Students considering applying to study in the United Kingdom should be aware of revised immigration rules relating to visiting students from abroad. A new points-based system of immigration has been introduced by the UKBA (United Kingdom Border Administration) and foreigners enter Britain under various tiers of the system. Visiting students come under Tier 4, and are required to be sponsored by an educational establishment to study in Britain. Stetson College of Law have approved sponsor status under Tier 4 of the points-based system.

WAYS TO ENTER THE UNITED KINGDOM (UK) AS A STUDENT

There are two distinct ways of entering the UK as a student, as a Student Visitor, or on a Tier 4 General Student Visa. You should read carefully the following information relating to these two routes of entry and decide which route is appropriate for you. You should also consult the information on the visa categories on www.visainfoservices.com.

NON-INTERNSHIP

ENTERING THE UK AS A STUDENT VISITOR (NO INTERNSHIP)
You may request entry as a Student Visitor upon arrival in the UK. This means that you do not need to apply in advance for a visa. You may only enter as a Student Visitor if you are an American Citizen (with a US passport). Note: If you however are a visa national, i.e. hold a passport from another country and are studying in the US, you may not be able to enter the UK as a Student Visitor, but will need to apply in advance for a Student Visitor Visa VAF 1D if you are not planning to participate in an internship, or a Tier 4 General Student Visa if you are planning to participate in the internship program. (see visa application section below). To determine if you are a Visa National visit http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/

RESTRICTIONS ON STUDENTS WHO ENTER AS STUDENT VISITORS
Students who enter as Student Visitors may only arrive in the U.K. a maximum of 7 days before

INTERNSHIP

ENTERING THE UK ON A TIER 4 GENERAL STUDENT VISA – WITH LEGAL INTERNSHIP
If you wish to participate in the Legal Internship Program (which is regarded as work even though it is unpaid), you will be required to apply in advance for a Tier 4 (General) Student Visa, and will be required to be enrolled as a full-time student.

RESTRICTIONS ON STUDENTS WHO ENTER ON A TIER 4 GENERAL STUDENT VISA
(1) You may only enter the UK on your Tier 4 student visa 7 days or less before the study program begins.
(2) You are required to leave Britain at the end of the study program. If you wish to stay in on Britain after the program you will need to leave at the end of the program and re-enter as a tourist (general visitor)
(3) Your internship work can only constitute 50% of the total program hours and you must be enrolled as a full-time student.

STEPS IN APPLYING FOR A GENERAL STUDENT VISA
Step 1. Check if you need to apply in advance for a visa Read carefully the information above and also the information on the official websites listed in step 2 below.
the Study Program begins, may not extend their stay in Britain and will have to leave at the end of the Study Program they are participating in, and may not participate in the Legal Internship. 

Notes: (1) you will be unable to change your mind about participating in a legal internship if you have entered as a Student Visitor as the General Student Visa (required to participate in an internship) may only be applied for in advance of entry to Britain. 
(2) If you wish to stay in on Britain after the program you will need to leave at the end of the program and re-enter as a tourist (general visitor).

STUDENT VISITOR ENTRY REQUIREMENTS
To enter as a Student Visitor you will need to produce on entry a letter from a Tier 4 Sponsor confirming that you have been accepted on a course of study in Britain including the dates of the study program. Stetson College of Law will provide you with this letter. It is essential that this is kept with you throughout the study program, and if you travel in Europe produced with your passport when you re-enter the UK.

You will also be required to produce proof that you can support yourself for the duration of the program without recourse to work or use of public funds, and that you can meet the cost of your return, or onward journey. Follow the link http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/ and click on the student visitor link which will explain what documentation you will need to bring when you enter the UK.

Step 2. Follow the link: 
http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/ *

- You should also have available the UKBA Tier 4 Guidance document pdf. Which can be downloaded at http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf

It contains detailed and definitive information on all aspects of the visa application process. (or you can follow the above mentioned link* and go to Adult Student Tier 4 (general) to find the Migrant guidance documents and also application forms.

Step 3. Fill in the Application Forms
The Tier 4 (General ) Student Visa application must be completed and submitted electronically. (Note: make absolutely sure you are filling in the correct Tier 4 General Student form named above) It can be found on www.visa4ukfco.gov.uk. The online application can be saved page by page as you go along but must be submitted within 7 days. When it is submitted you will receive a "Visa reference number". You must print off a copy your application and keep it in a safe place. This is because a printed copy must also be submitted with your documents. The online application will lead you via links to an additional paper form which must also be printed and completed: the appendix 8: Tier 4 (General) Student Self-Assessment form. This must be submitted with your documents and the copy of your online application to the UK consulate (details below). For a full list of what you need to submit look at the following link:

When completing your online form, please note the following

NOTES:
YOUR NAME: you must put all your names on the application that appear in your passport. “Given name” is you first name, "Family Name" is your last name or surname, “ Other Names” are your middle name/s.

DATE OF BIRTH: be careful to enter this the British way as follows Day, Month, Year in the box provided (and double check it is correct!)

- For the question “Purpose of Application” you should select “PBS Tier 4 Student” from the drop down menu. It is the 7th option. Do not select option 2 “student.”
- For the question “Type of Application” select “Tier 4
(General) Student” from the drop down menu. A notice will appear which provides a link to the abovementioned form which you need to download and print, the PBS Appendix 8 General Student self assessment form.

- On the question regarding date of travel note that you are not permitted to arrive in Britain earlier than 7 days prior to the commencement of the course in which you are enrolled. The date you enter on the form must take this into account.
- You will be asked to provide A Certificate of Acceptance of Studies (CAS) which will be provided by your sponsor, Stetson University College of Law. (The CAS is in fact a unique identity number which will be obtained online by Stetson College of Law and supplied to you by the International Programs Office, and not a paper document.) You will also be required to supply your Sponsor Licence Number. The Stetson University College of Law Sponsor Number is provided in the specific notes below for filling in the paper application forms.

Step 4. Make your online visa payment and a $12 courier fee for the return of your documents.
Pay the fees online using a Visa or MasterCard. (Note: the Tier 4 General Student Visa Fee has increased to £298). You will receive a confirmation e-mail from RBS world Pay. Print out and keep this payment confirmation.

Step 5. Make an appointment at one of the Application Support Centres in the US for the collection of your Biometric Data (this includes a digital fingerscan and a digital photograph).

The appointment must be made through the online application system (go to www.visainfoservices.com - How do I Apply). You must take your printed confirmation of your online appointment to the Application Support Centre and your passport. After giving your biometrics you will receive a receipt and you must keep this.

NOTE: YOU MUST NOT MAIL ANY DOCUMENTS TO THE UKBA UNTIL AFTER YOU HAVE RECEIVED A RECEIPT FOR PROVIDING YOUR BIOMETRIC DATA. IT IS IMPORTANT TO USE THE GUIDANCE NOTES BELOW WHEN COMPLETING THE DOWNLOADED FORM, THE TIER 4 (GENERAL) STUDENT SELF ASSESSMENT FORM APPENDIX 8.

Completing Appendix 8: Tier 4 (General) Student Self Assessment Form:

Part 1: About You
Your name must be entered exactly as it appears on your passport.

Part 2: Parent/Guardian details
This should be missed –it applies only to 16 and 17 years olds. GO TO PART 3.
Part 3: Sponsor Details  
Should be completed as follows:  
3.1. Full name of Tier 4 sponsor: Ms. Valerie Reid,  
STETSON UNIVERSITY COLLEGE OF LAW AUTUMN IN  
LONDON PROGRAM  
3.2. Tier 4 Sponsor’s Licence Number: 2XVETH865  
3.3. Full Address of Tier 4 Sponsor and Postal Code:  
FSU Centre, 99-103 Great Russell Street  
London, WC1B 3LA United Kingdom  

Part 4: Course Details:  
4.1. Title of Course of Study: Stetson University  
College of Law Autumn in London Program  
4.2. Academic Level of Course: Post Graduate -  
Doctor of Jurisprudence  
4.3. Course Start and End Dates: 17 08 2013 to  
29 11 2013  
4.4. Full Address of Primary site of Study:  
FSU Centre, 99-103 Great Russell Street  
London WC1B 3LA United Kingdom  

Part 5: Attributes:  
5.1. Confirmation of Acceptance for Studies (CAS):  
Check box ✗  
5.2. Confirmation of Acceptance for Studies Number:  
Enter your CAS number here (this is your individual  
CAS number which will be supplied to you by the  
International Programs Office of Stetson College of  
Law).  
5.3 Confirm which of the following options apply:  
Check ✗ in “Studying” box and go to box 5.5  
5.4 You must send all the original certificates of  
qualification and/or original transcripts of results  
that are listed in the CAS (note: this information will  
be supplied by Stetson College of Law). Check  
righthand Box ✗  
To confirm evidence not required under guidance but  
held by applicant.  

5.5. have you been assessed by your sponsor by other  
means? Check ✗ in “Yes” box and put the following  
in box below “Suitability for the course was assessed  
by Stetson University College of Law, Gulfport, FL,  
USA.”  

5.6. Indicate how you meet the minimum English  
language requirement relevant to your course  
If you are a National of a Major English Speaking  
Country check the first box  
box ✗ and go to question 5.7 and put “U.S.A” in box  
and go to Q. 5.14 and enter a cross in “No” box ✗
OR
If you are not a national of a major English speaking country (see list in question 5.7.) but did an academic qualification equivalent to a UK degree taught in a Majority English speaking country, check the second box “Academic qualification equivalent to UK degree taught in a majority English speaking country” and go to question 5.8. and enter your academic qualification and the country it was taught in. Then go to question 5.9 and check the 2nd box Evidence not required by guidance but held by applicant. Then go to question 5.14. and check “No” box

IF YOU DO NOT FIT INTO EITHER OF THE ABOVE CATEGORIES CONTACT THE INTERNATIONAL PROGRAM OFFICE FOR FURTHER GUIDANCE.

5.14. Are you required to obtain permission from the Academic Technology Approval Scheme (ATAS)? Check NO box ✗

Part 6: Maintenance (Funds)
6.1. How much are the fees for your Course of Study? Enter: £0.00 in box as no fees to be paid to the UK education provider.
6.2. Have any of your course fees been paid? Check in “Paid to Overseas Higher Education Institution” (Zero fee on CAS) box.
6.3. What document has been provided as evidence of payment? Check in box to show what evidence has been provided as evidence of payment. Check in “Shown in the CAS” box.
6.4. If you have entered NO to 6.2, check box ✗. Check in the box to show you have sufficient funds to cover all course fees due for payment.
6.5. Do you have an established presence in the U.K? check “No” Box ✗

6.6. Initial application: Check box ✗ “Inside the Inner London Boroughs”
6.7. You must have £1000 per month to cover maintenance in the UK Enter the amount £4000 in space provided and go to question 6.12
6.12 Have any of your accommodation fees been paid to your sponsor? Check in box “Paid to Overseas Higher Education Institution” and go to question 6.13.
6.13. What document has been provided as evidence of payment? Check “Shown on the CAS” ✗

NOTE: For questions 6.14-6.20, any amounts quoted must be quoted in £ and not in US$. You should convert the amounts at www.oanda.com and list the amount without commas.
6.14 Check ✗ in box labeled “No-Go to Question 6.17”.
6.17 Check ✗ through the box labeled “Yes – Complete the boxes below”. For the course fees box add “zero”. For the Maintenance box add “£4000”.
6.18 Answer as appropriate to you.
6.19 Answer as appropriate to you.
6.20 Answer as appropriate to you.

Note: it is essential to answer Questions 6.18-6.20 using the Tier 4 (General) Guidance document (page 31) which shows evidence needed to show money available to you. The link to this document is shown above.

Part 7: Summary Sheet

Possession of a CAS
Put “30” in “Points Claimed” box
In “Documents Provided” box [ detail the documents provided as evidence in line with application form and Tier 4 Policy guidance, i.e., Official Transcript; Letter of Good Standing; Receipts indicating that deposits have been paid; and Passport] See Page 31 of the Tier 4 guidance document mentioned above.

Maintenance Funds
Put “10” in “Points claimed” box
For “Documents Provided” box [ list documents you are submitting to support your funds. (See attachment No. 5 – pages 5-20 of Tier 4 Policy Guidance which lists documents required.])

DO NOT OMIT TO SIGN AND DATE YOUR FORM

Step 6. Prepare your Documents to send to the UKBA within 2 weeks of Providing your Biometric Data
Details of what should be submitted can be found on page 6 of the "How to Apply" section of the WorldBridge Visa Information found at www.visainfoservices.com and also on the following link http://www.ukba.homeoffice.gov.uk/sitecontent/documents/out-of-country/documents-t4-gen.pdf

There are two centres for the processing of Visa applications. People applying from Florida should use the New York Centre. Address as follows:

The UK Border Agency,
British Consulate-General
845 Third Avenue
New York,
NY 10022
Website: http://ukinusa.fco.gov.uk/en

Note: There is also a “drop box” facility at the Washington D.C. centre where documents can be
dropped off and picked up. Details can be found on the following website: www.visainfoservices.com

**NOTE:** IF YOU LEAVING THE US TO TRAVEL ELSEWHERE BEFORE GOING TO LONDON AND/OR ARE CONCERNED ABOUT GETTING YOUR VISA AND PASSPORT BACK IN TIME, THERE ARE VARIOUS SPECIAL SPEEDED UP SERVICES YOU CAN OPT FOR AT AN ADDITIONAL FEE: PRIORITY SERVICE, PREMIUM SERVICE AND SETTLEMENT PRIORITY SERVICE. For further information go to: https://www.visainfoservices.com/Pages/Content.aspx?tag=Welcome_Page

(CLICK ON “ADDITIONAL SERVICES” ON THE LEFT HAND SIDE OF THE WELCOME PAGE)

**Step 7: Wait for a Decision**

You will receive two emails on the email address you have provided in your application:

1. When you submit your application and documents you will receive an email confirming receipt and giving an estimated processing time.

2. When a decision has been made you will receive an email with the decision and containing a UPS tracking number for the return of your passport (containing your visa if it has been granted) and documents.

**IMPORTANT GENERAL NOTES REGARDING APPLYING FOR YOUR VISA**

- You cannot apply until 3 months before the Program starts, therefore the earliest you could apply is May 17th.
- The UK Border Agency advises you to start your visa application process at least 5-10 weeks prior to your planned travel dates.
- Your visa must be used within 6 months of its issue.
- You cannot arrive in Britain until 7 days before the study program begins therefore 10th August.
- You must leave Britain at the end of the Study Program.
- You cannot send your visa application forms and documents in until you have your Biometrics results. Your applications and documents must however be submitted within 2 weeks of your receiving your biometrics.
- Bank statements used to support your visa application must be no more than 28 days old at the time of application (this is the date that you pay your application fee online).
- If your application has exceeded the estimated processing time, you can email Worldbridge free of charge using the “send us an email” link on the Customer Services page of the Worldbridge website www.visainfoservices.com

(note: WorldBridge is the information service of UK Border Agency at the British Consulates in the US)
You can see full Tier 4 Policy Guidance on following link:
http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf

For a step-By-Step Guide:
www.ukvisas.gov.uk/en/howtoapply/inf29pbsstudent

Worldbridge website:
https://www.visainfoservices.com/Pages/Content.aspx?tag=Welcome_Page

This link leads to UKBA in USA page with full information about the visa application.

(Note: WorldBridge is the information service of UK Border Agency at the British Consulates in the US).

General Visa information and application forms are found on www.visa4uk.fco.gov.uk

BE SURE TO READ THE IMPORTANT NOTES BELOW:

A. **It is absolutely ESSENTIAL** that your application and documents are fully complete when you send them. Further documents sent in after your application will not be accepted by the UKBA and an application which is incomplete in any way will result in your visa being refused.

B. **WHEN YOU RECEIVE YOUR VISA.** It is essential that you look carefully at your visa when you receive it and check the dates thoroughly as mistakes have been made in the past. If anything is not right contact the Stetson International Programs Office IMMEDIATELY.