

SHORT-TERM STUDY VISA ONLINE APPLICATION GUIDANCE NOTES

Non-visa national

Nationals of certain countries are not required to apply for and have obtained a visa before entering the UK on a Short-term Study visa. This means that you can arrive at the airport and ask to be stamped in as a Short-term Student. You can refer to the Home Office website to see the list of visa national countries – if your country is NOT on this list then you are a non-visa national. The list can be viewed on Page 25 of [Appendix V of the Immigration Rules](#).

When you enter at the UK border you will still need to show some documents to the immigration officer:

1. **Short-term Study Visa letter** - this letter from Imperial College will confirm the details of your intended study (which is less than 6 months).
2. **Bank statements** – bank statements in English that show you have £1265 for each month of your intended study and that this money has been held for 6 months.
3. **Scholarship/bursary letter** – if the costs for your course and living expenses in the UK are covered by a scholarship or bursary you should have an official letter to hand confirming the details of the funding.

Visa nationals

Applicants from certain countries are referred to as visa nationals. This means that if you hold a nationality for one of these countries you are required to apply for the Student Visitor visa **before** you arrive in the UK. You can find a list for all countries considered visa nationals on Page 25 of [Appendix V of the Immigration Rules](#).

You will need a Short-term Study Visa letter and evidence of funds (eg bank statements showing funds held for 6 months or scholarship letter).

To complete an online application form and apply for a Short-term Study visa you will need to register and create an account on the following website <https://www.visa4uk.fco.gov.uk/>

Below is a guide to completing the online application. This guide may not cover complicated applications and you are advised to contact the [International Student Support](#) office for further guidance, if required.

Once your account has been created you will receive an activation email, if this does not arrive within 24 hours you may wish to check your email spam folder.

Please provide all the relevant and mandatory information according to your personal circumstances.

You are applying for Yourself

* Mandatory information

Applicant Details

Given Name(s)/Forename(s)	<input type="text"/>	*
Family Name/Surname	<input type="text"/>	*
Email	<input type="text"/>	*
Primary Contact Number	<input type="text" value="Enter your main contact telephone number"/>	
Secondary Contact Number	<input type="text"/>	
Passport Number	<input type="text" value="Enter your passport number"/>	*
Date of Birth	<input type="text"/>	 *
Date of Intended Travel	<input type="text" value="You can travel to the UK up to 7 days before your course start date"/>	
Location	<input type="text" value="-- Please Select --"/>	*
Visa issuing office	<input type="text" value="-- Select Location --"/>	* Only certain locations will produce this drop-down menu. If this option does not appear for you just continue with the options that are provided.
Country of Nationality	<input type="text" value="-- Please Select --"/>	

The information box below will appear once all personal information has been provided. Please select the reason for your visit ('Study'), the type of visa ('Study (Non Points Based System)') and finally the type of study ('Short-term student 6 months') as shown in the screenshots below:

Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit: -- Select a Reason --
 Visit
Study
 Work
 Settlement
 Transit
 Other
 Exempt

Visa Type: [Empty]

Visa Sub Type: [Empty]

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit: -- Select a Reason --

Visa Type: -- Select a Visa Type --
 PBS Tier 4 Student
Study (non Points-based System)

Visa Sub Type: -- Select a Visa Sub Type --

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit: Study

Visa Type: -- Select a Visa Sub Type --
 Student - Channel Islands and Isle of Man
 Student Dependent
Study - Short-term student 6 months
 Study - Short-term study 11 months - English language
 Study - Short-term student child 6 months

Visa Sub Type: [Empty]

(S26247) Student visitor, up to 6 months

You should answer NO to all of the questions below. If not then you may be applying for the wrong type of visa. If you are unsure about the type of visa you should be applying for please contact the [International Student Support](#) Office.

Visa Confirmation Question(s)

	Yes	No
Is the main purpose of your trip to visit/stay with a close family relative who is settled in the UK?	<input type="radio"/>	<input checked="" type="radio"/>
Do you intend to stay for more than 11 months?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have a valid Confirmation of Acceptance to Study (CAS) reference number?	<input type="radio"/>	<input checked="" type="radio"/>

[Create Application](#)

The following screen will provide a summary of your application to-date. Please click on 'Go to application' to begin.

My applications



If you have recently completed a visa application on the old Visa4UK site and want to view it and/or print it please click on the following link:
<https://legacy.visa4uk.fco.gov.uk>
For support please access and review the FAQs

Applicant:

Paul Smith

Reference:

GW030500106

Travel Date:

19 Feb 2014

Application Started:

04 Feb 2014

Status:

Incomplete

Next Step:

Go To Application

Visit

(Special) Student visitor, up to 6 months

Go To Application

Sign Declaration

Book Appointment

Pay for Application

Print Application

Delete Application

Passport Information

The first section of the online application form requires you to provide your current passport information and personal details as shown in your passport.

Passport / Travel Document	
Family Name / Surname (If you only have one name, please enter it here and in the Given Name box)	Family/Last Name as stated in the passport or travel document. If you only have one name, please enter it here and then re-enter it in the Given Name box
<input type="text" value="Smith"/> *	
Given Name(s) / Forename(s) (If you only have one name, please enter it here and in the Family Name box)	Given Names as stated in the passport or travel document. If you only have a Family Name re-enter the Family Name in this field
<input type="text" value="Paul"/> *	
Date of Birth	Date of Birth as stated in the passport or travel document
<input type="text" value="18 May 1985"/> *	
Place of Birth	Place of Birth as stated the passport or travel document
<input type="text"/> *	
Gender	Gender as stated in the passport or travel document
<input type="text" value="-- Select --"/> ▼ *	
Nationality	Nationality as stated in the passport or travel document
<input type="text" value="-- Select --"/> ▼ *	
Do you currently hold, or have you ever held, any other nationality or nationalities?	Do you have any other passports or travel documents which show you have held a different nationality or nationalities?
<input type="radio"/> Yes * <input type="radio"/> No	
Current Passport or Travel Document Number	Number of the passport or travel document that you will use to travel to the UK
<input type="text" value="G4567823"/> *	

If you currently hold another nationality or have previously held another nationality you must say YES and provide the relevant details requested:

Do you currently hold, or have you ever held, any other nationality or nationalities?	Do you have any other passports or travel documents which show you have held a different nationality or nationalities?		
<input checked="" type="radio"/> Yes * <input type="radio"/> No			
Please Enter Details			
<table border="1"> <thead> <tr> <th>Nationality</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">No data entered</td> </tr> </tbody> </table>		Nationality	No data entered
Nationality			
No data entered			
<input type="button" value="Add"/> *			

Place of Issue	Place of Issue as stated in the passport or travel document
<input type="text"/> *	
Issuing Authority	Issuing Authority as stated in the passport or travel document
<input type="text"/> *	
Date of Issue	Date of Issue as stated in the passport or travel document
<input type="text"/> *	
Date of Expiry	Date of Expiry as stated in the passport or travel document. If the passport or travel document has no date of expiry please enter 01 JAN 2050.
<input type="text"/> *	
Current Location	
<input type="text" value="-- Select --"/> *	
Are you a national of the country in which you are applying?	Are you a national of the country in which you are making your visa application?
<input type="radio"/> Yes *	
<input type="radio"/> No	
Is this your first passport?	Have you ever had any previous passports [or travel documents]?
<input type="radio"/> Yes *	
<input type="radio"/> No	

Where you are not a national of the country you are applying from then provide the relevant information as requested.

Are you a national of the country in which you are applying?	Are you a national of the country in which you are making your visa application?
<input checked="" type="radio"/> Yes *	
<input type="radio"/> No	
Are you a national of the country in which you are applying?	Are you a national of the country in which you are making your visa application?
<input type="radio"/> Yes *	
<input checked="" type="radio"/> No	
Please Enter Details	Please Enter Details of what permission you have to stay in this country
<input type="text"/> *	

If you have had any previous passports please provide the details.

Is this your first passport?		Have you ever had any previous passports [or travel documents]?		
<input type="radio"/> Yes *				
<input checked="" type="radio"/> No				
Please Enter Details				
Nationality	Document Number	Date of Issue	Date of Expiry	Please enter details of all other passports and travel documents held over the last 10 years: Also state any non-documented nationalities you have held
No data entered				
<input type="button" value="Add"/> *				

Travel Information

In most circumstances you should answer NO to the first question below as Student Visitors are not eligible to bring dependents.

If you do not have an address in the UK then please use the main Imperial College address

Address: Imperial College London
South Kensington Campus
London
SW7 2AZ

Telephone: 020 7594 8040

Travel Information	
Are you travelling with anyone? <input type="radio"/> Yes * <input type="radio"/> No	Are you travelling with anyone?
Date of planned arrival in the UK <input type="text"/>  *	On which date do you intend to arrive in the UK?
How long do you intend to stay in the UK? <input type="text"/> *	How long do you intend to stay in the UK?
What is the main address and contact details of where you will be staying whilst in the UK? Line 1: <input type="text"/> * Line 2: <input type="text"/> Line 3: <input type="text"/> Line 4: <input type="text"/> Postcode: <input type="text"/> Primary contact no: <input type="text"/> * Secondary contact no: <input type="text"/> Email address: <input type="text"/>	What is the main address and the contact details of where you will be staying whilst in the UK?

Personal Details and Travel History

Provide the contact details of where you are currently living.

Personal Details	
<p>What is your permanent residential address and contact details?</p> <p>Line 1: <input type="text"/> *</p> <p>Line 2: <input type="text"/></p> <p>Line 3: <input type="text"/></p> <p>Line 4: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Country: <input type="text" value="--- Select a Country ---"/> *</p> <p>Primary contact no: <input type="text"/> *</p> <p>Secondary contact no: <input type="text"/></p> <p>Email: <input type="text"/></p>	<p>What is your permanent residential address and contact details? You must enter at least one contact phone number</p>
<p>How long have you lived at this address?</p> <p><input type="text"/> *</p>	<p>Number of months and or years you have lived at this address e.g. 4 years 3 months</p>
<p>Are your preferred contact details different from the contact details already provided above?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Are your preferred contact details different from the contact details already provided above?</p>

Read through the travel history questions and answer accurately and honestly based upon your personal circumstances.

If you answer YES to any of these questions you will be given an opportunity to provide more details.

Travel History	
<p>Have you been issued any visa for the UK, UK Overseas Territories or Commonwealth Country in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you been issued any visa for the UK, UK Overseas Territories or Commonwealth in the last 10 years?</p>
<p>Have you ever travelled to the UK in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you ever travelled to the UK in the last 10 years?</p>
<p>Have you made an application to the Home Office to remain in the UK in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p> <p>This question refers to visa applications made from within the UK</p>	<p>Have you made an application to the Home Office to remain in the UK in the last 10 years?</p>
<p>Have you been refused entry to the UK in the last 10 years (for example at a UK airport or seaport)?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you been refused entry to the UK in the last 10 years (for example at a UK airport or seaport)?</p>
<p>Have you been refused a visa for any country including the UK in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you been refused a visa for any country, including the UK, in the last 10 years?</p>
<p>Have you been deported, removed or otherwise required to leave any country including the UK in the last 10 years?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	<p>Have you been deported, removed or otherwise required to leave any country, including the UK in the last 10 years?</p>
<p>Have you ever voluntarily elected to depart the UK?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p> <p>“Voluntarily electing to depart” does not mean going home for a holiday, but rather leaving the UK after a visa extension refusal or unsuccessful appeal</p>	<p>Have you ever voluntarily elected to depart the UK?</p>

Are you, or have you been subject to, an exclusion order from the UK? <input type="radio"/> Yes * <input type="radio"/> No	Are you, or have you been subject to, an exclusion order from the UK?
Have you ever travelled outside your country of residence, excluding the UK, in the last 10 years? <input type="radio"/> Yes * <input type="radio"/> No	Have you travelled outside your country of residence, excluding to the UK or a Commonwealth Country, in the last 10 years?
Do you have a UK National Insurance Number? <input type="radio"/> Yes * <input type="radio"/> No	Do you have a UK National Insurance Number?
Do you have any criminal convictions in any country (including spent/unspent convictions and traffic offences)? <input type="radio"/> Yes * <input type="radio"/> No	Do you have any criminal convictions (including spent convictions and traffic offences) in any country?
Have you ever been charged in any country with a criminal offence for which you have not yet been tried in the court (including traffic offences)? <input type="radio"/> Yes * <input type="radio"/> No	Have you been charged in any country with a criminal offence for which you have not yet been tried in the court?
Have you ever been involved in, supported or encouraged terrorist activities in any country? Have you ever been a member of, or given support to, an organisation that has been connected with terrorism? <input type="radio"/> Yes * <input type="radio"/> No	Have you ever been involved in, supported or encouraged terrorist activities in any country or ever been a member of, or given support to, an organisation that has been connected with terrorism?
Have you ever, by any means or medium, expressed views that justify or glorify terrorist violence, or that may encourage others to commit acts of terrorism or other serious criminal acts? <input type="radio"/> Yes * <input type="radio"/> No	Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?
In times of either peace or war have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity or genocide? <input type="radio"/> Yes * <input type="radio"/> No	In times of either peace or war have you ever been involved in, or suspected of involvement in war crimes, crimes against humanity or genocide?
Have you engaged in any other activities that might indicate that you may not be admitted to the UK? <input type="radio"/> Yes * <input type="radio"/> No	Have you engaged in any other activities that might indicate that you may not be considered a person of good character?
If we need to interview you, what language would you like to use in the interview? <input type="text"/> *	If we need to interview you, what language would you like to use in the interview?

Family Details

Persons entering on a Short-term Study visa cannot bring dependants (spouse and/or children). Where you are asked 'will your spouse/partner be travelling with you?' you will need to answer NO however if your marital status is anything other than 'single' you will still need to provide the details about your partner.

Spouse / Partner	
What is your marital status?	Select your current marital status
<input type="text" value="Married / Civil Partner"/> *	
Will your spouse/partner be travelling with you?	Will your spouse/partner be travelling with you?
<input type="radio"/> Yes * <input checked="" type="radio"/> No	
Current Passport or Travel Document Number	The number of the passport or travel document
<input type="text"/> *	
Nationality	Nationality as stated in the passport or travel document
<input type="text" value="-- Select --"/> *	
Family Name / Surname (If you only have one name, please enter it here and in the Given Name box)	Family/Last Name as stated in the passport or travel document. If you only have one name, please enter it here and then re-enter it in the Given Name box
<input type="text"/> *	
Given Name(s) / Forename(s) (If they only have one name, please enter it here and in the Family Name box)	Given Names as stated in the passport or travel document. If you only have a Family Name re-enter the Family Name in this field
<input type="text"/> *	
Date of Birth	Date of Birth as stated in the passport or travel document
<input type="text"/>  *	
Does your spouse / partner currently live with you?	Does your spouse / partner currently live with you?
<input type="radio"/> Yes * <input type="radio"/> No	

Parents – please provide all information requested about your parents.

Father	
Nationality	Nationality as stated in the passport or travel document
<input type="text" value="-- Select --"/> *	
Family Name / Surname (If they only have one name, please enter it here and in the Given Name box)	Family/Last Name as stated in the passport or travel document. If you only have one name, please enter it here and then re-enter it in the Given Name box
<input type="text"/> *	
Given Name(s) / Forename(s) (If they only have one name, please enter it here and in the Family Name box)	Given Names as stated in the passport or travel document. If you only have a Family Name re-enter the Family Name in this field
<input type="text"/> *	
Date of Birth	Date of Birth as stated in the passport or travel document
<input type="text"/>  *	
Place of Birth	Place of Birth as stated the passport or travel document
<input type="text"/> *	

Mother	
Nationality	Nationality as stated in the passport or travel document
<input type="text" value="-- Select --"/> *	
Family Name / Surname (If they only have one name, please enter it here and in the Given Name box)	Family/Last Name as stated in the passport or travel document. If you only have one name, please enter it here and then re-enter it in the Given Name box
<input type="text"/> *	
Given Name(s) / Forename(s) (If they only have one name, please enter it here and in the Family Name box)	Given Names as stated in the passport or travel document. If you only have a Family Name re-enter the Family Name in this field
<input type="text"/> *	
Date of Birth	Date of Birth as stated in the passport or travel document
<input type="text"/>  *	
Place of Birth	Place of Birth as stated the passport or travel document
<input type="text"/> *	

As a Short-term Student you are not able to bring dependents (such as children) with you. However if you have any children then you should answer these questions as appropriate. In the 'Additional Notes' section at the end of the form you should clarify that the children will not be travelling with you and who will be looking after them whilst you are in the UK, if that is the case.

Dependent Children

Do you have any dependent children?

- Yes *
- No

Do you have any dependent children?

Non Dependent Children

Are any other children travelling with you?

- Yes *
- No

Are any other children travelling with you?

Employment and Income

Please answer these questions based upon your personal circumstances.

Employment

Have you ever worked for any of the following organisations:

Armed Forces (including National Service)

Government (Central or Local)

Judiciary

Media

Public or Civil Administration

Security (including police and private security companies)?

Yes *

No

Have you ever worked for any of the following

organisations: Armed Forces (including National Service) Government (Central or Local) Judiciary Media Public or Civil Administration Security (including police and private security companies)?

What is your current working status?

-- Select --

-- Select --

Employed Full Time

Employed Part Time

Retired

Self Employed

Student (Non Working)

Student (Working)

Supported by Spouse/Partner/Other

Unemployed

Voluntary / Unpaid Worker

What is your current working status?

example from stocks and

Do you have savings, properties or other income, for example from stocks and shares?

Provide all information relevant to your particular circumstances.

We normally advise that you have £1265 per month that you will spend in the UK to cover all accommodation costs and living expenses.

Income and Expenditure	
Do you have savings, properties or other income, for example from stocks and shares? <input type="radio"/> Yes * <input type="radio"/> No	Do you have savings, properties or other income, for example from stocks and shares?
How much do you spend each month on living costs? <input type="text"/> *	How much do you spend each month in GBP(£) on living costs?
How much of your total monthly income is given to your family members and other dependants? <input type="text"/> *	How much of your total monthly income in GBP(£) is given to family members and other dependants?
What is the cost to you personally of your trip in GBP(£)? <input type="text"/> *	What is the cost to you personally of your trip in GBP(£)?
The total amount of money you have for this trip <input type="text" value="2300"/> *	
The cost of the aeroplane, boat or train tickets <input type="text" value="678"/> *	The cost of the aeroplane, boat or train tickets
The cost of your accommodation <input type="text" value="456"/> *	The cost of your accommodation
The cost of your living expenses <input type="text" value="1020"/> *	The cost of your living expenses
Is someone other than you paying for all or a part of your trip? <input type="radio"/> Yes * <input checked="" type="radio"/> No	Is someone other than you paying for all or a part of your trip?

Family and Friends in the UK

This section must be completed. Where you are asked about your plans whilst in the UK you should state that you are studying and provide details of the course.

If your main purpose is for study, where you have friends and family in the UK please mention the relevant details below.

Family and Friends							
Please enter details of what you plan to do whilst in the UK	What will you do in the UK?						
<input type="text"/>							
Do you have any friends or family in the UK?	Do you have any friends or family in the UK?						
<input type="radio"/> Yes * <input checked="" type="radio"/> No							
Do you have any friends or family in the UK?	Do you have any friends or family in the UK?						
<input checked="" type="radio"/> Yes * <input type="radio"/> No							
Please Enter Details	Please enter details						
<table border="1"><thead><tr><th>Relationship</th><th>Family Name</th><th>Given Name</th></tr></thead><tbody><tr><td colspan="3">No data entered</td></tr></tbody></table>	Relationship	Family Name	Given Name	No data entered			
Relationship	Family Name	Given Name					
No data entered							
<input type="button" value="Add"/> *							

Medical Treatment

If you have sought medical treatment at any time when you have previously been in the UK, you must declare this here and provide the relevant details.

Medical Treatment

Have you ever received medical treatment in the UK?

- Yes *
 No

Have you previously had any medical treatment in the UK?

Medical Treatment

Have you ever received medical treatment in the UK?

- Yes *
 No

Have you previously had any medical treatment in the UK?

Did you have to pay for the treatment?

- Yes *
 No

Did you have to pay for the treatment?

Where did you receive the treatment?

Organisation:
 Line 1: *
 Line 2:
 Line 3:
 Line 4:
 Postcode:
 Primary contact no: *
 Secondary contact no:
 Email address:

Please enter details of the address and contact details of where you received treatment. You must enter at least one contact phone number

Treatment start date

 *

When did your treatment start?

Treatment end date

 *

When did your treatment end?

Study Details

College Contact details:

Imperial College London
South Kensington Campus
Exhibition Road
London
SW7 2AZ

Telephone: +44(0) 20 7594 8040

Enter your course start and end dates as stated on your Short-term Study Visa letter. If your letter only states a month and not an exact date, use the first date of the month and last date of the month as your course start and end dates.

Study Details	
Have you been unconditionally accepted or are you enrolled on a course of study in the UK?	Have you been unconditionally accepted or are you enrolled on a course of study in the UK?
<input type="radio"/> Yes *	
<input type="radio"/> No	
Where will you study?	
Organisation: <input type="text"/>	
Line 1: <input type="text"/> *	
Line 2: <input type="text"/>	
Line 3: <input type="text"/>	
Line 4: <input type="text"/>	
Postcode: <input type="text"/>	
Primary contact no: <input type="text"/> *	
Secondary contact no: <input type="text"/>	
Email address: <input type="text"/>	
What is the name of the course?	
<input type="text"/> *	
When does the course begin?	
<input type="text"/>  *	
When does the course end?	When is the course expected to finish?
<input type="text"/>  *	

The level of qualification would be as follows:

- for Undergraduate studies write 'NQF Level 6'
- for Masters studies write 'NQF Level 7'
- for PhD studies write 'NQF Level 8'

<p>What level of qualification is expected?</p> <input data-bbox="213 412 459 456" type="text"/> *	
<p>Is your accommodation provided as part of your course?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	
<p>Have you studied in the UK before?</p> <p><input type="radio"/> Yes *</p> <p><input type="radio"/> No</p>	
<p>What will you do when you have finished all of your studies and your visit to the UK?</p> <div data-bbox="213 779 900 1115" style="border: 1px solid #ccc; min-height: 150px;"></div> *	

Additional Information

This text box provides you with an opportunity to provide any information relevant to your application that you may wish to explain further or you were not able to provide based upon the previous sets of questions.

Additional Information	
Is there any other information you wish to be considered as part of your application?	Is there any other information you wish to be considered as part of your application?
<div style="border: 1px solid #ccc; height: 250px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 250px; width: 100%;"></div>

Once you have completed your application click on the 'Confirm Application' button. You will be taken to a screen displaying all the information you have provided. Please check that all the information is accurate. This is your opportunity to go back into the form and make corrections if necessary.

Confirm Application

Once the application has been confirmed you will then be able to submit the form online, book your appointment and pay the application fee.

Submit Application >

What happens next?

After you submit your application you will be required to print off your visa application form and take this together with your supporting documents to your visa appointment.

Visa application successful – please upload a copy of your new visa to the [Student e-Service](#).

Visa application unsuccessful – please contact the [International Student Support](#) team and include a scan of the Refusal Notice.