The Tier 4 (General) Student Visa (aka “Tier 4 Visa”) is required IF:

- you are studying in the UK for the **Full Academic Year**
- you are not a member of the EU/EEA

Note, in addition to ensuring that you are legally able to study in the UK for the academic year, the Tier 4 (General) Student visa will usually give you permission to work, subject to restrictions.

An Important Note on Using this Document to Familiarize Yourself with the UK Visa Process: We recommend that you read this guide completely and thoroughly—and also make sure to use the links provided in the body of document for additional information—before reaching out to NYU with questions. Often, questions will be answered on a later page or at one of the links provided.

If you do have questions, please reach out to ls.abroad@nyu.edu and a member of the LS Global Programs team will be in touch within 48 hours.

How to Use this Tier-4 (General) Student Visa Application Guide

The application process laid out in this guide is especially geared for students applying from within the USA. If you are applying from another country the process may be different. It is not meant to replace guidance posted by the UKVI through their website.

Please note that you must apply for the UK Tier-4 (General) Student visa from your **country of citizenship** or from the **country in which you are normally resident** and you must be physically located in the country while you apply. **You will have to surrender your passport** to the consulate for the duration of the application period.

We recommend that students from outside of the US read through this document but also refer to information for the relevant country at [https://www.gov.uk/find-a-visa-application-centre](https://www.gov.uk/find-a-visa-application-centre) and/or the local British consulate for guidelines tailored to their country of residence or citizenship. Students can also check if they need a visa to study in the UK [here](https://www.gov.uk/find-a-visa-application-centre). In most cases—aside from students from the EU—the answer is YES. Guidelines follow once you’ve indicated your country of residence and citizenship.
The Length of the Visa Process: Plan Ahead for All Steps

In the United States, visa processing itself takes approximately four weeks, but can be expedited (in the US) to as little as one week. (See the end of this document for instructions on expediting your visa.) Visa processing times can be found at https://www.gov.uk/visa-processing-times. That said, processing times do not include such important steps as gathering the appropriate documentation or getting your biometrics taken. Students should make sure to plan ahead and plan for potential delays to ensure they get the visa in time for travel to the UK.

Keep in mind that:

- You may enter the UK up to one month prior to your program start date, and remain in the UK until the expiry of your visa, usually 2 months (60 days) after your program ends.
- However, if you arrive early or stay after the dates of the NYUL program, you must find your own accommodations during that time. NYU London will only provide you housing from 8am on August 25th through 12 noon on December 19th, 2015; then again from 8am January 27th through May 21st, 2016. You will be able to store your belongings at NYUL during the winter break.

Getting Started: An Overview of the Tier-4 (General) Student Visa Application Process

All students can use the Tier 4 (General) Student Visa Guidelines posted by the UK government for a step-by-step overview. Students will apply for the Tier 4 (General) Student Visa (and not the short term student visa) as they will be spending more than 6 months in the UK. Note that the Tier-4 (General) Student visa is included in the “PBS” Visa category. PBS stands for “Points based system.”

The Application Process Itself Can be Broken Down into Several Steps

1. Review the Process and Gather the Required Materials
2. Submit the Online Application and Payment, as well as make your Biometrics Appointment. Print your printed visa application out and make sure to write your CAS# on it, as well as your IHS number (see #4)
3. Go to your Biometrics appointment
4. Pay the Immigration Health Surcharge (IHS) online and write your IHS number and your CAS# on your printed visa application
5. Submit the visa application packet to the UK Consulate
6. Receive your passport back from the UK Consulate with a 30-day entry clearance “vignette”
7. Pick up your BRP (Biometric Residency Permit) from your local Post Office in the UK within 10 days of arrival

Most students will be able to submit the online application for the Tier-4 (General) Student visa [here], and most students applying from within the United States will not require an in-person consulate appointment. Instead, they will need to have an in-person biometrics appointment and then will submit the required materials (including their passport), to the UK Consulate.

**A Note on Timing: When Can You Start the Visa Application Process?**

First, you must gather your documents and read through this guide and the resources linked to in this guide. Please do that first. You can start that immediately.

That said, you can’t start the online application immediately. As indicated below:

The earliest that you can apply for a visa is **90 days** before your initial entry into the UK. So, for Fall 2015, the **earliest** you can apply is **May 28th, 2015**.

**In Addition**

***You MUST WAIT to obtain a Confirmation of Acceptance for Study (CAS) Number from NYU London prior to beginning your application! You will receive this from the LS Office of Global Programs via email from the end of May. Do not attempt to apply for the Visa online without your CAS number.***

CAS Numbers are issued by the British government to NYU London to give to our students. **You must wait for NYU to acquire and assign you a CAS Number. Do not attempt to apply for your visa without your CAS Number, or your application will be denied!**

That said, it is also important that you submit your Summer Address and Student Information form as early as possible. We use this to produce the CAS for students. Students who delay risk not securing the CAS and not being able to begin their studies in the fall. This is especially a potential issue for those students without valid passports OR who have not secured the appropriate English language documentation.

We cannot produce a CAS # for you after July 15, 2015. Without it, you can’t get a visa.

**It is impossible** for NYU London to issue CAS Numbers less than 6 weeks prior to the beginning of the program (July 15, 2015). Failing to meet any visa deadline set forth by NYU Liberal Studies or NYU London may result in your inability to obtain the Tier-4 Visa which would result in your not being able to begin your freshman year with NYU.
A Note about the “CAS” Support Letter: Use for the Online Visa Application and Submit as Part of your Tier-4 (General) Student Visa Application

NYU will send you a CAS Letter (sometimes referred to as your Support Letter), which will include essential information for completing your application. It may be helpful to print this letter to have handy during your application. You will also need to include a copy with your application materials for the visa.

Do not attempt to apply without your CAS letter!

Your CAS Letter will look something like this:

Be sure to use the information found on your CAS letter to help you complete your visa application. (Do NOT use the information from this sample letter.)

To Know Before You Apply: Fees, Payment, and Additional Details

- **Application Fees**: In the US, the Tier-4 (General) Student Visa application fee is £322 (approximately $480-530 USD depending on the exchange rate), plus the new Health surcharge of £150 (approximately $230), plus shipping (about $12), plus expedite fees (optional) of $187.

- **How to Pay**: If you are applying in the US, you should be able to pay with a credit card at the end of the application. Acceptable payment methods vary in other countries. You are paying this money to the United Kingdom, not to NYU, so there is no way for this fee to be waived or paid through financial aid.

- **Your UK visa does not give you permission to enter any country other than the United Kingdom**. If you wish to travel outside of the UK as a tourist, you will need to do your own research regarding tourist visas.
- **US passport holders** are generally able to travel as tourists throughout the rest of the EU without any special visas.
- **Non-US passport holders** *might* need to apply for a **Schengen Tourist Visa** after you get your UK visa. The British Consulate does not issue Schengen visas. You cannot apply for both visas simultaneously. We cannot advise you on obtaining tourist visas, but information is widely available online.

- We have created the following guide to help address any questions that may seem ambiguous. In addition to following this guide, it is important that you read each question on the application, and answer every question as completely and honestly as you can. Intentionally providing false information on a visa application is a serious offense, and can result in you being barred from entry into the UK for the next 10 years.

- Don’t submit a photocopy to the consulate of ANYTHING (unless specified). A photocopy found in your application materials may result in the AUTOMATIC DENIAL of your visa.
Applying for Tier 4 (General) Student Visa:
Step One: The Online Visa Application

After familiarizing yourself with the questions and answers for the online application below, you will be ready to begin your online application. To access the application, go to https://www.visa4uk.fco.gov.uk/. Note that you will need to create a user account. Once you have created it, make sure to save your log-in information.

We recommend using Internet Explorer, as this application has difficulty with Safari and Firefox. This application is NOT Mac-friendly. Make sure that you have access to a printer, as well, as you will need to print out the application and confirmation of payment once you have completed all the steps.

Once you access the link above, read the instructions on the landing page, check the box at the bottom, and click “Continue.” The application should open in separate window.

Page 1: Application Security
It is very important that you use a valid email address and create a password that you will remember, because you may need to log in later to re-print your application. NYU cannot assist you with lost passwords!

Page 2: Your Visa Requirements
-Remember: Your visa application process is dependent on your current physical location. Be sure that the country/state that you indicate is actually your current location.

<table>
<thead>
<tr>
<th>Reason for Visit</th>
<th>Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa Type</td>
<td>PBS Tier 4 Student</td>
</tr>
<tr>
<td>Visa Sub Type</td>
<td>Tier 4 (General) Student</td>
</tr>
</tbody>
</table>

Depending on which country you select, you may have additional sections or questions that are NOT shown below, particularly regarding your finances. The information on your CAS Letter will help you complete these questions.
Section 1: PASSPORT AND TRAVEL INFORMATION

- Be sure to enter your name exactly as it is shown on your passport.
- All dates should be written as DD MMM YYYY. (e.g. 25 NOV 1995)
- Your passport’s Issuing Authority is shown on the photo page, along with the rest of your information. For most US passports, the issuing authority is the US Dept of State.
- Please include all prior passport information to the best of your ability

Travel Information

Are You Traveling with anyone?
Students traveling with family will want to note that they will be traveling with them as well as input their biographical details.

Date of planned arrival: Use the date you intend to arrive in the UK.

Length of Stay: 270 days. [note: 270 days = the total # of days from August 25, 2015-May 21, 2016. Depending on your intended arrival this date may differ.

Main Address and Contact Details.

UK Postcode: WC1B 3RA
Line 1: NYU London
Line 2: 6 Bedford Square
Line 3: London
Postcode: WC1B 3RA
Primary Phone: 44-20-7907-3234
Secondary Phone: 44-77-9000-4952
Email: nyu.in.london@nyu.edu
Section 2: PERSONAL DETAILS AND TRAVEL HISTORY

Personal Details

- This section gives students an option to input their permanent address as well as an alternate address for contact.
- Under “Preferred Contact Details”, we recommend that you input the address and contact information that you will have during the ENTIRE APPLICATION PERIOD if different from your permanent address.
- Be sure to include the complete address. Some lines require multiple pieces of information.
- If you will not have access to your permanent and preferred contact address during the full application period, please consult with ls.abroad@nyu.edu on how to proceed.

Travel History

- Complete this section to the best of your ability. It is especially important for you to submit all travel that is recorded in your passport.

Section 3: FAMILY DETAILS

- Complete this section to the best of your ability.

Section 4: MEDICAL TREATMENT

- Complete this section to the best of your ability.

Section 5: Tier 4 Student

Please use the information below as well as the information in your CAS letter to complete this section.

Sponsor

Give Your Tier 4 Sponsor’s license number
- RGRCCJNF8

What is the name of your sponsor?
- NYU in London

What is the full address of your sponsor?
- Line 1: NYU London
- Line 2: 6 Bedford Square
Studies

What is your Confirmation of Acceptance for Studies Number?
• This # is individual and is on your CAS letter, submitted to you individually.

What is the title of your course?
• New York University in London Study Abroad

What is the level of the course and qualification?
• QCF_NQF6 equivalent

Start Date of Course
• 25 August 2015

End Date of Course
• 21 May 2016

Have you already started studying this course?
• No

What is the address of the main site of study?
• Line 1: NYU London
• Line 2: 6 Bedford Square
• Line 3: London
• Postcode: WC1B 3RA
• Primary Phone: 44-20-7907-3234
• Secondary Phone: 44-77-9000-4952
• Email: nyu.in.london@nyu.edu

Confirm which of the following options apply?
• Studying
Please indicate how you meet the minimum English Language Requirement relevant to your course? Choose one of the following:

- National of a majority English language speaking country
- English language test

NOTE: The following additional options are not acceptable for incoming NYU London students in the LS first year program to select: “Academic qualification equivalent to the UK degree..”, “Previous study as a child student...” “Your sponsor is a HEI and has made its own assessment of your English language ability,” or “Your sponsor is an HEI, considers you to be a gifted student...”

Nationality

- Input your nationality

Maintenance and Fees

Course fees

- £30,424.50

Have any of course fees been paid?

- Yes—Paid to overseas Higher Education Institution

What document has been provided as evidence of payment?

- Shown in the CAS

Do you have an established presence in the UK?

- Answer to the best of your ability.

For this initial application what is your primary site of study?

- Inside the Inner London boroughs

How much funding GBP (£) per month do you have to cover the maintenance charges?

- £1020.00

Have any of your accommodation fees been paid to your sponsor?

- Yes—Paid to overseas Higher Education Institution

Do you receive support from a financial sponsor that meets the UK Visa and Immigration definition of a financial sponsor?

- No
Do you have any remaining fees and maintenance still due for payment?
  • No

Do you have money in your own name?
  • Answer to the best of your ability.

Points Claimed

Confirmation of Acceptance for Studies
  • 30

Maintenance
  • 10

Total
  • 40

Section 6: Additional Information
  • If you have any other questions or concerns, please enter them here.

________________________________________________________________________

Next Steps after Completing the Online Application

One: Review the Online Portion of Your Visa Application

Please review your online application for errors! But remember, this is only the online portion of the application. You are not done yet!

Read through the steps below, make sure to book your Biometrics appointment, make your payment, and print out the application. You will need to write your CAS on the application on the first page when you submit your application to the UK Consulate.

Keep reading for these additional, mandatory steps!

TWO: Sign Your Declaration

Electronically sign and submit your application. If you continue beyond this point, you cannot go back to edit your online application.
THREE: Make Your Biometrics Appointment and Print Your Form

After confirming that your online application is correct, you will be asked to schedule an appointment to have a Biometrics (fingerprint) scan at a facility near you. You should try to schedule this appointment as soon as possible.

Key details:

- Make your biometrics appointment as soon as possible. (Note, this isn’t your visa application either, but it’s required to apply for the visa.)
- Print out the online booking form WITH the biometrics appointment confirmation barcode
- Make sure to send your visa application packet to the British Consulate within TWO weeks of the biometrics appointment. Details on sending in the application are below.

It is quite possible that the soonest available Biometrics scan date is several weeks away; don’t panic. You should book the earliest appointment that you can make. Once you have scheduled your Biometrics appointment and paid your application fee, SUBMIT your online application and PRINT a copy. You will also need to print your Biometrics Appointment form.

If you want your visa processed as quickly as possible, don’t wait for your Biometrics appointment date. Take your Biometrics scan sheet and try to walk-in to the Scan Center during their business hours, even if your appointment is weeks away. Scan Centers will typically allow you to do this IF they are not too busy. Bear in mind that they are under no obligation to see you any earlier than your appointment -- but if you’re nice and polite, they might help you!

FOUR: Make Your Payment

Choose “By Mail,” (even though you will probably pay online using a credit card).

FIVE: Print Your Application

You MUST write your Confirmation of Acceptance for Studies (CAS) # on the first page of the printed form for when you send your complete visa application packet in to the UK Consulate.
Step Two: The Biometrics Appointment

If Step One is the online visa application, Step Two is your Biometrics appointment.

Through the online visa application portal, you will receive guidance on local Biometrics Appointment centers and receive instructions on how to make an appointment. You will not be able to make an appointment for your biometrics until you have completed and signed off on your Visa application form.

What will you need at your Biometrics appointment?

Required documents for the Biometrics appointment:
- your biometrics appointment form, with confirmation barcode;
- a printed copy of your online visa application with your CAS number written on the first page; and
- your passport (which must be valid through December 2016)

The Biometrics employee who processes your Biometrics will stamp/sign your confirmation sheet. *Keep this sheet -- you will include it in your visa application packet.*

Important Deadline: Within Two Weeks of Your Biometrics, Send Your Visa Materials to the UK Consulate

Within two weeks of your biometrics appointment, students must send in their visa application packet to the UK Consulate.

If they do not do so, they will have to start the process over or their visa application may be denied.
Step Three: Pay the Immigration Health Surcharge

In 2015, the UKVI introduced a new requirement for visa applicants whose stay would be longer than 6 months, including those applying for the Tier-4 (General) Student Visa. A full overview of the new fee is [here](#).

Steps to Paying the IHS

1. Register to make the payment through the IHS specific portal [here](#).
2. Make sure to have your passport and payment type on hand to register and pay. (Students will need to pay the equivalent of £150.)
3. On payment, students will receive a personalized IHS reference number they will need to write on their print-out of their online visa application that they send in to the UK Consulate.

Information that you will be asked for when you register and pay the IHS should match that of your online visa application. It includes:

1. Your full name
2. Your nationality
3. The type of visa you are applying for (e.g. PBS Tier-4 (General) student visa)
4. Your passport/travel document number
5. An email address
6. Your visa application center (e.g. where you got your Biometrics taken.)
7. Your course dates

**Important Note on the Assembling the Visa Application Packet:**

You will need to write your Immigration Health Surcharge (“IHS”) number on the first page of your online visa application print out, along with your CAS number.
Step Four: Assemble Your Visa Application Packet

All of your application materials (including your passport) need to arrive at the Consulate within 14 days of your Biometrics scan.

Please plan accordingly.

Make sure that you have all of the necessary documents assembled first or will be able to have them shortly after the appointment. You must mail them (see Step Five below).

Compile all of your application materials into ONE envelope and send them to the Consulate address listed on your Biometrics form.

Any documents that are not in English or Welsh must be accompanied by a full translation that can be independently verified by the UKVI. The original translation must contain confirmation from the translator/translation company that it is an accurate translation of the original document, the date of the translation, the translator/an authorized official of the translation company’s full name and signature, and the translator/translation company’s contact details.

Please note: If you are applying from outside of the USA, your consulate may require additional materials. We’ve done our best to compile a comprehensive list below, but it is ultimately YOUR responsibility to provide everything your consulate requires.
List of Required Tier-4 (General) Student Visa Application Materials

A full list of documentation required is available on the UKVI website [here](#).

The following materials are required of ALL applicants:

- **Passport** -- **YES, you MUST give them your actual passport, NOT a copy!**
  - Passport must be valid for 6 months AFTER your program ends:
    - For Full Academic Year – must be valid through **11/25/2016**
  - You may need to rearrange travel plans so that you can obtain the visa, given that you must surrender your passport for this process.

- **Permanent Resident Card** (aka “Green Card”), if applicable.
  - Notarized/certified copy of your “Green Card.”
  - Applies only to US Permanent Residents (non-US Citizens).

- **Printed copy of your completed online application.**
  - Make sure to write your CAS Number and your unique IHS reference number on the top of the first page.

- **Proof of Biometric Scanning.**
  - The original, NOT a copy!
  - Should be stamped by the staff at the Biometrics scan center

- **Your CAS Support Letter**
  - We will provide a copy of the CAS letter on bond paper in your Summer Welcome and Visa Packet (Note: for those applicants not able to wait for a copy of their CAS letter, we suggest that you print out the scan emailed to you on high-quality paper (such as resume or business paper))

- **Visa Fee** (*only if you were not able to pay it online as part of your application!*)

- **TWO (2) Original 45mm x 35mm Official Passport-Size Photos**
  - 2”x2” is also acceptable.
  - Get these cheaply and quickly from places like Walgreens, RiteAid, etc.
  - Write your **full name** on the back of the photos.
  - NO photocopies, personal photos, or photos printed from personal printers! These will NOT be accepted; your application will be denied!
  - Unacceptable passport photos are the most common reason for denied applications. Please for easy-to-read, official guidelines for acceptable passport
photos, or visit the website at:
https://www.gov.uk/photos-for-passports

- A Pre-paid, self-addressed, trackable envelope to return your application materials to you.
  - Students should use either DHL or UPS
  - Students should keep the tracking information for BOTH the envelope sent to the UK consulate and the one to return their materials

- Proof of English Language Proficiency: If your passport is NOT from one of the English-majority countries listed below, you will need to show a valid test score confirmation from an approved English Language Test (e.g. IELTS score report as neither TOEFL, TOEIC, nor the Pearson are acceptable anymore). Admission to NYU without needing to present English Language scores does not equal an exemption from needing to present them to the UKVI to get the visa.

If you have a test report from an IELTS test taken on 5th April 2015 or earlier we recommend including a copy of the test report form with your Tier 4 application materials. This information will be double-checked by UKVI electronically. You should also enter your "Test Report Form Number" on your online Tier 4 application in the "Award Reference Number" box under the SELT section. Please note that most scores are only valid for two years, and must still be valid on your date of initial entry.

If you are planning to take a test on or after 6th April 2015 you must take the test at an IELTS test center which is specifically authorized by UKVI for this purpose, and the test must be taken under conditions specified by UKVI. We strongly recommend double-checking with IELTS that the test you are planning to book is approved by UKVI for a Tier 4 visa application. For a list of approved tests and minimum scores, see the following link. You can also refer directly to the IELTS website to sign up for an approved test and an approved test center. Your test report form will include a UKVI Unique Reference Number (URN) with the following format TCL/060415/0001/000000001. You should enter your URN on your online Tier 4 application in the "Award Reference Number" box under the SELT section. This URN will also be on your CAS letter.

- NYU London Students must meet test minimums for Level B2
- Students traveling with passports from the following countries are exempt from this requirement:
  - The United States of America
  - Antigua and Barbuda
  - Australia
  - The Bahamas
  - Barbados
  - Belize
  - Canada
  - Dominica
  - Grenada
  - Guyana
- Jamaica
- New Zealand
- St. Kitts & Nevis
- St. Lucia

- St. Vincent & the Grenadines
- Trinidad & Tobago
ATTENTION: Are You from a Low-Risk Country?

The materials listed BELOW this box are technically required of all Tier-4 (General) Student visa Applicants.

However, if you are travelling on a passport from a “Low Risk” country (list below), you do NOT need to include them with your application materials, unless you are applying outside of this country.

REMEMBER: although you are not required to include these materials in your application, the UKVI reserves the right to request any/all of these documents from you before considering your application.

The UKVI Considers passports from the following countries to be “Low Risk:”

- USA
- Argentina
- Australia
- Barbados
- British National Overseas
- Bostwana
- Brunei
- Canada
- Chile
- Hong Kong SAR
- Japan
- Malaysia
- New Zealand
- Oman
- Qatar
- Singapore
- South Korea
- Taiwan
- Trinidad & Tobago
- United Arab Emirates

If your passport country is NOT listed above or if you hold a passport from one of the countries above and are not applying in this country, you should include the below materials with your application packet. If you fail to do so, your application may be denied.

- **Proof of travel plans** (i.e. return flight information), showing your intention to leave the UK at the end of your program.
  - **Remember:** You must leave the UK no more than 2 months after the spring semester at NYU London ends
  - **Note:** Typically proof of round-trip travel for the fall semester is sufficient for the visa application.
- An official copy of your current transcript (this should be your high school transcript; it does not need to be the final, complete transcript but can be the unofficial transcript used to apply to NYU.). Note: We will also send you an enrollment verification for NYU London in your Welcome Packet.

- You will need to have a tuberculosis (TB) test if you’re coming to the UK for more than 6 months and are resident in any of these listed countries: [https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk](https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk). You can read more information regarding where and how to take a test by clicking on the relevant country in the above link. If your test shows that you don’t have TB, you’ll be given a certificate which is valid for 6 months. Include this certificate with your UK visa application.

- An official bank statement (or letter from your bank) showing evidence of funds:
  - The UKVI requires that you show the equivalent of £8160 GBP (approximately $12435 USD) for all Full Academic Year students.
  - Amounts above are as-of May 2, 2015; please note that the exchange rate may fluctuate between now and the beginning of the semester.
  - You can use the same statement or letter for the whole year.
  - The statement should show that you have held the required funds for a consecutive 28-day period.
  - The statement should be dated within 30 days of your application.
  - The account may be in your name OR in your parent's name.
    - If the evidence of funds is from an account in your parent’s name, and your name is NOT shown on the account, then your parent needs to complete and sign a Declaration of Financial Support.
    - You must include a notarized copy of your birth certificate proving your relation to the account holder.
  - Every bank does statements/letters differently; there is no one "right" way. Some banks use letterhead; some banks will stamp/endorse a letter; some will sign it and attach a business card. The rule of thumb is: get the most official document that your bank will give you.
  - Ideally, the statement or letter must show:
    - The account holder’s full legal name
    - The account number
    - The date of the statement
    - The financial institution’s name and logo
    - The amount of money available (or a bank official’s statement that the funds available exceeds the minimum amount specified above).
You may use electronic bank statements from an online account **IF** they include all the information above. Additionally, each electronic statement should bear the bank's official stamp on every page, or you must provide a supporting letter from the bank, on letterhead, confirming the statements' authenticity.
Step Five: How to Submit Your Visa Application
After Your Biometrics Appointment, Once You’ve Assembled Your Application Materials

**Tier 4 (General) Student Visa applicants** have two options when submitting visa applications from within the United States.

If applying in the US, all documents must arrive at the British Consulate within 14 days of applicant attending biometric scan.

Students applying at consulates outside of the United States should refer to their local consular website for application instructions.

1) **Standard Service:** Mail all of your visa application materials in one self-addressed, PRE-PAID envelope (through a trackable method/keeping your tracking #) **to the British Consulate listed on your Biometrics Scan Sheet.**

The British consulate will take about 3 weeks to return your passport with the visa to you. Note: Fedex is no longer accepted by the British Consulate in New York.

- You MUST send your application via a trackable method: UPS or DHL. KEEP A COPY OF THE TRACKING NUMBER.
- Make sure to include ALL REQUIRED DOCUMENTATION. No photocopies.
- You must include an envelope that is also trackable (and have the tracking information!).
- Note: To reiterate, make sure **both** to send your passport and application through a trackable method and to include an envelope which ALSO is trackable. You do NOT want your passport to get lost in the mail!
- Based on past experience, we recommend UPS or DHL. NOT USPS.

2) **Priority Service:** If you need your visa to be expedited **by mail**, visit the VFS User Pay Services website (specific link [here](#)) and follow the instructions BEFORE you send your application to the consulate.

You must pay an additional **$187** fee for this expedited service. Priority Service will allow your application to go straight to the head of the queue, which means that the British Consulate should only take 3-5 days (possibly more during peak periods) to review and approve your visa application.
☐ This MUST be sent via a trackable method: UPS or DHL. (Not FEDEX.)

☐ You must pay for the Priority Service before you send your visa application to the consulate. You will not be able to apply for this service after you have mailed your documents; it must be purchased before you submit your documents.

☐ Print out several copies of your receipt. One copy should go into your visa application envelope, on top of your application documents. The other copy confirms your payment for this service and should be kept on hand until your visa application has been processed and is back in your hands.

☐ You must mail your application on the same day that you purchase the Priority Service. You must write “Priority Service” in very large letters on the front and back of the outermost envelope of your visa application. This means the exterior envelope, e.g. the UPS/USPS/DHL envelope. Failure to follow this direction WILL RESULT in your application NOT being identified nor handled as priority.
Step Six: The BRP or “Biometric Residence Permit”

Even after receipt of your passport and application materials back from the UK consulate, your visa application is not complete. To legally study in the UK, students will also need to pick up their “BRP” or Biometric Residence Permit allowing them to study in the UK.

After the UK consulate has processed the visa application by mail, successful applications should receive a “vignette” (e.g. visa sticker) in their passport indicating that they have been granted clearance to enter the UK for 30-days from the date they indicated they would enter the UK in the online visa application. In addition, they will receive a letter indicating when the Biometric Residence Permit will be available and at which local post office they will pick it up.

Key Details about the BRP:
- Students must pick up the BRP within 10 days of arrival to the UK at the Post Office specified on their decision letter
- Students must bring their decision letter to the Post Office, as well as their travel document (e.g. the passport) with the vignette, to collect the BRP
- Students will need to give a photocopy of the BRP to NYU London once it has been collected
Common Reasons Visa Applications Are Denied
— and other important things to know

- **Consulates often change their requirements and policies suddenly and without notice.** This document has been created to help guide you through the visa application, but obtaining your student visa is ultimately your responsibility. Please be sure to check the [British Consulate website](#) frequently for important announcements and updates.

- Consulates tend to be very busy and backed up as the beginning of a new semester approaches. In addition, consulates tend to slow down in August and December, when many people take time away from work and processing slows. It is in your best interest to submit your application in full as early as possible. Don’t delay!

- **Common reasons why visa applications are rejected:**
  - Passport photos submitted by the student are unacceptable.
  - Student didn’t send in original passport.
  - Student sends application to the wrong consulate. In the entire United States, there is only ONE consulate that accepts UK visa applications. DON’T just drop off you application at the nearest embassy—send your visa packet to the consulate listed on your biometrics sheet!
  - Student splits up application into multiple pieces of mail. **DON’T DO THIS!** Send everything together, in the same envelope.
  - Student applies too late.
  - Application forms not completed properly.
  - Student submits a photocopy of a letter or a document, instead of the original. Don’t submit photocopies of ANYTHING, unless specifically told it’s okay.

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**Contact information for the British Consulate in New York:**
The British Consulate General
845 Third Avenue
New York, NY 10022
(212) 986-2200
Fax: (212) 754-3062

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