What immigration permission do I need to study at Queen Mary?

Advice and Counselling Service

www.welfare.qmul.ac.uk
About the Advice and Counselling Service

The Advice and Counselling Service offers a free and confidential service to all QMUL students, including those from Barts and The London, QMUL’s School of Medicine and Dentistry.

You can view our confidentiality policy on our website: www.welfare.qmul.ac.uk/procedures

Our Welfare Advisers

In this guide we sometimes advise you to contact a Welfare Adviser for further guidance. Welfare Advisers in the Advice and Counselling Service have specialist training to offer you professional advice on a range of financial, practical and legal issues. This includes:

- financial support (loans, grants, bursaries, etc)
- tuition fee status
- planning and managing a budget
- cutting costs
- hardship funds
- dealing with debt
- immigration law
- international student issues
- financial support for student parents (childcare costs, etc)
- postgraduate funding
- welfare benefits, including disability benefits
- housing rights and council tax

The Welfare Advisers role is to offer you advice about your individual situation, explaining your rights, and any options and solutions available to you. You can then choose what you want to do. If your situation is complex, a Welfare Adviser can advocate on your behalf where appropriate, for example, appealing against an incorrect assessment of Student Finance or a welfare benefit.

You can get advice at any time during your course, as well as before you start at QMUL.

How to contact a Welfare Adviser

You can see a Welfare Adviser in person during one of our same day appointments (during term time only), or at a pre-booked appointment, or you can email questions via our website. If you need to speak to a Welfare Adviser but you are unable to come to the the Mile End campus, we can normally offer a telephone appointment. Appointments are one to one and confidential.

More information about how an adviser can help you, and how our appointments work, is available at http://www.welfare.qmul.ac.uk/services/advice/index.html

For more information on how to contact us to book an appointment, our opening hours, and the times of our same day appointments, visit www.welfare.qmul.ac.uk/contact

Also see our A–Z directory of support services for information on how to contact other support departments at QMUL, and external organisations which can also offer you support.

Disclaimer

Law, regulations and policies can change quickly so make sure that you are using the most up-to-date version of this guidance. Check the Advice and Counselling Service website for regular updates.

The information in this guide is given in good faith and has been carefully checked. QMUL, however, accepts no legal responsibility for its accuracy.

Regulation of Immigration Advice

The OISC (Office of the Immigration Services Commissioner) is an independent organisation that monitors immigration advice and services.

Welfare Advisers at QMUL are regulated under OISC guidelines to give immigration advice. We have to attend regular training to do this. If you ever need to complain about the immigration advice you receive, the Advice and Counselling Service has a complaints procedure. You can find this on our website at www.welfare.qmul.ac.uk/procedures

Alternatively, you can complain directly to the OISC. Their complaints form is on the website at www.oisc.gov.uk
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Information provided by the UK Council for International Student Affairs (UKCISA)

Appendix 1 – Tips on completing the Short-Term Student immigration application form

The form asks “What is the main address and the contact details of where you will be staying whilst in the UK?”, but I haven’t sorted out my accommodation yet. What can I write?

The “Income and Expenditure” section asks about my finances, but I’m not sure what to put here.

What should I put as the start and end date of my studies?

The form asks if I have studied in the UK before. What should I put?
Do I need immigration permission to study in the UK?

**EEA and Swiss nationals and their family members**

If you hold a passport or national identity card, which states that you are a citizen of one of the following countries, then you are not subject to UK immigration controls and you do not need immigration permission to study in the UK.

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Republic of Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- The Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- United Kingdom

**Family members of EEA nationals**

If you are not an EEA or Swiss national, but you will be travelling to and staying in the UK with an EEA family member, you may also be exempt from UK immigration controls. However you may need a document to help you enter the UK. For more information see the UK Council for International Student Affairs (UKCISA) website: [http://www.ukcisa.org.uk/Information--Advice/EEA--Swiss-Students/Family-members-of-EEA-nationals/](http://www.ukcisa.org.uk/Information--Advice/EEA--Swiss-Students/Family-members-of-EEA-nationals/)

The rest of this guide does not apply to EEA or Swiss nationals or their family members

**Visa nationals**

If you are a visa national, then you must always apply for immigration permission before travelling to the UK.

If you only hold a passport or passports that state you are a national or citizen of one of the following countries or territories, you are a visa national:
• Afghanistan
• Albania
• Algeria
• Angola
• Armenia
• Azerbaijan
• Bahrain
• Bangladesh
• Belarus
• Benin
• Bhutan
• Bolivia
• Bosnia and Herzegovina
• Burkina Faso
• Burundi
• Cambodia
• Cameroon
• Cape Verde
• Central African Republic
• Chad
• China, People's Republic of (except those nationals or citizens holding passports issued by Hong Kong or Macao Special Administrative Regions)
• Colombia
• Comoros
• Congo
• Côte d'Ivoire
• Cuba
• Democratic Republic of the Congo
• Djibouti
• Dominican Republic
• Ecuador
• Egypt
• Equatorial Guinea
• Eritrea
• Ethiopia
• Fiji
• Gabon
• Gambia
• Georgia
• Ghana
• Guinea
• Guinea Bissau
• Guyana
• Haiti
• India
• Indonesia
• Iran
• Iraq
• Jamaica
• Jordan
• Kazakhstan
• Kenya
• Korea, Democratic People's Republic of
• Kosovo
• Kuwait
• Kyrgyzstan
• Lao Peoples’ Democratic Republic
• Lebanon
• Lesotho
• Liberia
• Libya
• Macedonia
• Madagascar
• Malawi
• Mali
• Mauritania
• Moldova
• Mongolia
• Montenegro
• Morocco
• Mozambique
• Myanmar
• Nepal
• Niger
What immigration permission do I need to study at Queen Mary?

Non-visa nationals

If you are a non-visa national (you have a passport or travel document issued by a country or territory not on the list above) then, in certain circumstances, you can come to the UK without applying for immigration permission before you travel. See the section “Applying for immigration permission when you arrive in the UK” on page 19 of this guide.

If you only hold a passport or travel document issued by the former Soviet Union or by the former Socialist Federal Republic of Yugoslavia, if you are a stateless person or you hold non-national document then you are also considered a visa national.

- Nigeria
- Oman*†
- Pakistan
- Peru
- Philippines
- Qatar*†
- Russian Federation
- Rwanda
- São Tomé and Príncipe
- Saudi Arabia
- Senegal
- Serbia
- Sierra Leone
- Somalia
- South Africa
- South Sudan
- Sri Lanka
- Sudan
- Surinam
- Swaziland
- Syria
- Taiwan (except those nationals who hold a passport that includes the number of the national’s identification card issued by the competent authority in Taiwan)
- Tajikistan
- Tanzania
- Thailand
- Togo
- Tunisia
- Turkey*†
- Turkmenistan
- Uganda
- Ukraine
- United Arab Emirates*†
- Uzbekistan
- Venezuela (except those nationals that hold a passport that contains biometric information held in an electronic chip)
- Vietnam
- Yemen
- Zambia
- Zimbabwe

* Even if you hold a diplomatic passport, you must still apply for immigration permission for the purpose of studying **before** travelling to the UK, unless you also hold an Electronic Visa Waiver document.

† You may be able to apply for an Electronic Visa Waiver (EVW) document
Holders of more than one nationality

If you hold passports that state you are a citizen or national of more than one country or territory and those countries or territories are in different categories above, then you can benefit from whichever category is least restrictive.

Examples:

- If you hold passports that show you are a citizen or national of the Russian Federation (visa national) and Iceland (European Economic Area), you would not need to apply for immigration permission if you travel to the UK using your Icelandic passport.
- If you hold passports that show you are a citizen or national of Canada (non-visa national) and Iraq (visa national), then, in certain circumstances, you can come to the UK without applying for immigration permission before you travel if you use your Canadian passport.

Those who already have immigration permission to stay in the UK

If you already have immigration permission to stay in the UK for another purpose, it may be possible for you to study at Queen Mary without applying for new immigration permission. However, you must make sure that you will continue to meet the requirements of your current immigration permission while you are studying and that your immigration permission does not prohibit you from studying at Queen Mary.

Types of immigration permission that would prohibit you from studying at Queen Mary include:

- Any type of visitor visa
- Any Tier 4 Student immigration permission which you applied for on or after 05 October 2009 to study at another institution (not Queen Mary).

Examples of immigration permission which would allow you to study at Queen Mary:

- Immigration permission as a dependant (husband/wife/partner/child) of someone in the UK
- Immigration permission under Tiers 1, 2 or 5 of the Points Based System

If you are thinking about studying on your existing immigration permission, you should check that you would have enough time to complete your course. Depending on the type of immigration permission that you hold, it may not be possible to apply to extend your immigration permission in the UK if you need more time for your studies.

If your current immigration permission allows you to study, you may still decide to apply for immigration permission that is specifically for studying e.g. Tier 4. For example, if you are currently in the UK as a dependant (see above), but the person you are accompanying needs to leave the UK, you might also have to leave the UK and may not be able to continue your studies. To prevent this outcome, many students apply for immigration permission specifically for their studies.

If you have immigration permission and you start a part-time course, you will not be able to apply for Tier 4 (General) Student immigration permission to complete your part-time course unless you are also able to switch to full-time studies.
If you are unsure if your current immigration permission allows you to study at Queen Mary, please contact the Advice and Counselling Service for further guidance.

**Extending existing immigration permission for your studies**

If you are already in the UK with immigration permission to stay, but this expires shortly or prevents you from studying at Queen Mary, you may be able to apply for new immigration permission without going home. There are very strict rules about when it is possible to apply for immigration permission while you are in the UK. If you do not meet the requirements of these rules you may have to leave the UK to make an immigration application.

**Short-Term Student**

It is not possible to apply for immigration permission as a Short-Term Student from within the UK. To apply for this type of immigration permission, you will have to leave the UK and make an application at a British visa centre or section. Non-visa nationals may be able to apply for immigration permission as a Short-Term Student when re-entering the UK.

**Tier 4 (General) Student**

If you are applying for immigration permission as a Tier 4 (General) Student, you can normally only apply for Tier 4 (General) Student immigration permission in the UK if you have Tier 4 (General) Student*, Tier 4 (Child) Student or Tier 2 immigration permission.

To apply for Tier 4 student immigration permission, your course at Queen Mary must start within 28 days of your current immigration permission expiring. For example, if your CAS statement states that your course starts on 19 September 2016, your current immigration permission must not expire before 22 August 2016.

There are some exceptions. Please see our guide “Applying for Tier 4 (General) Student immigration permission” for more information.

If you cannot apply for Tier 4 (General) Student immigration permission while you are in the UK, you will have to make an application to the British visa centre or section in the country where you would normally live‡ when you are not in the UK.

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* Unless this was to study at a private college.

† If there is no UK Visa Application Centre operating in your country of nationality, the UK Government may specify other UK Visa Application Centres where you can make your application. See [https://www.gov.uk/find-a-visa-application-centre](https://www.gov.uk/find-a-visa-application-centre)

‡ If you have immigration permission to live in a country, which is not your country of nationality, and that immigration permission allows you to live in that country for more than six months at a time, the UK government will consider...
that you normally live in that country. This means you can apply for Tier 4 (General) Student immigration permission in your country of nationality or the country where you have been granted immigration permission to live.
Applying for immigration permission before you travel to the UK

You must apply for immigration permission before you travel to the UK if any of the following apply to you:

- You are a visa national (unless you can apply for an Electronic Visa Waiver document); or
- you will need to stay in the UK for more than six months; or
- you would like to work while you are in the UK (e.g. undertake a medical or dental elective or an internship)

Important information for medical and dental students undertaking electives

The Home Office has changed its guidance a number of times on what immigration permission you need to apply for, to come to the UK to do a medical or dental elective. Their most recent position was provided in response to a Freedom of Information request by the UK Council for International Affairs. The response contains a Home Office operation policy instruction dated 10 April 2015.

The Home Office reasoned that all medical and dental electives are a kind of work placement and, therefore, cannot be considered under the Short-Term Student immigration category.

This means that if you are coming to undertake a medical or dental elective, you can only apply for Tier 4 (General) Student immigration permission.

There is detailed written and video guidance on applying for Tier 4 permission on our website: http://www.welfare.qmul.ac.uk/international/immigration/permission/index.html

Associate Research students

Please note that if you are coming to QMUL to undertake Research as an Associate student, you will normally be considered a student for the purposes of UK immigration, rather than as staff (we understand that in your home country you may be considered staff). Therefore you should use this guide to decide whether it is most appropriate for you to apply to enter the UK as a short-term student, or as a Tier 4 (General) Student.
**Immigration Health Surcharge**

From 06 April 2015 some applicants have to pay a “health surcharge” as part of their immigration application so that they can have free access to the NHS (National Health Service) in the UK. Please note that the immigration health surcharge is payable by those who are applying for entry clearance to come to the UK for more than six months. If you are coming for six months or less you will not need to pay the charge. You can read more information about the charge in our student advice guide ‘Applying for Tier 4 (General) Student immigration permission.’

**What sort of immigration permission should I apply for?**

There are two main types of immigration permission which you can apply for to study a course at Queen Mary. The table below provides an overview of these categories. You should read the full description before making a decision on which category of immigration permission to apply for.

<table>
<thead>
<tr>
<th></th>
<th>Tier 4 (General) Student</th>
<th>Short-Term Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be granted to non-visa nationals on entry to the UK</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Visa application fee</td>
<td>£322*</td>
<td>£85†</td>
</tr>
<tr>
<td>How long you will be able to stay in the UK</td>
<td>The full length of your course plus additional time at the start and end of your course</td>
<td>Up to 6 months or until your course ends (whichever is sooner)</td>
</tr>
<tr>
<td>Employment (including paid or unpaid work experience)</td>
<td>Full time work is allowed during vacations and during a work placement that is part of your course at Queen Mary. Part time work is allowed during term time.</td>
<td>No work allowed</td>
</tr>
<tr>
<td>Can be extended in the UK</td>
<td>Yes, if you meet the requirements</td>
<td>No</td>
</tr>
</tbody>
</table>

* £328 from 18 March 2016
† £89 from 18 March 2016
<table>
<thead>
<tr>
<th></th>
<th>Tier 4 (General) Student</th>
<th>Short-Term Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can switch to other categories in the UK (E.g. Tier 2 Sponsored Skilled Worker)</td>
<td>Yes, if you meet the requirements</td>
<td>No</td>
</tr>
<tr>
<td>Type of course that can be studied</td>
<td>Restricted to full-time courses above a specified academic level. The Admissions Office can tell you if your course is at the appropriate level</td>
<td>Full-time or part-time courses at any level</td>
</tr>
<tr>
<td></td>
<td>This can also be to conduct research or to receive tuition on how to conduct research towards your studies at an academic institution outside of the UK.</td>
<td></td>
</tr>
</tbody>
</table>

**Short-Term Student**

Permission as a Short-Term Student is suitable for students who will not need to be in the UK for more than six months in any twelve month period.

This could be a suitable immigration category for you if you are

- studying at Queen Mary for one semester as part of a study abroad programme; or
- studying a distance learning course and you only need to come to the UK occasionally for short periods of time (e.g. for a summer school or residential); or
- undertaking re-sit exams; or
- coming to the UK to conduct research or to receive tuition on how to conduct research towards your studies at an academic institution outside of the UK.

**Studying a distance learning course or undertaking re-sit exams**

On 24 April 2015, the Short-Term Student immigration category replaced the Student Visitor immigration category. The new Immigration Rules stipulate that an applicant must have “been accepted on a course of study of no more than 6 months”*. The UK Government has since released guidance to its staff explaining that distance learning students and students undertaking re-sit exams can apply as a Short-Term Student, even though they are studying a course which is longer than six months.

* [Immigration Rules, Chapter 3, Paragraph A57D (a) (i)]

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What immigration permission do I need to study at Queen Mary?  
Last revised 08 March 2016
Because the rules are so new and because this explanation is only in guidance, we recommend that you explicitly reference this guidance in your application form in the “Additional Information” section of the form. You can use the following example text:

I am applying for immigration permission to undertake [a re-sit exam / re-sit exams / a summer school / a residential] as part of a course, which is longer than six months. While my course is longer than six months, on this occasion, I am not required to be in the UK for longer than six months. This is expressly allowed by the Modernised Guidance (page 10, https://www.gov.uk/government/publications/short-term-students).

If you are non-visa national and you will be applying for Short-Term Student immigration permission when you arrive in the UK, you should carry a note of the above, in case you need to explain it to a UK Border Force Officer when you arrive in the UK.

**Undertaking research or undertaking tuition on how to conduct research**

To come to the UK as a Short-Term Student for research or to receive tuition on how to conduct research you must:

- be enrolled on a course at an academic institution outside of the UK equivalent to at least UK degree level study
- the academic institution outside of the UK must confirm it is part of or relevant to the course you are studying there
- have been accepted by QMUL (hold an unconditional offer) to conduct research or to receive tuition on how to conduct research
- not be employed at Queen Mary to undertake your research

**Tier 4 (General) Student**

Most students applying for immigration permission to study at Queen Mary apply for this type of immigration permission as it allows students to stay in the UK for more than six months and to undertake limited work experience during and after a course. It is also possible for students with this type of immigration permission to apply in the UK for an extension of immigration permission for further studies as a Tier 4 (General) Student and, if you are eligible, to switch to other categories after studies such as Tier 2 Sponsored Skilled Worker.

**Duration of study and progression**

For students applying for Tier 4 (General) Student immigration permission, the UK Government has introduced a maximum limit of 5 years studying in the UK at degree level or higher. You can normally only start new courses in the UK if it is at a higher level than any previous studies you have undertaken in the UK.

There are some exceptions to these rules for certain subject areas and types of programmes.

Queen Mary may not be able support your immigration application if you would not be able to complete your studies within the relevant limit or if you have already studied a course at the same or higher level.
For more information, see the section "Can I apply for Tier 4 (General) Student immigration permission?" in our student advice guide 'Applying for Tier 4 (General) Student immigration permission.'

**Where do I apply?**

If you are applying to come to the UK as a Short-Term Student, you can make your application to any British visa centre or section. If you are applying to come to the UK as a Tier 4 (General) Student, then you must make your application to the British visa centre or section in the region or country where you normally live.

You can find the Home Office directory of Visa Application Centres here: [https://www.gov.uk/find-a-visa-application-centre](https://www.gov.uk/find-a-visa-application-centre)

**When should I make my immigration application?**

You should try to apply for immigration permission as early as possible. It can sometimes take British visa centres and sections a long time to decide applications, especially during the summer when many students are making applications.

There are limits to how early you can apply for immigration permission:

- **Short-Term Student** — Most visa centres and sections will allow you to apply up to three months before you are due to travel, but check with the centre or section where you will be applying. You can ask for your visa to be post-dated by up to three months if you do not plan to travel immediately. The application form asks you for your intended travel date:

  ![Date of Intended Travel](#)

- **Tier 4 (General) Student** — you can apply up to three months before the start date of your course.

You can find out how long it is currently taking the British visa centre or section in your region or country to consider applications on the following UK Government website: [https://www.gov.uk/visa-processing-times](https://www.gov.uk/visa-processing-times)

The information on this website indicates what the situation was one month ago and may not represent the current processing times. For example, from July onwards Visa Application Centres become increasingly busy as students make their applications to start courses in September.

**How much does it cost?**

All the fees below are quoted in pounds sterling, but are payable in local currency.

- **Short-Term Student (up to six months)** — £85
- **Tier 4 (General) Student** — £322

  * £89 from 18 March 2016
  † £328 from 18 March 2016
Which form do I need?

Unless you are applying in North Korea you will need to submit an online version of the application form. See https://www.gov.uk/find-a-visa-application-centre to find out about the application process.

If you are applying in North Korea you will need to complete the following form(s):

- Visit and short term stay — VAF1A
  https://www.gov.uk/government/publications/application-for-uk-visa-to-visit-or-for-short-term-stay-form-vaf1a
- Tier 4 (General) Student — VAF9 and Appendix 8 https://www.gov.uk/tier-4-general-visa/apply

If you are applying for Short-Term Student immigration permission using the UK Visas & Immigration website (https://www.visa4uk.fco.gov.uk/), you will need to select the following options to access the form:

See “Appendix 1 – Tips on completing the Short-Term Student immigration application form” on page 27 of this guide for answers to common questions about completing the application form.

Providing your biometric details

For your immigration application to be processed, the Home Office will need to take your biometric details. To do this you will need to visit a Visa Application Centre, Section or other facility. The staff at the Visa Application Centre, Section or facility will scan your fingerprints and take a digital photograph of your face. Even if you have submitted your application online, you will still need to attend a Visa Application Centre or Section or other facility to provide your biometric details. Your application will not be processed until you have done so.

You can find more information about where you will need to go and the procedure in your country on the UK Government website: https://www.gov.uk/find-a-visa-application-centre

What do I need to show?

When you make your application an Entry Clearance Officer will assess your application to check that you meet the requirements for the immigration permission you are applying for. To show that you meet the requirements, you will need to provide:

Short-Term Student

- A valid passport or travel document
- One passport sized colour photograph taken within the last six months.
If you are not a national of the country in which you are applying, evidence of your permission to be in that country e.g. a residence permit, visa or green card.

You have been accepted on a course of studies at an institution which is recognised by the Home Office — you will need to show a letter from Queen Mary with the details of your studies. To obtain a letter:

- New students – You can use your acceptance letter as evidence. If you haven’t got an original copy of your acceptance letter or for more information, contact:
  - Study Abroad students – study-abroad@qmul.ac.uk
  - Incoming Erasmus students – w.leugers@qmul.ac.uk
  - All other new students – Please contact the admissions team that is dealing with your application. If you are not sure which team is dealing with your application, e-mail admissions@qmul.ac.uk

- Existing students:
  - If you will be undertaking re-sit exams, more information about when and how you will receive a letter can be found here: http://www.arcs.qmul.ac.uk/students/immigration/student-visitor-visa/index.html
  - If you are a distance learning student and you need to visit the UK to meet with your tutors or to attend a residential, please contact the Student Enquiry Centre: http://www.arcs.qmul.ac.uk/students/sec/index.html

You have enough money to pay your course fees, accommodation and living expenses while you are in the UK and your return travel — you could show your bank statements, receipts for your course fees, receipts for your accommodation or a letter of invitation from family or friends if you will be staying with them. There is further information about this in “Appendix 1 – Tips on completing the Short-Term Student immigration application form” on page 27 of this guide.

You intend to leave the UK within 6 months — you could show a return ticket home or a letter from your employer or education institution showing that they expect you to return to your work or studies.

You can find more details of the requirements on the Home Office’s website: https://www.gov.uk/study-visit-visa

If your immigration application is successful, your passport should be returned to you with a Short-Term Student visa sticker (See box).
**Tier 4 (General) Student**

The requirements for Tier 4 (General) Student immigration permission are complex and covered in our video guidance and our separate guide: ‘Applying for Tier 4 (General) Student immigration permission’.

You can watch our video guidance and read our written guide on our website: https://www.welfare.qmul.ac.uk/international/immigration/permission/

**What happens when I arrive in the UK?**

When you arrive in the UK at an airport, seaport or international rail terminal, you will need to show a Border Force Officer:

- your passport or travel document
- your visa or entry clearance sticker
- if you applied under Tier 4 you will also need your letter of decision, and a printed copy of your CAS

If the Border Force Officer is happy that you meet the requirements, he or she will stamp your passport with a date stamp and allow you to enter the UK.
Applying for immigration permission when you arrive in the UK

If you are a non-visa national, or you hold an Electronic Visa Waiver document (see below) then you can apply for immigration permission as a ‘Short-Term Student’ from a Border Force Officer when you arrive in the UK.

Electronic Visa Waiver (EVW)

If you hold a passport issued by the United Arab Emirates, Oman, or Qatar, you can apply for an Electronic Visa Waiver document before travelling to the UK.

You can only use the EVW scheme if you are applying for Short-Term Student immigration permission. If you need to apply for Tier 4 (General) Student immigration permission, you will need to make an immigration application before travelling to the UK.

If you are a national of the United Arab Emirates, Oman, or Qatar, you are a visa national and you would normally need to apply for immigration permission before travelling. The Electronic Visa Waiver document allows you to apply for immigration permission when you arrive in the UK.

You need to apply for an Electronic Visa Waiver at least 48 hours before travelling. For more information and to submit your application, visit the UK Visas & Immigration website: https://www.visa4uk.fco.gov.uk/home/evw

There is no fee for an Electronic Visa Waiver document.

What are the advantages?

- It does not cost you anything.
- You do not need to make an immigration application before you travel.
- You do not need to be studying a full time course.

Are there any disadvantages?

- You can only apply to stay in the UK as a Short-Term Student for a maximum of six months at a time. You may not be granted permission if your stay would cause you to spend more than a total of six months in the UK in any 12 month period.
- You cannot undertake any kind of work (paid or unpaid) while you are in the UK.
• You cannot apply for an extension as a student while you are in the UK.
• If the Border Force Officer decides not to give you permission to enter the UK, you will not be able to stay in the UK while you appeal against their decision.
• You cannot travel to the UK via the Republic of Ireland if you intend to apply for this type of immigration permission.

What are the requirements?
When you arrive in the UK you will need to show the Border Force Officer documents to show that:

• You are over 18 years of age — you could show your passport.
• You are a non-visa national — you could show your passport and your Electronic Visa Waiver document (if you are required to have one).
• You have been accepted on a course at an institution which is recognised by the Home Office — you could show a letter from Queen Mary with the details of your studies (For example, if you are a new student, you could show your offer letter; if you are a student returning for re-sit exams, you could show a print-out of your exam timetable).
• You have enough money to pay your course fees, accommodation, living expenses while you are in the UK and your return travel — you could show your bank statements, receipts for your course fees, receipts for your accommodation and/or a letter of invitation from family or friends if you will be staying with them.
• You intend to leave the UK within 6 months — you could show a return ticket home or a letter from your employer or education institution showing that they expect you to return to your work or studies.

How do I apply?
When you travel to the UK you can apply for immigration permission from a Border Force Officer when you arrive at the airport, seaport or international rail terminal. You may be asked to show evidence that you meet the requirements (see above), so it is a good idea to carry your documents in your hand luggage. Please make sure that the Border Force Officer is aware that you are coming to the UK for studies so that you are given appropriate immigration permission.

If the Border Force Officer is satisfied that you meet the requirements, then he or she will stamp your passport with his or her date stamp and a stamp stating that you have been granted “leave to enter as a short-term student for six months” (see the example).

It is important that you make sure that your passport is stamped as in the example. If it is not, you will not be able to enrol.
Entering the UK via the Republic of Ireland

The Common Travel Area

The common travel area is made up of the UK, Republic of Ireland, the Isle of Man & the Channel Islands.

Problems for students entering the UK via the Republic of Ireland

Because there are different immigration rules which apply to people entering the UK from another part of the Common Travel Area, some students may encounter problems. If you are travelling via the Republic of Ireland, you should check to see if you need immigration permission to travel to Ireland. The immigration rules for the Republic of Ireland are different to those of the UK. See http://www.dfa.ie/home/index.aspx?id=8605 for more information.

Those with UK entry clearance or visa

If you obtain immigration permission to come to the UK before you travel and you enter the UK via the Republic of Ireland, your passport will not be stamped by a UK Border Force Officer. It is important that you keep evidence of your date of travel (e.g. your ticket) in case you need to prove this later.

Non-visa nationals without UK entry clearance

As there is no immigration control for people travelling to the UK from the Republic of Ireland, it is unlikely that you will meet a UK Border Force Officer when you enter the UK. If you do not meet a Border Force Officer, you will not be able to apply for six months of immigration permission as a Short-Term Student. Instead, you will have permission to stay in the UK for 90 days under the Common Travel Area rules. It is important that you keep a record of your travel to the UK (e.g. ...
Your airline or ferry ticket) so that, if needed, you can show when your 90 days of immigration permission began. You can study if you are in the UK under the Common Travel Area rules. **If you need to stay in the UK for longer than 90 days, you should not enter the UK via the Republic of Ireland.**

I am a non-visa national, I do not have entry clearance or a visa, I entered the UK via the Republic of Ireland and I need to stay for more than 90 days. What can I do?

If you need to stay for more than 90 days, you will need to leave the Common Travel Area within 90 days of entering the UK and apply for new immigration permission when you re-enter the UK.

For example, you could take a day trip to France and apply for Short-Term Student immigration permission when you return to the UK from France.

**Inadvertently entering the UK illegally**

Because there is no immigration control between the Republic of Ireland and the UK, it is possible to enter the UK illegally (without immigration permission). You should not enter the UK from the Republic of Ireland if:

- You are required to have a visa for the UK, and you do not have one
- You entered the Republic of Ireland unlawfully from a place outside the Common Travel Area
- You entered the Republic of Ireland from the UK, Channel Islands or Isle of Man and you did not have immigration permission for those places
- You are subject to directions given by the Secretary of State that your exclusion is conducive to the public good or in the interests of national security.
- You are subject to a deportation order
- You have been refused permission to enter the UK (unless you have subsequently been given permission to enter or remain in the UK)
The Academic Technology Approval Scheme (ATAS)

Students from outside the European Economic Area and Switzerland are required to have a security clearance certificate before starting studies that lead to postgraduate qualifications in some subject areas (This includes undergraduate degrees that result in postgraduate qualifications, such as a MEng degree).

If you are required to have an ATAS certificate for you studies, you will not be able to apply for Tier 4 (General) Student immigration permission until you have your certificate.

If you are required to have an ATAS certificate for your studies, even if you are not applying for Tier 4 (General) Student immigration permission, you will not be allowed to start your studies at Queen Mary until you have your certificate.

It can take 20 working days for an ATAS certificate to be issued and sometimes longer during busy periods.

For more information about which subject areas and qualifications require an ATAS certificate and to apply online, visit: https://www.gov.uk/academic-technology-approval-scheme

There is no charge for applying for an ATAS certificate and you can apply for as many certificates as you have offers.

If you already have an ATAS certificate for your programme, but something has changed (E.g. your area of research has changed or your research is taking longer than expected), you will need to apply for a new certificate.

If you have not had a response from the UK Foreign and Commonwealth Office (FCO) about your ATAS application within four weeks, check your email inbox is not full (and therefore rejecting the message). Also check your ‘Spam’ folder or ‘Junk email’ folder to make sure that the email has not been filtered out. You can also contact the ATAS Team at the FCO if you think you have missed their response. You can contact the ATAS Team at the FCO through their website (address above).
What if things go wrong?

What should I do if my immigration application has been refused?

If your immigration application is refused, the visa section or centre will contact you and provide you with a 'refusal notice'. You should note the date when they give you the refusal notice. If you intend to ask for your application to be reviewed you will need to submit your request within 28 days of the date they gave you the notice.

You can obtain advice from a Welfare Adviser at the Advice and Counselling Service about your refusal. For us to be able to advise you please forward us the following documents:

- Your full refusal notice
- Your completed immigration application forms
- Your financial evidence
- Any other documents you were required to submit with your application
- The personal details page in your passport

You will also need to provide us with the following details:

- The date you submitted your immigration application
- The date you received your refusal notice
- Your contact details (e-mail is our preferred method of contact)

You can either scan your documents and e-mail them to welfare@qmul.ac.uk or fax them to us on +44 (0)20 7882 7013. If you are scanning your documents make sure your scans are high enough resolution so that we can read your documents, but not so large that they will be returned by our e-mail servers. We recommend that your scanned pages should be not more than 300KB per page.

After we have received your documents and details one of the Welfare Advisers in the Advice and Counselling Service will review your documents and will then e-mail you advice which will explain if your refusal is correct or not and what your options are.

What do I do if the Border Force Officer refuses to let me into the UK when I arrive?

If you are refused entry to the UK when you arrive, you should seek immigration advice immediately.

If you are arriving at Heathrow airport during QMUL’s arrivals weekend in September, the International Office will have provided you with a contact number for our staff at the airport.
You can contact the Advice and Counselling Service on +44 (0) 20 7882 8717 during office hours (our opening times are listed on our website).

Outside of our office hours, please leave a message on our answer phone with the following information:

- Your name
- Your QMUL student number
- A contact telephone number
- The airport and terminal number (E.g. Heathrow Terminal 5)

We will review your message and try to help you when our office opens on the next working day.

Alternatively, you can use the search facility on the Immigration Law Practitioners’ Association website to find an immigration specialist: www.ilpa.org.uk
Where can I get further information and assistance?

If you have a question, which hasn’t been answered in this guide, you can contact the Advice and Counselling Service. go to http://www.welfare.qmul.ac.uk/contact/

Information provided by the UK Council for International Student Affairs (UKCISA)

UKCISA is an organisation funded by UK academic institutions to provide support and guidance to international students. UKCISA are not part of the Home Office and provide independent advice on a range of issues affecting international students including immigration.

Website

UKCISA’s website contains lots of useful guidance and resources for international students including applying for immigration permission: http://www.ukcisa.org.uk/

If you are applying for Short-Term Student immigration permission, UKCISA have put together an information sheet which further details the application process and the requirements:


Advice Line

You can telephone UKCISA for advice. UKCISA’s staff are experienced in advising students about the UK’s immigration regulations and can give you free advice by telephone.

We advise you to have all your documents with you when you telephone, so that you can refer to them.

The UKCISA advice line is open Monday to Friday, 1300 - 1600 hours (UK time): +44 20 7788 9214

For more information, go to www.ukcisa.org.uk
Appendix I – Tips on completing the Short-Term Student immigration application form

There are some questions that students frequently ask us when completing the Short-Term Student application form.

The form asks “What is the main address and the contact details of where you will be staying whilst in the UK?”, but I haven’t sorted out my accommodation yet. What can I write?

If you haven’t arranged your accommodation, you can write “I have not yet arranged my accommodation” in “Line 1” of the address. You should still provide an e-mail address and a phone number (e.g. your mobile number) so the Home Office can contact you if there is a problem during your stay.

The “Income and Expenditure” section asks about my finances, but I’m not sure what to put here.

The application form asks some specific questions about your money, where it is coming from and what you will be spending it on. If you feel that the Entry Clearance Officer that assesses your application may not understand your financial situation, you can include a budget with your supporting documents. A budget may also help you plan your finances. For more information on writing a budget, we have a budget spreadsheet which you can personalise, and an advice guide “Managing your budget and cutting costs”: http://www.welfare.qmul.ac.uk/international/money/costofliving/index.html

The UKVI Guide to supporting documents for visiting the UK includes a section ‘Information about your finances and employment’, which explains what financial documents are acceptable evidence of your funds. The guide mentions showing bank statements or payslips for up to six months prior to your application. However, the Immigration Rules for Short-Term Students* do not mention having to show that the funds have been held for a specific length of time, nor do they state what documents will be considered as acceptable evidence. The Immigration Rules only state that you

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* Immigration Rules, Chapter 3, Paragraph A57D
must show you have enough money to pay for your living costs while you are in the UK and to pay for your return flight home (see previous paragraph about how to calculate your expenses in the UK). We would, therefore, advise you to evidence that you, or the person who is financially supporting you, has held the money for at least a 28 day consecutive period prior to making your application (this is the requirement Tier 4 (General) Student applications).

**What should I put as the start and end date of my studies?**

Normally, this would be the length of your course. However, if you are a distance learning student or a student undertaking re-sit exams, you should enter the time you are expected to be in the UK on this occasion (e.g. if you are a distance learning student, the start and end date of your summer school; or, if you are undertaking re-sits, the start and end date of the exam period).

**The form asks if I have studied in the UK before. What should I put?**

If you have ever undertaken studies of any kind in the UK, you should answer “Yes”.
How to find the Advice and Counselling Service

Mile End Campus

1. Advice and Counselling Service
2. Health Centre
3. Geography
4. Mucci’s
5. Francis Bancroft Building
6. Queens’ Building and Octagon
7. G.O. Jones Building
8. Library
The Advice and Counselling Service publishes a range of advice guides, including:

- What immigration permission do I need to study at QMUL?
- Applying for Tier 4 (General) Student immigration permission
- Resitting, interrupting or leaving your course – a guide for international students
- Student Finance: loans, grants and bursaries for home and EU undergraduates
- Additional sources of funding for home and EU undergraduates
- Postgraduate Funding A guide for home and EU students
- Resitting, interrupting or leaving your course – a guide for home and EU students
- Extra Money: Disability and ill health
- Managing your budget and cutting costs
- Money for Lone Parents
- Council Tax
- Part time and vacation work
- Childcare
- Extenuating Circumstances
- Queen Mary support services
- Funding for medical and dental students

You can download all our advice guides from our website:
www.welfare.qmul.ac.uk/publications/studentadvice/index.html

For further information contact:
Advice and Counselling Service
Student Services
Queen Mary University of London
Mile End Road
London E1 4NS

tel: +44 (0)20 7882 8717
fax: +44 (0)20 7882 7013

www.welfare.qmul.ac.uk