

Visa information for students:

Please read the information pages 1- 4 and fill in the forms in pages 5-8 and return these to ELH by email info@englishlanguagehouse.co.uk

Visa information for students who wish to study at English Language House

English Language House is a Tier 4 sponsor and can sponsor students who need a visa to study in UK. You can find our details on the Home Office list of sponsors. Our Sponsor Licence No: 75F2YHHQ5

Students “do not need a visa” to study in UK if:

You are a national of a country in the European Economic Area (EEA) or Switzerland.

Students “need a visa” to study in UK if:

You are not a national of a country in the European Economic Area (EEA) or Switzerland.

Please check the UK government website to find out about student visas for the UK:

<https://www.gov.uk/browse/visas-immigration/student-visas>

Student categories:

Category	Who can apply:	How long you can stay:
Tier 4 student visa	Apply for a Tier 4 (General) student visa to study in the UK if you're 16 or over. See https://www.gov.uk/tier-4-general-visa/overview to find out more.	You can arrive in the UK before your course starts: -up to 1 week before, if your course lasts 6 months or less -up to 1 month before, if your course lasts more than 6 months.
Tier 4 child study visa	Apply for a Tier 4 (Child) student visa to study in the UK if you're under 18 years old. See https://www.gov.uk/child-study-visa for more information	Under 16 - Course length (up to 6 years) plus 4 months afterwards 16 or 17 - Course length (up to 3 years) plus 4 months afterwards You can arrive in the UK: up to 1 week before your course starts if your course lasts 6 months or less up to 1 month before your course starts if your course lasts more than 6 months
Short Term study visa	Apply for a Short term study visa for a short course of study or training in the UK See: https://www.gov.uk/study-visit-visa for more information	You can stay in the UK for: 6 months - for any short course including English language courses or for 11 months with an extended visa for English language courses only
Standard visitor visa	Apply for a General Visitor visa if you're coming to the UK as a tourist or a visitor. See: https://www.gov.uk/standard-visitor-visa/overview for more information	You can <u>study for up to 30 days</u> , as long as it's not the main reason for your visit.

What to do to get a visa to study at ELH:

If you need English Language House to issue you with a **Letter of Acceptance** or **CAS** you must:

- Email us on info@englishlanguagehouse.co.uk and tell us that you want to study as a visa student. We will then email you the following information:
 - V001- Visa information and form
 - B001 or B003 or B004 - Course brochure
 - F001- Registration form, Terms and conditions, Student needs analysis
 - BTCF - Bank transfer confirmation form
- Read all the information we send you and make sure you understand it. Get someone to translate this to you if your English is weak.
- Decide which visa you want to apply for and fill in the "visa student application form", the "registration form", and the "student needs analysis" and return these to us by email.
- Scan your passport and attach a copy of this and email it to ELH. You need to bring the original to the office when you arrive at ELH.
- If you are applying for a Tier 4 visa you need to scan your SELTS English Language test results and email these to ELH. See the document entitled "Evidence of B1 level". This tells you which tests we can accept as evidence of your language level. You need to bring the original test results to the office when you arrive at English Language House.
- Send us evidence that you have enough money to pay for your stay in UK during your studies. You will need to send us a bank statement showing that you have this money in your account.
- Be available for a skype interview if we need to do this
- If your application to English Language House is successful we will send you a letter or email to say you were successful and then you need to:
 - Pay for your course in full or pay the advance payment deposit of £500.
 - The £500 advanced payment deposit is only available to students who want to study for 6 months or less and who need a "Letter of acceptance. It is not available to students who need a CAS.
 - Students who need a CAS must pay full fees in advance.
 - Students who want to study for more than 6 months must pay full fees in advance.
 - Fill in the "Bank transfer confirmation form" and return it to ELH so we can track your payment.

About the "Advance payment deposit" :

An "Advance payment deposit" is a deposit payment that is made to English Language House before we can issue a "Letter of Acceptance". This payment is £500 and is non – refundable. The payment becomes part of the full fees when a student is granted their visa but is non-refundable if a student's visa is rejected. Students who require a short term study visa for 6 months or less student may request to pay an "Advance payment deposit instead of the full fees. Once the student is granted their visa they must make full payment of their course fees. Students must request this option when they send their application form and not after the application form has been sent. Please note that the "advanced payment" is non-refundable if a visa is not granted.

We will then send you either:

- An unconditional "**Letter of acceptance**" and you can apply for your **Short term study visa**

- A **CAS** (confirmation of Acceptance) **number** so you can apply for your **TIER 4 Visa**

“Letters of Offer” and “Letters of Acceptance” are free when issued once only:

ELH will issue one “Letter of Offer” or one “Letter of Acceptance” to a student who requires this. This first “Letter” and copies of this are free of charge to the student. However when a student wants ELH to issue a new and different “Letter” (eg with new dates or course details), ELH will charge an admin fee of £30 for each new “Letter” ELH needs to re-issue.

English Language House can help you with your English:

Make sure that the information you give is accurate. It is your responsibility to do this. We can help you and check that the English is correct in your form but we cannot advise you on what you write in your application form for your visa. If you want us to check your English you can:

- Send us the documents you intend to use to support your application before you apply
- Speak to us on skype
- Send us a copy of the Home Office application form you have filled in before you apply

The Home Office regulations are complicated and we don't want you to make any silly mistakes when you apply for your visa. If you do not understand any of the English in the form please ask. We can try to explain this in simpler English.

VERY IMPORTANT:

You must make sure you fill in the Home office visa application form correctly. If you do not the ECO (entrance clearance officer) will refuse your visa.

You must make sure you provide all the correct documentation as it is required to support your application.

You must make sure you give accurate information during your interview (when this occurs).

About English Language House:

English Language House has a Home Office licence to sponsor Tier 4 students.

Our sponsor licence number is: 75F2YHHQ5. This means that we can accept students who want to study on a short term study visa or a Tier 4 visa.

We can issue students either a “Letter of Acceptance” or a “Confirmation of Acceptance of Studies” (CAS). Students will use this to apply for their visa.

We will offer you a place to study at English Language House and provide you with a CAS or “Letter of Acceptance” if you are a genuine student and you are serious about improving their English

This means that we need to make sure that:

- You have enough money to pay for his/her course.
- You intend to come to the UK to study.
- You have enough money to live in UK while they are here.
- You meet the criteria required by the UKVI as a visa student.
- You have the required level of English to follow the course you have selected.

Then we can issue either a **“Letter of Acceptance”** or a **Confirmation of Acceptance of Studies (CAS)**

What details will appear on the CAS or Letter of Acceptance:

The following details will appear on the “**Letter of Acceptance**” or **Confirmation of Acceptance of Studies (CAS)**:

- your name as it appears on your passport
- your nationality
- your passport number.
- English Language House's sponsor licence number
- English Language House's address
- English Language House's contact details (telephone/email)
- Course title
- The academic level of the course
- The start date
- The expected end date
- The number of hours of organised daytime study
- The course fees for the length of your study, or for the first year
- The course fees paid
- Any accommodation fees paid, if applicable

We will also send you a copy of the receipt showing full payment of the course fees.

The “**Letter of Acceptance**” will be on an English Language House headed paper.

Note that: While you are a student at English Language House:

- You cannot claim state benefits
- You must register with the police if required
- You cannot work
- You can renew/extend your visa in UK only if you have a Tier 4 visa
- You must return to your country at the end of your course if you have a short term study visa or if you have a Tier 4 visa and you do not extend this.

English Language House recommends that:

- You take out insurance to cover yourself during your trip and stay in UK
- You have medical insurance that will cover your medical bills if you need medical attention while in UK
- You study the British Council guide <http://www.educationuk.org/global/main/practical-advice/> and especially about staying safe during your studies <http://www.educationuk.org/global/articles/safety/>
This gives useful advice so you can have a safe and enjoyable experience while you are in UK and studying with English Language House

Information as at September 20165 – New rules are subject to Parliamentary approval.



ELH Visa Form 2016-2017:

Who needs to fill in this form:

Do you need a CAS or a "Letter of Acceptance" to come to UK to study?

YES/NO

If your answer is "YES" please fill in this form and email it back to English Language House.

If the answer is "NO" then you do not need to fill in this form.

Write your details as they appear on your passport:	
Family name/ Surname:	
First name:	
Nationality:	Passport number:
Date of Birth:	Place of Birth:

NOTE: Please bring your passport with you when you come to the office to collect your blue file. We need to see the original and take a copy

VISA application form:

1. What type of visa do you want:
2. Why do you want to study English:
3. Have you studied English in your own country? When?
Where? How long for?
4. Have you studied English in UK before? When?
Where? How long for?
5. What qualifications do you have?
6. Do you work in your country? If "yes" what is your job? If "no" why not?
7. Will you have enough money to pay for yourself while you are in UK? (do you have £800 for each month you will be staying in UK)?
8. Who will pay for your course and your living expenses while you are in UK? Me/ Someone else
9. If "someone else" is going to pay give the information of this person:
Name of person:
What is this person's relationship to you
Person's Address:
Person's telephone number: email:
10. Do you plan to find work in UK?

11. When do you plan to arrive in UK?
12. When do you plan to leave UK?
13. Will you return to your country when you finish your course at ELH? If "no" why not?.....
14. Are you applying from UK or from abroad?
15. Have you ever applied for a visa to the UK before?
- If "yes" when did you apply? What type of visa did you apply for?

Did you get this visa? If "no" why not?

16. Do you already have a Tier 4 visa? If "yes" do you want to extend this?.....

Do you want to change sponsor?..... If "yes" why?

Bank Details:

We need this information because we may have to refund your course fees (*minus the £500 visa administration fee*) if you do not get your visa. Please note that if you apply via an agent the course fee refund will not include the agent's commission.

Name of the Bank:

Address of the Bank:

Name on the Account: (*this may be your name or if it is a joint account your name & someone else's name*)

Bank sort code:

Bank account number:

IBAN:

Swift code:

Accommodation:

It is important for English Language House to know where you will stay while you are studying with us. Please choose what is correct for you and give the necessary information:

I will ask English Language House to find accommodation for me.

YES/NO

If you answer "NO" English Language House needs to know where you will stay. Please fill in the details below:

Address of accommodation:

Name of person/family you will be staying with:

How do you know this person/ family?

Will you be paying for your accommodation?

YES/NO

If "YES" how much will you pay per week?

If "NO" why will you not pay?

Additional Information:

Is there any additional information you need to provide us in your visa form? YES/NO

If "YES" please tell us here:

Student Statement:

I (student name) agree to attend my classes regularly and to work hard to improve my English during my course at English Language House.

I shall try to attend 100% of my course and promise never to fall below 80% attendance.

I have enough money to pay for my course and to support myself while I am living in UK and I will not seek or enter into employment while I am in UK.

I intend to return to my country when I finish my studies.

I agree and allow the UKVI to give information about my VISA application to English Language House if they request it.

I understand that ELH may need to check that the information I have given in this form is correct.

If my visa is rejected I will inform ELH immediately and send them the rejection letter.

If my visa is rejected I intend to apply again. YES/NO

If my visa is rejected and I request a refund I agree to return all the original documents issued to me by English Language House and I promise not to retain or use copies of these to apply for a visa in future.

I have read the terms and conditions document, I understand what it says and I agree to abide by this

I have read the terms and conditions and I understand that if my visa is rejected ELH will charge a visa administration fee of up to £500.

An agent, friend or family member has helped me to fill in this form. YES/NO

This person has provided English Language House with their contact details below and I am happy for English Language House to cc this person on all communication with me about my application. YES/NO

Signed Dated:.....

Please note: The student must sign this form. An agent, friend or family member can help the student to understand the form and fill in the correct information but cannot sign the form on behalf of the student.

If you have helped the student fill in this form please provide the information on page 8

Your name:

Your relationship with the student:

Your contact details:

Your Email:.....

Your Telephone number:

Your current Address:

Your signature:

NOTE: If you are an agent, friend or family member who has helped the student fill in this form and your have provided us with your contact details, we will cc you on all our communication with the student unless the student asks us not to.