

Student
Services



International Student Support

UNIVERSITY OF THE
WEST of SCOTLAND

UWS

A Quick Guide to the Short-Term Student Visa



Version 12/20

This guide aims to give an overview of the Short-Term Student 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 16 years or older you can apply for this type of visa if you wish to:

- Study an English language course that is between 6 and 11 months long
- You will not be studying any other subject
- The course can be at any level, although you would need to check UWS admissions criteria.

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

Apply for your visa online at: <https://www.gov.uk/visa-to-study-english/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

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

Student

Next

Click **Next** and then select the country in which you are making your application and wish to provide your biometrics.

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.

Are you enrolled or accepted on a UK English language course, at an accredited institution?

An accredited course is a course approved by a professional body or organisation

Yes No

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

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**, Student Visa applicants are expected to have £1023 per month (£1334 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.

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Visas and Immigration

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About the cost of your visit

How much money are you personally planning to spend on your visit to the UK?

Enter the total amount of your money that you intend to spend on your visit to the UK. Estimate the amount and include flights, accommodation and everyday expenses. If someone else is paying for all or part of your visit to the UK, you will be asked to provide details of this later on in the application.

Save and continue

[Return to this application later](#)

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What is the total amount of money you spend each month?

Include living costs, money given to dependants, rent or mortgage, and any other bills or costs.

Save and continue

[Return to this application later](#)

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.

Do you know where you will be staying in the UK?

Yes No

Save and continue

[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.

Enter the UK via eGates

As of 20 May 2019 nationals from: Australia, Canada, Japan, New Zealand, Singapore, South Korea and the United States of America are allowed to use the e-gates on arrival into the UK, in addition to EEA nationals. However, you can only use the e-gates if you have obtained **entry clearance** before you arrive in the UK and have a passport with a biometric chip. You will have a vignette (sticker) in your passport to evidence your period of study.

What supporting documents should I provide?

Unconditional offer letter confirming course details, start date, end date and tuition fee.

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.

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

- have been offered a place on an English language course of no more than 11 months at UWS. You must provide an acceptance letter as proof.
- 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, or at the end of 11 months, whichever comes first)

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 if I have further questions?

School of Education: Englishlanguage@uws.ac.uk if you have questions about your course/application to UWS.

International Student Support Team: internationaladvice@uws.ac.uk if you have questions about the short term visa application.

Finances

Evidence that you have enough money to support yourself while you are in the UK as set out in [Appendix Finance](#). 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 student visa maintenance figures as a guide only, it would be reasonable to show that you have the equivalent of £1,023 per month, (or £1,334 per month if studying in London), for the duration of your studies.

Immigration Health Surcharge

You will also be charged an additional sum known as the Immigration Health Surcharge which entitles you to receive free health care under the National Health Service (NHS).

The charge is based on the length of visa that you are applying for, including the additional period after the end of your course. The charge is calculated as £470 per year per person for each year of leave that you are applying for.

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

- work (either paid or voluntary), work placement or work experience
- study on any other course or change your course
- 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
- leave within 30 days after the course end date
- Apply for most benefits or the State Pension

You may be required to register with the police within 7 days of your arrival in the UK. If you are required to register with police this will be stated on your vignette (and biometric residence permit) or the letter which accompanies the vignette.

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

Home Office Guidance on Short Term Study Visa:

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

Home Office Short Term Study Visa documents list:

<https://www.gov.uk/visa-to-study-english/document>



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