



## **Tier 4 (Child) Student**

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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 the applicant 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, but no earlier than three months before the course start date given on 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 and their travel arrangements to 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 a notarised copy of your child's birth certificate, adoption certificate or other court document as proof that you are their parent(s) / legal guardian(s).

### 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 your local British Embassy, High Commission or your visa application centre.

### 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 *Tier 4 of the points based system - policy guidance* ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/370866/T4\\_Guidance\\_11-14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf)) 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

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# Tier 4 (Child) Student: Visa Application Guidance Pack

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## Boarding Pupils

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 Tier 4 (Child) student visa applicants

### Introduction

As your child is aged between 4 and 17 years of age and is to be educated in an independent fee paying school, you need to apply for a Tier 4 (Child) student visa (under the UKVI Tier 4 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 our School.

Information on applying for a visa is available at <https://www.gov.uk/child-study-visa>. The information in this part will guide you through the criteria listed on the UKVI website.

### Overview

#### 1. "have a place on a course"

By coming to our School 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.

## **2. "have the consent of your parent or guardian"**

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 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 our School as UKVI require us to hold a copy on file.

## **3. "have enough money to cover your course fees and living costs"**

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. Your child must be able to show school fees to the value of one year's fees. *Remaining fees payable by the applicant for the first year*

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

### **School fees paid in full in advance of your child's application**

If you have already paid your child's school fees in full for the first year, their CAS reference number will provide sufficient evidence of this on the application.

### **Proportion of school fees paid in advance of your child's application**

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 in accordance with *Proving available funds to UKVI*.

### **School fees paid in advance by an official financial sponsor**

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. UKVI does reserve the right to request documentary evidence of such sponsorship, so your child must be able to supply this if requested to do so.

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.

### **Proving available funds to UKVI**

UKVI will accept the following documents as proof that your child has the required funds to study and live in the UK:

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

- bank or building society statement of an account in the pupil's name
- bank or building society statement of an account in the pupil's parent(s') name
- bank or building society statement of an account in the pupil's legal guardian's name.

Bank statements from this list will not be accepted:

<https://www.gov.uk/government/publications/immigration-rules-appendix-p>.

Maintenance must be in the form of cash funds, and statements from accounts or financial instruments such as shares, bonds, overdrafts, credit cards and pension funds are also not acceptable.

Personal bank or building society statements must show:

- the pupil's parent(s') name or the pupil's name
- the account number
- the date of the statement
- the financial institution's name and logo; and
- that there is enough money in the account to cover course / remaining balance of course fees and living costs.

The monies 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.

An electronic statement showing the official stamp of the financial institution on each page will be acceptable. However, if the electronic statement does not have the official stamp on each page you will need to provide a supporting letter from your bank / building society on company headed paper, confirming the authenticity of the statements provided.

#### **Building society passbook**

A building society passbook must show:

- the pupil's name; the parent(s') name; or the pupil's legal guardian's name
- the account number
- the financial institution's name and logo; and
- that there is enough money in the account to cover course / remaining balance of course fees and living costs.

The monies 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**

The letter must show:

- the pupil's name; the parent(s') name; or the pupil's legal guardian's name
- the account number
- the date of the letter
- the financial institution's name and logo
- the amount of money available; and
- that there is enough money in the account to cover course / remaining balance of course fees and living costs.

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.

### **Letter from a regulated financial institution**

The financial institution must be regulated by either the Financial Conduct Authority, the Prudential Regulatory Authority or, in the case of overseas accounts, the home regulator for the purpose of personal savings accounts.

The letter must show the same information as a letter from the bank or building society.

#### **Notes:**

In all cases the available monies must be specifically for the pupil's school fees, and must continue to be available to them after the application is made.

If overseas currency is being used, the closing balance in an account must be shown in pounds sterling. The official exchange rate on the OANDA website (<http://www.oanda.com/convert/classic>) will be used, and the exchange rate for the relevant currency on the date of the visa application form will be used.

If you are relying on money held by your parent(s) / legal guardian(s), it is good practice to supply evidence of the relationship to UKVI by providing one of the following:

- your birth certificate showing the names of your parent(s) / legal guardian(s); or
- your certificate of adoption showing names of both parent(s) or legal guardian(s); or
- a court document naming your legal guardian(s). The document used must be the original legal document or a notarised copy.

- 1. "be from a country that's not in the European Economic Area (EEA) or Switzerland"**

If you are unsure as to whether your child lives in a country which is not in the EEA, go to <https://www.gov.uk/eu-eea>

- 2. "meet the eligibility requirements"**

The eligibility requirements are that your child has:

- an unconditional offer of a place on a course with a licensed Tier 4 sponsor
- enough money to support himself / herself and pay for the course.

See sections 1 and 3 above for more information about these requirements.

**Important:** Check how long your country will take to process your child's application at <https://visa-processingtimes.homeoffice.gov.uk/y> and ensure the application is submitted accordingly.

## Completing the online application form

Part of the Tier 4 (Child) student visa application must be completed online at <https://www.gov.uk/apply-uk-visa>.

**Important:** Any documents which are in support of your child's application, but are not in English or Welsh 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; and
- 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.

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 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)

In applying for a visa to enter the UK, your child will be applying for a BRP (which contains full leave conditions to remain 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.

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.

When prompted in the Alternative Location field during the online application process, please enter the following ACL code: 2SC472 for the school to receive your child's BRP card.

UKVI requires us to take a copy of your child's BRP; the original should remain with your child or education guardian for safe keeping.

**Important:** Parents should note that even if you personally intend to accompany your child to collect their BRP you will still need to register yourself as the "responsible adult". You will not be able to collect your child's BRP without doing so.

If your child is attending a pre-sessional course before joining our School, please check with the pre-sessional provider as to any arrangements they may have in place to assist your child collecting his / her BRP. It may be that you need to make arrangements with them to collect your child's BRP.

## **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 for each period of 12 months leave 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**

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.

**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**

If your child is aged 16 or 17 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.

**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 Tier 4 (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 our child's financial maintenance requirements are available and will continue to be available after [• his / her] visa application is made. These funds are for the sole purpose of [• his / her] study and living 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 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] confirm that [• I / we] have [• legal custody] [• and] [• sole responsibility] for [• name of applicant] and agree with the content of this letter.

[• I / We] have attached a notarised copy of 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

.....  
Signature of father / legal guardian

.....  
Signature of mother / legal guardian

.....  
Name of father / legal guardian

.....  
Name of mother / legal guardian

.....  
Date

.....  
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. The application consists of an online form and the submission of the form together with accompanying documentation to a relevant visa application centre or visa section.

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 from a non-EEA country or Switzerland?                                                                                                                                                                                                                                                    |     |    |     |
| 2 | Is your child aged between 4 years and 17 years old?                                                                                                                                                                                                                                                    |     |    |     |
| 3 | Are you applying for your child's visa within six months of the date of the CAS but no earlier than three months before the course start date?                                                                                                                                                          |     |    |     |
| 4 | 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?                                                                                                     |     |    |     |
| 5 | Have you completed the <b>Parent / legal guardian consent letter</b> at Part 2 and attached a notarised copy of your child's birth certificate / adoption certificate / court document (as applicable) as proof you are your child's parent(s) / legal guardian(s)                                      |     |    |     |
| 6 | If your child has not paid their school fees in advance of the visa application, can they prove that they 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)                                 |     |    |     |
| 7 | 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? |     |    |     |
| 8 | If using an electronic statement to show funds do you require a letter from the relevant bank / building society to accompany the statement and have you enclosed this with the application?                                                                                                            |     |    |     |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes | No | N/A |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 9  | Do you have your child's current (and valid) travel document or passport to take with you to the visa application centre or visa section?                                                                                                                                                                                                                                                                                                                    |     |    |     |
| 10 | Do you have your child's previous passport / travel document (if applicable) to send with the application form?                                                                                                                                                                                                                                                                                                                                              |     |    |     |
| 11 | Do you have an original (i.e. not digitally or optically enhanced) passport-sized colour photograph of your child to attach to the application form?<br><br>This must be passport style, 45mm high x 35mm wide, must be recent and a true likeness, showing full face, with no hat, helmet or sunglasses, taken against a plain off-white, cream or light grey background and printed on low-gloss, plain white photo paper without watermarks or embossing. |     |    |     |
| 12 | Has your child ever been refused a visa, had their leave to remain curtailed or been removed from the UK or any other country?                                                                                                                                                                                                                                                                                                                               |     |    |     |
| 13 | Have you paid the appropriate healthcare surcharge? You must make the payment BEFORE you submit or send your child's visa application. Information about the process can be found here:<br><a href="https://www.gov.uk/healthcare-immigration-application/pay">https://www.gov.uk/healthcare-immigration-application/pay</a>                                                                                                                                 |     |    |     |
| 14 | Have you confirmed where your child will collect their BRP after they arrive in the UK?                                                                                                                                                                                                                                                                                                                                                                      |     |    |     |

### Now complete the online application form

Make sure you obtain a receipt after submitting the form online and print a copy of both the receipt and the form.

A hard copy of the form will need to be submitted together with supporting documentation at the end of the application process.

|    |                                                                                                                                                                      |  |  |  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 15 | Do you have your child's tuberculosis certificate (if applicable) to send with the application form?                                                                 |  |  |  |
| 16 | Have you, your child and your child's other parent (if applicable) signed the application form correctly?                                                            |  |  |  |
| 17 | Have you contacted your local visa application centre to make an appointment for your child's biometric data to be taken?                                            |  |  |  |
| 18 | If any documents are <b>not</b> in English or Welsh, have you obtained a full translation of each document in accordance with the requirements in the section titled |  |  |  |

|                                                                                                                                                                                                                                                                 |                                                                                                                                                                                     | Yes | No | N/A |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 19                                                                                                                                                                                                                                                              | Have you taken a photocopy of the completed (and signed) application form, together with all the relevant documentation to be submitted with the application, for your own records? |     |    |     |
| <b>Now submit the hardcopy of the application form in accordance with the instructions provided at the end of the online application process</b><br><br>Ensure the form is signed by the relevant parties and submitted together with supporting documentation. |                                                                                                                                                                                     |     |    |     |
|                                                                                                                                                                                                                                                                 |                                                                                                                                                                                     |     |    |     |

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**  
We are the parents of [PUPILS NAME].

We consent to her application for a Tier 4 (Child) student visa.

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

We confirm that funds sufficient to meet our child's financial maintenance requirements are available and will continue to be available after her visa application is made. These funds are for the sole purpose of her study and living 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*

We consent to the arrangements made for our child to travel to the UK and the reception and care arrangements made for 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)*

We consent to our child travelling to the UK independently of any arrangements with the School.

We confirm that we have sole responsibility for [PUPILS NAME] and agree with the content of this letter.

We have attached a notarised copy of our child's birth certificate as proof that we are [PUPILS NAME] parents.

Yours faithfully

.....  
Signature of father

.....  
Signature of mother

.....  
Name of father

.....  
Name of mother

.....  
Date

.....  
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.**