



## **Child Student visa**

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### **Visa Application Guidance for Prospective Boarding Pupils**

**Dauntsey's School  
West Lavington  
Devizes  
Wiltshire  
SN10 4HE**

**Dauntsey's**

## Visa application guidance for prospective boarding pupils

Congratulations on your child being offered a place at Dauntsey's School. As an overseas applicant this place is dependent on successfully obtaining a UK visa. We will issue a Confirmation of Acceptance of Studies (CAS) required by UK Visas and Immigration (UKVI) to sponsor your child to come to our School. **In order to issue a CAS we require a scanned copy of your child's passport.**

We understand that the pupil will be attending our School as a boarding pupil. If this is not the case, please contact the admissions office immediately.

You must apply for your child's visa no later than six months after the date of issue of the CAS.

We understand that the visa application process can be confusing, but we hope that this pack will successfully guide you through the process.

## Using this pack to help you complete your child's visa application

This pack is structured in parts:

- Part 1 provides detailed guidance for **ALL** parents as to how to complete the visa application for your child.
- Part 2 contains a letter which you must complete, consenting to your child making an application for a visa relying on the funds you have provided in support of their application and the arrangements made for their travel to, reception on arrival and care arrangements in the UK.
- Part 3 contains an application checklist which will help you to check you have all the information needed to make the application.

### Letters

The template letter at Part 2 is drafted to be tailored to your child's particular circumstances: we ask you to follow the *Note to parent / legal guardian* and amend/delete the appropriate parts electronically. After you have amended the letter, you are required to print the letter, obtain the necessary signatures, and send it with your child's application form. You must attach your child's birth certificate, adoption certificate or other court document as proof that you are their parent(s) / legal guardian(s).

In connection with its duties as a Child Student Sponsor, the School is required to retain a copy of the letter from you consenting to your child's visa application, and the arrangements made for their travel to, reception on arrival and care in the UK. Therefore, please forward a signed copy of your consent letter to the school's admissions office once it has been finalised.

## Keeping the school informed

### Travel arrangements

If your child is travelling independently to the UK, please provide arrival / travel information to Mrs Megan Williams ([m.williams@dauntseys.org](mailto:m.williams@dauntseys.org)) in due course.

### 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 the UK government's website or via your visa application centre. Should you require independent immigration advice, details of how to find an immigration adviser can be found here: <https://gov.uk/find-an-immigration-adviser>.

### 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.

### **Before you proceed**

We advise you to carefully read the UKVI's guidance on Child Student visa applications <https://www.gov.uk/child-study-visa> after reading through the documents in this pack, but before making the online application.

Should you require any assistance with your application, please contact the admissions office who will be happy to help.

Please note: our team are happy to answer questions where possible, but cannot provide immigration advice.

Finally, we look forward to welcoming you to Dauntsey's.

Best wishes

Jo Sagers  
Registrar

# Part 1 : Child Student: Visa Application and Guidance Pack for Boarding Pupils

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This guidance is provided by the School 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. Where this guidance contains links to websites and resources provided by third parties, these links are provided for information purposes only and the School has no control over, nor takes any responsibility for, the content of any such websites or resources. The School makes no representations, warranties or guarantees, whether express or implied, that the content of this guidance is accurate, complete or up to date. You are advised to obtain legal or other professional advice if you require assistance with specific immigration queries. Dauntsey's School 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.

## Guidance for all Child Student visa applicants

### Introduction

Information on applying for a visa is available at <https://www.gov.uk/child-study-visa> and UKVI's Student policy guidance: <https://www.gov.uk/government/publications/points-based-system-student-route>. The requirements which need to be satisfied are set out in full in the Immigration Rules, primarily in Appendix CS: Child Student <https://www.gov.uk/guidance/immigration-rules/appendix-cs-child-student>. The information in this part is designed to supplement that guidance and the Rules.

The key requirements for a successful application for a Child Student visa are that your child is aged between 4 and 17 when applying and

- has an unconditional offer of a place on a course at an independent school as confirmed on a Confirmation of Acceptance for Studies assigned by that independent school
- has the consent of [• his / her] parents or guardian

### Overview

#### 1. Course of study

By coming to our School for full time education, your child meets this requirement. 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.

## 2. Parental consent

All parent(s) / legal guardian(s) must complete the [Parent / legal guardian consent letter](#).

**Important:** The application must be supported by **both** parents or a legal guardian, 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 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 the relevant birth certificate, adoption certificate or other court document must **also** be sent to the admissions office at our School as UKVI require us to hold a copy on file.

## 3. Funds

Your child must be able to show funds sufficient to the value stated in the box titled "Remaining fees payable" by the applicant for the first year (see Appendix 1: Details of the information in your child's CAS).

If your child's school fees have already been paid in full for the first year, there is no requirement to show any additional funds.

If you have only paid a proportion of the school fees for the first year, you will need to show evidence of the remaining balance.

If your child's school fees are being paid by an Official Financial Sponsor (from the British government, your home government, the British Council or any international organisation or international company) we will have informed UKVI of this on your child's CAS and you will not need to do anything.

If the Official Financial Sponsor is only paying a proportion of the school fees you must be able to evidence that your child has the rest of the money needed.

For further information about what sources of documentation are accepted by UKVI as proof of funds, see our guidance note.

### Tuberculosis certificates

Applicants from some countries are required to provide a medical certificate to prove they are clear of tuberculosis (**TB**).

Check here to see if your child is from one of these countries: <https://www.gov.uk/tb-test-visa>. If a TB test is required you will need to obtain this before you submit the visa application. Details of approved clinics can be found at the above link.

### Differential evidence requirements

You may be exempt from providing some supporting documents under so-called "differential evidence requirements". In particular, the differential evidence requirements provide that qualifying applicants do not need to submit evidence of finances with their application. Your child will qualify for the differential evidence requirements if they are a national of one of the countries listed in paragraph [CS 13.1 of Appendix CS: Child Student of the Immigration Rules](#). Note, however, that UKVI reserves the right to ask to request additional evidence following submission of the visa application so it is still important that the relevant documents are available to be provided if required.

**Important:** Any documents which are submitted in support of your child's application, but are not in English must be accompanied by a full translation that can be independently verified by UKVI. The original translation must contain confirmation from the translator / translation company:

- that it is an accurate translation of the original document
- that it was completed on the date the translation was completed
- be signed (full name and signature) by the translator or an authorised official of the company.

Contact details of the translator / translation company must also be provided should UKVI need to verify the documents.

### Completing the online application form

The Child Student visa application must be completed online and can be found at <https://www.gov.uk/child-study-visa/apply>. To access the relevant form click on "Start now" under the "Apply outside the UK" heading.

**EEA / Swiss nationals only:** if your child is an EEA or Swiss national **and** holds a "chipped" or biometric passport (with this logo ) you will be able to scan their passport and upload a photo of them using the free "UK Immigration: ID Check" app to confirm their identity. They will not need to attend an appointment at a visa application centre. Additionally, your child will not be issued with a physical visa or biometric residence permit but instead they will get a digital immigration status which can be viewed and proved online.

Your child is applying under the "Child Student" visa category.

Everyone else will need to go to a visa application centre after submitting their online visa application. At that visa application centre appointment your child's biometric data (a digital photograph and scans of their fingerprints) will be taken. The visa application centres are managed by UKVI's outsourced partners TLS Contact (for applicants in Europe, Africa and parts of the Middle East) and VFS Global for all other countries. Information on the TLS Contact application centres can be found here:

<https://uk.tlscontact.com/>, and those managed by VFS Global here: <https://www.vfsglobal.co.uk/>

The online system will also allow you to upload scans of your child's supporting documents or offer you facilities to have those documents scanned for you for an additional fee. If your child is required to attend an appointment as part of the application process they will need to submit their passport. This will either need to be done at the visa application centre or posted to another address after they have attended that appointment.

### Biometric Residence Permits (BRPs)

**Applicants who are not applying using the "UK Immigration: ID Check" app only:** Applicants who are required to attend an appointment at a visa application centre as part of the visa application process will be issued with a vignette in their passport if their application is successful. That vignette will be 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.

The full conditions and duration of your child's permission to enter and remain in the UK will be endorsed on a BRP that your child will need to collect following their arrival in 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.

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

**If you wish the School to receive your child's BRP you will need to enter the following ACL code 2SC472 when prompted in the Alternative Location field during the online application process.**

### Immigration health surcharge

The immigration health surcharge is a financial contribution to the UK's National Health Service. This is payable if your child is granted permission to enter the UK to study for a limited time period longer than six months. You will need to pay a fee of £470 for each period of twelve months' permission granted when you make the visa application. Further information is available at: <https://www.gov.uk/healthcare-immigration-application/overview>.

### Submitting your application and documentation

Once you are satisfied that you have all the relevant supporting documentation, you will need to:

- submit your child's online application
- pay the application fee and immigration health surcharge
- follow the instructions for enrolling your child's biometrics (either at a visa application centre or using the "UK Immigration: ID Check" app)
- follow the instructions for submitting your child's supporting documents:
  - current passport
  - previous passports (if these contain previous UK visas)
  - parental consent letter
  - proof of your relationship to your child (birth / adoption certificate or court document)
  - TB certificate (if required)
  - proof of finances (if additional funds need to be shown to pay balance of school / boarding fees and your child is not subject to the differential evidence requirements).

**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 birth certificate, certificate of adoption or court document naming you as legal guardian (as appropriate).

#### Interviews

If your child is aged 16 or above they may be asked to undertake an interview, either in person, or on the telephone to check that they are a genuine student.

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.

## **GUIDANCE NOTES**

### **Funds**

**Child Student visa differential evidence requirements:** under the so-called "differential evidence requirement" some pupils will be exempt from having to provide evidence of finances when submitting their visa application. You will qualify under these requirements if you are a national of one of the countries listed in paragraph CS 13.1 of Appendix CS: Child Student of the Immigration Rules (<https://www.gov.uk/guidance/immigration-rules/appendix-cs-child-student>). Please note though that even if you do benefit from these relaxed requirements, UKVI still reserve the right to ask to see sufficient evidence of finances and therefore it is still important that you do have the required evidence of finances available. We have therefore provided full details below regarding the financial evidence you may be asked to supply with your visa application.

The funds which your child needs to be show that are available for their studies in the UK is the total of all outstanding course fees and boarding fees for one academic year. Therefore, if you have paid the first years' course and boarding fees in full this will be confirmed on your child's CAS and you will not need to provide any additional evidence of funds with the visa application.

UKVI will accept the documents listed below as proof that your child has the required funds to study and board at our School.

In all cases the available monies must be specifically for the pupil's school / boarding fees, and must be kept in the same bank account after the application is made until they are spent on school / boarding fees.

If the funds are held in an overseas currency, UKVI uses the exchange rate for the relevant currency into pounds sterling displayed on the OANDA website (<https://www.oanda.com/currency/converter/>). The exchange rate on the date of application will be used, not the date of the bank statement.

If your child is relying on money held by you as parent or legal guardian, you must submit evidence of your relationship such as:

- your child's birth certificate showing both parents' names
- your child's certificate of adoption showing the names of both adoptive parents
- a court document naming you as your child's legal guardian(s).

In addition, you must submit a letter confirming that your child has your permission to use those funds in support of their visa application.

### **Personal bank or building society statements**

Funds may be held in any form of personal bank or building society account (including current, deposit, savings, pension from which the funds can be withdrawn or investment account) provided the account allows the funds to be accessed immediately. Funds held in other accounts or financial instruments such as shares, bonds, credit cards, pensions from which the funds cannot be withdrawn immediately, regardless of notice period, will not be accepted.

The funds may be held in the child's name, either parents' name, or the name of their legal guardian. The funds cannot be held in the name of a business, even if that business is owned by the child's parent or legal guardian.

Evidence of funds will not be accepted if they are held in a financial institution where any of the following apply:

- UKVI are unable to make satisfactory verification checks
- the financial institution is not regulated by the appropriate regulatory body for the country in which that institution is operating (a list of financial regulators for each country can be found here: <https://www.bis.org/regauth.htm>); or
- the financial institution does not use electronic record keeping.

Personal bank or building society statements, or a building society passbook, will be expected to show:

- the account holder's name (the child, a parent or legal guardian as appropriate)
- the account number
- the date of the statement
- information about the bank, such as contact details or a branch code
- that there is enough money in the account to cover a year's full boarding / school fees (less any amount you prepay to the School, which will be detailed in the CAS we issue).

The funds must have been in the account for a period of 28 consecutive days (finishing on the date of the closing balance) ending no more than 31 days before the date of application.

#### **Letter from the bank or building society**

As an alternative to bank statements, you may submit a letter from the bank or building society. The letter should:

- include the account holder's name (the child, a parent or legal guardian as appropriate)
- include the account number
- include contact information should UKVI need to verify the letter
- be dated
- be on the financial institution's headed paper
- be signed by an official of the financial institution; and
- confirm that there is enough money in the account to cover a year's full boarding / school fees (less any amount you prepay to the School, which will be detailed in the CAS we issue).

The letter must confirm the monies have been in the account for a period of 28 consecutive days (finishing on the date of the closing balance) ending no more than 31 days before the date of application.

#### **Official Financial Sponsors**

You are financially sponsored if you are given money to cover some or all of your course fees and / or living costs. This financial sponsorship can be used as evidence of money you have. You can receive official financial sponsorship from Her Majesty's Government, your home government, the British Council or any international organisation, international company, university or UK independent school.

If your child has been given official financial sponsorship details of this can be provided on your child's CAS, in which case no further documents are needed. Otherwise, you must provide a letter of confirmation from the sponsor which shows:

- the pupil's name
- the name and contact details of the Official Financial Sponsor
- the date of the letter
- the length of time the official financial sponsorship will cover
- the amount of money the sponsor is giving to you or a statement that your sponsor will cover all of your course and boarding fees.

If your sponsor is covering part only of your school fees, you must show that you have the rest of the money needed.

If you are providing evidence of official financial sponsorship, in addition to evidence of your own personal funds, any money paid to you by your Official Financial Sponsor will not be considered as available personal funds. Money cannot be counted twice.

Please also note that if your child is currently, or was within the last 12 months, financially sponsored by a government or an international scholarship agency, your child will need your sponsor's permission to stay in or re-enter the UK. You must provide UKVI with your financial sponsor's unconditional consent in writing. This must confirm that your sponsor has no objection to your child continuing studies in the UK. If your financial sponsor does not give consent, UKVI will refuse the application.

#### **Immigration health surcharge**

The immigration health surcharge is a financial contribution to the UK's National Health Service. This is payable if your child is granted permission to enter the UK to study for a limited time period longer than six months. You will need to pay a fee of £470 for each period of twelve months' permission to enter when you make the visa application. Further information is available at:

<https://www.gov.uk/healthcare-immigration-application/overview>.

#### **Tuberculosis certificates**

Applicants from some countries are required to provide a medical certificate to prove they are clear of tuberculosis (**TB**).

Check here to see if your child is from one of these countries: <https://www.gov.uk/tb-test-visa>. If a TB test is required you will need to obtain this before you submit the visa application. Details of approved clinics can be found at the above link.

## Part 2 : Parent / legal guardian consent letter

To: UK Visas and Immigration

[• Name]  
[• Address]

[• 00 month year]

Dear Sirs

### **PARENT / LEGAL GUARDIAN CONSENT LETTER**

#### **Visa application and travel arrangements - child living at Independent Boarding School**

[• I am / We are] the parent(s) / legal guardian of [• name of applicant].

[• I / We] consent to [• his / her] application for a Child Student visa.

[• He / She] has been offered a place at Dauntsey's School and will live at the School as a boarding pupil.

[• I / We] confirm that funds sufficient to meet [• my / our] child's financial maintenance requirements are available as prescribed by the Immigration Rules and are for the sole purpose of [• his / her] study and living costs in the UK.

[• I / We] confirm that these funds will continue to be available in the manner prescribed in the Immigration Rules after [• his / her] visa application is made and will only be used for [• his / her] course fees and living costs in the UK.

*Complete the next section if your child is travelling to the UK under arrangements organised by the School or an agency, delete this sentence if your child will be travelling independently to the UK*

[• I / We] consent to the arrangements made for [• my / our] child to travel to the UK and to the reception and care arrangements made for [• him / her] on arrival in the UK.]

**OR**

*Complete the next section if your child is travelling to the UK independently (i.e. outside of any arrangement through the School or an agency)*

[• I / We] consent to [• my / our] child travelling to the UK independently of any arrangements with the School. [• I / We] consent to the arrangements made for [• my / our] child's reception and care in the UK.]

[• I / We] have attached [• my / our] child's [• birth certificate / adoption certificate / court document] as proof [• I am / we are] [• my / our] child's parent(s) / legal guardian(s).

Yours faithfully

*Each parent needs to sign the following separate declarations - if there is only one parent who has sole responsibility for the child the second declaration is to be deleted and the first declaration amended to confirm that the signing parent has sole responsibility*

I confirm that I have [• legal custody and] [• sole] parental responsibility for [• name of applicant] and agree with the content of this letter.

Signature of parent / legal guardian .....

Name of parent / legal guardian .....

Relationship to child [• mother / father / legal guardian]

Date .....

*The following declaration is to be deleted if the letter is being signed by one parent with sole responsibility*

I confirm that I have [• legal custody and] parental responsibility] for [• name of applicant] and agree with the content of this letter.

Signature of parent / legal guardian .....

Name of parent / legal guardian .....

Relationship to child [• mother / father / legal guardian]

Date .....

**Note to parent / legal guardian**

- Please complete the required sections and amend the text in square brackets as appropriate.
- Please delete the square brackets once you have made the necessary amendments.
- **Please delete this note once you have amended the letter.**

## Part 3 : Application checklist

This checklist is designed to assist you throughout the application process.

We ask **ALL** parents to use and complete this checklist throughout the application process. Please return the completed checklist to the School's admission office, together with a copy of the relevant **Parent / legal guardian consent letter** authorising the application and your child's travel arrangements to the UK.

Name of your child .....

Date of intended entry to the School .....

		Yes	No	N/A
1	Is your child aged between 4 years and 17 years old?			
2	Are you applying for your child's visa within six months of the date of the CAS and no earlier than six months before the course start date?			
3	Have you checked how long the country in which your child resides will take to process the visa application? If yes, will your application be processed in time for your child to travel to the UK?			
4	If you have not paid school fees in full in advance of the visa application, can you prove that you have enough money to pay the first year of the school fees (see box titled <i>Remaining fees payable by the applicant for first year</i> on your child's CAS)			
5	Has the money which you need to show (if applicable) been in the account for 28 consecutive days ending no more than 31 days before the date of the visa application? Or, if monies are being paid by the Official Financial Sponsor, does the CAS statement reflect this and state the correct amount?  <i>Note: If overseas currency is being used, UKVI will convert overseas currency into pounds sterling at the exchange rate prevailing on the OANDA website (<a href="https://www.oanda.com/currency/converter/">https://www.oanda.com/currency/converter/</a>) on the date of application.</i>			
6	If your child is currently, or has in the last 12 months, been sponsored by an Official Financial Sponsor, please ensure that you have the financial sponsor's unconditional consent in writing confirming that they have no objection to your child continuing studies in the UK at the School.			
7	Do you have your child's current (and valid) travel document or passport and does that passport contain at least one page that is blank on both sides to which the UK visa can be attached?			
8	Do you have your child's previous passport / travel document (if applicable) to send with the application form?			

		Yes	No	N/A
9	Has your child ever been refused a visa, had their permission to stay curtailed or been removed from the UK or any other country?			
10	Have you confirmed where your child will collect their BRP after they arrive in the UK (if applicable)?			
11	Have you completed the <b>Parent / legal guardian consent letter</b> at <b>Parent / legal guardian consent letter</b> and attached your child's birth certificate / adoption certificate / court document (as applicable) as proof you are your child's parent(s) / legal guardian(s)			
12	Do you have your child's tuberculosis certificate (if applicable) to submit with the application?			
13	If any documents are <b>not</b> in English, have you obtained a certified translation of each document?			
14	Do you have a debit or credit card to pay the appropriate application fee and immigration health surcharge?			
<p><b>Now complete the online application form</b></p> <p>Make sure you receive emails confirming submission of the form and payment of the application fee and immigration health surcharge.</p> <p>You need to follow carefully the instructions for enrolling biometrics and submitting the required supporting documents.</p>				
15	Have you paid the appropriate healthcare surcharge? Information about the process can be found here: <a href="https://www.gov.uk/healthcare-immigration-application/pay">https://www.gov.uk/healthcare-immigration-application/pay</a>			
16	If required, have you booked an appointment at your local visa application centre for your child's biometric data to be taken?			
17	Have you downloaded a pdf copy of the completed application form, downloaded, printed and completed the UKVI document checklist and appointment confirmation and taken copies of all the relevant documentation to be submitted with the application, for your own records?			
<p><b>Now submit the supporting documents in accordance with the instructions provided at the end of the online application process and attend the appointment you have booked (if required)</b></p> <p>Ensure that all relevant documents are downloaded, printed, completed and signed by the relevant parties.</p>				

Signed .....

Name of parent submitting the visa application .....

Contact telephone number .....

Email address .....

Visa application number .....

This is issued at the end of the online application process

Date on which you paid the application fee .....

This means the date on your payment receipt

Date of visa application centre appointment (if required) .....

**Please scan this completed form and a copy of the completed Parent / legal guardian consent letter and birth certificate / adoption certificate / court document (as applicable) to:**

Merle Halliday  
Admissions

Email: [m.halliday@dauntseys.org](mailto:m.halliday@dauntseys.org)

Dauntsey's School  
High Street  
West Lavington  
Devizes  
SN10 4HE