Family and Friends Visiting You in the UK

Applying for a visitor visa
If you want to invite a relative or friend to come and visit you in the UK, and they need a visa, they will need to apply for a visitor’s visa at their local British Embassy or High Commission. Visitors are required to complete a standard visitor visa form at UKVI website at [http://uod.ac.uk/int1180](http://uod.ac.uk/int1180). Please follow UKVI guidance on their website when completing the form. The cost per application is currently £93.

Your visitor(s) must show the Embassy the following documents:
- at least 3 months’ bank statements, payslips, or some other evidence to show that they can pay for the trip and that they have enough money to support themselves without working or getting any help from public funds
- evidence that they intend to leave the UK at the end of their visit (for example, a letter from their employer)
- proof of student status letter at Dundee (a letter from Registry - see below)
- a letter of invitation from you (see overleaf)
- a copy of your passport and visa, ID Card for Foreign Nationals (ICFN) or Biometric Residence Permit (BRP)
- if applicable, evidence of accommodation to support the visit

Proof of your student status at Dundee
The only formal document you normally need from the University is recent proof of your student status, which you can be obtained from the University Registry Office. Please note, the University cannot provide you with an invitation letter.

- You should send your request by completing an online form for an original letter confirming your student status for family/friends visit visa purposes. Please allow 2 working days for the completion of your letter.
- If your visitor is coming to the UK to attend your graduation, this should be included in your request.
- The registry office will email you when your letter is ready, which you can collect from the Enquiry Centre, Campus Green (43 on campus map)

To request for a confirmation of student status letter, please complete the online form at: [http://uod.ac.uk/int1181](http://uod.ac.uk/int1181)

What to do next
Send your invitation letter (example overleaf) and proof of enrolment to your friend or relative so they can include them with their visa application. Do not send it directly to the Embassy.

Useful Contacts
The UK Visas and Immigration (UKVI) website includes detailed guidance for both visitors to the UK and their “sponsor” (the person they are visiting). To download the information for sponsors, plus applications for friends and family visit [http://uod.ac.uk/int1182](http://uod.ac.uk/int1182)

A list of all UK embassies abroad can be found at: [http://uod.ac.uk/int1183](http://uod.ac.uk/int1183)

*Please turn over for a template letter of sponsorship.*
LETTER OF SPONSORSHIP (Template)

Date:

British Embassy
Visa Section
Address here

TO WHOM IT MAY CONCERN

I am a registered student of the University of Dundee, and my details are as follows:

Student ID/Matriculation number
Your full name as on your passport:
Passport Number (s):
Date of birth:
Title of course:
Start/end dates of course:
Dundee (full postal) address:

This is confirmed by the attached letter from the University (available from the University Registry office).

I would like to invite my mother/father/brother/sister/aunt/uncle/friend** to visit me during the period (dates here) for (give reason e.g. graduation, important occasion or holiday etc).

Details of your visitor(s) here:
Name(s):
Address:
Passport Number(s) if known:
Date of birth (if known)

State here:
if your visitor(s) will be self-supporting financially during the visit
if you will be supporting him/her/them (if so, please provide evidence, e.g. bank statements)
where he/she/they will be staying (with you/hotel/guest house – evidence to be included)

Yours faithfully,

(sign your full name as on your passport)

**Delete as appropriate