

I am coming to the UK to start my studies. What do I need to do about immigration?

April 2007

UKCOSA GUIDANCE NOTE FOR STUDENTS

This Guidance Note explains what you need to do about immigration, if you want to come to the UK to start studies.

If you are currently in the UK, do not read this Guidance Note. Instead, first read the UKCOSA Guidance Note *I want more time in the UK, as a student. What do I do about immigration?*

If you are a national of the European Economic Area, or of Switzerland, then this Guidance Note has no relevance to you. The procedures this Guidance Note describes do not apply to you. Instead, you should read the UKCOSA Guidance Note *EEA students*. You are a national of the European Economic Area if you are a national of: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, UK.

FIRST, DECIDE WHETHER YOU WILL ARRIVE IN THE UK BEFORE 1 SEPTEMBER 2007

IF YOU WILL ARRIVE IN THE UK ON OR AFTER 1 SEPTEMBER 2007:

- It is compulsory for you to apply for 'entry clearance' before you leave the country where you live to travel to the UK.
- Turn to page 6, for the requirements you need to meet to obtain entry clearance.
- Then turn to page 12, for an explanation of how to apply for entry clearance.

IF YOU WILL ARRIVE IN THE UK BEFORE 1 SEPTEMBER 2007:

- Turn to page 2.

READ THIS PAGE IF YOU WILL ARRIVE IN THE UK BEFORE 1 SEPTEMBER 2007.
Ignore it if you will arrive in the UK on or after 1 september 2007 – see page 1 instead.

Do you want to be in the UK for more than 6 months, for your first course?

IF YOU WANT TO BE IN THE UK FOR MORE THAN 6 MONTHS, FOR YOUR FIRST COURSE:

- It is compulsory for you to apply for 'entry clearance' before you leave the country where you live to travel to the UK.*
- Turn to page 6, for the requirements you need to meet to obtain entry clearance.
- Then turn to page 12, for an explanation of how to apply for entry clearance.

* the only exceptions are:

- British Nationals (Overseas)
- British overseas territories citizens
- British Overseas citizens
- British protected persons
- British subjects

If you fall into one of these groups, it is not **compulsory** for you to apply for entry clearance, but in most cases it is **advisable**.

See why on page 4.

IF YOU WANT TO BE IN THE UK FOR 6 MONTHS OR LESS, FOR YOUR FIRST COURSE:

Check whether you fall into the list of 'visa nationals', which appears on page 3.

→ If you are a 'visa national':

- It is compulsory for you to apply for 'entry clearance' before you leave the country where you live to travel to the UK.
- Turn to page 6, for the requirements you need to meet to obtain entry clearance.
- Then turn to page 12, for an explanation of how to apply for entry clearance.

→ If you are not a 'visa national':

- It is your choice whether or not to apply for 'entry clearance' before you leave the country where you live to travel to the UK. For you, entry clearance is not compulsory, it is optional.
- Before you decide whether or not to apply for entry clearance, turn to page 4. It explains the factors you need to take into account. There are many advantages in having entry clearance. For the majority of people it is therefore sensible to obtain entry clearance.
- If you decide to obtain entry clearance, turn to page 6 for the requirements you will need to meet, and page 12 for how to apply.
- If you decide not to obtain entry clearance, you will need to make your immigration application when you land in the UK. Turn to page 6 for the requirements you will need to meet.

Note: If you have been unconditionally accepted on to one course, followed by another course

If you have been unconditionally accepted on to one course followed by another course, check whether there are any conditions attached to your admission to the second course. If there are NO CONDITIONS attached to your admission to the second course, then in the section above, replace the words 'your first course' with 'your first two courses'. It is very unusual for there to be no conditions attached to admission to a second course.

YOU ARE A 'VISA NATIONAL' IF:

1. Your passport shows that you are a national or citizen of any of the following:

Afghanistan	Congo	Korea (North)	Somalia
Albania	Cuba	Kuwait	Sri Lanka
Algeria	Democratic Republic of	Laos	Sudan
Angola	the Congo (Zaire)	Lebanon	Surinam
Armenia	Djibouti	Liberia	Syria
Azerbaijan	Dominican Republic	Libya	Taiwan
Bahrain	Ecuador	Macedonia	Tajikistan
Bangladesh	Egypt	Madagascar	Tanzania
Belarus	Equatorial Guinea	Malawi	Thailand
Benin	Eritrea	Mali	Togo
Bhutan	Ethiopia	Mauritania	Tunisia
Bosnia-Herzegovina	Fiji	Moldova	Turkey
Burkina Faso	Gabon	Mongolia	Turkish Republic of
Burma	Gambia	Morocco	Northern Cyprus
Burundi	Georgia	Mozambique	Turkmenistan
Cambodia	Ghana	Myanmar (Burma)	Uganda
Cameroon	Guinea	Nepal	Ukraine
Cape Verde	Guinea-Bissau	Niger	United Arab Emirates
Central African Republic	Guyana	Nigeria	Uzbekistan
Chad	Haiti	Oman	Vietnam
People's Republic of	India	Pakistan	Yemen
China	Indonesia	Palestinian Authority	Zambia
(unless you hold a passport	Iran	Peru	Zimbabwe
issued by Hong Kong	Iraq	Philippines	the territories formerly
Special Administrative	Ivory Coast	Qatar	comprising the Socialist
Region or Macao Special	Jamaica	Russia	Federal Republic of
Region or Macao Special	Jordan	Rwanda	Yugoslavia excluding
Administrative Region)	Kazakhstan	Sao Tome e Principe	Slovenia and Croatia
Colombia	Kenya	Saudi Arabia	
Comoros	Kirgizstan	Senegal	
		Sierra Leone	

WARNING: Countries are added to this list relatively frequently. Check that your country has not been added recently by either:

- asking at your nearest British diplomatic post; or
- if you have access to the internet, using the form on the British immigration authorities' website at <www.ukvisas.gov.uk> (click on 'Do I need a UK visa?').

OR

2. Your passport or travel document was issued by the former Soviet Union or by the former Socialist Federal Republic of Yugoslavia

OR

3. You are a stateless person

OR

4. You have a non-national document.

DECIDING WHETHER OR NOT TO APPLY FOR ENTRY CLEARANCE

Turn to page ❶ if you do not know whether entry clearance is **compulsory** or **optional**, for you.

→ If entry clearance is **compulsory** for you, turn to page ❸. Pages ❹ and ❺ are not relevant to you.

→ If entry clearance is **optional** for you, you need to decide whether or not to apply for it. The advantages and disadvantages are explained below.

Advantages of obtaining entry clearance

- You will be allowed to apply to extend your permission to be in the UK, if you move on to another course.

If you do not have entry clearance, then you might (in certain circumstances) be expected to return home to apply for entry clearance, if you move on to another course. This is quite common. It might be expensive, and would probably disrupt your studies.

- If your first course will last 6 months or less, you are more likely to obtain conditions that allow you to work, if you apply for entry clearance.

If you do not apply for entry clearance, an Immigration Officer at the port will decide what conditions to give you about work. Their usual practice is to prohibit students on courses of 6 months or less from working. You will have to make a special effort if you want to persuade them to give you conditions that allow you to work, and because Immigration Officers are often busy, you might not be successful.

Note that even if you are allowed to work, the kind of work that students are allowed to do is restricted. For more information, see the UKCOSA Guidance Note Working during your studies.

- The people who process entry clearance applications ('Entry Clearance Officers') have more time than Immigration Officers at ports to look at your application. They are therefore less likely to make mistakes about how much time, and what conditions about work, to give you.

- If a mistake is made about how much time, or what conditions about work you should have, you can ask for the mistake to be corrected free of charge.

You will need to do this before you travel to the UK.

If you do not obtain entry clearance, and the Immigration Officer at the port makes a mistake, you will have to pay £295 or £500 to the Border & Immigration Agency if you want it to be corrected.

- If you live in Hong Kong and are a:

- British National (Overseas)
- British overseas territories citizen
- British Overseas citizen
- British protected person
- British subject

then entry clearance is free of charge, if you want to be in the UK for more than 6 months. It would be foolish not to take advantage of this.

If you arrive without entry clearance, the Immigration Officer at the port will give you a maximum of 6 months' permission to be in the UK (they are not allowed to give longer). If you want to stay longer without leaving, you will have to pay £295 or £500 to the Border & Immigration Agency for an extension.

Note that in Hong Kong, entry clearance is referred to as a 'UK residence permit'.

- If you want to be in the UK for more than 6 months, for your first course, and you are one of the following:

- a British National (Overseas)
- a British overseas territories citizen
- a British Overseas citizen
- a British protected person
- a British subject

then you will almost certainly save money if you apply for entry clearance.

If you arrive without entry clearance, the Immigration Officer at the port will give you a maximum of 6 months' permission to be in the UK (they are not allowed to give longer). If you want to stay longer without leaving, you will have to pay £295 or £500 to the Border & Immigration Agency for an extension. This is much more expensive than entry clearance, which costs £99.

Disadvantages of obtaining entry clearance

- Entry clearance costs £99.

But remember that if you need to make an application to the Border & Immigration Agency in the UK, that will cost much more (£295 or £500).

- It will take a bit of time for your entry clearance application to be processed.

It takes different amounts of time in different countries. To find out how long it will take in your country, ask at the British diplomatic post there.

- In some countries, you might be required to travel to the British diplomatic post in person.

This is not always the case. Many students have their applications processed without having to attend the British diplomatic post.

For the majority of people, the advantages of obtaining entry clearance are significant. They therefore decide to obtain it.

If you decide to obtain entry clearance, turn to page 6 for the requirements that you need to meet, and page 12 for how to apply.

If you decide not to obtain entry clearance

If you decide not to obtain entry clearance, you will need to make your immigration application when you land in the UK.

Turn to page 6 for the requirements you need to meet, and the evidence you need to have (to show that you meet those requirements). You need to carry that evidence in your hand luggage, so that you can produce it to the Immigration Officer when you land.

If your course is going to last 6 months or less, and you want to be able to work while you are in the UK, then you need to remember to ask the Immigration Officer to give you conditions that allow you to work. If he or she refuses to give you conditions that allow you to work, then ask to speak to his or her manager – the 'Chief Immigration Officer'. Look carefully at the stamp in your passport when the Immigration Officer gives it back to you. The stamp tells you whether or not you are allowed to work, whether or not you have to register with the police, and when your permission to be in the UK will expire. You need to make a note in your diary two months ahead of this date, to remind you to seek advice if you want to know whether you can apply for permission to stay in the UK beyond this date.

Note that even if you are allowed to work, the kind of work that students are allowed to do is restricted. For more information, see the UKCOSA Guidance Note Working during your studies.

Remember that when the immigration authorities are considering applications, they want to see that students have enough money for their fees and maintenance costs without needing any extra funds from work.

REQUIREMENTS OF THE IMMIGRATION RULES FOR STUDENTS ASKING PERMISSION TO ENTER THE UK

1. You must have been unconditionally accepted onto a course.

If you do not meet this requirement, see page 10.

2. The course must be provided by an organisation which is included on the Department for Education and Skills' Register of Education and Training Providers.

The Register includes all publicly-funded institutions of further and higher education. It also includes private education institutions which are accredited by the British Council, the British Accreditation Council for Independent Further and Higher Education, or by the Association of British Language Schools, as well as other private education institutions that have applied to be on the Register. You can check whether the institution you want to attend is on the Register by contacting your nearest British diplomatic post or British Council office. If you have access to the internet, you can search the register on the website of the Department for Education and Skills at <www.dfes.gov.uk/providersregister>.

3. The course must be provided by either:
 - a. a publicly-funded institution of further or higher education; or
 - b. a 'bona fide' private education institution.

A 'bona fide' private education institution is a genuine one, which is not involved in fraud.

The UK immigration authorities have said that they will usually accept that a private education institution is 'bona fide' if it is:

- accredited by the British Council; or
- accredited by BAC (The British Accreditation Council for Independent Further and Higher Education); or
- accredited by ABLS (The Association of British Language Schools); or
- a member of English UK.

You can check which colleges are accredited by these organisations, and who their members are, by contacting the addresses given at the end of this Guidance Note.

The immigration authorities accept that some private education institutions which are not accredited by, or members of any of these organisations, are also 'bona fide'.

All institutions are expected to provide records of students' enrolment and attendance to the Border & Immigration Agency if they request them.

4. The course must be either:
 - ▶ A full-time degree course at a publicly-funded institution of further or higher education; or
 - ▶ A weekday course involving attendance at one institution for a minimum of 15 hours' organised daytime study a week. If you are taking more than one subject to make up the 15 hours, then you have to show that the subjects are directly related to each other. The study of English language is always considered to be directly related to any other subject, if English is not your first language.
5. If you will be studying at a **private** institution for a UK degree, you must also be registered as an external student with the body that will award the degree.
6. You must have the ability to follow the course.
7. You must intend to follow the course.

8. You must intend to leave the UK at the end of your studies (unless you are a degree student hoping to stay on to work when you finish your studies, and you are not sponsored by your own government or by an international scholarship agency).
9. You must not intend to take employment or engage in business, unless the immigration authorities allow you to.
10. You must have enough money without needing to work (or engage in business or claim 'public funds') to pay for:
 - ▶ your course fees; and
 - ▶ the accommodation and maintenance of yourself and your husband, wife, civil partner and children, if they come with you.

However, there are two situations in which you **are** allowed to refer to your earnings from work as a source of money:

1. If your course is a sandwich course, and your college or university can guarantee that a sandwich placement will be available for you, and how much you will earn, then you can refer to those earnings. Your college or university will need to give you a letter confirming those details.
2. If you are going to be studying at a publicly-funded institution of further or higher education (rather than a private college), and that institution can guarantee that they will be able to offer you some work themselves. Provided they are prepared to give you a letter confirming how much they will pay you, then you can refer to those earnings.

'Public funds' means the following types of UK welfare benefit:
income support; income-based jobseeker's allowance; housing and homelessness assistance; housing benefit; council tax benefit; working tax credit; a social fund payment; child benefit; any disability allowance; state pension credit; child tax credit.

Anything not included in the list is not regarded as 'public funds'.

Note: different requirements apply to student nurses, postgraduate doctors and dentists, and schoolchildren.

Evidence that you meet the requirements

You need to make sure that you have the following documents, as evidence that you meet the requirements:

- A recent letter from the college or university that you are going to be studying at, confirming the following:
 - ▶ you have been accepted for a course (if the letter says that you have been offered a place, it must also confirm that you have accepted that offer of a place)
 - ▶ the title of the course and the qualification it leads to
 - ▶ when the course begins and ends
 - ▶ what qualifications were required for entry to the course (including any English language tests), and the fact that you have those qualifications
 - ▶ if you will be provided with English language support by the college or university either before or during your studies, those arrangements
 - ▶ if the course is a full-time degree course, confirmation of that
 - ▶ if the course is not a full-time degree course, confirmation that it involves 15 hours of organised daytime study a week
 - ▶ how much the fees are; and if you are allowed to pay by instalments, then when each instalment is expected
- If someone else is paying for you to study, a letter from them confirming what their connection to you is, how much they are going to give you, how often, for how long, and where that money is going to come from. You will

also need evidence that they will be able to fulfil their promise (for example, their bank statements or wage slips, or a letter from their employer confirming their salary).

- If you are being sponsored by a government or scholarship agency, a letter from them confirming how long the scholarship will continue and what costs it will cover.
- If you are going to pay for your studies through your own savings, original bank statements covering at least the last 3 months.
- If you already know of an employer in your home country who will want to employ you when you return with your qualification, a letter from them confirming that.
- Any other evidence that you intend to leave the UK when you finish your studies (for example, evidence that you own your own home; or have a husband, wife, civil partner or children who you are leaving at home while you study in the UK; or advertisements for jobs requiring the qualification that you will be studying for).
- Certificates for any qualifications you have that are relevant to the new course.

Remember

Whenever any stamps or stickers are placed in your passport by any immigration authorities, take a photocopy. You should always have an up to date photocopy of the whole of your passport. Keep it in a safe place, in case you lose your passport.

IF YOU DO NOT MEET THE REQUIREMENTS OF THE IMMIGRATION RULES FOR STUDENTS, CHECK WHETHER YOU MEET THE REQUIREMENTS FOR PROSPECTIVE STUDENTS

Prospective students are given permission to enter the UK for a maximum of 6 months. Before the end of those 6 months, they are expected to start a course which fits the Immigration Rules for students, and then to apply for permission to be in the UK to finish their course. If they do not start a course within 6 months, they are expected to leave the UK.

Think carefully before deciding to ask for permission to enter the UK as a prospective student. There are at least three disadvantages in coming to the UK as a prospective student (instead of as a student):

1. It is very expensive to extend your permission to be in the UK to finish your course. There is a fee of £295 or £500 for these applications. You can avoid that fee if you apply for entry clearance as a student (see page 6 for the requirements students need to meet).
2. While you are a prospective student, you will not be allowed to work.
3. You will not succeed in applying to come as a prospective student unless your plans for study are reasonably firm (for example, you have an interview arranged, which you need to attend before you are offered an unconditional place). You will probably be expected to produce evidence that you are already in contact with specific institutions in the UK. You must have reasonably detailed knowledge of what type of course you want to do.

Do I need to apply for entry clearance to come to the UK as a prospective student?

If you will arrive in the UK on or after 1 September 2007, then yes.

If you will arrive in the UK before 1 September 2007, then check whether you fall into the list of 'visa nationals', which appears on page 3.

→ If you are a 'visa national':

- It is compulsory for you to apply for 'entry clearance' before you leave the country where you live to travel to the UK.
- See below, for the requirements you need to meet to obtain entry clearance.
- Then turn to page 12, for an explanation of how to apply for entry clearance.

→ If you are not a 'visa national':

- It is your choice whether or not to apply for 'entry clearance' before you leave the country where you live to travel to the UK (for you, entry clearance is not compulsory, it is optional). However, it is sensible to obtain entry clearance. If you do not have entry clearance you will be expected to leave the UK and return home while you apply for permission to finish your course. This might be expensive, and will disrupt your studies.
- If you decide to obtain entry clearance, see page 11 for the requirements that you need to meet, and page 12 for how to apply.
- If you decide not to obtain entry clearance, you will need to make an immigration application when you land in the UK. See page 11 for the requirements you will need to meet. You will have to have evidence that you meet those requirements in your hand luggage, ready to show the Immigration Officer when you land.

Note: Check the expiry date on your entry clearance, when it is issued. You need to make sure it will not expire before your course starts. If it will, ask the Entry Clearance Officer to change it. This might mean that the Entry Clearance Officer needs to change the date that it is valid from (you must not travel to the UK before this date). Remember that prospective students cannot be given entry clearance for longer than 6 months.

Requirements of the Immigration Rules for prospective students asking permission to enter the UK

The requirements you will need to meet if you want to ask for permission to enter the UK as a prospective student are:

1. The course you want to study, and the institution you want to study at, must fit the requirements for students (these are set out in points 2 to 5 on page 6).
2. You must genuinely intend to start a course within 6 months of arriving in the UK, and it must be realistic to think you will be able to.
3. You must intend to leave the UK:
 - at the end of the 6 months, if you do not manage to start a course; and
 - at the end of your studies, if you do start a course (unless you are a degree student hoping to stay on to work when you finish your studies, and you are not sponsored by your own government or by an international scholarship agency).
4. You must have enough money without needing to work (or engage in business or claim 'public funds') to pay for:
 - the accommodation and maintenance of yourself (and your husband, wife, civil partner and children, if they come with you) for the first 6 months and during the course; and
 - your course fees.

See point 10 on page 7 for the definition of 'public funds', and a note about two situations in which students are allowed to refer to their earnings.

Warning:

Do not come to the UK as a visitor or as a student visitor. Visitors and student visitors are not allowed to extend their permission to be in the UK, as students.

For information about how to apply to extend your permission to be in the UK, as a student, see the UKCOSA Guidance Note *I want more time in the UK, as a student. What do I do about immigration?*

HOW TO APPLY FOR ENTRY CLEARANCE AS A STUDENT (OR PROSPECTIVE STUDENT)

1. Find out where your nearest British diplomatic post (eg Embassy, High Commission or Consulate-General) with a visa section is.

Note: If you have access to the internet, you can go to <www.ukvisas.gov.uk> , then click on 'How to apply', and then 'UK missions overseas', for a list of diplomatic posts.

2. Contact them and ask them:

- What is the procedure for applying for entry clearance at this post? For example:
 - Do I need to attend in person to submit my application? Or can I submit it by post, or through a locally appointed agent of the British diplomatic post, or through the internet?
 - Will you expect me to attend an interview? If so, how long will I have to wait for an interview?
 - What documents will you expect me to provide in support of my application?
 - Will you expect me to have a tuberculosis test, or give fingerprints?
 - How long will it take you to process my application?
 - Will you allow me to start the application process even though I have not yet received my English language test results, or my A level results?

- To send you application form VAF1. There is no charge for this form.

If you have a spouse/civil partner or a child who is going to come with you to the UK, your spouse/civil partner should fill in a separate form VAF1. There is no need for your child to fill in a separate form. In Section 3 of the form, you should indicate that they are travelling with you.

Note: If you have access to the internet, you can download a copy of the form if you go to <www.ukvisas.gov.uk>, and click on 'How to apply', and then 'Application forms and guidance'. Scroll down the page to find application form VAF1.

3. Complete form VAF1, and submit your application using the procedure the British diplomatic post have described to you. Keep photocopies of the completed form and all the documents that you give to them. You will have to pay a fee when you make the application. This will be the equivalent of £99 for each person included in the application, in your currency. For example, if you are applying for entry clearance for yourself and your spouse and one child, the fee will be £297 (3 x £99).

If you are applying as a student and your course is going to last 6 months or less, and **you want to be able to work while you are in the UK**, then ask the Entry Clearance Officer who considers your application to give you conditions that allow you to work. If you do not make such a special request, the Entry Clearance Officer will prohibit you from working. If your course is going to last more than 6 months, there is no need for you to do this, as you should automatically be given conditions that allow you to work within certain restrictions. If you do not yet have a place on a course, and you are applying to enter the UK as a prospective student, you will be prohibited from working.

Notes about some of the questions on form VAF1:

- Read pages 6 to 11 of this Guidance Note carefully before you fill in the form. They explain the requirements of the Immigration Rules for students (and prospective students).
- In section 1 of the form, you are asked to tick to indicate what type of entry clearance you are applying for. You should tick the box that says 'student' (unless you are applying as a prospective student, in which case you should not tick any of the boxes. Instead, next to 'other - please specify', write 'prospective student').
- Question 2.6a asks you whether you have a 'civil partnership'. A 'civil partnership' is a relationship with someone of your sex, which you have registered with a government abroad, or under UK law.
- Answer question 3.7, which asks whether you have any children.
- In answer to questions 3.10, 3.11 and 3.12, write 'not applicable' (unless other children who are not yours are going to be with you for the journey).

- *If you have no children who are going to come with you to the UK, write 'not applicable' in answer to questions 3.14 to 3.18.*
- *If any of your children are going to come with you to the UK, it is sensible to answer questions 3.14 to 3.18, to avoid delay (even though these questions are not designed for students). Answer these questions as though you are the child/children.*
- *In answer to questions 3.19 to 3.23, write 'not applicable'.*
- *Question 5.4 asks whether you intend to set yourself up in business in the UK. Students are not allowed to do this.*
- *Question 5.6 asks you to give the address and telephone number of the place where you will be staying while you are in the UK. If you do not know this yet, do not worry. Students do not have to show that they have accommodation booked before being issued with entry clearance. Students simply have to show that they have enough money to meet likely accommodation costs.*
- *Do not fill in section 7 or section 8.*
- *Question 9.2 asks what the 'duration' of the course will be. You should give the start and finish date of the course. If you know that there will be a graduation ceremony at (or after) the end of the course, ask your university or college to tell you when this will be, so that you can give that date here too.*
- *Question 9.4 asks how many hours of organised daytime study you will attend each week. If your course is a degree course (for example, an undergraduate degree, a Master's or a PhD) and it is full-time, then you should not write a number here, you should simply write 'full-time degree course'. If your course is not a full-time degree course, then you will need to write a number here (your college will have told you how many hours of organised daytime study they will be providing; it needs to be at least 15 hours).*
- *Question 9.9 asks what you intend to do when you have finished your studies in the UK. Remember that students must intend to leave the UK at the end of their studies (except for student nurses, postgraduate doctors and dentists, and the small number of degree students who are allowed to stay on for a work scheme at the end of their studies).*
- *Do not forget to sign and date the form on page 8 (section 11).*

4. If there is a problem with your application, for example:

- the British diplomatic post does not want you to make an application because they say that it is not compulsory for you to have entry clearance
- you are told that because of delays at the British diplomatic post your application will not be processed until after the start date of your course
- you are told that the documentation that you have about your course or your academic ability is inadequate

→ Contact the college or university offering the course, and ask for their help. Their admissions office might be able to help you, or they might put you in touch with their International Student Adviser.

5. If you are successful in your application for entry clearance, a sticker will be placed in your passport. Check it straightaway for the following:

- ▶ If you are applying for entry clearance as a student (not as a prospective student), make sure it does not prohibit you from working. If it does, ask the Entry Clearance Officer to change it. If the Entry Clearance Officer refuses to change it, contact the International Student Adviser at your college or university for help.
- ▶ Make sure it says you are a 'student' or 'prospective student', and not a 'student visitor' or 'visitor'.
- ▶ Check its start date. You cannot use the entry clearance to travel to the UK before this date.
- ▶ Check its expiry date. Make a note in your diary two months ahead of this date, to remind you to seek advice if you want to apply for permission to stay in the UK beyond this date.
- ▶ Check whether or not it says that you must register with the police on arrival in the UK. If it does, then make a note to contact the International Student Adviser at your college or university to ask how you do that as soon as you arrive in the UK. Unless your college or university has a special arrangement with the police, you will be expected to register with the police within 7 days of your arrival. Note that not all students are given conditions that require them to register with the police.

6. If you are successful in your application for entry clearance, then you will need to show your entry clearance sticker to an Immigration Officer when you land in the UK. You are unlikely to be asked many questions, unless the Immigration Officer suspects that there may have been a change in your circumstances since the entry clearance was issued (for example, because you did not use it straightaway). However, it is sensible to have evidence that you meet the requirements of the Immigration Rules for students or prospective students in your hand luggage, so that you can produce it if necessary. Check your passport when the Immigration Officer gives it back to you, so that you are aware if they have made any changes to your conditions (for example, by adding a requirement for you to register with the police).

7. If you are given a notice saying that your application for entry clearance has been refused, contact the International Student Adviser at your college or university straightaway. Use email, fax or telephone, to ensure there is no delay.

CONTACT LIST

Phone numbers

If you are calling from outside the UK, do not dial the (0) in the telephone numbers below. For example, if you want to call the British Council from outside the UK, dial +44 161 957 7692.

If you are in the UK, do not dial +44, but do start the number with 0. For example, if you call the British Council from within the UK, dial 0161 957 7692.

Textphone numbers are only for those who use a textphone (minicom) because of difficulties with speech or hearing.

To find out which colleges are accredited by (or members of) the following bodies, look at their websites or contact them:

British Council

Accreditation Unit
Bridgewater House
58 Whitworth Street
Manchester M1 6BB, UK
Tel: (+44) (0)161 957 7692
Fax: (+44) (0)161 957 7074
Email: accreditation.unit@britishcouncil.org
Website: www.britcouncil.org/learning-learn-english-uk.htm

BAC (The British Accreditation Council for Independent Further and Higher Education)

44 Bedford Row
London WC1R 4LL, UK
Tel: (+44) (0)20 7447 2584
Fax: (+44) (0)20 7447 2585
Email: info@the-bac.org
Website: www.the-bac.org

ABLS (The Association of British Language Schools)

P.O. Box 182
Potters Bar
EN6 5ZG, UK
Tel: (+44) (0)1707 663311
Fax: (+44) (0)1707 663311
Website: www.abls.co.uk

English UK

56 Buckingham Gate
London SW1E 6AG, UK
Tel: (+44) (0)20 7802 9200
Fax: (+44) (0)20 7802 9201
Email: info@englishuk.com
Web: www.englishuk.com

If you want to know how many hours and what types of work students are allowed to do:

read the UKCOSA Guidance Note *Working during your studies*

you can look at it on the UKCOSA website:
<www.ukcosa.org.uk/pages/advice.htm>

or you can ask for a copy by post if you write to:
UKCOSA, 9-17 St Albans Place, London N1 0NX, UK

If you have any questions about the information contained in this Guidance Note:

telephone UKCOSA's advice line
Monday to Friday 1300-1600 hours (UK time):
(+44) (0)20 7107 9922

or write to:
UKCOSA, 9-17 St Albans Place, London N1 0NX, UK

For UKCOSA Guidance Notes on other topics of relevance to international students:

look at the UKCOSA website: <www.ukcosa.org.uk/pages/advice.htm>

If you have problems at passport control, and are unable to contact the International Student Adviser at your college or university:

Contact the Immigration Advisory Service (IAS) for free advice:

- 020 7967 1200 (daytime, Monday to Friday)
- if it is nighttime, leave a message on their emergency answerphone: 020 7378 9191

Website: www.iasuk.org



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