

SyracuseAbroad

Short-term Study Visa

For Non-U.S. Citizens from Countries Requiring a Visa

IMPORTANT NOTES

- You must apply for your student visa [online](#) by July 15. Applications will not be accepted more than three months in advance. Instructions for completing the online visa application are on pages 3 & 4 of this packet. There is an application fee of approximately \$130 (£93) 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.
- 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.

If you're applying for the visa in your home country you will send your visa application materials to the Consulate in your home country.

*If you're applying for the visa in the U.S. you will send your visa application materials to 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 Syracuse 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. Prepaid Express Mail Envelope
This must be purchased through UPS (Federal Express and USPS are 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](#)).

Guidelines for completing the [Short-term Study Visa Application](#)

Please refer to the responses provided below in **red** to complete your online visa application.

Applicant Details

Date of Intended Travel - list the date you are traveling to London if going independently or if on the group flight use **19 August 2018** (pre-semester seminar students) or **28 August 2018** (all other students)

Select Visa Type

Reason for Visit - **Study**

Visa Type - **Non-points based**

Visa Sub Type - **Short-term student**

Passport/Travel Document

Current Location **This is very important as it means where you will apply for the visa (ie in the US or in your home country)**

Travel Information

Are you travelling with anyone? (Yes or No) This refers to family member so in most cases it will be **No**

Date of planned arrival in the UK - list the date you are arriving in London if going independently or if on the group flight list **19 August 2018** (pre-semester seminar students) or **28 August 2018** (all other students)

How long do you intend to stay in the UK? **13 December 2018**

What is the main address and contact details of where you will be staying whilst in the UK?

Syracuse University London Program, Faraday House, 48 Old Gloucester St., London

UK Postcode: **WC1N 3AE**

Primary contact no: 442074009325

Secondary contact no: 442074009310

Email address: tpgordon@syr.edu

Family and Friends

Please enter details of what you plan to do whilst in the UK? **I will participate in a study abroad semester program through Syracuse University**

Studies

Study Details

Have you been unconditionally accepted or are you enrolled on a course of study in the UK? **Yes**

Where will you study?

Syracuse University London Program, Faraday House, 48 Old Gloucester St., London

UK Postcode: **WC1N 3AE**

Primary contact no: 442074009325

Secondary contact no: 442074009310

Email address: tpgordon@syr.edu

What is the name of the course? **Syracuse University London Program**

When does the course begin? **19 August 2018** (pre-semester seminar students) or **28 August 2018** (all other students)

When does the course end? **13 December 2018**

What level of qualification is expected? **Towards NQF Level 6**

Is your accommodation provided as part of your course? **Yes**

What is the name of the Accommodation Officer? **Troy Gordon**

Have you studied in the UK before?

What will you do when you have finished all of your studies and your visit to the UK?

Click "Next Section"

Finishing your application

Review Your Visa Application- make sure everything is correct!

Your Visa application Declaration- you will need to put your name and date

Lodging Your Application

Biometric Residence Permit (BRP) Collection

You can ignore this page as it pertains to students who will be in the UK for more than 6 months.

Your Visa Appointment Location (Biometrics)

Select location and schedule your appointment date and time

HIS: Immigration Health Surcharge

This is only for students in the UK for more than 6 months.

Are you applying to stay in the Isle of Man, Jersey, or Guernsey?

No, it should show that no money is due

Continue to application

Please select how you will be lodging your application

By mail

Options for sending your documents to the UKVI:

1. You can purchase a prepaid **next-day, trackable return label** at the time of application **through the UKVI partner, VFS Global**

Making your Online Payment.

This is where you will enter your credit card information.

Keep a record of your GWF number in case there are any problems with your application and check the box "I have made a note of my GWF number."

Check the box to indicate that you have read and understood the information.

Refund policy: Your visa application fee will be refunded only if the application is withdrawn in writing within 3 months and 7 days of the original date of application and prior to the submission of biometric data or any processing taking place, if the submission of biometric data is not required in your case.

Check the box to indicate that you have read and understood the information.

You will be taken to the WorldPay page to enter your credit card information.

If you have any questions please contact your Admissions Counselor, Joelle Orecki, at jlorecki@syr.edu or 315-443-9431