

# United Kingdom Visa Instructions, Freshmen 2009

Updated 6/23/2009

The Consulates General of the United Kingdom are not affiliated with New York University. They are entities of the United Kingdom's national government that issue visas for students and perform other functions. Please keep in mind that Consulates may independently create and/or change their requirements for obtaining a Student Visa at any time without notification.

## Overview:

There are two (2) options for visas:

1. **Adult Student Visa:** For students who do wish to work or intern, whether paid or unpaid, do community service, or are staying for more than six months. "Work" includes all things such as federally funded work study positions, community service, and internships.
2. **Adult Student-Visitor:** For students who wish to study in the UK for less than six months who do not intend to take part-time employment, participate in community service or internships, or seek an extension to their studies in the UK. Keep in mind there are no provisions for student visitors to switch to a student visa while in the UK or extend their time in the country. If you are a US Citizen, the Student Visitor does not require an application in advance. (If you are not at US Citizen, that is you do not have a US passport, you may need to apply in advance. Check below.) The Adult Student Visitor can be obtained upon arrival at the UK airport.

Conditions:

- You can apply for this on arrival in the UK or before arrival at a British Embassy/Consulate.
- You will need to present the letter given to you by NYU Global Programs from David Hillel-Rubin, NYU in London Director.
- If you are refused entry, you have no right to appeal against this decision.
- You will need to re-apply for entry to the UK as a Student Visitor every time you leave and re-enter the UK.

NYU Global Programs encourages all NYU in London students to apply for the Adult Student Visa! Not only will you be able to keep your options open as far as working, interning or participating in community service, but it will also make traveling in and out of the UK more convenient. Students with Student Visitor status have a harder time re-entering the UK once they leave and must carry an entry clearance letter with them each and every time they leave the UK to show immigration control upon returning.

Non-U.S. Citizens: Please visit this web site to find out if a visa is required for your nationality:  
[www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) (click on "Do I Need a UK visa?").

## **YOU ARE RESPONSIBLE FOR OBTAINING YOUR OWN STUDENT VISA!**

### **1 You will need a current valid passport no matter what type of visa you seek**

- Make sure that your passport is **valid through June 2010** for fall semester students. If you don't have a passport, apply for one today! US students: check out [travel.state.gov/](http://travel.state.gov/) for more information.
- We suggest that you request expedited processing to allow plenty of time to apply for your student visa. Check out [travel.state.gov/](http://travel.state.gov/) for more information.

- If you do not have two weeks to spare, you can go to the US Passport Agency to request a passport the same day. For a Passport Agency near you and for more information, please refer to their website [http://travel.state.gov/passport/about/agencies/agencies\\_913.html](http://travel.state.gov/passport/about/agencies/agencies_913.html). In addition to the Passport Agency requirements, please contact someone from our office so that we can provide you with the appropriate letter.

## 2 Determine which Visa (Adult Student Visa or Student Visitor) you need

- If you select the **Student Visitor option**, you only need to complete NYU Global Program's **Visa Information Form**, have a valid passport, and wait to receive your official Student Visitor letter by mail. (Please note, the only way we will know to send you a Student Visitor letter is by the information you provide in the Visa Information Form). Please note you will have to bring a bank statement with you to show with this your Sponsor Letter upon entry into the UK. The bank statement in your name must show enough funds for maintained for 4 months, at least \$5,920.
- US students applying for the **Full Adult Student Visa** will need to follow the steps outlined below with precise and meticulous attention to detail. Getting a UK Adult Student Visa is not difficult, but you must be mindful and attentive to all of the steps involved. **Non-US students can review this information but will ultimately need to refer to the UK consulate in their home country.**
- You must complete the on-line application first and then either mail in via UPS courier mail all of your supporting documents (including your passport) or, if you fall under the jurisdiction of any of the U.S. consulates (located in New York, Chicago, and Los Angeles), you can make an in-person appointment at the consulate. We encourage any student able to go in person, to apply in person rather than via the post to expedite the process. If you mail in your application materials, the Consulate will mail your passport and visa back to you within approximately fifteen (15) business days, as long as you provide a \$12 money order to cover courier costs. In-person application appointments will be processed and assessed on the day of the appointment. The consulate can't guarantee that students will be given a decision the same day, but students will be informed when their application is likely to be approved or denied.
- The New York Consulate is accepting appointments from 15 June - 30 September, 2009 on Tuesdays through Thursdays from 10:00am - 11:00am only. **Please only book Visa Appointments (different from BioMetric appointment) within 2 weeks of your when you get your BioMetrics done.** To book an appointment, you must:
  1. Complete the online application for the PBS Tier 4 Student Visa
  2. Pay the fee online with your credit card
  3. Submit your biometrics (fingerprints) at an application support center
  4. You will need the unique GWF number found on the confirmation e-mail (sent to you on submission of the online application)
  5. Send your appointment request to **AppointmentsNYC@fco.gov.uk**. The subject line should read PBS Tier 4 and include your unique GWF 00 reference number. Please provide at least 2 preferred dates in case British Consulate cannot accommodate your first choice. You will also need to provide the location of the ASC and the date you submitted your fingerprints. eg. 'Varick St 10 June'. Ensure you receive a confirmation e-mail for your appointment.
  6. You must have a copy of your appointment confirmation from the consulate to gain entry in to the building. Make sure you have all the original supporting documents, including your PASSPORT
- 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

- **All British Consulates have a 90-day rule for visa applications.** This means that you cannot apply for your visa more than 90 days prior to your arrival date in the UK. The earliest you can apply for fall 2009 is **June 4**.

### 3 Submit Online Application - only if you are 18 years of age.

**The date you pay for your visa and schedule your biometrics appointment is deemed the date of your application.**

- The electronic visa application can be found at: <http://www.visa4uk.fco.gov.uk/>
- Make sure that you use a PC. If you use a Mac or Safari you will be unable to type Z's and T's
- **You MUST select the PBS Tier 4 Student Application!!! Do NOT select the Student Visa application!** (You will want to select this one, but DON'T do it—it is the WRONG application). For the next question, you must select **Tier 4 (General) Student**.
- Use the [Sample Application](#) on the NYU in London Admitted Students page to help you as you complete the application. <http://www.nyu.edu/studyabroad/pdf/London.Visa.Instructions.Freshmen.pdf>
- You'll need the following information when you fill out the online application: your passport number, NYU in London's address (6 Bedford Square; London WC1B 3RA, England), NYU in London's e-mail address ([nyu.in.london@nyu.edu](mailto:nyu.in.london@nyu.edu)), your London's residence address (Nido, 200 Pentonville Road, Islington, London, N1 9JP), your travel itinerary—particularly the date of intended travel to the UK, and your current email address.
- You will be asked to pay the 145 £ (approximately \$240) for the student visa fee when you finish the application. If you do not have a major credit card that you can use to pay online, you can also send the British consulate a money order or a certified check.
- You will need access to a printer as you will be required to print your on-line visa application form and biometrics appointment confirmation.

### 4 Schedule Appointment for Biometric Scan

The British government introduced **biometric data collection** (10-finger scans and a digital photograph) as part of a world-wide biometric identification process, designed to protect an individual's identity. All applicants for a **General Student Visa**, irrespective of nationality, will be required to provide their biometric data when they apply for a visa for the United Kingdom.

- The biometric rule is only necessary for the Full Student Visa.
- After you complete and pay for your visa application online, you will be instructed to make a biometrics appointment at one of the 126 Department of Homeland Security Application Support Centers in the US.

- Be sure to print out your biometrics appointment confirmation sheet (with barcode) and take this along to your appointment together with your printed online application and original passport.
- Once you have completed the biometrics appointment, you should have the confirmation sheet stamped by the center employee who processed your biometrics.
- Please do not wait until the last minute to schedule your biometric appointment because centers get backed up and appointments become scarce. Students who wait until the last minute often cannot get biometric appointments for months! **Also, do not confuse the biometric scan center with the consulate.** The scan center does not need your visa application papers and does not issue your visa, the British Consulate does.

## 5 Request Sponsor Letter from NYU

- Once you have applied online, you should request from Vanessa Theiss at [Vanessa.Theiss@nyu.edu](mailto:Vanessa.Theiss@nyu.edu) the sponsor letter. You will need this letter in order to complete your Appendix Paper Application.
- Vanessa will send you a Visa Information Form, which you must complete. Please make sure you fill out carefully and email it back to her completed. The information in your sponsor letter must match the information in your passport and you paper application.
- Please allow for 3 business days for NYU to write a letter for you, while keeping in mind your face-to-face visa appointment date with the British Consulate. You want to make sure you give NYU enough time to write your letter and send it to you before your appointment.
- Once you have completed the Visa Information Form, we will write your sponsor letter and send it to you via postal mail.

## 5 Complete the Appendix Paper Application

- The paper application can be printed out from: <http://www.ukvisas.gov.uk/resources/en/docs/1903073/PBSappendix&generalstudent>
- Complete the paper application in its entirety and follow the sample application on the **Admitted Students page PRECISELY**. The information you write in the application **MUST MATCH** what we put in your visa letter, or your visa will be denied. Please do not complete the paper application until you have your sponsor letter in front of you.
- Regardless of what school you attend, all students studying at NYU in London for one semester should express the total tuition as: 11,773.8 £.
- Regardless of the housing option you select, all students staying at NYU in London for one semester should express the accommodation fees as 3,954.47 £.
- For questions 6.3 and 6.13, all students **MUST** put an "X" in the box indicating that their fees have been paid! Although you may not have paid your tuition and housing in full by the time you apply for your visa, in order to get your visa on time you will need to state in your application that both tuition and accommodation fees have been paid. NYU requires that you have paid in full by the

schedule determined by the Bursar's office, and failure to do so can result in removal from the program.

- The visa letter that NYU sends you will state that you have paid your tuition and accommodation fees in full. This letter is for obtaining your visa ONLY, and it is not a receipt of payment from the NYU Bursar's Office.

## 6 Provide Proof of Adequate Funding - if you have not paid tuition and/or housing

- Because NYU in London's housing/accommodation charges exceed the required "monthly maintenance fee" for the UK student visa, NYU in London students do not need to provide proof of adequate funding.
- As you are not providing proof of adequate funding, it is CRUCIAL that the figures you write in your application for tuition and accommodation fees match what is provided in the sample on the Admitted Students page and what is stated in the above instructions.

## Use this Visa Documentation Checklist below when preparing your Visa Application

The following checklist is the most current information that we have regarding required documentation for obtaining a British student visa. Nevertheless, it's always a good idea to double-check with the consulate's website as requirements may change without prior notification.

### Visa Documentation Checklist

#### Passport

- Must be valid through June 2010 for full-year students.
- Use your original passport, not a copy. (Yes, you need to mail in your actual passport).

#### High School Transcript

All Freshmen **must** submit an official transcript from their High School, which provides evidence for question 5.3 on the paper application to explain how you were assessed for admission to the program.

#### 2 Original 2"x 2" Official Passport Size Photo

- Write your name on the back of the photo.
- No photocopies, personal photos, or scanned photos from home printers will be accepted!

#### Online Visa Application and Proof of Biometric Scanning

- You'll need to fill out the online application found at <http://www.visa4uk.fco.gov.uk/>
- After completing the application, you will be directed to a location to do your biometric scan.

☐ **NYU in London Letter signed by NYUL Director “Sponsor Letter”**

- A letter on NYU in London letterhead confirming acceptance into NYU in London with a statement of charges.
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☐ **Evidence of Adequate Funding**

- See above to determine how you will provide proof of funding for the maintenance fees.

☐ **Visa Fee**

- 145 £ or approximately \$240 Non-refundable Fee (**an extra \$12 money order if you wish to have your documents express mailed back to you.**) Consulates will not accept pre-paid return envelopes. You will pay your application fee online with a credit card.

☐ **Appendix Paper Application**

<http://www.ukvisas.gov.uk/resources/en/docs/1903073/PBSappendix8generalstudent>

**Other good things to know:**

• Consulates tend to be very busy and backed up as the semester approaches. **It is in your best interest to submit your application in full as early as possible. Don't wait until mid-August to submit your application!**

• **Don't submit a photocopy of ANYTHING. A photocopy found in your application materials results in an AUTOMATIC DENIAL of a student visa.**

• Keep in mind that by entering London with Student Visitor status you are legally prohibited from engaging in work, internships, or community service in the UK.

• If you provide false information on any part of your visa application, you could be banned from entering the United Kingdom for 10 years.

• Common reasons why visa applications are rejected:

- Student doesn't send in original passport
- Student sends application to the wrong consulate
- Student splits up application into multiple pieces of mail
- Applicant applies too late
- Application forms not properly and appropriately completed
- Student submits a photocopy of a letter or a document

**Consulates can 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.**

Additional information:

[www.visainfoservices.com](http://www.visainfoservices.com)

[www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

