



ROEDEAN

MOIRA HOUSE

Roedean Moira House Guidance Notes for Overseas Applicants

A. Requirements for pupils residing outside of the UK who do not require a Visa (British Nationals overseas, or students with an EEA passport):

Once you have accepted your place at Roedean Moira House, we will require the following items:

- a. A copy of your passport (photo page).
- b. Our Guardianship form, signed by the guardian and your parents, as outlined in our Guardianship policy. Your Guardian will be expected to accommodate you in a home environment during Bank holidays and short half terms and other holidays if you are unable to return home, and arrange any transport you may need.

B. Requirements for pupils already resident in the UK who hold a non-EEA passport:

Once you have accepted your place at Roedean Moira House, we will require the following items:

- a. A copy of your passport (photo page).
- b. A copy of any current permission you may already hold to remain in the UK. For example, indefinite leave to remain, Tier 1 Investor or Dependent visa.

C. Notes for pupils requiring a Tier 4 Student Visa (pupils resident outside the EEA and those who do not hold an EEA passport):

Roedean Moira House is a Tier 4 Sponsor for UK Visas and Immigration. Therefore, we are licensed to support Confirmations of Acceptance for Studies (CAS) for Tier 4 Student (Child) and (General) visas.

Your Tier 4 Student Visa **must not** be from another UK school, as this will not be accepted by Roedean Moira House. You will need to apply for a new visa under Roedean Moira House sponsorship license.

In order to fulfill our responsibilities as a Tier 4 Sponsor, once you have accepted your place at Roedean Moira House, we will require the following items before we send you the CAS statement:

- a. A copy of your passport. Please note, that your passport **should not expire until after the end of your proposed course.**

- b. Our Guardianship form, signed by the guardian and your parents, as outlined in our Guardianship policy. Your Guardian will be expected to accommodate you in a home environment during Bank holidays, short half terms and other holidays if you are unable to return home, and arrange any transport you may need.
- c. A copy of the parental consent letter, signed by your parent(s). Please note, that if a parent is deceased, you will need to attach a copy of the original death certificate as evidence.
- d. A copy of your birth certificate, certificate of adoption or a court document naming your legal guardian. If you do not have a valid birth certificate, you will be required to send us results from a DNA test. Unfortunately, we do not accept DNA tests that have been conducted in an overseas clinic.
- e. A TB (tuberculosis) certificate. For further information please go to: <https://www.gov.uk/tb-test-visa/overview>
- f. i) When you make your visa application, you will need to be able to show that you have the **money available in your personal bank account (not business) to pay the first year of school fees**. We will need a copy of a bank statement which shows that you have held the required funds for a **consecutive 28 day period** (finishing on the date of the closing balance) ending no more than **31 days** before your visa application.
*(amended May 2017)

The bank statement must show the following information:

- your parent's / legal guardian's name
- account number
- financial institution's name and logo / stamp
- amount of money available *(amended May 2017)

ii) If you would like to pay a year's fees (or more) in advance, we suggest that you contact our Finance Department, Mrs Jayne Hollister-Sheppard, (00 44 (1) 323 644144) before we apply for the CAS. We will then be able to state on your CAS that the fees have been paid in full.

Once we have received a copy of the above items, we will apply for your CAS. The CAS is an online file which is available to UK Visa and Immigration staff who view your CAS when processing your visa application. Once we have a CAS number from UKVI, we will email you a PDF of the CAS statement, and a covering letter from Roedean Moira House stating evidence needed for your visa application.

Full advice on how to apply for your Tier 4 Student (Child) or (General) visa can be found at:

www.gov.uk/child-study-visa

You must apply for your visa online at www.gov.uk/apply-uk-visa. You will be able to apply for a visa **up to 3 months** before your date of travel to the UK. You can check visa processing times for your country at website.

D. Information on Biometric Residence Permits (BRPs)

You will need to have your fingerprints and photograph taken at the visa application Centre in preparation for your biometric residence permit (BRP).

The Admissions Team at Roedean Moira House will collect the BRP card from the appointed Post Office Branch at which Standing Authority is held.

You will receive a 'decision letter' which will state when and where your BRP card will be available for collection. **Please email a copy of this letter to admissions@moirahouse.co.uk as soon as you receive it.** Once your leave is granted, you will be given a 30 day travel vignette (an entry visa sticker in your passport). The vignette gives you permission to enter the UK and is valid for 30 days from the date you said you would arrive in the UK (meaning you can arrive within that 30 day grace period).

If you do not travel and enter the UK within those 30 days, you will need to apply for another 30 day visa.

E. Collecting your BRP Card From Roedean Moira House (Admissions Office)

You will need to pick up your BRP card from the Admissions Office at the start of term. You will be told by your Housemistress when to go.

You will need to bring the following items when you pick up your BRP:

- a. Passport (with entry visa vignette sticker)
- b. BRP decision letter

A member of the Admissions team will take a photocopy of your passport, decision letter and BRP card. You will be asked to sign a form to confirm receipt of your BRP card.

If you are planning on entering the UK before the school term starts, please contact the Admissions Office by email (admissions@moirahouse.co.uk) and include a scan of your entry visa vignette from your passport and a copy of your decision letter. It is important that you collect your BRP card **either before your vignette expires or within 10 days of your arrival date in the UK.**

F. If you lose your BRP Card

Step 1: Report to UKVI

If you lose your BRP card within the UK or overseas, it is crucial that you report this to the UKVI. You can either do this by emailing admissions@moirahouse.co.uk <https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged> and alerting us. The other option is to fill out the reporting form found at .

Step 2: Replace your BRP Card

i) In the UK:

You can only apply for a replacement BRP card if you are in the UK. You need to do this as soon as you realise you have lost your original BRP. You will need to book the appointment online here: <https://visas-immigration.service.gov.uk/product/premium-service-appointment-booking>.

You will then need to download and print the application found here:

<https://www.gov.uk/government/publications/application-for-a-replacement-biometric-residence-permit-brprc>.

You will need to take this along with the supporting documents mentioned in your application along to the appointment. Please notify us of the date of your appointment.

Once you have received your new BRP card, you will need to report to the Admissions Office so that we can update our records and take a copy.

ii) Outside of the UK:

If you have lost your BRP card overseas, you will need to follow the procedure below:

PLEASE NOTE: If you do not apply for a ‘replacement BRP visa’ before returning to the UK, you may be declined entry.

- i)*** Apply for a replacement BRP visa, please go to <https://www.gov.uk/apply-uk-visa>. This will allow you to enter the UK once. **The date you enter the UK will be used as the marker for the 1 month period you will have to apply for a replacement BRP card.**

- ii)*** Apply for a replacement BRP card. See above

We do not take responsibility for the loss of a BRP card. Any action to be taken to replace the BRP card is solely down to the student, and his/her guardian, family or agent.

G. Police Registration

PLEASE NOTE: All arrangements for Police Registration should be made through the Admissions Office at Roedean Moira House.

i) Lower Sixth Pupils only

If you are 16 or and reside outside the UK you may need to register with the police in Eastbourne (<https://www.gov.uk/register-with-the-police>). This will be shown on either your BRP card, the decision letter or on the entry visa vignette in your passport.

Once you have reported to the Admissions Office at the start of term to pick up your BRP card, we will contact you via email with the date, time and venue of when the online registration session will take place.

You will then be given full instructions on how to book an appointment at a local police station in Eastbourne. Please make sure you have the following documents with you:

- a. Passport with your entry visa vignette
- b. BRP decision letter
- c. BRP Card
- d. A note of your address and phone number in your home country

The Police Registration Certificate costs £34, and this will be added to the Spring Term Bill (issued at the end of the Autumn Term).

Further instructions will be given to you when you start in September.

What To Do Next

Your passport and BRP card should then be handed to your housemistress for safe keeping during term time.

Any questions, please do not hesitate to contact the Admissions Office at Roedean Moira House:

Mrs A Barlow, Group Registrar, Roedean Moira House abw@roedean.co.uk

June 2018