



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 6 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 a EU (European) passport, please email a copy of the photo page from the EU passport to 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 unable to provide a CAS reference number to **day** students.

What type of visa do I apply for?

The type of visa you require depends on length of study. Detailed information about the different types of student visas and the visa application process, are 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 or less) or a **Tier 4 (Child) Student Visa** for a one-year to four-year course of study at TASIS.

Short-term Study Visa

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

What to do next – Short-term Study Visa:

- Pay the first or second semester school fees to TESIS
- TESIS will provide a receipt for the school fees paid
- Apply for your visa
- **IMPORTANT:** we do require “unaccompanied” to be shown on the VISA Entry Clearance. If “accompanied” is shown, the student will need to travel with a parent at all times.

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

Please click the link below to apply for a Short-term study Visa:

[Short-term Study Visa](#)

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

Tier 4 (Child) Student Visa

If you are a non-EU/EEA/Swiss national, and you come to TESIS 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 TESIS once you have accepted your unconditional offer. TESIS will provide details of you and your 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.

You can request your CAS from the Admissions Office, please contact ukadmissions@tasisengland.org

Please select the visa category: “Tier 4 (Child) student visa 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 TESIS England
2. Send a valid passport photo page to:
ukadmissions@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 **May 21, 2019**, 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.

Please click the link below to apply for a Tier 4 (Child) student visa:

Tier 4 Child

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

At the end of the application, you will need to pay the application fee and the Immigration Health Surcharge, currently costing £300 **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 need to supply your biometric information – digital fingerprints and a photograph – for your Biometric Residence Permit (BRP) which you will collect once you have arrived in the UK.

Biometric Residence Permit (BRP)

UKVI have recently announced changes to arrangements for collecting BRPs and this information is subject to change

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 sticker 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 be required to present your passport and visa approval letter in order to collect your BRP card from the Post Office.

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

TASIS requires all BRP cards to be collected from the Post Office nearest to TASIS, 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 valid for 30 days only to allow 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 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 ukadmissions@tasisengland.org. After receiving the refusal letter, TASIS may be able to issue a second CAS reference number. TASIS will issue only 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](#)