



Ellesmere
Co-ed 7-18 Day and Boarding

Child Student Visa Applications.

A guide for international boarding students to support your Visa application.

The following guide is intended to support your application to join Ellesmere College as a full-time student. This document will explain the steps and information needed to allow the College to assign a CAS number and then in turn to allow you to apply for a Child Student Visa.

This booklet will take you through the steps to explain:

- ✓ CAS (Confirmation of Acceptance for Studies)
- ✓ Child Student Visa

Assigning a CAS (Confirmation of Acceptance of Studies)

Once you have been offered a place at Ellesmere College, the next stage for you will be to complete the Acceptance Form and confirm your decision to take up a place at the College. Once all the relevant Acceptance Form and Medical Form details are complete (these forms are sent to you with the formal offer letter) and received by the Admissions Team, then the process of applying for the CAS can begin.

This CAS is required by UK Visas and Immigration (**UKVI**) which indicates that the College will be the sponsor of the student in the UK for the specific academic course being followed. When the College has applied for your CAS, we will send you a formal confirmation letter, please keep this safe as it contains information which you will need to complete your Child Student Visa application online.

Before we can apply for the CAS, we must have the following pieces of information to support your application.

Evidence Checklist for CAS

The following checklist is provided to highlight the key documents we will collate before we can issue the CAS. Support in compiling the required information below will speed up the process.

Documentation Required by Ellesmere	Submitted to Ellesmere
Current School Report (Initial Application Information)	
Personal statement with completed Registration Form	
School Tests and assessment results (if applicable)	
Qualifications to date (if applicable)	
Copies of Pupil and Parental Passport / Birth Certificate	
Signed Acceptance Forms	
Parental Consent Letter (Template provided)	
First Term's Fees paid £ Amount	£
Returnable deposit paid £ Amount	£

Child-Student Visa Application

The next stage of the process is to apply for the Visa. Any student from outside of the UK, who does not hold a UK Passport will be required to have a Child Student Visa, if studying in the UK for more than 6 months.

To process an application for a Visa, you will firstly need Ellesmere to issue you with a CAS (Confirmation of Acceptance of Studies), as described on the previous page. You will then have a letter from the College showing the completed CAS Application and the allocated CAS Number, which you will need for your Visa Application.

Before you proceed

We strongly advise you to consult UKVI's Child Student Visa guidance which can be found here <https://www.gov.uk/child-study-visa> prior to submitting your Visa application.

Please remember:

You must apply for your child's Visa no later than six months after the date of issue of the CAS, but no earlier than six months before the course start date given on the CAS (if applying from outside of the UK).

You can set an arrival date for the Visa up to one month prior to the stated school term arrival date on the CAS letter we provide. ***We recommend you do this***, even if you do not intend to be in the UK for all this period.

Please do this if you intend to be in the UK before the start of the school year, as failure to arrive within the designated arrival window of the Visa will result in the Visa not being valid at the start date.

Example

Ellesmere issues a CAS with a start date of September 5th – You do not add any further arrival time onto this application window but arrive in the UK on the 4th September. As a result, the UKVI will not honour the Visa, as you were in the UK BEFORE it commenced. The College will be unable to accept you and so you must leave the UK and come back to validate the Visa.

Travel arrangements

If your child is travelling independently to the UK, please provide arrival / travel information to the admissions office in due course. Email admissions@ellesmere.com

Introduction

As your child is aged between 4 and 17 years of age and is to be educated at Ellesmere College (an independent fee-paying College), you need to apply for a Child Student Visa (under the UKVI points-based system) on their behalf.

Your child must be able to show UKVI that they meet the full requirements of the immigration rules and have enough money to cover the course fees and monthly living costs to stay in the UK whilst they are studying at Ellesmere College.

Information on applying for a visa is available at <https://www.gov.uk/child-study-visa>

The information provided below will guide you through the criteria and entry requirements needed to apply for a Child Student Visa.

Overview

The eligibility requirements for a Child Student Visa are that you have:

1. An unconditional offer of a place on a course at an independent school
2. Be able to show you'll have access to enough money to support you in the UK and pay for your course
3. Have the consent of your parent or legal guardian to study in the UK – you'll need to prove this when you apply

See below for more information on each of these requirements.

Step 1

"An unconditional offer of a place on a course at an independent school"

By coming to Ellesmere College for full time education, your child has a "place on a course". The CAS reference number provides your child with an official, unconditional offer of a place on a course and will act as evidence of this when prompted during the online Visa application. The School meets the UKVI requirement of teaching a course in line with the independent school education inspection standards.

Step 2

"Be able to show you'll have access to enough money to support you in the UK and pay for your course"

As a boarding pupil, "course fees and living costs" mean "school fees". School fees, in your child's case, include both course fees and living costs. You must be able to show the remaining annual school fees as stated on the CAS (NB all nationals of countries listed on Appendix CS are not required to submit financial evidence as standard, however you may still be asked for it. Appendix CS can be found here: <https://www.gov.uk/guidance/immigration-rules/appendix-cs-child-student>

If you have already paid your child's school fees in full for the first year, the information contained in the CAS letter will provide enough evidence of this for the application.

Please also note that you do not need to prove you have money to support yourself if you've had a valid UK Visa for at least 12 months immediately prior to the date of your Child-Student Visa application - *you must currently be in the UK.*

For full guidance on the financial requirements please refer to this link: <https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants>

Step 3

“Have the consent of your parent or legal guardian to study in the UK – you’ll need to prove this when you apply”

All parent(s) / legal guardian(s) must complete the Parental Consent Letter. (Template Provided)

Please note that you will not receive the CAS letter until Ellesmere has received the completed Parental Consent Letter and other required document listed in page 2 of this guide.

The consent letter will consent to:

- ✓ The student’s Visa application
- ✓ The student’s living arrangements and care in the UK
- ✓ The student’s travel to the UK

Important: The application must be supported by both parents, or legal guardians, or by just one parent if that parent has sole legal responsibility for the child. It is important that the correct people sign the letter.

You must attach a notarised copy of your child’s birth certificate, adoption certificate or other court document to the letter as proof that you are their parent(s) / legal guardian(s).

A copy of the letter and a copy of the notarised copy of the relevant birth certificate, adoption certificate or other court document must also be sent to the Admissions Office at Ellesmere College as UKVI require us to hold a copy on file.

COMPLETING THE ONLINE APPLICATION FORM

Part of the Child Student Visa application must be completed online at:

<https://www.gov.uk/child-study-visa/apply>

Even though the application form will be completed online, you will need to print it out and your child will need to sign it if they are old enough to do so. Both parents, or the legal guardian will also need to sign and date the form.

As part of the online application, you will be directed to make an appointment at an appropriate Visa application centre or Visa section so that your child’s biometric data can be obtained; a digital photograph and their fingerprints will be taken during the appointment.

The online system will also tell you how and where to send the hardcopy of the application form and the necessary supporting documentation once it has been completed.

TUBERCULOSIS (TB) TESTING AND CERTIFICATES

Applicants from some countries are required to provide a medical certificate to prove they have been clear of tuberculosis for more than six months. Check here if your child is from one of these countries: <https://www.gov.uk/tb-test-visa> and find out how to obtain the certificate.

BIOMETRIC RESIDENCE PERMITS (BRPs)

By applying for a Visa to enter the UK, your child will be applying for a BRP (which contains full permission to stay in the UK) at the same time.

If your child is successful in obtaining a Visa he / she will be issued with a vignette in his/her passport which is valid for 30 days from the date indicated as the intended travel date on the Visa application form. It is this vignette which allows your child to enter the UK. *A decision letter from UKVI will accompany your child's passport containing the vignette.*

This decision letter will give details of the date from which your child's BRP should be available for collection in the UK. ***Please send a copy of your child's vignette and UKVI decision letter to the school once received.***

Your child's BRP/Visa will be in the UK ready for their arrival, your child has two options to collect their BRP, these are:

Option 1: The BRP is sent directly to the school as an alternative collection Centre

Ellesmere College has an agreement with UKVI whereby you can opt for your child's BRP to be sent directly to the College. Ellesmere will normally issue the BRP to your child within ten days of the permit arriving at the School.

If you wish Ellesmere to receive your child's BRP, you will need to enter the following ACL code: **2SC367** when prompted in the Alternative Location field during the online application process. (WE RECOMMEND THIS OPTION)

Please note that your child should collect his / her BRP from the School within ten days of arrival in the UK. If the BRP remains uncollected for a period of 60 days the School will be obliged to return it to the Home Office.

Option 2: School not as alternative collection centre

Ellesmere College can collect the BRP from a designated Post Office, please choose the Wrexham Branch at:

**Wrexham Post Office
94 Regent Street
Wrexham
LL11 1AA**

Once you have your home office decision letter and 30-day travel vignette, please ensure a copy is emailed to admissions@ellesmere.com so we can make the necessary arrangements to collect the BRP card if necessary.

IMMIGRATION HEALTH SURCHARGE

The Immigration Health Surcharge is a financial contribution to the UK's National Health Service. This is payable during the online Child Student Visa application. You will need to pay a fee of £470 for each period of 12 months leave granted when you make the Visa application. Further information is available at: <https://www.gov.uk/healthcareimmigration-application>

SUBMITTING YOUR APPLICATION AND DOCUMENTATION

You cannot submit your child's application until you have attended an appropriate Visa application centre or visa section to have their biometric data taken.

Once you are satisfied that you have all the relevant supporting documentation, you will need to submit it together with a hardcopy of the appropriately signed and dated application form to the relevant Visa application centre or Visa section as explained at the end of the online process.

Missing information

If you do not have all the information in the application checklist we ask that you do not submit the application, but instead seek assistance from your local British Embassy, High Commission or your Visa application centre.

Important: You will be required to prove the relationship between you and your child. You must do this by providing, as part of the application, your child's original birth certificate, certificate of adoption or court document naming you as legal guardian (as appropriate) or a notarised copy of such.

Interviews

When you make your application for a Student Visa or if you are aged 16 or 17 and applying for a Child Student Visa, you may be asked to undertake an interview, either in person, or on the telephone to check that you are a genuine student. If as a result of this interview the Home Office is not satisfied that you are a genuine student, or your application is shown to fall for refusal under the General Grounds for Refusal, the application will be refused.

As a result of the interview your child may be refused a Visa. If they fail to attend the interview without reasonable excuse their application will be refused.

Receiving a decision from UK Visas and Immigration

As soon as you have received a decision from UKVI about your child's Visa application, please let the Admissions Office know. Email admissions@ellesmere.com

IMPORTANT: KEEPING THE SCHOOL INFORMED AT ALL STAGES (POST VISA APPLICATION)

Once the application has been made, the following documents will be required by Ellesmere College as the application is completed and the outcome becomes available.

Documentation Required	Submitted to Ellesmere
Copy of decision letter	
– if rejected – why? Next steps	
Copy of VISA outcome letter /email.	
UK Guardian address details	
Copy of guardian passport for UKVI approved residential status. (Essential before Arrival)	
Arrival Flight Detail (copy of booking application which contains the flight number, date, time and destination of arrival)	

Please Note:

This guidance is provided by Ellesmere College for information purposes only and is not official guidance provided by UK Visas and Immigration. It is general guidance that is not intended to amount to legal or other professional advice. It should not be treated as a substitute for obtaining independent legal or other professional advice relevant to your circumstances.

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You are advised to obtain legal or other professional advice if you require assistance with specific immigration queries. Ellesmere College shall not be liable for any loss or damage arising out of, or in connection with, any use of or reliance on this guidance, or any websites or resources referred to in it.