



TASIS THE AMERICAN SCHOOL IN ENGLAND

Visa and Immigration Requirements – a Guide

Please use this document to guide you through the visa application processes for a Short-term Study Visa or a Tier 4 (Child) Student Visa. We recognize these processes can be complex; please don't hesitate to contact our admissions team if you have any further queries.

All Non-EU Nationals require a visa to study in the UK. Students coming to TASIS for less than six months can apply for a Short-term Study Visa; for study plans over six months, a Tier 4 (Child) Student visa is required.

If your child is a dual national, and he/she holds an EU (European) passport, please email a copy of the photo page from the EU passport to mfinch@tasisengland.org or ukadmissions@tasisengland.org. He/she will not need to apply for a visa and can travel to the UK using the EU passport.

PLEASE NOTE: We only provide a Confirmation of Acceptance for Studies (CAS) reference number to **boarding** students. We are not able to provide a CAS reference number to **day** students.

What type of visa do I apply for?

The type of visa you apply for depends on length of study. Detailed information about the different types of student visas and the visa application process is also available on the UK government's visas and immigration website. [Do I need a visa?](#)

Applying for a Visa

You will require either a **Short-term Study Visa** (for a course of six months less) or a **Tier 4 (Child) Student Visa** for a one-year to four-year course of study at TASIS England.

Short-term Study Visa

The Short-term Study Visa is for students who are studying a first or second semester course only, which is less than six months at TASIS.

There are two short-term student routes, which are dependent on age:

Short-term Student

This route is for students aged **16 and over** for a maximum of six months study.

Short-term Student (Child)

This route is for students aged **under 16** for a maximum of six months study.

Requirements – a Short-term Student must:

- Be genuinely seeking entry to study as a short-term student
- Be aged 16 or over
- Have been accepted on a course of study by an accredited institution
- Intend to leave the UK at the end of their course or at the end of the six-month leave granted
- Be able to maintain and accommodate themselves out of funds available to them
- Be able to meet the cost of their own onward or return journey
- Hold a valid entry clearance as a short-term student (when they arrive in the UK) if they are a visa national seeking to come to the UK for any length of time, or if they are a non-visa national seeking to come to the UK for more than six months
- Show that suitable arrangements have been made for their travel to, reception into, and care in the UK
- Have a parent or guardian in their home country or country of habitual residence who is responsible for their care and who confirms that they consent to the arrangements for the applicant's travel, reception, and care in the UK

Requirements for a Short-term Student (Child), are the same as above except for the following:

- Be aged under 16
- If the applicant is a visa national, when they arrive in the UK they must **hold a valid entry clearance as an unaccompanied short-term student (child)**

What to do next – Short-term Study Visa:

- Pay the first or second semester school fees to TASIS England
- TASIS England will provide a receipt for the school fees paid
- Apply for your visa

How do I apply for a Short-term Study Visa?

How you apply depends on whether you are a visa national or a non-visa national.

Visa Nationals

This means that you are a national of a country which is required to apply for permission to come to the UK before you can travel. You will find a list of these countries on the UK Government website:

[Visa National List](#)

You must apply for and receive a Short-term Study Visa before you travel to the UK. You can find the online application service at [Access UK](#).

You will also need to provide:

- The visa fee payment
- Your original offer letter from TESIS England
- Information about your accommodation arrangements
- Original financial documentation which shows how you intend to fund your studies

Non-Visa Nationals

This means that you are a citizen of a country which does not need to apply for a visa for a short visit of up to six months before travelling to the UK.

You will need to show:

- Your original offer letter from TESIS England
- Financial evidence to show that you can support yourself and pay for your studies
- Evidence that you intend to leave the UK at the end of your studies

What happens next?

- UK Visas and Immigration (UKVI) will return your documents to you by post.
- If your application is successful, you will get a “vignette” in your passport. This is a visa sticker which will allow you to travel to the UK and which will state the conditions of your visa.
- If you are coming to the UK for less than six months, the vignette will state the full length of time you are allowed to stay in the UK.

More information about Short-term Study Visas can be found [here](#).

Tier 4 (Child) Student Visa

If you are a non-EU/EEA/Swiss national, and you will come to TASIS to study for more than six months, you will need to apply for a Tier 4 (Child) student visa.

Confirmation of Acceptance for Studies (CAS)

Before you can apply for your Tier 4 (Child) Student Visa you will need a Confirmation of Acceptance for Studies (CAS).

A CAS is a 14-digit reference number which is issued to you by TASIS England once you have accepted your unconditional offer. TASIS England will provide details of the applicant and his/her studies to UK Visas and Immigration (UKVI) through an online database. UKVI will then provide a reference number to identify this information. The reference number is your CAS.

To request your CAS from the TASIS England Admissions Office, please contact mfinch@tasisengland.org

Please select the visa category: "Tier 4 (Child) student of the Points Based System; this category is for children between the ages of 4 and 17 years of age and who are studying at an independent school." **Please do not apply for a Tier 4 (General) student visa.**

You must meet the full requirements of the Immigration Rules and have 40 points in total as shown below:

- A valid Confirmation of Acceptance for Studies from a fully licensed Tier 4 sponsor gives you **30 points**
- Enough money to cover course fees and monthly living costs (also known as maintenance or funds): **10 points**

What to do next:

1. **Pay the first instalment or full school fees to TASIS England**
2. **Send a valid passport photo page to mfinch@tasisengland.org**
3. **Obtain a CAS reference number from the Admissions Office**
4. **Apply online for a Tier 4 (Child) student visa**
5. **Pay for the visa application and Immigration Healthcare Surcharge (IHS)**
6. **Attend an appointment at the Visa Application Centre for Biometrics**

Your CAS reference number will be now valid for six months. You are only permitted to use the CAS reference number **once**. If, for any reason, you are refused a visa, you **cannot** use the same CAS reference number again.

A valid CAS reference number **does not guarantee entry clearance**. The applicant will still need to demonstrate that he/she meets all the immigration rules.

Applying for your visa

You can apply for a visa up to **three months before** the course start date. The visa application should be started online from the **20th of May 2018**, which is exactly three months before the course start date. If you try to complete the visa application earlier than the date above, your visa application will be **rejected** and you will lose your application fee.

Documents You Must Provide:

- Current passport
- Proof that you can support yourself and pay for your course
- Proof of parental or other legal guardian consent
- Tuberculosis (TB) test results if you are from a country where the test is required
- Blank page in your passport on both sides for your visa
- Where a document is not in English the document must be accompanied by a full translation and must contain confirmation from the translation company that it is an accurate translation

Applying outside the UK

If you are making your Tier 4 (Child) visa application from outside the UK you must apply in your home country or normal country of residence.

You can find the online application service at [Access UK](#).

Within the online visa application, you will be requested to add a post code for the nearest Post Office for Biometric Residence Permit (BRP) collection, please enter: **SL4 1AA** for the Windsor Post Office, 38-39 Peascod Street, Windsor, Berkshire.

To complete the application, you will need to pay the application fee and the Immigration Health Surcharge which costs between £150–£200 **per year** of the length of the visa.

To find out more about Immigration Health Surcharge, click [here](#).

You will be directed to make an appointment at your nearest Visa Application Centre. You will be required to supply your biometric information (digital fingerprints and a photograph). This will be used for your Biometric Residence Permit (BRP) which you will collect once you have arrived in the UK.

Biometric Residence Permit (BRP)

The BRP is proof of the holder's right to study in the UK.

Once you arrive in the UK, your Vignette (visa entry clearance which is in your passport) will be stamped by Border Control and you then have ten days to collect your BRP card from the Post Office. You will require your passport and visa approval letter in order to collect your BRP card from the Post Office.

For applicants under the age of 18, you will require to “nominate a person” to collect the BRP card even if you are the child’s parent. Click on link: [be nominated](#). You will then receive an authorization email. The nominated person is required to show this to the Post Office staff at the time of collecting the BRP card.

TASIS England requires all BRP cards to be collected from the Post Office nearest to TASIS England, which is in Windsor. Please select this Post Office branch when you are completing the BRP section of your visa application:

Windsor Post Office, 38-39 Peascod Street, Windsor, Berkshire, SL4 1AA

If a student arrives in the UK on their own on the day of registration and does not have a nominated person with them to collect the BRP card from the Windsor Post Office, TASIS England will help to collect the BRP card within the time frame allocated.

To find out more about Biometric Residence Permits, click [here](#)

What happens next?

If your application is successful, you will get a “vignette” in your passport. This is a visa sticker which will allow you to travel to the UK and which will state the conditions of your visa. **This is only valid for 30 days and only allows you to travel to the UK.**

You will also receive a Visa approval letter. Keep this in your passport when you travel to the UK and hand this in on registration day at TASIS England with your passport. You will require this letter in order to collect your BRP card from the Post Office in Windsor.

What if my visa application is refused?

The financial requirements are one of the most important parts of the visa application. **Submitting financial documents in an incorrect format is the main reason why Tier 4 visa applications are refused.**

To meet the Tier 4 requirements, boarding students must be able to prove that they have enough money to pay for:

- The first year of their tuition fees, or
- Their whole tuition fee if the program is less than one year.

If you receive a refusal letter, please email a copy of the refusal letter to mfinch@tasisengland.org or ukadmissions@tasisengland.org. After receiving the refusal letter, TASIS may be able to issue a second CAS reference number. TASIS will issue a maximum of two (2) CAS reference numbers per student.

If you require further information regarding visa requirements, please click on this link: [Tier 4 \(Child\) student visa](#)