

## Applying for a Short Term Study Visa

If you are a visa national then you will need to apply for and be granted the Short-term Study visa before you travel to the UK. If you are a non-visa national but wish to apply for your Short-term Study visa in advance, then you will follow the same process.

**We would advise all students, regardless of their status, to apply in their country of residence before they travel to prevent a refusal of entry at the UK Border.**

Unless you are from North Korea, you will need to submit your application online, which can be done on the [Visas4UK website](#).

The Visas4UK website can be confusing, so make sure you choose the type of visa as follows:

- **Reason for visit:** Study
- **Visa Type:** Study (non Points-Based-System)
- **Visa Sub-Type:** Short-Term student 6 months

Once your application has been submitted online, you will usually need to attend an appointment at a UK Visa Application Centre to submit your original documents and enrol your biometric information. It will then take an average of 15 working days for your visa application to be processed, depending on the country. Current average processing times for visa applications are on the Home Office website: <https://www.gov.uk/visa-processing-times>

If you obtain entry clearance for short-term study before travelling to the UK, you should still carry all the documents that you submitted with your entry clearance application in your hand luggage when you travel to the UK. The Border Force Officer may ask to see these documents when you arrive in the UK.

### Documents needed

In order to make this application you will need the following documents:

- **The completed application form:** Remember this is [completed online](#)
- **Passport(s):** Your passport should be valid for the length of your proposed study visit. You should also submit any passport(s) that you have ever used to enter the UK. If any of these passports has been lost or stolen, you will need to provide a police report and details of your previous visit(s) to the UK.
- **Photographs:** 2 passport sized, colour photographs, taken within the last month – [meeting UKVI rules](#).
- **Application Fee:** £89 in your local currency, for a for short-term student visas up to 6 months
- **Short-term Study Visa Letter:** from MDC – this will be sent once you have accepted your unconditional offer and made payment for the course.
- **Proof of finances:** This can be in the form of bank statements or pay slips and should ideally cover 6 months transactions. You may also choose to include property ownership papers or documentation from parents or

other family members who provide you with financial support (include a letter from the family member confirming that this money can be used to support you).

- **Proof of accommodation and travel arrangements:** If this has been organised you should provide proof of any University accommodation bookings, hotel bookings, tenancy agreements, or flight bookings. Please bear in mind that it is risky to make any non-refundable bookings before you have received your visa. As long as you are able to show sufficient funds to cover reasonable costs then proof of bookings is often not required.
- **Evidence of Marital Status:** if you are not single you will need to provide evidence of your marital status (marriage certificate etc.)
- For a full list of required documents please see the [GOV.UK website](https://www.gov.uk). Please note that all documents submitted must be originals; no scans, faxes or photocopies will be accepted and could lead to a refusal of your application.
- **Any other supporting documents listed in the Home Office's website information dependant on your personal situation:** <https://www.gov.uk/study-visit-visa/documents-you-must-provide>

You must submit the original documents along with a photocopy of each. You also need to provide a certified translation of any documents that aren't in English or Welsh.

You must submit your completed immigration application to your nearest UK visa application centre. You do not need to apply in the country where you live.

The current immigration rules state that you must leave the UK at either the end of your period of study, or at end of your visa, depending on which is sooner. Your visa is only valid for the period of study you need to undertake in the UK, so every time you intend to travel to the UK for a period of study you must apply for a new Short Term Study Visa. You should not attempt to use one visa to cover all periods of study in the UK during a 6 month period as you may face problems when entering and exiting the UK.

### **Document Checking**

The University of South Wales understands that applying for a visa to enter the UK can be a stressful process. We have a dedicated team of immigration specialists who will be happy to check your documents to make sure that they are suitable for your visa application to give you peace of mind.

If you would like your documents checked, please send scanned, clear and legible copies of the complete documents (all of the pages) to [international.advice@southwales.ac.uk](mailto:international.advice@southwales.ac.uk).

Please note that if you do not send the information in the requested format, we will not be able to check the documents for you. We will endeavour to respond to your request as soon as possible, but please do not send multiple identical emails as this will slow the process down for yourself and others.

### **Where to get extra help and support**

If you are unable to find the information you require in this guide, you may want to contact the Immigration and International Student Advice team at the University of South Wales direct. It is important to note that all IISA staff are trained immigration specialists and so you can speak to any member of the team with your queries.

**Telephone:** 0044 (0) 1443 482083

**E-mail:** [international.advice@southwales.ac.uk](mailto:international.advice@southwales.ac.uk) (the IISA have a 3 day email response target though most emails are answered within 24 hours)