



Tier 4 Student Visa Packet

Fall 2019

IMPORTANT NOTES

- **You must apply for your student visa [online](#) by July 15, 2019.** Applications will not be accepted more than three months in advance. There is an application fee of approximately \$500 (£335) 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; it will not be possible for you to travel internationally during that time. Guidelines for completing the online application are on pages 2-4 of this packet.
- The online application requires a CAS Number (Confirmation of Acceptance for Studies). Your CAS number will be sent to you via email by our London Internship Coordinator.
- 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
- After your biometric appointment you will mail the following documents to the UKVI address in NYC:

VFS Services USA Inc.
UKVI Scanning Hub
80 Broad Street
Floor 6
New York, 10004

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. Prepaid UPS Label

This must be purchased through UPS (Federal Express and USPS are not accepted).

Instructions on purchasing the UPS label can be found on pages 5-6 of this packet.

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 Documents Required for Non-U.S. Citizens:

4. 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.

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 [Tier 4 General Student Visa](#) Application

Fill out the Tier 4 application with your personal information. For program-specific questions please use the responses provided (answers in red):

Confirm your visa type Tier 4 (General) student visa

Select your location United States of America (if you are an international student planning to apply in your home country please email jlorecki@syr.edu)

Apply for a UK visa-United States of America ensure that you can go to a biometrics appointment at one of the visa application centres listed then click ‘I can go to an appointment at one of these visa application centres’

Tier 4 (General) student visa Apply now

Register your email please use an email you check often (such as your syr address) and create a password, make a note of your login information

Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number? Yes

Confirmation of Acceptance for Studies reference number enter your CAS number as emailed to you via the Internship Coordinator

Your planned travel information

Date you plan to arrive in the UK*: **Day: 03, Month: 09, Year: 2019** (London program start date)

Day: 25, Month: 08, Year: 2019 (if participating in an optional Signature Seminar)

How long do you intend to stay in the UK*: **4 months**

(*please adjust these answers accordingly if you are arriving earlier than the program start date/staying after the program ends)

Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group? **Yes**

Company or group name **Syracuse University London**

Accommodation in the UK

Do you have an address for where you are going to stay in the UK? **No, enter 'Program housing is coordinated by Syracuse University London'**

Sponsor licence number and address

What is your sponsor licence number? **F4PRRNNH7**

Sponsor's address **Faraday House, 48-51 Old Gloucester Street**

Town/City **London**

Postcode **WC1N3AE**

Place of Study

Will you be studying at a school or higher education institution? **Higher education institution**

Primary site of study

Is this the site where the majority of your study will take place? Faraday House, 48-51- Old Gloucester Street, London, WC1N3AE **Yes**

UCAS details

Did you apply for your course through UCAS? **No**

Academic Technology Approval Scheme (ATAS)

DO you need to obtain permission form the ATAS? **No**

Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies? **No**

Maintenance funds: **please answer according to your financial situation**

Course information

Name of sponsor institution **Syracuse University London Program**

Course name **BUA 400**

Qualification you will get **RQF6**

Are you going to be a student union sabbatical officer? **No**

Course dates

Course start date **Day: 03, Month: 09, Year: 2019** (London program start date)

Day: 25, Month: 08, Year: 2019 (if participating in an optional Signature Seminar)

Course end date **Day: 20, Month: 12, Year: 2019**

Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation? **No**

Course Fees

What are your course fees for your first year? **£0**

Have you or your parent(s) or legal guardian(s) already paid any of your course fees? **No**

Differentiation Arrangement

Do you want to submit your application under the differentiation arrangement? **Yes**

Immigration Health Surcharge (IHS)

Go to IHS website to get your IHS reference number (it should say your payment summary is 0.00 USD)

Return to my visa application

Continue your application

Evidence of your permission to be in the UK

Choose **‘Collect from a UK Post Office’**

Enter a UK postcode **WC1N3AE**

Your BRP collection location will be: Post Office-Farringdon Road, 39-41 Farringdon Road, London, EC1M3JB

Choose a Service*

Select the Standard service (487.00 USD)

*if you have missed the Tier 4 visa deadline contact jlorecki@syr.edu

Choose a Visa Application Centre

This is the location you will appear to have your biometrics taken

Choose an appointment day and time

Review your application and Continue to WorldPay to enter credit card information

Download and print your application

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

UPS RETURN LABEL INSTRUCTIONS

When mailing your visa application to UKVI you will need to include a UPS return label in the envelope so the processing company can mail your passport back to you. 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 the second option, you must include a printout of the Return Airway Bill (AWB) with your application.

To create a return label through UPS:

Go to www.ups.com

Select “ship” from the quick start menu

1. Where is your shipment coming from?
 - a. **You are shipping FROM VFS Services USA Inc.**, UKVI Scanning Hub, 750 3rd Avenue, Suite 946, New York, NY 10017
 - b. Continue
2. Where are you shipping to?
 - a. **You are shipping TO your home address.** Enter those details here.
 - b. Continue
3. What kind of packaging are you using?
 - a. From the drop down list, select “UPS LETTER”, weight 1lb, replacement value \$170 USD
 - b. You can add a reference number or other options if you like, but it’s not required
 - c. Continue
4. How would you like to ship?
 - a. From the selection of boxes shown, disregard the dates listed and choose the box that says “UPS 2ND DAY AIR”. You can choose next day air if you prefer.
 - b. Continue
5. Almost done. Let’s check a few more details.
 - a. Add your personal email address so you can receive notifications of your passport’s whereabouts. Select any other options you wish.
 - b. Continue
6. How would you like to pay?
 - a. Select payment card and fill out your billing information.
7. Review the details; if everything is correct, click “PAY AND GET LABEL”.
 - a. If you can’t print the label out right away, save it as a PDF so you can print it later. The label is available for printing for 24 hours. If you wait longer than 24 hours, you will have to call UPS customer service for assistance to print the label.
8. Include this printed label with your passport and visa form in the envelope you mail to the visa-processing center.

IMPORTANT: Although we will do everything in our power to help you locate a missing package, Syracuse Abroad cannot be responsible for shipments that are wrongfully delivered or lost by UPS. It is UPS policy to require a signature for a package unless otherwise instructed and to leave

packages in a secure location. However, we unfortunately have no control over individual drivers and whether they adhere to UPS policy.

Syracuse Abroad recommends that you track your package when you are notified that your passport has been sent. If you have special requirements for delivery (a specific door, ringing the doorbell, etc.), these must be addressed by you as the customer with UPS.

For greater control over how your UPS shipment is delivered, please consider signing up for the UPS My Choice service. You can receive alerts regarding the package and can provide further instructions how you would like the package delivered (leave inside a side door, reschedule, bring to a different address, etc.). Read about this service here:

http://www.ups.com/content/us/en/bussol/browse/personal/delivery_options/my_choice.html.

To sign up, use this link: <http://www.ups.com/mychoice/welcome.html>

Please contact UPS Customer Service at 800-PICK-UPS (800-742-5877) with your tracking number if you have questions about the delivery of your package or to file a claim for a missing package. You may also file a claim from your online account.