



St George's
University of London

*Part of
City St George's,
University of London*

GUIDE FOR COMPLETING THE ONLINE STUDENT VISA APPLICATION

Outside the UK



This document has been prepared by the International Advising Team to provide guidance for students completing the online student visa application from outside the UK.

- **To make the application online from outside the UK you need to apply from the country that you are ordinarily resident.** Normally this means your country of nationality, however, if you hold a residence permit in a country other than your nationality you may be able to apply from there.
- **You cannot add family members ('dependants') to this application.** If you intend to bring family to the UK, a separate visa application will need to be completed for each dependant. Please note, only some students are eligible to bring family to the UK as a visa dependant.

Please ensure that you send us a PDF of your application to check before completing the declaration as you will no longer be able to edit your answers after completing the declaration.

If you have any questions about the student visa application process or form, please contact us at student.immigration@sgul.ac.uk

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Getting started

- Either scan the QR code on the right hand side or go to <https://www.gov.uk/student-visa/apply>
- Click on the green '**Start now**' button
- Select a country to provide your biometrics – this is the country you are applying in and that you can attend an appointment for your biometrics (fingerprints and facial photograph).
- Register an email – you must register your email and create a password. You will then be emailed a link to enable you to return to your application at a later stage.

FIND OUT MORE

[WWW.GOV.UK/
STUDENT-VIAS/APPLY](https://www.gov.uk/student-visa/apply)



EEA AND SWISS NATIONALS

The application process is slightly different for EU, EEA and Swiss passport holders. Rather than attending a Visa Application Centre (VAC) to confirm your identity, you will be asked to create a UK Visas and Immigration (UKVI) account and then download the free UK Immigration: ID Check app to scan your passport with a biometric chip and upload a photo of yourself.

If you cannot use the app to confirm your identity, you will need to go to a VAC after you apply instead.

Once you have confirmed your identity using the app, you will be directed to complete the same application form as non-EEA/Swiss students. Further guidance below.

Reviewing and downloading your draft application

As you go through the application, you will be able to review and change your answers if required. You will also be able to save your application and come back to it at another time if you need to. If you are inactive for 25 minutes you will be automatically logged out.

In the top right corner of the page, if you click on the arrow next to your name, it will give you the option to

- Return to this application later
- Download PDF
- Sign out

When you sign out, you can return to the application using the original link sent to you. If you select 'return to this application later' you will be emailed a new link.

Completing the application form

Below are the types of questions you will be asked. These questions may vary depending upon your circumstances, for e.g. questions on English language assessment will not appear if you're from a **majority English speaking country** or you are Canadian.

Questions asked	Guidance
Scholarships	<p>This is referring to postgraduate scholarships from the UK government. International students from the EU aren't eligible for those scholarship.</p> <p>If you are a full Chevening, Marshall or Commonwealth Scholar, you will be exempt from paying the Immigration Health Surcharge and visa fee at the end of the application.</p>
Your name	<p>Enter your name as shown on your passport and CAS. If you have middle names, include these with your given name. You will be asked if you have 'any other names'. This means in addition to the names already provided, have you now or ever been known by another name. For example, if you changed your name after marriage.</p> <p>If you only have one name, click 'I do not have a current passport or travel document' then 'I do not have both a given and family name' and then you can enter one name.</p>
Your address	<p>This is your current overseas address. If you live with your family, you should choose 'Other' and write 'I live with my parents/family'.</p> <p>If you have lived at your current address for fewer than 2 years you will need to add additional addresses here.</p> <p>This includes addresses overseas and in the UK.</p>
Sponsor	Enter your 14-digit CAS number directly from your CAS Statement.
Your passport	The passport must match the one used in your CAS. Contact us immediately, and before you submit your application, if you have changed your passport since your CAS was issued.
Your identity card	Some countries issue identity cards, which are separate from a passport or visa. Provide the information, if applicable; you are not required to submit the actual document as part of the visa process. If you do not have one simply answer 'No'.
Your nationality, country and date of birth	<p>If you have multiple nationalities, enter the nationality of the passport you are using to apply for your visa. This must be the passport noted on your CAS statement.</p> <p>If you have previous or additional nationalities, you will be asked to add these later in the application. If you still hold the nationality you are entering, you can leave the "date held" box blank. You'll be asked to provide your passport details for your other nationalities and details of your identity card (if applicable).</p> <p>If you are under 18 years old you may be asked more questions about your accommodation arrangements/ care in the UK. You should prepare a letter from your parent/s consenting to your accommodation and care arrangements in the UK and proof of your relationship with your parent/s (i.e. birth certificate) as supporting evidence.</p>
Current status	If you are applying outside of your country of nationality, you will be asked to confirm what permission you have to be in that country. If you do not have a visa or permanent residency in the country you intend to apply from then you will be asked to explain your status in further detail.

Questions asked	Guidance
Have you provided previous evidence of English language ability in a previous application?	By 'previous application', this means a previous visa application for a UK visa. Only select 'Yes' if you are extending your current visa for your current programme. Everyone else should choose 'No'.
Spoken language preference	We recommend you choose English as this will be the language in which any interview with UKVI will be conducted.
English qualification from a UK school	You should answer 'No'.
English language assessment	<p>St George's is Higher Education Provider with a track record of compliance.</p> <p>You should check the English language section on your CAS before answering the next question. In the majority of cases, your CAS will confirm that English ability has already been assessed, i.e. Higher Education Institution (HEI) sponsor has made assessment.</p> <p>You should then answer 'Yes' to the question: Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?</p>
People financially dependent on you	If you have a spouse and/or child who you financially support, you must provide their details even if they are not coming with you to the UK. You must also declare if you support any other relative.
Parent detail	The form will ask for details about two of your parents. If you do not have one or both parents' details, you should tick the relevant box to confirm this.
Family who live in the UK	<p>This only includes immediate family members, for e.g. spouse, children, parents, grandparents. You do not need to include extended family, i.e. cousins, aunts and uncles.</p> <p>If you answer yes, you will be asked to provide further information about this person, including their relationship to you and what permission they have to be in the UK. You will be asked to provide their passport number if they have a temporary visa or are in the UK permanently. If you cannot provide this information, you need to provide an explanation why you cannot ask your relative.</p>
Travelling as part of an organised group	This does not include your spouse, partner or dependant but can include a parent or friend. You will be asked to provide their name, nationality and relationship to you. The form only allows you to include the details of one person, even if you will be travelling with more.
Where will you stay in the UK	<p>It is not a visa requirement to have confirmed details of your accommodation at the point of application.</p> <p>Only select 'Yes' to this question if you have already made accommodation arrangements. You will be asked for this address and, also given the opportunity to provide details of other places you will be staying (if applicable). You may need to provide a name in the box at the top of the address page, you can write 'private housing' or the name of a hotel if you aren't staying with friends, other relatives or in another person's home.</p> <p>If you have applied for accommodation in the university's halls of residence, enter the address: Horton Halls, St George's Grove, Tooting, London, SW17 0BD</p> <p>Select 'No', if you have not yet secured accommodation arrangements. You can then explain your general plans for where you will be staying, giving as much details as possible. This can include an address of a hotel, hostel or other temporary accommodation where you will stay while you find somewhere more permanent to live. You can include the university's halls of residence if you have already applied but haven't yet received confirmation of your booking.</p>

Questions asked	Guidance
UK Travel History	<p>If you have visited the UK in the last 10 years you will be asked to provide the details for up to 3 of the most recent trips. This includes the reason for your trip (e.g. tourism, study), the date (month/year) and length of your visit.</p> <p>You should include visits to the UK in transit.</p>
Medical treatment in the UK	<p>This question will only appear if you confirmed in the previous section that you have been to the UK in the last 10 years.</p> <p>Medical treatment includes visiting a doctor and /or being treated at a hospital. If you answer Yes, you will be asked for details including the name and address of the doctor, hospital or clinic, the dates of the medical treatment and whether you had to pay for this treatment.</p> <p>If you cannot recall exact dates and no longer have records, you should complete this section to the best of your ability and add a note in the Additional Information section at the end to explain this.</p>
UK leave to remain	<p>This question will only appear if you confirmed that you have been to the UK in the last 10 year.</p> <p>This question is asking whether you have previously applied for a visa extension from within the UK. It does not refer to visa applications made outside of the UK. If you answer 'Yes' to this question, you will be asked to confirm the date of your application and whether the application was approved or refused.</p>
National Insurance number	<p>You will only have a National Insurance Number if you have previously been employed in the UK or you have specifically applied for one whilst in the UK, for instance to look for a job.</p>
Driving licence	<p>This question only asks if you have a UK driving licence, you do not need to declare an overseas driving licence.</p>
Public funds	<p>This refers only to specific welfare benefits. Student funding, such as scholarships and bursaries, do not count as public funds and student council tax exemptions also do not count as recourse to public funds. A student visa will have an immigration condition that prohibits access to public funds.</p>
Travel to Australia, Canada, New Zealand, USA, Switzerland or the EEA	<p>You must declare if you have been to any of the listed countries in the past 10 years. You will only be asked to provide the details for the two most recent trips. This includes the reason for your trip (e.g. tourism, study, in transit), the date (month/year) and length of your visit. Do not include travel to the UK.</p> <p>If you cannot recall exact dates and no longer have records of these visits, you should complete this section to the best of your ability and add a note in the Additional Information section at the end of the application to explain this.</p>
World travel history	<p>You must declare if you have visited any other countries in the past 10 years - do not include visits to the UK, Australia, Canada, New Zealand, USA, Switzerland or the EEA.</p> <p>You should list ALL time spent in these countries over the past 10 years, including the reason for the visit and the dates travelled.</p> <p>If you cannot recall exact dates and no longer have records of these visits, you should complete this section to the best of your ability and add a note in the Additional Information section at the end of the application to explain this.</p>
Your planned arrival date in the UK	<p>We do not recommend you book your travel to the UK until your visa is approved. You should therefore enter your intended date of arrival in the UK. Please note, the earliest date the visa will be valid for travel to the UK is one month before your course start date.</p>

Questions asked	Guidance
Immigration history	It is extremely important that you declare details of any previous problems with immigration to the UK or any other country , for example, a visa refusal. Failure to provide this information will be viewed as deception or making false representations which could result in a 10-year re-entry ban.
Breach of UK immigration law	You must declare whether you have breached UK immigration law in any way, for example, remained beyond the validity of your visa. Failure to provide this information will be viewed as deception or making false representations which could result in a 10-year re-entry ban.
Convictions and other penalties	You must declare convictions and/or other penalties in the UK and any other country. This includes cautions, driving offences, spent as well as unspent convictions. You must also declare any absolute or conditional discharges you have received for an offence.
Your employment history	If you have been employed by any of the organisations listed you will be asked to provide further details.
Sponsor licence number and address	St George's Sponsor licence number: DQ0J2TKE0 Sponsor's address: Cranmer Terrace, Tooting, London, SW17 0RE
Place of study	St George's is a Higher Education Provider with a track record of compliance
Primary site of study	St George's sponsor address should be shown as your primary site of study i.e. where the majority of your study will take place. Select 'Yes' as this is your main study address for visa application purposes.
UCAS	UCAS is an organisation which operates an application process for UK Universities. If you applied for your course through UCAS, then you will need to enter your personal identification number. Contact us if you can't locate this number. Other students will have applied directly to the University and can select 'No'.
ATAS	Not all students need an ATAS certificate to study their course – it is only required by some postgraduate level students who are studying certain science and technology subjects. Your offer letter and CAS will state whether or not ATAS clearance is required for you to study your course. If you do require an ATAS certificate, you must get it before we issue your CAS. You don't need an ATAS certificate if you are a national of any of the exempt countries listed in the ATAS Appendix to the Immigration Rules.
Future official financial sponsor	Only select 'Yes' to this question if you will be financially sponsored by the UK Government, your home Government, a University, an international organisation (like a scholarship agency) or an international company (a company with offices in more than one country). An official financial sponsor does not include a parent or other family member. If you select 'Yes' to this question you will be asked to confirm if you are being 'wholly sponsored'. Wholly sponsored here means your entire fees and full living costs (at least £1334 per month for 9 months) will be covered by an official financial sponsor. If an official financial sponsor will not be providing funds to cover both your tuition fees and living costs in full then you should answer 'I am not being wholly sponsored'.

Questions asked	Guidance
Course information	<p>Enter 'St George's, University of London' as the Sponsor institution</p> <p>Enter the course name exactly as shown in your CAS.</p> <p>The 'qualification you will get' is noted as the 'course level' on the CAS and starts with RQF level. When selecting from the dropdown menu it will also give the Scottish equivalent which you can ignore, for e.g. if you CAS states RQF level 7, you will need to select 'RQF7/SCQF11'.</p> <p>A sabbatical officer is someone who has been elected to work for the Student's Union. You should answer 'no' if you are just applying to study a course.</p>
Course dates	Enter the course start and end dates exactly as shown on your CAS.
Accommodation payments	<p>You should only answer 'yes' here if your CAS states that you have paid any money towards accommodation. This is only if you are staying in St George'-owned Halls of Residence, Horton Halls.</p> <p>If you have made a payment that is not yet included on your CAS, email student.immigration@sgul.ac.uk to request an updated CAS statement.</p> <p>If you are not in University owned accommodation then you should answer 'no' here.</p>
Course fees	<p>Enter the course fees exactly as shown on your CAS. Note that for courses longer than one year, this is your fees for the first year only.</p> <p>You must ensure that any payment you have made towards course fees (for example, £3000 deposit) is the same amount noted on your CAS statement. If you have made a payment that is not yet included on your CAS, email student.immigration@sgul.ac.uk to request an updated CAS statement.</p>
Student loan	The student loan must be in your name or your parent(s) name. An example of a student loan is the US Federal Aid loan. If you wish to use a loan letter as evidence of your funds for your visa application, the loan must be provided by either the relevant government, a government sponsored Student Loan Company or an academic or educational loans scheme.
Maintenance funds	<p>Maintenance funds refers to the total amount of course fees + living costs.</p> <p>This section is asking whether the required funds are held in your bank account or your parent(s) bank account. You will also be asked to confirm the name of the bank and what documentary evidence you have.</p> <p>If you are being wholly sponsored by an official financial sponsorship, you can answer 'Yes' to the funds being in a bank account, even though you do not need to include bank statements.</p> <p>Please note the additional documentation requirements if you are using a parent(s) bank account.</p>
Additional information about your application	If you want to add more information about your application but were not able to, you can write it here. For example, if you are bringing dependants to the UK who are making their own dependant visa applications at the same time as you then you should state this here and include their details and the planned date they will apply so that it is easier for UKVI to link your applications together.
Check your answers	You should now check through your answers carefully to ensure all the information you have entered is correct. If any answers contain mistakes you are able to go back and correct them at this stage by clicking on the 'change' hyperlinks.

Documents & Declaration

Once you have completed the form you will be given a list of supporting documents you need to provide based on your answers. This can vary depending upon your course, nationality and where you are applying. If you are applying to study a degree level course, you will not need to provide copies of the qualification listed in your CAS.

Whether you upload your supporting documents or need to take them to the visa application centre will depend on where you are applying. You will be provided with the next steps once you have submitted the application.

Please note, you cannot make any changes to the application once you have completed the declaration and consented to the conditions of the visa.

LOW RISK NATIONALS

Although all applicants must confirm they have the maintenance funds, **certain 'low risk nationals' do not need to provide financial evidence with their application**, this is known as the **'differentiation arrangement'**.

If you are a national of one of the listed countries, you will qualify for the differentiation arrangements:

Australia, Austria, Bahrain, Barbados, Belgium, Botswana, Brazil, British National (Overseas) Brunei, Bulgaria, Cambodia, Canada, Chile, China, Croatia, Cyprus, Czech Republic, Denmark, The Dominican Republic, Estonia, Finland, France, Germany, Greece, Hong Kong SAR, Hungary, Iceland, Indonesia, Ireland, Italy, Japan, Kazakhstan, Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Macau SAR, Malaysia, Malta, Mauritius, Mexico, Netherlands, New Zealand, Norway, Oman, Peru, Poland, Portugal, Qatar, Romania, Serbia, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, Tunisia, United Arab Emirates, United States of America.

TB CERTIFICATE

You will be required to take a TB test if you have lived for at least 6 months in one of the countries specified by the Home Office in the period prior to submitting your visa application. The list of countries is outlined at <https://www.gov.uk/tb-test-visa>. The test must be from an approved clinic. You will be required to submit your TB clearance certificate with your visa application.

Immigration Health Surcharge (IHS)

Payment of the IHS is a mandatory charge when you apply for a visa to come and study in the UK for more than 6 months. It will enable you to access the UK's National Health Service at no additional cost.

You will be asked:

- to enter your course start and end dates - ensure these match the dates on your CAS.
- if your course is at NQF 7 - the terms 'RQF' and 'NQF' have the same meaning so answer this question based on the RQF level stated on your CAS.
- to enter the location of your course- select 'other' from the options in the dropdown menu.

The IHS is calculated at the rate of £470 per year and £235 for any period less than 6 months. The calculation is based on the length of your visa and not the length of your course. Please note, the student visa will usually start one month before the course start date and expire four months after the course end date. More information about **how the IHS is calculated** can be found on the GOV.UK website.

<https://www.gov.uk/healthcare-immigration-application>

BRP Collection – ACL Code

When you apply for your visa, make sure that you enter our ACL code in the Alternative Location field in the BRP Collection Location section of the online application. **Our ACL code is 2HE752.** This will allow you to collect your BRP card from the University after you arrive.

Once your BRP card has been received, we will e-mail you to book a collection appointment. In most cases, this will be during the enrolment period when you will be able to collect your student card and complete International Check-In at the same appointment. You should aim to collect your BRP as soon as you can.

NOTE: This section does not apply to EEA and Swiss Nationals who will receive an eVisa (see below).

View and prove your immigration status – EEA and Swiss Nationals

- If you are an **EEA or Swiss National** who used the UK Immigration: ID Check app and are successful in your application, you will receive written notification by email of that decision.
- This will include details of how to sign in to the View and Prove service on the GOV.UK website, **where you can check your immigration status and its conditions at any time.**
- You will not receive a physical visa or permit card.
- We will ask you to use the view and prove service to generate a share code to evidence your right to study.

Further help & Support

Please contact us at if you have any questions about your application.

If your visa application is refused, please email us a copy of the refusal notice (all pages) so we can advise you if a new CAS number can be issued.

If you think you have made a mistake on your application after you have submitted it, please do not cancel it until you have contacted us and received advice on how to proceed.