and will include questions about your background, your study plans and your finances. More guidance about credibility interviews will be available after you accept your unconditional offer but before you submit your visa application to UKVI.

### **Work during study**

Tier 4 (General) students who apply for Tier 4 (General) student leave in order to study a course at any level with a publicly-funded further education college will be prohibited from working. It will not, however, prevent them from undertaking a work placement, paid or unpaid, that is an assessed part of the course and that does not exceed one third of the total course. This affects students who submit their applications on or after 3 August 2015.

### **Your partnership with Tresham College**

In order for the UK visa system to work properly it is critical that we work together. By issuing you with a CAS, Tresham College is linking its name to your application and from that point we are very much in partnership. To work successfully we need to do the following:

- Monitor and record your attendance in classes
- Keep a record of up to date contact details, including your UK address
- Inform UKVI if you withdraw from the College or change your course

As part of your enrolment and induction to the College and at various times throughout your stay at Tresham, we will remind you of the processes and

procedures you need to follow in order to fulfil these obligations. This includes the compliance with all the conditions of your visa, including not working\*<sup>⊖</sup>, not claiming public funds, and registering with the police if required\*<sup>⊖</sup>. More detailed information please refers to Tier 4 Student Rights and Responsibilities which will be issued to you together with your unconditional offer. This is important and we thank you in advance for your assistance. Ultimately, if you attend your classes regularly, talk to us if you have any concerns, keep us aware of any changes to your living arrangements and study hard, you will have a happy and productive time at Tresham. If you have any questions or concerns please contact us as at [international@tresham.ac.uk](mailto:international@tresham.ac.uk)

\*<sup>⊖</sup>International students are not permitted to work whilst studying at Tresham.

\*<sup>⊖</sup>You only have to register if your Biometric Residence Permit or decision letter says you must. You can check the list of nationalities who need to register at: Home Office. It is a condition of your Tier 4 visa to register with the Police if your country is listed in the immigration rules and your visa is endorsed with the requirement.