

**SHORT-TERM STUDY VISA
FOR NON-US CITIZENS FROM COUNTRIES REQUIRING A VISA**

IMPORTANT NOTES

- You must apply for your student visa [online](#) between June 1 and July 15, 2016 (**July 10 for seminar participants**). Applications will not be accepted more than three months in advance. Your Admissions Counselor will email you instructions for completing the online visa application. **There is an application fee of approximately \$133 (£85) that can only be paid online with a Visa or MasterCard. It will take approximately three weeks for the UK Visa and Immigration Office to process your application.**
- You will receive an email with additional instructions for how to complete the visa form.
- The last step of the online application is to schedule an appointment for your biometric scan. You must bring the following documents to your appointment:
 - Printed appointment confirmation (you will receive this via e-mail after you schedule the appointment online)
 - Valid travel document (passport)
 - Printed online visa application

Note that the biometric scan results are only valid for two weeks and must be mailed with your documents (see checklist below) to the Consulate within that timeframe.

- Address of the British Consulate in NYC:

UK Visas and Immigration
British Consulate General
845 Third Avenue
New York, NY 10022

DOCUMENTS TO SUBMIT

1. Printed [visa application](#) form
2. **Official Passport**
 - Passport must be signed
 - Passport must have at least one blank page to affix the visa
 - *Non-US citizens must provide a copy of their I-20/IAP-66 or Alien Registration card in addition to their national passport
3. **One Official Passport-size Photo**
See specific instructions [here](#)

4. **Biometric Results (fingerprint scan and digital photo)**
5. **Letter of Verification (provided by SU Abroad Admissions Counselor)**
6. **Evidence of Maintenance Funds**

You must submit documentation listed in the [policy guidance](#) (pages 47 -52) to show proof of funds. The documents must be dated no more than one calendar month before the visa application is made online and must show that the money (at least \$1,500) has been in the account for at least 28 days preceding the online application. **Citizens of [‘low risk’ countries](#) do not need to submit financial documents.**
7. **Tuberculosis Test**

Residents of certain countries need a Tuberculosis test to enter the UK. More information can be found [here](#).
8. **Knowledge of English**

You must prove your knowledge of the English language. Please submit [proper documentation](#).
9. **Prepaid Express Mail Envelope**

This must be purchased through the US Post Office or UPS (Federal Express not accepted). You also have the option of purchasing a next-day, trackable return label through the UKVI partner, VFS Global, after you complete the online application. If you choose this option, you must include a print-out of the Return Airway Bill (AWB) with your application.

Additional Note: If you plan to travel outside of the UK for personal or course-related travel during your semester, it is your responsibility to research and obtain any additional visa before you depart (such as a [Schengen Visa](#)).