

Student  
Services

International Student Support



UNIVERSITY OF THE  
WEST of SCOTLAND

UWS

# A Quick Guide to the Short-Term Study Visa



Version 11/18

This guide aims to give an overview of the Short-Term Study visa. Please use this guide in conjunction with the comprehensive online resources referred to at the end of the guide.

## Am I eligible to apply for the Short-Term Study visa?

If you are 18 years or older you can apply for this type of visa if you wish to:

- Study on a short course up to 6 months
- Study an English language course up to 11 months
- Conduct research, or receive tuition on how to carry out research at a UK institution (for up to 6 months), as long as you are enrolled at an institution overseas on a course equivalent to a UK bachelor's degree or above
- Re-sit exams or retake a module
- Attend an oral (viva) examination
- Attend UK based modules of a distance learning programme you are following (if this does not require regular visits to the UK) and spend a maximum of 56 days in the UK in any 6 month period.

## How do I apply for the Short-Term Study visa?

Apply for your visa online at: <https://www.gov.uk/study-visit-visa/apply>

\*\*The guidance below is specific to UWS students\*\*

Select what type of visa you are applying for. This guide refers to '**Short-term student visa**'.

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Visas and Immigration

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### Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

☒ Short-term student visa

☐ Tier 4 (General) student visa

☐ Tier 4 (Child) student visa

☐ Tier 4 student visa (for Chevening, Marshall and Commonwealth scholars)

Next

Click **Next** and then select your location (country of application) and confirm if you are able to attend an appointment at one of the locations listed.

## START

You will be asked to register your email address and create a password. This automatically generates an email confirmation to your email address with log in details of your Short-term student visa application. Keep a note of your password so that you can log in again anytime later.

## APPLICATION

Once registered, you will be asked a series of **Personal Information** questions such as: Your name, address (where you are currently living), telephone number, date of birth, nationality. Answer these as accurately as possible and write down names exactly as stated on your passport.

Fill out your **Passport** details as stated in your passport. You will be asked if you have **another passport** or **travel document** and if you have a **National Identity card**. Complete appropriately. Please note if you have a National Identity card, fill out the details as requested but you do not need to submit this with your visa application unless requested.

In **Course details** the institution name is UWS. Refer to your **Unconditional Offer Letter** or **Support Letter** to answer the course name, qualification you will get, and course start and end date.

You will be asked **what you will do when your course finishes and your visa expires**. If you have any evidence that you can provide such as further studies, employment contract or family commitments please give details here. You may be questioned on this at a later date so be accurate.

You will be asked **do you need to obtain permission from the Academic Technology Approval Scheme (ATAS)?** Currently, taught postgraduate programmes at UWS do not require an ATAS Certificate. If you are a postgraduate research student, contact the Doctoral College to confirm your course JACS code (changing to CAH codes on 1 January 2019), then check the Foreign and Commonwealth (FCO) website [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme) to determine if you need to apply for an ATAS Certificate.

If you do need to obtain permission from ATAS then you will have to insert the Academic Technology Approval Scheme (ATAS) reference number on your application. The reference number is on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

Please note that the ATAS applications can take four weeks or longer to process. The ATAS Certificate will be sent to you by e-mail and is one of the supporting documents required to get your CAS (see Step 5) and by the Home Office/UKVI in support of your Tier 4 visa application.

Chinese students using email servers 126.com, 163.com, sina.cn and qq.com may have difficulty receiving email messages from the ATAS team. If you use one of these email providers and are still awaiting a decision on an ATAS application

submitted, contact the ATAS team at: [ATAS@fco.gov.uk](mailto:ATAS@fco.gov.uk). Students should also consider using Yahoo, Gmail, Hotmail or similar commercial email providers, if possible.

You will be asked about your **Employment** status and **Income and Expenditure**. With regards to **how much money you are planning to spend on your visit to the UK**, Tier 4 (General) applicants are expected to have £1015 per month (£1265 in inner London) for living costs so expect to show a similar amount on a short term student visa. You need to include money for flights and tuition costs and calculate your total costs for your short term study visit. You will also be asked details about how much you normally spend each month and who will be paying for your visit to the UK.

In **Travel Information** section you will be asked '**Your planned length of stay**' - please refer to your unconditional offer or support letter and '**Date you will arrive in the UK**'? Provide the date you plan to travel to the UK. If you are on a course of 6 months or less you can travel to the UK up to 7 days before the start date of the course. You will also be asked the **Date you will leave the UK**, if you plan to do any travelling or visit family, then give yourself extra time after the end of your course.

**The maximum time you can stay after the end of your course is 30 days. Do not put a date later than this and it is important that you do leave the UK on or before your planned date. Do not stay longer than your planned date of departure or you could be accused of deception in future visa applications.**

Next, select your **Spoken language preference** should the UKVI need to talk to you about your application. Choose English or other. We would advise you to select **English** as your academic studies will be conducted in English.

**Dependant details.** You will be asked if anyone relies on you financially and include those whether they are travelling with you or not. You will also be asked to give personal details about your **parents**. Answer as appropriate to your circumstances.

**Family in the UK.** You will be asked to give details of any family members who currently live in the UK. Provide their details if relevant to you.

**Travelling as part of an organised group/with another person.** Answer as appropriate to your circumstances.

**Accommodation in the UK.** If you have an address of where you will be staying in the UK, then answer **yes** below and provide the details. If you do not have an address yet, answer **no** and give as much detail as possible of how you plan to look for accommodation and where you intend to live.

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### Accommodation in the UK

Do you have an address for where you are going to stay in the UK?

If you do not have an address for your accommodation, select No and on the next page give details of what you intend to do.

☒ Yes ☐ No

Save and continue

Cancel

[Return to this application later](#)

[Show and edit answers](#)

**UK and International Travel History.** You will be asked a series of questions about whether you have previously travelled to the UK or elsewhere overseas. You will also be asked if you have previously experienced issues with an immigration application to the UK and/or other countries. If you answer yes, explain what these issues were and the outcome of the previous immigration application. Answer appropriately and with as much detail as relevant.

**Convictions and Other Penalties.** You will be asked a series of questions regarding possible criminal or civil penalties against you in the UK or any other country. You will then be asked a series of questions regarding **War Crimes and Terrorist activities**. Make sure you read all these questions carefully and answer appropriately, providing details where necessary.

**Your Previous Employers.** You will be asked to declare if you have worked for particular organisations such as the Armed Forces, Government, Media, Security, Judiciary. Tick what is relevant to you.

There is a final text box below where you can add additional information about your application if there is anything relevant you wish to add or, leave this blank.

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### Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

Save and continue

Cancel

[Return to this application later](#)

[Show and edit answers](#)

Save your application and return to it later if you have not fully completed it. You can still edit it at this stage. Select the green Save and Continue button, once you have checked your answers and you are happy with all the information on your form.

## DOCUMENTS

Some documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document listed such as your passport. Your checklist will have a list of other documents you might want to send in. You can print off the checklist and appointment details when you have finished your application.

## DECLARATION

**\*\* Only proceed with this section once you are ready to submit your application You cannot change your answers after the declaration stage.\*\***

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### Declaration

**Service Update**

We are aware that a small number of customers may be experiencing delays in their payment being processed. If you are having problems with your payment being processed, please exit the application and then log back in after 24 hours. We are working urgently to resolve this, and apologise for any inconvenience this may cause.

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to your application
- your supporting documents

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, your application will be refused and you may be banned from the UK and prosecuted.

[I accept the above](#)

[Return to this application later](#)

Click the green button **I accept the above** and after this you will be required to pay for it.

## Non-Visa Nationals

If you are a non-visa national, you can choose to request a Short-Term Study visa stamp from a UK Border Force Officer when you arrive in the UK (at the airport) instead of applying for your visa from your home country. There is no charge if you request a Short-Term Study visa stamp at the airport. To check if you require a visa before travelling please see <https://www.gov.uk/check-uk-visa> If you decide to apply for your Short-Term Study visa stamp at the airport you should bring all required documents in your hand luggage when you travel.

If you intend to request a Short-Term Study visa at the airport when you arrive in the UK, please ensure you do not travel through the Republic of Ireland (which is not part of the UK). If you travel through the Republic of Ireland you will never meet a UK Border Force Officer to request a Short-Term Study visa. Instead

you will receive permission to enter for 3 months only (and it is not possible to extend your visa in the UK). If you intend to travel via the Republic of Ireland you must apply for a Short-Term Study visa online, from home, before you leave [www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Arriving-via-Ireland](http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Arriving-via-Ireland)

## What supporting documents should I provide?

**Unconditional offer letter** confirming course details, start date, end date, cost, duration if you are coming to study a short course **OR Support letter** - confirming details of your type of study, including duration, cost (for example if you are returning for a resit or attend your PhD viva)

Please check the Supporting documents carefully and make sure you send all the information in original documents that they require with your application. If you do not provide all mandatory information your application may be rejected.

If you are undertaking **research**, in addition to the above letters, **the overseas institution (your home institution) will also need to provide a letter** confirming that you are enrolled on a course overseas, stating the title and level and that the research or research tuition to be undertaken in the UK is part of or relevant to your course abroad.

The Home Office advises that you must also be able to prove that you:

- have been offered a place on a course in the UK at an accepted place of study
- have enough money to support yourself without working or help from public funds
- can pay for your return or onward journey (you must intend to leave the UK at the end of your study, ie within 30 days after your course end date)

If you leave the UK during your studies, we recommend you carry the supporting documents above in your hand luggage when you re-enter the UK.

## Who do I contact for my supporting documents?

**International Centre:** [international@uws.ac.uk](mailto:international@uws.ac.uk) if you are a visiting exchange student or applying for a short course

**Doctoral College:** [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) if you are undertaking a period of research or, receiving research tuition

**International Student Support Team:** [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk) if you are returning for a resit or a viva

## Finances

Evidence that you have enough money to support yourself while you are in the UK. You need to show that you can pay for your tuition fees, accommodation and living expenses. There are no specific requirements which state the amount

of money you must show. Using the Tier 4 maintenance figures as a guide only, it would be reasonable to show that you have the equivalent of £1,015 per month, (or £1,265 per month if studying in London), for the duration of your studies.

## What am I not permitted to do on a Short-Term Study visa?

- work (either paid or voluntary), work placement or work experience
- enrol on a full time course of study longer than 6 months (other than English language)
- extend your visa within the UK (Short-Term students are not allowed to switch into any other immigration category while still in the UK)
- bring dependants with you to the UK on this type of visa
- plan to stay longer than the course of study end date
- come to the UK on frequent or successive visits (you should allow at least 2 months in between each visit if you require more than one visit for your short term study period)
- You are not entitled to free UK healthcare (National Health Service) with a short-term study visa, so please ensure you take out private medical insurance before you travel <https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare?q=insurance&ExactMatch=#layer-5179>

## What happens if my application is refused?

If your application is refused, there is no administrative review procedure, you would need to submit a fresh entry clearance application.

## Online resources:

**UKCISA** (UK Council for International Student Affairs) has comprehensive information about the Short Term Study Visa:

[www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa](http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa)

**Home Office Guidance on Short Term Study Visa:**

<http://www.gov.uk/government/publications/short-term-students>

**Home Office Short Term Study Visa documents list:**

[www.gov.uk/study-visit-visa/documents-you-must-provide](http://www.gov.uk/study-visit-visa/documents-you-must-provide)