



UNIVERSITY OF
WEST LONDON
The Career University

Student Visa Guide



Welcome to UWL

We are delighted that you have chosen to study with us.

This Student Visa Guide is intended to provide you with important information about how to apply for your student visa. It also sets out your responsibilities as a sponsored visa student and how to maintain your immigration status.

If you have any queries or need assistance with any of the information or processes contained within this document please contact the International Admissions Team in the first instance. The Student Advice Team will be able to help with your visa application and, once you have joined the University, with any other query.

Visit our website, and find out more information about UWL, and why you should get ready to start this amazing journey with us.

[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1_img.jpg\) Find more information about being an international students at UWL on our website.](#)

International Admission Team

[!\[\]\(de95854c7ee024cfadc48187bbb781b2_img.jpg\) int.app@uwl.ac.uk](mailto:int.app@uwl.ac.uk)

Student Visa Experience

[!\[\]\(6059a5aa8b4ca7bb793408023d6c6e42_img.jpg\) +44 \(0\)20 8231 2617](tel:+442082312617)

[!\[\]\(c50c8b7b2cc2cf9ff925edec0ee94c0d_img.jpg\) studentvisa.experience@uwl.ac.uk](mailto:studentvisa.experience@uwl.ac.uk)

Compliance Team

Jackie Forbes

Senior Compliance Officer

[!\[\]\(f60b7a900783ac3fd531bfd9c111be6d_img.jpg\) + 44 \(0\) 20 8231 2338](tel:+442082312338)

[!\[\]\(f1c5da15572e3e09d343161be98f508d_img.jpg\) jackie.forbes@uwl.ac.uk](mailto:jackie.forbes@uwl.ac.uk)

Student Advice Team

William Brake Student

Services Centre

University of West London

St. Mary's Road

Ealing, W5 5RF

[!\[\]\(f507db636256ac11a5525ef93ec6b8d7_img.jpg\) studentadvice@uwl.ac.uk](mailto:studentadvice@uwl.ac.uk)

Once you are enrolled, you will be able to contact the Student Advice Team and other student services by using the Student Hub

[!\[\]\(066cb4a00c9d9f40edb6f87372ec6f08_img.jpg\) studenthub.uwl.ac.uk](http://studenthub.uwl.ac.uk)



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Obtaining your Confirmation of Acceptance for Studies (CAS)

You will need to accept the offer by following the instructions given in your offer letter or by following instructions via the application portal that you have used to apply to UWL.

You will usually be expected to make a deposit payment towards your tuition fees if you require a Student visa. The deposit is usually not refundable (Terms and Conditions will be stated in your conditional offer letter).

Once we have received a deposit payment, we will ask you to send us the supporting documents you intend to use for your Student visa application.

You will only be issued a CAS if this has been approved by the University. As part of the process, you may be subject to a pre-CAS interview. You may also be asked to submit additional financial documentation and answer any further queries if necessary.

The University reserves the right to refuse sponsorship or withdraw a CAS at any stage of the Admissions process. UK Visa & Immigration rules also require universities to report any student who fails to enrol at the expected time or who fail to attend classes and engage with their studies without authorisation, as well students who discontinue or defer their studies.

The University must keep a copy of the passport of all its international students so please supply this with your acceptance slip. You should provide a copy of the front cover of your passport, the page(s) including your photograph and personal details. Copies of the relevant pages of your original passport will be taken at enrolment to check your right to study in the UK. We will also require a copy of the Visa sticker in your passport if applicable.





Apply for your visa

Once you have received your CAS, you will need to apply for your student visa.

The following information is designed to help you with the process..

 **[Start your Student Visa Application online.](#)**

Applying from outside the UK

- The earliest you can apply for a visa is six months before you start your course.
- You will usually get a decision on your visa within three weeks.

 **[You can visit the UKCISA website for more informations.](#)**

Applying from inside the UK


- The earliest you can apply is three months before your course starts.
- You must apply before your current visa expires. Your new course must begin within 28 days of your current visa expiring.
- You will usually get a decision within eight weeks.

Money you need

You must have enough money to pay for your course and support yourself in the UK.

How much money you need depends on your circumstances and what you are applying for.

 **[You can find more information here.](#)**


 **[More informations about the immigration rules can be found here.](#)**

Biometric Residence Permit (BRP)

When completing your visa application you will be required to complete a Biometric Residence Permit (BRP) section. Select the Alternative Collection Screen and enter the following ACL CODE 3HE282.

Your BRP card will be delivered to the university.

Documents you will need:

 **[Please consult the guidance for a full description of the documentation that will be required.](#)**

This is a brief overview:

- a current passport or other valid travel documentation.
- a Confirmation of Acceptance for Studies (CAS) from the university.

You may also need to provide:

- proof you have enough money to support yourself and pay for your course - this will vary depending on your circumstances
- a valid ATAS certificate if your course and nationality require it
- proof of parental or other legal guardian consent if you are under 18
- proof of your relationship to your parent or guardian if you are under 18
- your tuberculosis test results
- written consent for your application from your financial sponsor if you have received sponsorship for your course fees and living costs in the last 12 months.

You may need to provide additional documents depending on your circumstances. Read the guidance for the full list of documents you will need to provide.

Remember to keep us updated on your personal circumstances, student visa application progress, travel plans and get in touch if you have any questions:


 **studentvisa.experience@owl.ac.uk**



Bank statements

As part of your student visa application, you will be required to prepare financial documents that show you have adequate funds to cover the first year of your tuition fees and your living costs during your studies.

It is important that you begin preparing these documents well in advance of your visa application. These documents must fully meet the UK Visas and Immigration (UKVI) criteria.

 **Check the Immigration Rules for students.**
(Financial requirement for a Student - ST 12)

One of the main reasons for a visa refusal is that the financial documents submitted have insufficient information, or do not fulfil the UKVI's requirements. UWL has therefore compiled this information booklet so that you can prepare suitable financial documents for your visa application.

The Admissions Team will check your financial documentation prior to your Confirmation of Acceptance for Studies (CAS) issue.

Bank statements/passbooks

All personal bank or building society statements and all transactions listed in a bank passbook must cover a consecutive 28 day period, ending no more than 31 days before the date of the visa application.

All statements must show:

- Your parents' or legal guardians' name
- The account number
- The date of statement
- The financial institution's name and logo printed on the bank's letter head
- The amount of money available.

A Certificate of Deposit is accepted if it meets both the following requirements:

- Issued within 31 days of the date of application
- At least 28 days must have elapsed between the date of the deposit and the date of issue of the certificate.

Bank letters

A letter from a bank or building society is also suitable, as long as it is less than one month old, and states the following:

- The student's parents' or legal guardians' name
- The account number
- The date of the letter
- The financial institution name and logo printed on the bank's letter head
- The amount of money available and a statement confirming that these funds have been held for the past 28 consecutive days leading up to the date of the letter.

If you are using an overseas account, you are required to convert the closing balance to GBP using the official exchange rate on the day the application is to be submitted using the [OANDA website](#).

You should make a PDF of this conversion and submit it with your bank statements and other supporting documents.

Parents' bank statements

Bank statements can either be in your name, or the name of either or both of your parent(s) or guardian(s) name. Other relatives' or friends' bank statements are not suitable for a Student Visa application.

If using a bank statement in your parent's or guardian(s) name, you must provide the following additional original hard copy documents:
One of the following:

- Your birth certificate showing names of his/her parent(s)
- Your certificate of adoption showing names of both parent(s) or legal guardian
- A court document naming your legal guardian and a letter from your parent(s) or legal guardian.

The letter must confirm the relationship between you and your parent(s) or legal guardian and that the parent(s) or legal guardian have given consent to you using their funds to study in the UK.

An example format for this consent letter can be found below:

To whom it may concern,

I/We confirm that I am/we are the parents/mother/father/legal guardian of **(your name + date of birth + nationality)**.

I/We also confirm that I/we give my/our consent to **(your name)** to use the funds in my/our bank account for his/her studies in the UK.

Yours faithfully,
(signature(s) and print name(s))

All documents (including the bank statements, birth certificates, educational certificates, etc.) must be in English, if they are in the language of your country of origin. The originals must be accompanied by a certified translation into English.

For more details on translation requirements, [please visit this page](#).

If there is a problem with your application, or if you received a visa refusal notification from UKVI you must tell UWL immediately, by informing your admission officer and send a copy of the refusal notice to the International office:



international@uwl.ac.uk



+44 (0) 20 8231 2440

Credibility interviews



As part of your Student Visa application process, you may be invited to an interview by a UKVI member of staff, called a case worker. If you are invited, then you must attend, otherwise your Student Visa application is likely to be refused. The interviews are normally carried out by a secure telecommunications system (similar to Skype), although sometimes they consist of a face-to-face interview. During this interview, the case worker will assess whether you meet the English language requirements, and whether you are a 'genuine student'. You will be asked questions which they would expect a genuine student to be able to answer.

NB: These interviews do not include any opportunity to discuss your application or evidence.

Areas that might be covered:

- Previous immigration history
- Previous study history and current study
- What course have you applied to do? Why did you choose this course?
- Why did you choose to study at UWL?
- What modules you will be studying and how the course relates to your career aspirations?
- Where is the University main site?
- Finances – how are you funding your studies in London? (e.g. family savings, loans, official financial sponsorship?) How often is this support provided?

You cannot rely on work to fund yourself and must have access to funds to cover UWL fees and living costs. If you have worked and saved money to study in the UK, you might want to make sure you explain that to the case worker.

- Post study plans – once you complete your current course, what are your plans after study?
- Return home – what will you do with your qualifications?
- Further study in the UK/elsewhere – which course, why and where?
- Graduate route post study work scheme?

It is important that you tell the truth and do not mislead the UKVI, as this will lead to a refusal of your application on grounds of "credibility". Answer honestly and provide the exact information they ask for.

Visa issues during your studies



Please ensure that you:

- Provide information to the UWL UKVI Compliance Team if requested to do so – we may need to contact you during your studies for additional information or documentation.
- Adhere to any new procedures implemented by UWL in relation to student visa compliance.
- Work only as permitted by UKVI. You can only work full-time during official vacation periods. Official vacation periods may vary for re-sit students and students doing their dissertation during the summer period, so check your academic calendar with your school first.
- You have no access to state benefits: This means you cannot claim public funds (such as job seeker allowance, incapacity or disability benefits, housing, etc).
- Notify UKVI of any significant changes to your circumstances using the 'Migrant change of circumstances' form, for example, your contact details; for any change please contact the Advice Team and they will help you to fill in the form.
- Ensure that you are fully aware of the responsibilities of your Student Visa and comply with any future Government changes, as any breach could have a serious impact on your studies, on your stay in the UK and any future visa application.

If you need to renew your visa in order to complete your studies, you must request a new CAS from UWL in order to make a new application before your current visa expires. Ideally you will request your new CAS from your [Academic Administrator](#) two-three months before the expiry date of your visa, but absolutely no less than six weeks. The university is unable to sponsor students who overstay on their visa and will exclude students who do not provide evidence of valid leave to remain in the UK.

Your responsibilities as a Student Visa Holder

As a Student Visa Holder, you have certain responsibilities to ensure that you maintain your immigration status as a Student Visa holder. It is important that you seek help early from the Student Advice Team if your circumstances are likely to change which may affect your studies and visa in the UK.

For tips on how to protect your Student Route Visa status, please also read the [UKCISA information sheet](#).

As a student at UWL you will be expected to:

- Attend all scheduled (online or on-campus) classes and meetings with your tutors and your supervisor and any other arranged sessions in line with [UWL's Attendance Monitoring and Engagement Policy](#).
- Endeavour to complete your course within the visa period, as stated on your Confirmation of Acceptance for Studies (CAS) as an extension of your visa may not be always possible. Immigration rules and policy guidance from UKVI are subject to change, sometimes at short notice and Student Visa extensions have to follow very strict rules, do not expect that UWL will be able to issue a CAS* for extending your visa, should you need more time to complete your course
- Study full-time on all required modules even if you are re-taking a module, unless you are studying for an MPhil/PhD or required to complete any re-sit submission

- Request approval for any unexpected term time absence. You should discuss this with your Course Leader and Course Administrator as this will only be considered for approval by the University if you can provide documentary evidence of your reason for absence. Your School Office will advise you further on the documentation that you will need to complete.

**Please note that this is normally only for emergencies only and absence for holidays will not be approved.*

***Please note that the University reserves the right not to issue a CAS if for any reason they feel that an application for a Student Visa will be refused.*



Enrolment



Once you have accepted your place at UWL you will receive joining instructions by email which tell you what steps you need to follow to complete your initial online enrolment. Your enrolment will only be complete once we have seen the original copies of the required documents and you have paid or arranged payment of your tuition fees.

Important! To be eligible as a student you must re-enrol and pay your tuition fees for every year you are studying at UWL. Instructions will be sent to you each academic year you study at UWL.

Right to Study Check

To complete your enrolment you will need to enrol physically at the University, and bring the following documentation:

- Passport
- Bio-metric Residence Permit (BRP) card**
- Original copies of your qualifications including any English language qualifications used to obtain your visa
- ATAS certificate (if required)

**You can collect your Bio-metric Residence Permit (BRP) card from the University during your in person Enrolment.

If you are required to register with the Police further information on Police Registration is on page 15 of this guide.

Please note that your enrolment registration will be made in the name shown in your Passport.

Financial Requirement

You will be required to arrange a payment plan for your remaining fees.

Finance Contact Details:

 financehelp@uwl.ac.uk
 Int: +44 (0) 20 8280 0283

International Ambassador Scholarship

If you are an international fee-paying student with an offer to study a full-time undergraduate or postgraduate degree with us, you are eligible to apply for one of our International Ambassador Scholarships.

Value

Up to £5,000 tuition fee discount for the first year of study.

Scholarships available

100

If you have any questions about funding please contact the UWL International Team:

 +44 (0)20 8231 2440
 international@uwl.ac.uk

Engaging with your studies

The importance of attendance

It is vital that you engage with your studies and attend all scheduled online or on-campus classes. Failure to do so will result in UWL withdrawing you from your course, your sponsorship will be withdrawn and this will be reported to UKVI in line with our sponsor licence compliance responsibilities. You will be required to leave the UK and the UKVI will curtail your visa.

Making a change to your study pattern?

Course changes will only be approved if your new course meets your career aspirations as outlined in your application to study at UWL. If you wish to change your course, you should seek advice from the Student Advice Team.

What you need to know about course changes can be found here



1. Personal Details

You must keep your personal details up-to-date on “My Registry”; if you change your local mobile or land line phone number or local address.

2. Your student email

Check your student portal including your University email account regularly as the University use this to contact you during your studies.

3. Course transfer

If you wish to consider the possibility of a course transfer, you will have to seek approval from both, Compliance Team and your Course Leader, as this may have implications on your current student visa.

4. Absence

Discuss with your Course Leader, Student Services and Compliance Team if for any reason you are required to take an extended period of absence as you will be required to defer your studies. If so, you will have to return to your home country and your current student visa will be curtailed. When you are ready to return to your studies you will need to contact the University to re-apply for a new CAS and make a new Student Visa application from your home country.

5. Deferring from your Studies

If you need to take a break from your studies (defer) you should discuss this with our student advice team as this will have an effect on your student visa.

6. Withdrawal

Advise your Course Leader and Course Administrator immediately if you are unable to continue on your course and have to withdraw from your studies or are withdrawn by the University. You will be required to leave the UK and your visa will be curtailed by the UKVI.

Working in the UK during your studies

You may be able to work while you are studying. The section below sets out some of the frequently asked questions about this.

Can I work while I study in the UK?

You can work while studying in the UK if:

1. you are a full-time student on a Student Visa
2. your Visa sticker/Biometric Residence Permit says one of the following:

‘Work 20 hours max in term time’ or ‘Work as a student visa holder’. You cannot work if you are in the UK on a Standard Visitor Visa.

How many hours per week can I work as a student?

International students on a full-time degree course can work:

- For a maximum **20 hours per week during term time** (or as stipulated on your BRP Card)
- **Full-time during vacation** (outside of term-time)

- **Term dates can be found at:**

 www.uwl.ac.uk/term-dates

- **Master’s (MA, MSc and MBA) students**

are permitted to work full-time during vacation periods (see term dates using URL above). *You should note that term time for master’s students includes the summer period /final project while you are undertaking your dissertation so you should not work for more than 20 hours during this period.*

- **Postgraduate Research (MPhil and PhD)**

student’s vacation/holiday begins once you have completed all your academic requirements (e.g. submitted your thesis including final corrections). If your PhD supervisor agrees that you can take a short period of time off (as part of your annual vacation entitlement) and authorises this in writing, you can work full-time during this period.

What kind of work can I do during my studies

Work restrictions

- You cannot work more than 20 hours during term-time
- You cannot be self-employed and engaging in business activity, as:
 - o Sole trader or under a partnership arrangement and that business is either trading or establishing a trading presence
 - o Employed by a company / business in which you have a financial or other significant beneficial interest in a capacity other than as an employee or in which you hold shares of 10% or more (including where the shares are held in a trust for you)
 - o Working for a company where you also hold a statutory role (such as a director)
- You cannot be employed in a full-time permanent vacancy
- You cannot be employed as a doctor or dentist in training
- You cannot be employed as a professional sports person or entertainer

Not complying with the above is an offence of illegal working under Immigration Act 1971 s 24B, as amended by Immigration Act 2016



Industry/work experience

Some courses have a module which has an assessed industry/work experience element.

You can still work whilst completing this element of the module. If it is during term time then it will be additional to the permitted 20 hours you are able to work per week, as stipulated on your Student Visa. If it is during your vacation period then there is no restriction on the hours you work per week.

Can I continue working after my course has ended?

Your Student Visa will expire 2-4 months after your course end date (depending on the length of your course). Upon reaching your course end date (or in the case of PhD students completing your academic work, e.g. submitting your dissertation/thesis including final corrections) you can start working full-time on a temporary contract until your visa expiry date.

You must not continue working after this period.

You must either:

- Seek sponsorship from an employer for a Skilled Worker Visa
- If eligible you can apply for the Graduate Visa Route after you have successfully completed your course, and before your Student BRP expires
- Leave the UK.

Proof of eligibility to work in the UK

If your employer has any further questions about your eligibility to work in the UK, please ask them to contact the UK Visas and Immigration employers' helpline on:

 **0300 123 4699**

Opening Hours:

Monday to Thursday 9am – 5pm
and Friday 9am to 4:30pm
(excluding public holidays).

 **[Apply for a National Insurance number.](#)**

Please be aware that any breach of your Student Visa (such as working more than 20 hours per week when you are not permitted to do so) is considered a serious immigration offence and must be declared on any future UK applications.

As you are paying taxes and national contributions on the salary from your job(s), it is therefore possible to cross check how many hours you work and detect if you are exceeding the limit.

Graduation



It may seem a long way until you finish your studies but all too soon you will be graduating.

This section outlines some important information for international students on a Student Visa.

The [UWL Graduation website page](#) is the best source for up-to-date and useful information regarding your graduation ceremony:

Tickets

You will be invited to register online to attend a graduation ceremony. The date of the ceremony you are invited to will depend on your award date. You will not be required to pay for your own ticket, but if you wish to purchase guest tickets (usually a maximum of two), you will be able to do this during the online registration process.

Tickets will be sent via post – wherever possible, please provide a UK address for postage.

Visas

It is recommended that you book your graduation tickets as soon as possible. If you are still in the UK on a valid visa at the time of your graduation and your guests are travelling from outside the European Union to attend your graduation ceremony, they will need to apply for a standard visitor visa. Your School Office will be able to provide you with a letter confirming the date of your Graduation Ceremony to support any family members / friends with their application.

If your graduation ceremony is after the expiry date of your visa you need to apply for a Standard Visitor Visa from outside the UK in order to return to the UK.

Please see the [Standard Visitor web page](#) for details of the documents that you will need to prepare in order to apply for a Standard Visitor Visa. Once you have booked your graduation tickets, your School will be able to provide you with a letter confirming your graduation date, which you can use (together with your graduation registration confirmation) to support your Standard Visitor Visa application.

Useful information

Registration with the Police

Certain international students are required to register with the police within seven days of arrival in the UK. Please check carefully whether you need to register with the police, as the consequences of not doing so can be serious.

- If you applied for your Visa **overseas**, this requirement will be printed on your visa sticker in your passport.
- If you applied for your Visa **in the UK**, this requirement will be contained in your visa decision email from UKVI.

If you already have a Police Registration Certificate from previous studies in the UK but are relocating from another city to London, you must also follow the procedures listed below. If you have been out of the UK for more than 12 months, you need to re-register as if you were new to the UK.

There is a fee for registering with the Police for the first time (updating an existing Police Registration Certificate is free of charge).

Register with the Police

The Overseas Visitors Records Office, where you need to go to obtain your Police Registration Certificate is located at:

Overseas Visitors Records Office (OVRO)
323 Borough High Street,
London SE1 1JL
020 7230 1208

Open Hours:
Monday - Friday: 9am – 4pm

The following applies to everyone who is required to register with the police:

- Every time you change your address in London, you must update your Police Registration Certificate within seven days. This can be done at your local police station. Take with you your passport, your BRP Card and proof of your new address (such as a bank statement, utility bill, etc.)
- Every time you extend your visa you must update the Police Registration Certificate with your new BRP information.
- If you get a new visa overseas, or a new passport, change your name, nationality or marital status, this must also be reported to The Overseas Visitor Records Office within seven days, with any relevant evidence (eg marriage certificate).
- Lost Police Registration Certificates should be reported to the nearest Police Station and a replacement can be issued by the OVRO.

You can find your nearest Police Station on the [Met Police website](#).

If you need to update your police registration certificate after a change of address, you can visit one of the police stations which are close to UWL:

Acton Police Station
250 High Street, Acton W3 9BH

Opening Hours: 24 hours a day

Closest tube station: Acton Town
(Piccadilly and District Lines)



Staying safe in the UK

It is very important to keep your personal details private at all times.

Do not reveal details that could easily identify you (eg your name or date of birth), your address or your financial details (eg bank name, account number, funds in your account).



If you are in doubt about an email or call that you received, and if you want to check if it is genuine, please contact the UWL IT Service Desk.

 **+ 44 (0) 300 111 4895**

 **ITServiceDesk@uwl.ac.uk**

The majority of international students who study in London have a wonderful time and do not experience any major issues. However, if you are affected by crime, harassment and other safety concerns, you can seek support and advice from UWL.

In addition, British police are generally extremely trustworthy, and will treat people the same regardless of their wealth or social status.

There is no reason to be afraid if you see a police officer on the street, and you can talk to them without fear if you need to ask them a question or report anything.

Student Welfare Team

 **studentwelfare@uwl.ac.uk**

 **+44 (0) 20 8231 2313**

Accessing Healthcare in the UK

As you have paid the Immigration Health Surcharge, this means that you are entitled to use the UK's National Health Service (NHS) in the same way that a UK resident would. This means that you are able to register with a doctor (General Practitioner, or GP) for free, and you do not need to pay for any appointments you have with the GP or nurses at your local clinic. You can also access Accident and Emergency (A&E) services at a hospital for free,

and you will be seen initially without a charge. If you require further essential specialist treatment either in hospital, or as an outpatient (eg you visit a hospital or clinic regularly for treatment), this will also be free on the NHS. However, you may find that the waiting list for this treatment could be very long (e.g. several months) and you may personally prefer to pay for treatment yourself from a private healthcare provider in order to be seen more quickly.



Healthcare surcharge

You will also have to pay the healthcare surcharge as part of your application.

[!\[\]\(cbe2492b119e39e02a1dab2af4a4b296_img.jpg\) **Check how much you will have to pay before you apply.**](#)

[!\[\]\(e474458956c9a37fbf9586ddb60a7fa1_img.jpg\) **More about Health Advice from UWL.**](#)

Immigration advice

The **UWL Student Advice Team** are there to help you and we have also listed some external organisations that will be able to help you. UWL's Student Advice Team has trained and highly capable staff to provide advice on Student Route Visa applications and common immigration problems for international students.



Other Specialist Immigration Advice

If you require more specialist advice, or if you need any Immigration Advice, there are some external organization that you can contact:

Listed below are some external organisations that will be able to help you:

UKCISA: The UK Council for International Student Affairs

Telephone Advice Line:

Monday to Friday (except for public holidays):

1.00pm to 4.00pm (UK time)

 **020 7788 9214**

 **[UKCISA website](http://www.ukcisa.org.uk)**

Ealing Law Centre

Hanwell Community Library,
Cherington Rd, London W7 3HL

 **020 8579 4598**

 **info@ealinglaw.gov.uk**

 **[Ealing Law Centre website](http://www.ealinglawcentre.org.uk)**

Hillingdon Law Centre

12 Harold Ave, Hayes UB3 4QW

 **020 8561 9400**

 **info@hillingdonlawcentre.co.uk**

Immigration Lawyers

You may wish to hire an Immigration Lawyer to advise on your cases. However, we cannot recommend any particular lawyer; you should check that they are either members of ILPA (Immigration Law Practitioners Association) or have OISC registration (Office of the Immigration Services Commissioner), look for the logo:



If you make any appointments to meet with an immigration solicitor, always check whether you will have to pay and how much the charge will be.

You can choose an immigration specialist from the published lists of the below mentioned organisations:





Opening a Bank Account

You will need a UK bank account to pay your tuition fees, pay bills and receive wages from employers, if you are eligible to work.

The University of West London's preferred bank is Barclays and we have made arrangements with them so you can open an account without having to go into the bank in person, as the whole process can be now done online. This does not restrict you from using other banks, however they may require you to visit the bank to open an account.

To apply for a new bank account at Barclays, please visit the Barclays website.

You will need:

- a valid passport.
- a University letter – that can be accessed via MyRegistry under the My Studies section.
- if you are living off-campus, you must provide a tenancy agreement which must be dated and signed by you and the landlord.
- the BRP card - if you have one.

If you cannot find the letter, or if you want to open a bank account with another bank, please request a bank letter by emailing the Academic Schools Administration Centre at:

 studentletters@uwl.ac.uk

Banks in the Local Area

Barclays

53 The Broadway
London W5 5JS

Halifax

64/65 The Mall
London W5 5LS

HSBC

46 The Broadway
London W5 5JR

Lloyds Bank

44/45 The Broadway
London W5 5JU

Metro Bank

The Townhouse,
The Broadway
London W5 5JN

Natwest

1 The Mall
London W5 2PL

TSB Bank

31 New Broadway,
London W5 5AW

Santander

4-8 Bond Street
London W5 5AE

Above is a list of addresses of banks which have branches in the local area. Santander, Barclays, TSB, HSBC, Lloyds, Natwest, Halifax and Metro Bank all have branches which are within a 15 minute walk of UWL's Ealing campus.

Travelling to the UK and abroad

Travelling to the UK for the first time

Pre-Arrival to do list:

- Check your immigration document and contact the Student Advice Team if you think it contains any errors.
- Keep your passport safe. Take copies of your passport and other paperwork before travelling and keep secure in a different place to your passport.
- Ensure you travel to the UK within the validity of your entry vignette to activate your immigration permission as a student.
- Check the information on the Government website about the travel and border control regulations that are currently in place when **Entering the UK**.
- Get in contact with the university if your arrival in UK and at UWL will be delayed.

During your time as a Student Visa holder at UWL, you may need to leave the UK and come back in for a variety of reasons (e.g. holidays, visiting family). When you are coming back through the UK border, you may be asked the following questions by an officer at the border:

- What are your reasons for coming into the UK?
- Do you have proof that you are a genuine UK student?

Depending on your situation (as below), we would recommend that you carry the following information with you in your hand luggage, so that you are ready to explain to an officer at the UK border why you are coming back into the UK.



1. During your course

- Passport and BRP
- Recent Student Status letter that you have obtained from your School, confirming your course dates, and therefore that you are a current student at UWL.
- A recent bank statement (proving that you have regular activity in a bank account, and that you can afford to live in the UK. This should be a UK bank account, if possible).

- Any proof of commitment that you have arranged in the UK (eg Graduation or Job Offer).

NB: Even if you are currently on a placement in the UK you still are a student, this is the main purpose of your stay in the UK (as evidenced by the Student Status Letter and by your type of visa).

2. After you have completed your course (but before your visa expiry date)

Although a Student Visa is a multiple entry visa, and is valid for up to 4 months after the completion date of your course, it may not be possible for you to leave and re-enter the UK within the expiry date on your visa as you will have already completed your course, and as such your circumstances (the purpose of your stay in the country as a student) has changed.

The level of questioning you might face at the UK border is entirely dependent on the officer at the border. You must have a good reason for coming back into the UK after you have completed your studies, and be prepared to explain this at the UK border, for example attending your Graduation Ceremony, having a meeting with a lecturer/supervisor at the University or clearing your accommodation/packing your belongings ready to return to your country. An alternative to coming back into the UK at the end of your Student Visa would be to apply for a Standard Visitor Visa, and this may be appropriate if you want to come back into the UK for eg tourism.

3. Graduate Route

Working after studies

The Graduate Route is open to international students on 1 July 2021.

This route is for international students who want to work following the successful completion of a course of study at UK bachelor's degree-level or above.

Students on the Graduate route will be able to work or look for work after their studies for a maximum period of two years, or three years for Doctoral students.

The Graduate Route Visa Application needs to be made within the UK, after you have successfully completed your course, and before your Student BRP expires.

If you choose to come back into the UK on your Student Visa after the completion date of your studies, we recommend that you carry the following in your hand luggage:

- Passport and BRP
- Student Status Letter confirming that you were a student at UWL, and your course dates.
- Recent bank statement
- Proof of a permanent address outside of the UK, where you will return to permanently once you

- leave the UK before expiry of your current visa.
- If possible, proof of travel out of the UK before the expiry date of your current visa.
- Any proof of commitments in your country of origin (like an offer for a job from an employer in your country, or a course in your country, etc) that shows that you will be returning to your country of origin.



4. Important Information for Non-Visa Nationals

If you are coming back for graduation Non-Visa Nationals can be stamped in as a Standard Visitor at the UK border. If you are a Non-Visa National, you must decide in advance of your travel to the UK whether you wish to be considered as a visitor.

If you are coming to the UK to attend a 6-month course (such as a semester course, or an exchange programme) Non-Visa Nationals can be stamped in as a Standard Visitor at the Port of Entry (Airport).

To find out which category you belong to, whether visa nationals or non-visa nationals, please refer to the Immigration rules appendix V, and scroll down to appendix 2 using the URL below:

5. Visa National List

Immigration Rules

- If your country of nationality is on the list, you are a visa national and you need to apply for a Standard Visitor Visa in advance of your travel to the UK
- If your country of nationality is not on the list you are a non-visa national.

If you are coming for longer than six months, it doesn't matter if you are a visa or non-visa national, you will need to apply for a visa prior to travel to the UK.

If you have any further questions about this, please contact a member of the Student Advice Team.

6. Will I need a Visa to travel to other European countries?

Schengen Visas

A Schengen Visa allows the holder to travel freely in 26 European countries.

Many international students at UWL will need to apply for a Schengen Visa in order to travel to Europe for holidays, or for conferences and field trips related to academic studies. Here is a link to the list of nationals who need a [Schengen Visa to travel to the Schengen Area](#).

Schengen Visa applicable countries				
Austria	France	Latvia	Norway	Sweden
Belgium	Germany	Liechtenstein	Poland	Switzerland
Czech Rep	Greece	Lithuania	Portugal	
Denmark	Hungary	Luxembourg	Slovakia	
Estonia	Iceland	Malta	Slovenia	
Finland	Italy	Netherlands	Spain	

7. Types of Schengen Visas

Depending on the purpose under which you need to enter the Schengen Area, you can apply for one of the following Schengen visa types:

- Transit visa
- Tourism visa
- Visa for Visiting Family or Friends
- Business visa
- Visa for Culture and Sport activities
- Visa for Official Visits
- Study visa
- Visa for Medical Reasons



Applying

Please take a look at the [Guidelines on How to Apply for a Schengen Visa](#).

- Direct embassies have their own rules with regards to the process of applying for a Schengen Visa. Therefore: visa fees. Eligibility criteria and documentation required vary according to the country you are applying to and the type of Schengen Visa you need. If the embassy's website does not have the information you require, you should telephone or email the embassy with your query.
- If visiting several countries within the Schengen space, you MUST apply to the 'main destination', ie the county in which you plan to spend the most time.
- Apply to the country of first port of entry ONLY if there is no main destination, ie equal time in various Schengen countries.
- If a non-EU national is married to an EU national, they must apply to their spouse's national embassy in the UK (even if not travelling to spouse's country).
- Make your application well in advance (4-6 weeks) of your proposed travel date and check you have at least six months left on your student visa.
- Book your appointment (usually online or by phone) at the appropriate embassy.
- Download and complete the application form (Note: Home address means UK address. If you are staying at more than one hotel then write details of first hotel and then 'various').



8. Healthcare abroad

It is advisable to purchase comprehensive medical cover and insurance before you travel. You should also check if there are any health care arrangements between your home country and the country you wish to visit.

9. Taking care of your Biometric Residence Permit

Whenever you are in unfamiliar surroundings take particular care of your belongings including your passport and Biometric Residence Permit. BRPs can get lost or stolen.

If this happens, please follow the [government instructions if your BRP is lost or stolen](#).

10. Will I need a Visa to travel to the USA?

Visas for the USA

International students who may wish to travel to the USA during their studies at UWL for a variety of reasons will need to apply for a 'non-immigrant visa' before you travel.

The Student Advice Team cannot advise on Immigration systems of countries other than the UK.

We recommend that you look at the website for the [US Embassy in the UK](#), which is the best source for up-to-date and useful information about different visas for the USA.

 [UniWestLondon](#)

 [uniwestlondon](#)

 [UniversityWestLondon](#)

 [University of West London](#)

 [University of West London](#)

The University of
West London
St Mary's Road
Ealing
London W5 5RF

The University
of West London
Boston Manor Road
Brentford
Middlesex TW8 9GA

The University of
West London
Fountain House
2 Queens Walk
Reading RG1 7QF

Drama Studio London
Grange Court
1 Grange Road
Ealing
London W5 5QN

Ruskin College
Ruskin Hall
Dunstan Road
Old Headington
Oxford OX3 9BZ