



Visa application process

Who needs a visa?

Most international students joining Earlscliffe will need a visa.

The only students who do not need an Earlscliffe sponsored visa are those who come under one of the following categories:

- UK or Irish passport holder
- BNO dependent – please provide evidence.
- You have an existing EU pre-settlement scheme right to stay in the UK – please provide us with a share code; <https://www.gov.uk/view-prove-immigration-status>
- You have another visa allowing you the right to remain in the UK e.g Ukraine sponsorship scheme – please provide evidence; copy of BRP or a share code.

Students who have had a previous visa in the UK, for example at another school, should provide details of this during the application process.

Starting the visa application process

Earlscliffe uses the Dukes Education Visa and Immigration team to support you through the CAS process (Confirmation of Acceptance of Studies). A charge of £250 per CAS required will be added to your invoice.

The invoice for the first term's fees will be issued when we have your preliminary subject options. On payment of the first term's fees a member of the team will contact you to start the procedure. A receipt for payment will be forwarded to the email address connected to your invoice. If you wish to pay the full year up front please let us know as soon as possible, this can, in some cases, make your application easier..

Our team will need from you the following:

- Student Passport copy
- Birth Certificate copy – with certified English translation if applicable
- Signed Parental Consent Letter
- Copies of both parents' passports
- In some cases a proof of available funds (personal bank statement) to cover the school year ahead will also be required*



The UKVI team will then ask for any other significant documentation in relation to your application.

For example; the student may, in some circumstances, also need a UKVI IELTS certificate with scores over 4 or a GCSE in English to apply for their visa.

Once all documents are received you will be sent a draft CAS for approval before you are issued with the final document that you will use to proceed with your visa application.

What type of visa?

Students aged 18 and over or who are enrolled on the UFY (University Foundation Year) programme will be applying for a **STUDENT** visa. They will require a UKVI IELTS qualification to make the application.

Students under 18 will apply for a **CHILD STUDENT** visa.

Visa application

Please note that while we will help and support you as much as possible through the visa application process, it is the responsibility of the student and their family to complete the application correctly. If you feel you need assistance in making the application or have more complex visa requirements, we recommend you consult an independent immigration advisor in your home country.

Once the process is complete you will receive confirmation of the issue of your visa. Please send this document / email to your UKVI consultant as soon as possible.

International students may be supplied with a BRP (Biometric Residents Permit) which will be issued to them on arrival at school. Please ensure the correct ACL code, given to you by your CAS consultant, is entered into the application so that the BRP is delivered to us directly.

Please note: these cards are being phased out over the next year (2024) and the expiry date on the card may be earlier than the expiry date of your visa which will be shown on the confirmation of issuance of visa.

Students who do not receive a BRP will need to supply a share code so that we can prove their immigration status - <https://www.gov.uk/view-prove-immigration-status>



Visitor visas

Students who are attending Earlscliffe for a course of less than 6 months may attend using a visitor visa. Those on a visitor visa should avoid travelling regularly between home (or any other overseas destination) and school.

Students on a visitor visa will not receive free treatment on the NHS (National Health Service) – therefore adequate travel insurance should be arranged prior to travel.

Returning students

Students returning to Earlscliffe for the next academic year will need to check the validity of their current visa.

If you are changing course (e.g. moving from ITY to A-Level), you will probably need a new visa for the next stage of your education.

Students with current visas that expire on or after 1 November 2024

Returning students that need to renew their visa should arrive on Wednesday 4th September 2024 and they will then be given time to make their application on FRIDAY 6th SEPTEMBER 2024.

Students will be appointed to a time-slot where they will be supervised while they undertake the visa application process. They will be making the application themselves so will need their laptop and phone and be confident that they can work through the application with minimal assistance.

Please also make sure that the person responsible for the visa payment is available at that time with a credit or debit card or that they have access to the funds needed.

The benefit of this service is that you will be free to travel over the summer holiday without being restricted to remaining in your country while your new visa application is being processed.

Applying for your visa in the UK *may* mean, however, that you will need to remain at school** or with a guardian in the UK during the half term break at the end of October.

***usual half term accommodation costs will apply*

If you would prefer to make your visa application in your own country during the summer holiday, please let us know as soon as possible by emailing sarahvince@earlscliffe.co.uk.



Students with current BRP's that expire before 1 November 2024

You will need to make your new application before your current BRP expires.

You can do this in your home country. You will need to stay within your home country during the period of application or you can do this in the UK – but will have to remain in the UK until the new visa is issued. Any applications made within the UK can only be submitted 3 months prior to course start date.

Please let us know as soon as possible how you wish to proceed with your visa application by emailing sarahvince@earlscliffe.co.uk.

Students with current BRP's that expire on 31 DEC 2024

You will need to provide evidence of when your current Visa will expire. Ideally this will be the confirmation of the issue of your visa.

Technical information

You may need to download the [UK Immigration ID check app](#) to complete your application.

Please also ensure that any application is made using the students' own email address and that they have access to this on their device. Please also ensure that they have all the login details relating to any application readily available.

I need more information

If you have any general questions about CAS, visa applications or renewals or your arrival at Earlscliffe please contact admissions@earlscliffe.co.uk



Schengen Visas

During the school year there may be opportunities for students to join school trips to countries within the Schengen area for which they may require a visa.

The countries in the Schengen area are:

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

Schengen visas are valid for up to 180 days so may need to be applied for during the school year. Students will require a multi-entry visa and will also need to confirm full details of the first visit.

To help facilitate this we may organise day trips to Europe during the first term, therefore making the Schengen visa application process easier. All costs involved will need to be covered by the students' family.

Please note that Earlscliffe offers an annual ski trip to Europe in February. Therefore, any student interested in attending should aim to have a Schengen visa fully issued before the preceding January.

Full information on Schengen visas including lists of the countries that are affected can be found here on the official site for the European Union; [Schengen Visa information](#) or look at the [FAQ](#)

If you think you may need a Schengen visa please register your interest [HERE](#):

Updated July 2024



Responsibilities

As a Sponsored Student, there are certain things you must do and keep us informed about in order to continue the sponsorship throughout your time with us.

You must:

- Make every effort to attend each day and fully engage and participate in all your timetabled classes and activities
- Inform us immediately of any unavoidable absences such as illness or medical appointments
- Read, understand and adhere to the term dates which are published and sent to you. Holidays and flights should be booked in accordance with these. Any requests for absences made outside of our holiday dates will be refused unless there are exceptional circumstances
- Inform us if your immigration status has changed
- Inform us if you get a new passport, BRP or other immigration document
- Inform us of any change to your living or care arrangements, this includes change of home address, change of guardian or guardians address/contact details etc.
- Abide by the conditions of your visa, which may include work restrictions or minimum study periods etc.

As a sponsor licence holder, we have many responsibilities to the Home Office and UKVI.

We always aim to work collaboratively with students, families and guardians to ensure that each sponsored student has the best experience with us and is afforded every opportunity to achieve their educational goals. We very much appreciate your continued support and if at any time you have any questions or concerns regarding your immigration status and right to study, you should contact us immediately.

Student Immigration Team, April 2024