

**STEP BY STEP VISA/ENTRY CLEARANCE GUIDE  
STUDENT VISITOR VISA  
UNIVERSITY OF DUNDEE (UoD)**

This visa is only valid for students attending a course of studies for six months or less (with the exception of Medical Elective students who have to apply for a Tier 4 Student General Visa)

**Please note all students attending a programme of studies over six months must apply for a Tier 4 Student General Visa.**

**If you enter the UK on a Student Visitor Visa the following restrictions apply:-**

- cannot work – paid, unpaid or voluntarily or undertake a paid, unpaid or voluntary work placement, even if this is part of your studies;
- cannot extend your visa in the UK for more studies, or apply for other visas from within the UK;
- cannot bring dependants.
- can only arrive 7 days before course start date
- must leave 7 days from course end date

Please check the following webpages to see if you need a visa for entry clearance from your home country as there are two categories for students attending study for under six months:-

<http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/appendix1/>

1. A non-visa national does not need a visa to come to the United Kingdom for less than six months, unless it is a requirement of the immigration category under which you are entering. A non-visa national coming to the United Kingdom for more than six months will need a visa.
  - The UoD will issue you with a Certificate of Acceptance and an Admission letter for entry clearance to the UK.
2. Visa National – Need to apply for a visa to study for six months or less. You will be issued with a Student Visa Letter and Admission letter, you should follow the **Steps** below.

### **Visa Nationals**

#### **Step 1**

If you have an unconditional offer of study and have firmly accepted the offer, you must submit the following documents to the UoD by email to [contactus@dundee.ac.uk](mailto:contactus@dundee.ac.uk):-

- Copy of Academic qualifications
- Copy of English Language Certificate
- Copy of Passport and any previous UK Visas
- If you are paying tuition fees then you will have to pay a minimum prepayment of £1,000 towards tuition fees directly to the UoD (see web link for how to pay fees). If your studies are being sponsored the pre-payment will be waived If

you provide a letter from your Sponsor stating they will pay your full tuition fees (please note this cannot be a family member)

We encourage all students to pay more than this £1,000 minimum as this demonstrates your commitment to study at the University. All pre-paid fees are listed on your Student Visitor Visa statement letter for visa application and pre-payment is likely to improve the strength of your visa application.

## **Step 2**

Once you have met the conditions in Step 1 the UoD will issue you with an Admission Letter and a Student Visitor Visa letter by email. The Student Visitor Visa letter will contain the following information:-

- Name of student (as on passport)
- Passport No.
- Course of Study
- Qualifications
- English Language
- Start and End Date of course of Study
- Latest start date for entry to course
- Tuition Fees
- Accommodation Fees (If staying at UoD accommodation)
- Pre-payments made

## **Step 3**

Complete a Student Visitor Visa application form. We would recommend that you do look at the processing times online for the visa application in your country as this varies and at peak times in the year may take up to 3 months in certain countries.

All relevant information regarding guidelines, visa application and visa processing times can be downloaded from:-

<http://www.ukvisas.gov.uk/en/applyonline/>

**Student Visitor Visa application fee:- £140 (GBP)**

## **Step 4**

Submit your application to the British Embassy/High Commission or Entry Clearance Post with the following documents:-

- UoD Student Visitor Visa Statement Letter
  - UoD Admission Letter
  - Qualifications (used for approval from UoD)
  - English Language (used for approval from UoD)
  - Proof of financial requirements – to show you have enough money to cover Tuition Fees and Living Expenses in the UK
  - Valid Passport – to cover full length of study
  - Two recent passport sized photograph
  - A photocopy of your passport and data page (the page which has your photograph and personal details)
  - Visa Application Fee
  - Health Certificate (if your country is on the TB Screening list)
- <http://www.ukvisas.gov.uk/en/howtoapply/tbscreening>

## **Step 5**

Visa Granted:- please check the following upon receipt of your visa:-

- Check the conditions and length of your visa to make sure they are correct
- Check your visa is a Student visitor visa
- If you think there is a mistake on your visa stamp, contact the British Embassy in your country.

### **Step 6**

If your visa is refused:-

- You can apply for an Administrative Review with 28 days of the refusal notice.

The following website gives information on the appeal process:-

<http://www.ukvisas.gov.uk/en/howtoapply/infos/inf19appeals#22323912>

### **Step 7**

Entry Clearance in the UK - When you travel to the UK, you **have to** bring all relevant documents with you. You may need to show them at immigration control when you enter the country and will need these to matriculate at the University of Dundee:

- UoD Admission Letter
- UoD Student Visitor Visa Statement Letter
- Your original qualification certificates, including English language (where relevant)
- Your passport and your visa
- Proof of payment of fees, or your sponsor letter
- Your scholarship award letter (where relevant)