

# SABLE

INTERNATIONAL



# Introduction

for prospective international  
students & parents

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## INTRODUCTION



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## EDUCATION GUARDIAN



## ARRIVING IN THE UK



## NEXT STEPS

This booklet provides information for **parents and legal guardians of overseas children** regarding visas and related travel and reception arrangements.

Please do take the time to read through this information which is designed to provide a helpful overview of the process for obtaining a visa, if required, and to introduce the documentation which will need to be provided in accordance with UKVI requirements.

The admissions office and our UK immigration partner, **Sable International**, will be pleased to give you any additional support that you may require over the coming months. Should any aspect of the processes outlined in the following pages be unclear, or if you have any questions at all, please do not hesitate to contact them at [se@sableinternational.com](mailto:se@sableinternational.com).

Sable International is our trusted partner for all child student and UK immigration applications. The company has been providing immigration services for over 30 years and is regulated by the Office of the Immigration Services Commissioner. We have retained Sable International's services to ensure all UK immigration applications are prepared in compliance with UKVI requirements.



## Visa requirements

### NEW JOINERS

For children who are nationals of any country outside the UK or Ireland, a Child Student visa will be normally required. The most common exceptions are if:

- the child is already eligible to study in the UK with the benefit of another visa or
- the child is from the EU, Switzerland, Norway, Iceland or Liechtenstein and has permission to live and study in the UK under the EU Settlement Scheme. Add new joiner data to CRM database.

The **Child Student visa** has replaced the old Tier 4 (Child) student visa.

### PASSPORT

Please ensure that you check the expiry date of the passport. If it is due to expire between now and when the child will travel to the UK, please renew it as soon as possible and send us copies of the new passport.



## Visa application process

### CAS

Your school is an approved education provider licensed by UKVI to be able to sponsor Child Student visa applications. Having made an offer of an unconditional place we will create a Confirmation of Acceptance for Studies (CAS). A CAS is a document created by Sable International, on behalf of a education provider, via the UKVI website. As part of issuing a CAS, we will confirm to UKVI that the child has received an unconditional offer of a place at the school and will provide information about the course, the schools offer, the fees payable and passport details. The CAS will be reviewed by UKVI staff when processing the visa application.

The CAS that is issued must show a valid passport number at the date the visa application is made. It is for this reason that you should renew the passport now if it is due to expire before travel.

### WHERE TO APPLY FOR A VISA

Sable International will assist with the full visa application and supporting document requirements. Once the forms have been completed by the Sable International team they will be sent for review, and you will then need to submit the visa application and pay the relevant fees to the Home Office.

### WHEN TO APPLY FOR THE VISA

In all cases the visa application must be made within six months of receiving the CAS.

If the application is made from outside the UK, applications for a visa can be made up to six months before the date of travel to the UK but not before, and so from early March.

An application can be made from inside the UK where the child is already lawfully resident in the UK. If the application is from inside the UK, the earliest you can apply is three months before the course starts.

Important Note – please be aware that the visa applicant will not be able to enter or leave the UK whilst the application is in process and if the applicant does so, then the visa application will be treated as withdrawn and this may cause problems with any future application.

The date of the application is counted as being when the online application form is completed, and the fee is paid.

**VISA FEES**

UKVI currently charges a fee of £490 to apply for a Child Student visa from outside the UK.

You will also have to pay an NHS healthcare surcharge as part of your application. This cost will vary depending upon the length of course but is £776 for each year of the course. This fee applies regardless of whether private healthcare insurance is in place. As part of the visa application process, you will be directed to a separate website to pay the NHS surcharge and then redirected back to the visa application.

**TUBERCULOSIS CERTIFICATE**

Your child may be required to provide a tuberculosis (TB) certificate as part of the visa application. UKVI imposes this requirement if the visa applicant is a resident in any of these countries:

**COUNTRIES**

<ul style="list-style-type: none"> <li>▪ Afghanistan</li> <li>▪ Algeria</li> <li>▪ Angola</li> <li>▪ Armenia</li> <li>▪ Azerbaijan</li> <li>▪ Bangladesh</li> <li>▪ Belarus</li> <li>▪ Benin (get tested in Nigeria)</li> <li>▪ Bhutan</li> <li>▪ Bolivia</li> <li>▪ Botswana</li> <li>▪ Brunei</li> <li>▪ Burma</li> <li>▪ Burkina Faso (get tested in Ghana)</li> <li>▪ Burundi (get tested in Rwanda)</li> <li>▪ Cambodia</li> <li>▪ Cape Verde (get tested in Gambia or Senegal)</li> <li>▪ Central African Republic (get tested in Cameroon)</li> <li>▪ Chad (get tested in Cameroon)</li> <li>▪ Cameroon</li> <li>▪ China</li> <li>▪ Congo (get tested in Democratic Republic of the Congo)</li> <li>▪ Côte d'Ivoire</li> <li>▪ Democratic Republic of the Congo</li> <li>▪ Djibouti (get tested in Ethiopia)</li> <li>▪ Dominican Republic</li> <li>▪ East Timor (get tested in Indonesia)</li> <li>▪ Ecuador</li> <li>▪ Equatorial Guinea (get tested in Ghana)</li> <li>▪ Eritrea (get tested in Kenya)</li> <li>▪ Ethiopia</li> <li>▪ Gabon (get tested in Cameroon)</li> <li>▪ Gambia</li> <li>▪ Georgia</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ghana</li> <li>▪ Guatemala</li> <li>▪ Guinea (get tested in Sierra Leone)</li> <li>▪ Guinea Bissau (get tested in Gambia or Senegal)</li> <li>▪ Guyana</li> <li>▪ Haiti</li> <li>▪ Hong Kong</li> <li>▪ India</li> <li>▪ Indonesia</li> <li>▪ Iraq</li> <li>▪ Kazakhstan</li> <li>▪ Kenya</li> <li>▪ Kiribati (get tested in Fiji)</li> <li>▪ Kyrgyzstan (get tested in Kazakhstan)</li> <li>▪ Laos (get tested in Thailand)</li> <li>▪ Lesotho (get tested in South Africa)</li> <li>▪ Liberia (get tested in Ghana)</li> <li>▪ Macau (get tested in Hong Kong)</li> <li>▪ Madagascar</li> <li>▪ Malawi</li> <li>▪ Malaysia</li> <li>▪ Mali (get tested in Gambia or Senegal)</li> <li>▪ Marshall Islands (get tested in Fiji)</li> <li>▪ Mauritania (get tested in Morocco)</li> <li>▪ Micronesia (get tested in Fiji)</li> <li>▪ Moldova</li> <li>▪ Mongolia</li> <li>▪ Morocco</li> <li>▪ Mozambique</li> <li>▪ Namibia</li> <li>▪ Nepal</li> <li>▪ Niger (get tested in Ghana)</li> <li>▪ Nigeria</li> <li>▪ North Korea</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pakistan</li> <li>▪ Palau (get tested in Philippines)</li> <li>▪ Papua New Guinea</li> <li>▪ Panama</li> <li>▪ Paraguay</li> <li>▪ Peru</li> <li>▪ Philippines</li> <li>▪ Russia</li> <li>▪ Rwanda</li> <li>▪ São Tomé and Príncipe (get tested in Angola)</li> <li>▪ Senegal</li> <li>▪ Sierra Leone</li> <li>▪ Solomon Islands (get tested in Papua New Guinea)</li> <li>▪ Somalia (get tested in Kenya)</li> <li>▪ South Africa</li> <li>▪ South Korea</li> <li>▪ South Sudan (get tested in Kenya)</li> <li>▪ Sri Lanka</li> <li>▪ Sudan</li> <li>▪ Suriname (get tested in Guyana)</li> <li>▪ Swaziland (get tested in South Africa)</li> <li>▪ Tajikistan</li> <li>▪ Tanzania</li> <li>▪ Togo (get tested in Ghana)</li> <li>▪ Thailand</li> <li>▪ Turkmenistan</li> <li>▪ Tuvalu (get tested in Fiji)</li> <li>▪ Uganda</li> <li>▪ Ukraine</li> <li>▪ Uzbekistan</li> <li>▪ Vanuatu (get tested in Fiji)</li> <li>▪ Vietnam</li> <li>▪ Zambia</li> <li>▪ Zimbabwe</li> </ul>
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Applicants will normally be given a chest x-ray and if the test is negative a certificate valid for six months will be issued and must be included with the visa application.

Important note – only a certificate issued by a UKVI approved testing clinic is acceptable and proof from a non-approved clinic will not be accepted and will lead to a delay in a visa being granted.

In some situations, an applicant will not require a test even if they are a citizen of one of the countries listed.

For example:

- if they are a returning UK resident and have not been away for more than two years; or
- if they have lived for at least six months in a country where TB screening is not required by the UK, and have been away from that country for no more than six months.

## LETTER OF CONSENT

When the application for the visa is made it must be accompanied by the express written consent of both parents (or one parent if they have sole responsibility) or the legal guardian of the child. This must confirm they consent to:

- the visa application
- the living arrangements and care in the UK
- the child's travel to the UK

A template letter will be sent to you by Sable International which meets all the necessary UKVI requirements.

## PROOF OF FUNDS TO PAY FEES

When you apply for a Child Student visa, you must have sufficient funds to pay school boarding fees in full for the first academic year of the course.

However, you will not normally be required to provide evidence to UKVI of this if:

- your child has had a valid UK visa for at least 12 months immediately prior to the date of the visa application and is applying from the UK; or
- the child is a British Overseas Territories citizen; or
- the child is a citizen of:

### COUNTRIES

- |                          |                           |                            |
|--------------------------|---------------------------|----------------------------|
| ▪ Australia              | ▪ Germany                 | ▪ Norway                   |
| ▪ Austria                | ▪ Greece                  | ▪ Oman                     |
| ▪ Bahrain                | ▪ Hong Kong               | ▪ Peru                     |
| ▪ Barbados               | ▪ Hungary                 | ▪ Poland                   |
| ▪ Belgium                | ▪ Iceland                 | ▪ Portugal                 |
| ▪ Botswana               | ▪ Indonesia               | ▪ Qatar                    |
| ▪ Brazil                 | ▪ Ireland                 | ▪ Romania                  |
| ▪ Brunei                 | ▪ Italy                   | ▪ Serbia                   |
| ▪ Bulgaria               | ▪ Japan                   | ▪ Singapore                |
| ▪ Cambodia               | ▪ Kazakhstan              | ▪ Slovakia                 |
| ▪ Canada                 | ▪ Kuwait                  | ▪ Slovenia                 |
| ▪ Chile                  | ▪ Latvia                  | ▪ South Korea              |
| ▪ China                  | ▪ Liechtenstein Lithuania | ▪ Spain                    |
| ▪ Croatia                | ▪ Luxembourg              | ▪ Sweden                   |
| ▪ Republic of Cyprus     | ▪ Macao                   | ▪ Switzerland              |
| ▪ Czech Republic         | ▪ Malaysia                | ▪ Taiwan                   |
| ▪ Denmark                | ▪ Malta                   | ▪ Thailand                 |
| ▪ The Dominican Republic | ▪ Mauritius               | ▪ Tunisia                  |
| ▪ Estonia                | ▪ Mexico                  | ▪ United Arab Emirates     |
| ▪ Finland                | ▪ Netherlands             | ▪ United States of America |
| ▪ France                 | ▪ New Zealand             |                            |

Parents/legal guardians will be required to submit a letter to UKVI confirming that they will be responsible for financially supporting the student.

For other children (save those on fully funded scholarships), there will be a requirement to provide evidence that their parents/guardians have sufficient funds to pay school fees for the first academic year of the course.

This can be demonstrated by:

- Providing documentary evidence of your financial position by showing you have held sufficient funds for 28 days using bank statements from the 31 days before you submit your application. Please note UKVI will not accept that evidence of the ability to pay fees in the form of an overdraft arrangement, bitcoin savings, stocks and shares, pensions or bank accounts that are not regulated by the financial regulatory body in the country the application is made from.
- Paying one year's boarding fees in advance which is then documented on the CAS. This would be the recommended approach.

## ● BIOMETRIC RESIDENCE PERMIT/DIGITAL IMMIGRATION STATUS

Within the overall process of making the visa application online the applicant will either be required to:

- Attend an appointment and have your fingerprints and photograph taken at a visa application centre, or
- Use the 'UK Immigration: ID Check' app to scan identity documents.

You will be told what you need to do when you apply.

Those applicants who need a Biometric Residence Permit (BRP) as part of the visa process will be required to attend an appointment to have their fingerprints and photograph taken at a visa application centre.

If you use the 'UK Immigration: ID Check' app to scan identity documents, you can also use this service to obtain a 'share code' to prove the child's immigration status to others.

## ● VISA APPLICATION PROCESSING TIMES

UKVI currently suggests that a decision on a visa application will be given within three weeks. Expedited services may be available from UKVI, although at significant additional cost. UKVI gives information about visa processing times for most countries on its website, but this is not guaranteed.

Please refer to the UK guidance on visa applications from outside the UK and inside the UK.

## ● VISA DECISION

After the application has been considered by UKVI you will get a "decision letter" from UKVI.

If the application is granted you will get:

- A 90-day travel vignette (a sticker) to be placed in the child's passport. The vignette gives the holder permission to come to the UK and the child must enter the UK during the 90-day validity of the vignette; or
- Access to view immigration status information online to get a 'share code' to prove the child's immigration status.



## Education guardian

All children under the age of 18 coming to study must have a UK-based Education Guardian (this is not the same as a legal guardian) and arrangements for this must be put in place in good time and at least two weeks before the beginning of term.

The Education Guardian must reside in the UK and within a reasonable distance from the school so they are able to provide care, as would a responsible and caring parent, whenever the child is residing in the UK but is not the responsibility of the school or the child's parents or legal guardian at that time. This includes exeats, half-terms, holidays and in times of an emergency. The Education Guardian will be responsible for travel and accommodation arrangements for the child during these times and must ensure that the Social Tutor is aware of such arrangements whenever the child is leaving school for an exeat, half-term or holiday.

If you do not have an Education Guardian in mind you may be able to source one through AEGIS ([www.aegisuk.net](http://www.aegisuk.net)) which may be able to locate and suggest an approved, local guardian for you to consider.



## Arriving in the UK

Anyone entering the UK on a Child Student visa who is over the age of 16 may be interviewed by an Entry Clearance Officer who needs to be satisfied that the person is a genuine student and may question their credibility. Please ensure that your child is able to answer straightforward questions relating to their course and chosen subjects, the geographical location of the school and how long the journey from the airport should take and the name of their boarding house, if applicable.



## Next steps

As soon as we have received **formal instruction from your school**, we will email a document checklist. Once we are satisfied all the documents meet the requirements, we will request the CAS from the Home Office. Once the CAS is assigned, we will use this to complete your visa application online.



If you have any questions please don't hesitate to contact us

The Sable Education Team

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