

Applying for a Standard Visitor Visa

Initial information

- The visa is available for a maximum of 6 months
- You must leave the UK on or before the expiry date and will not be able to extend it or switch into a different category in the UK
- You cannot make an application more than 3 months in advance of the start of the course. However make sure you give yourself plenty of time to make your application and receive your visa. You can find out how long it takes to process a visa in your home country on the [UKVI website](#)
- When you make your application, state when you wish the visa to start from (date you intend to enter the UK) otherwise they will start the visa from the date they issue the visa to you
- Make sure you supply sufficient evidence to support your application. Decision making can be subjective so do not give them a reason to doubt the validity of your application

Requirements for the application

Below is a list of things you will likely be required to provide as part of the application process.

- **letter from Richmond University**
You should use your offer letter from Richmond confirming your course details, the dates you need to be in the UK and the course fees.
- **information about your finances and employment**
You should prepare at least 3 months bank statements to show that you have funds to cover yourself whilst you are in the UK. You may also want to provide a letter from your employer as well. If you have a scholarship make sure you obtain a letter from your provider confirming their sponsorship for the period you will be in the UK.

It would also be a good idea to show you have medical/travel insurance to cover the period of your study

- **your accommodation and travel details**
They will expect you to provide some evidence of where you will be staying whilst you are in the UK. This can be a letter from a friend or relative, a letter from an accommodation provider or a hotel booking.

You would also be expected to show proof of a return flight ticket booking

- **qualifications**

You may be required to show proof of your academic qualifications to prove that you are a valid student.

- **other information**

It would also be a good idea to prepare some information to show that you intend to leave the UK at the end of your period of study. This may be proof of employment, proof of property or strong family links in your country. This sort of information is usually more important for countries which the UKVI consider higher risk and will be more suspicious about a student's motives for entering the UK.

How to apply

You will need to make your application on-line unless you are from North Korea in which case you have to make a paper based application.

You apply on-line using the following link - <https://www.gov.uk/standard-visitor-visa>

When you apply you will do the following:

- register an account with the UKVI
- complete the on-line application form
- pay for the application
- make an appointment to have your biometrics taken

Biometric appointment

Whether you make an on-line or paper based application, you will need to make a biometric appointment to have your fingerprints and photo taken. These are a mandatory part of any visa application to the UK.

Sending your documents

Once you have completed and paid for your application and booked your biometric appointment you will need to submit your documents to the UKVI.

Normally you will send them through the post. After completing your application you will be sent an acknowledgement e-mail from the UKVI which will instruct you where to send your documents.

You will need to submit the following documents

- a printed off copy of your on-line application
- your passport
- passport photos
- letter from Richmond
- financial information
- accommodation and travel details
- qualifications (if required)
- additional documents (if required)

Other things to consider

If you are from a smaller country or territory that has limited access to UK embassies you may be expected to travel to a neighbouring country to have your biometrics taken and to complete the application.

You will have to remain in that country until they have processed your application as you will have submitted your passport as part of the application.