



## THE AMERICAN SCHOOL IN ENGLAND

### Visa and Immigration Guide

Thank you for enrolling your child(ren) at TASIS England. Please use this document to guide you through the visa application process for a Child Student visa or a Student visa (previously Tier 4). We recognise these processes can be complex, so please don't hesitate to contact Jenny Smolka in our Admissions Office if you have any questions: [ukadmissions@tasisengland.org](mailto:ukadmissions@tasisengland.org)

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#### What type of visa should I apply for?

The type of visa required depends on the length of study. Detailed information about the different types of student visas and the visa application process is also available on the UK Government's Visas and Immigration website:

[Do I need a visa?](#)

Please also speak to the Admissions Office if you are unsure or to discuss the options available.

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#### APPLYING FOR A VISA

##### Child Student visa or Student visa

To study at TASIS England for more than six months, all international students (including all EU/Swiss passport holders entering the UK after January 1, 2021(\*See Endnote)) must apply for a Child Student visa or a Student visa.

**Students must not enter the UK prior to the issuance of a Child Student or Student visa as doing so could result in complications at the UK port of entry.**

If you fulfill the requirements you can apply for a:

- [Child Student visa](#) - for a child aged 4 to 17 to study at an independent school
- [Student visa](#) - to study in the UK if students are aged 18 or over

We may recommend that even if your child intends to study for just one semester, you might also want to apply for a full visa for them. The option is completely up to you and we can discuss this with you. If you do not want to apply for a visa for less than 6 months, then certain nationals can enter the UK under a Visitor Status.

Nationals who must obtain a visa before entering the UK, no matter how long they intend to stay, can be found on the UKVI list here:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list>

If a student enrolls at TESIS for the first semester, is granted a Child Student or Student visa, and decides to stay for the full year once they start at school, they are able to extend their visa from within the UK. We can discuss this further with you at a later date.

### **Confirmation of Acceptance for Studies (CAS)**

Before making an application for a Child Student visa or a Student visa, you will need a Confirmation of Acceptance for Studies (CAS).

**PLEASE NOTE:** TESIS England will provide a Confirmation of Acceptance for Studies (CAS) reference number for **boarding** students. In only rare circumstances would we provide a CAS for a **day** student. If you have questions, or you would like to discuss this further, please contact [ukadmissions@tasisengland.org](mailto:ukadmissions@tasisengland.org). We can then discuss options and confirm whether your family meets the strict requirements to allow your child/children to be sponsored for a Child Student visa as a day student.

A CAS is a 14-digit reference number which will be issued by TESIS England once:

1. You have accepted your child's offer of enrollment as a boarding student, by signing the enrollment agreement and paying the tuition deposit;
2. We have received all the required documentation needed for the CAS (see notes below regarding documents that must be translated into English)
3. Plus the full tuition payment for the year.

TESIS England will provide details about your child and their studies to UK Visas and Immigration (UKVI) through an online database. UKVI will then provide a reference number to identify this information. The reference number is your CAS.

The CAS reference number will be valid for six months only. You are only permitted to use the CAS reference number **once**. If for any reason your child is refused a visa, you **cannot** use the same CAS reference number again.

A valid CAS reference number **does not guarantee entry clearance**. The applicant will still need to demonstrate that the student meets all the immigration rules.

You can request the CAS from the Admissions Office following payment of the full school fees to TESIS England. Please contact [ukadmissions@tasisengland.org](mailto:ukadmissions@tasisengland.org).

## Points requirement

Under UK government regulations, anyone wanting to study in the UK must meet a minimum number of “points” to be eligible to receive a Child Student visa or Student visa. The applicant must meet the full requirements of the Immigration Rules and must be awarded a total of 70 points based on the tables below.

For a Child Student visa:

Points Type	Relevant requirements to be met	Number of Points
Study	<ul style="list-style-type: none"><li>• Confirmation of Acceptance for Studies (CAS) requirement</li><li>• Course requirement</li><li>• Study at an independent school</li><li>• Aged between 4 and 17 when applying</li><li>• Parental consent</li></ul>	50
Financial	<ul style="list-style-type: none"><li>• Financial Requirement</li></ul>	20
	Total Points	70

For a Student visa:

Points Type	Relevant requirements to be met	Number of Points
Study	<ul style="list-style-type: none"><li>• Confirmation of Acceptance for Studies (CAS) requirement</li><li>• Course requirement</li><li>• Approved qualification requirement</li><li>• Level of study requirement</li><li>• Place of study requirement</li></ul>	50
Financial	<ul style="list-style-type: none"><li>• Financial Requirement</li></ul>	10
English Language	<ul style="list-style-type: none"><li>• English Language Requirement</li></ul>	10
	Total Points	70

### What to do next:

1. We require you to **pay the full school fees** to TASIS England
2. Send any outstanding documentation (birth certificate, school reports/transcripts in English) to: [ukadmissions@tasisengland.org](mailto:ukadmissions@tasisengland.org)
3. Obtain a CAS reference number from the Admissions Office

4. Apply online for a Child Student or Student visa
5. Pay for the visa application and Immigration Healthcare Surcharge (IHS)
6. Attend an appointment at the Visa Application Centre for Biometrics (non-EU students)

**OR**

Students with EU/Swiss citizenship will receive notice from UKVI regarding an electronic method of supplying their biometric data through a mobile app. This app can be downloaded from any app store and is called 'UK Immigration: ID Check'.

### **Applying for a visa**

You can apply for a visa up to **six months before** the course start date listed in the CAS. If you try to complete the visa application earlier than that date, the visa application will be **rejected** and you will lose your application fee.

The earliest you can apply for the full year or first semester of the 2023-24 academic year is 23rd February 2023 onwards.

The earliest you can apply for the second semester of the 2023-24 academic year is 15th July 2023 onwards.

**Please note:** If the student needs to apply for a visa but they are already in the UK, they cannot apply for a Child Student or Student visa if they entered the UK:

1. As a Visitor;
2. As a Short-term Student; or
3. Outside the Immigration Rules.

If they are in the UK under one of those conditions, they will need to leave the UK and apply for the Child Student or Student visa in their home country or normal country of residence.

### **Visa fees**

As of October 4, 2023 UKVI are increasing their visa fees. For visa applications under the Child Student and Student routes, the cost will be £490 for standard processing.

### **Priority and Super Priority visa services**

The Priority and Super Priority services may be available for you to purchase in addition to the application fee as part of your child's visa application. For those attending a visa application centre to submit their biometrics (mostly non-EU students), please be aware that not all centres offer this service. However, if it is available to you, you can pay for this at the time of the application. UKVI will then make a decision within either 1 or 5 working days depending on the service that you choose.

If you are an EU/Swiss citizen and submitting biometrics via the mobile app, then the Priority service is the only service that may be available to you. This allows you

to receive a faster decision from UKVI within 5 working days after you've completed your application and biometrics.

Further details can be found [here](#).

### **Documents you must provide**

The documents you must provide are listed below:

- The child's current passport or other valid travel documentation
- Confirmation of Acceptance for Studies (CAS)
- Written consent for a child's study in the UK from the parent or legal guardian (for a student up to the age of 17 years old).

Please note: if you are applying for a Student visa (18 years old), your child may also be required to evidence their level of English language (depending on nationality). They would need to complete a UKVI approved English test at a UKVI approved test centre. We can guide you through this if it is required, to ensure you book the correct test. Further details can also be found [here](#).

You may also be asked for the following:

- Proof that you can financially support your child.
- Proof of parental or other legal guardian consent and proof of the relationship between the child and the parent or guardian (for example, a birth certificate).
- Evidence of the qualifications the student used to get a place on the course (application documents).
- Tuberculosis (TB) test results if the student is from a country where the test is required. Further details can be found [here](#).
- Written consent for the application from the financial sponsor if the student has received sponsorship for course fees and living costs in the last 12 months.
- Blank page in the student's passport for the visa.

**If a document is not in English, the document must be accompanied by a full translation and must include confirmation from a certified translator.**

**Our requirements as a school are to also have these certified translations on file before we issue a CAS.**

Further details can be found [here](#) for a Child Student visa and [here](#) for a Student visa.

To assist you during the visa application process, TASIS will provide:

- CAS document (from the Home Office with your CAS number);
- Receipt for paid tuition fees;

- CAS letter (from the school);
- Supporting application documents (used by TASIS to review and offer the place to the student); and
- Parental consent letter template (for you to use if you wish)

## **Passports**

If you are planning to have your child's passport renewed before they attend school, please send us a copy of the new passport so we can update the details in our system. We will then be able to prepare the documents needed to issue the CAS with the correct information, matching their new passport you are applying with.

If at all possible, please do not replace your child's passport while the visa issuing process is underway. If your child does receive a new passport at this point, please let us know immediately so we can update the CAS document prior to its use.

## **Parental consent and evidence of how the applicant is related to the consenting party:**

The applicant's parents or legal guardian, or just one parent if that parent has sole responsibility for the child, must confirm that they consent to the arrangements for the applicant's travel to, study, reception, and care in the UK.

Where the consent of the applicant's parent(s) or legal guardian is required, evidence of how the applicant is related to the consenting party must be provided with the application. A copy of one of the following documents can be used:

1. Birth certificate showing the names of the applicant's parent(s).
2. Certificate of adoption showing the names of the applicant's parent(s) or legal guardian.
3. Court document naming the applicant's legal guardian.

## **Applying from outside the UK**

*How to apply:*

If you are applying for a Child Student visa or Student visa from outside the UK, you must apply in your home country or normal country of residence. Please click the link below to apply for a Child Student visa or a Student visa:

[Child Student visa](#)

[Student visa](#)

*Information relating to Immigration Health Surcharge (IHS):*

At the end of the application, you will need to pay the application fee and the Immigration Health Surcharge, which currently costs £470 **per year** for the length

of the visa. You will be charged up front for the number of years stated on the CAS which in turn, is the number of years you apply for on the visa application.

IHS calculations are made based on the full duration of the visa being issued (as per course dates stated on the CAS) plus an additional 4 month period is issued upon completion of studies (these extra months are added on by UKVI and cannot be changed). UKVI charges an additional £235 for each 6 month increment. Please see example below:

Length of course (as per CAS): 12 months  
Additional time added to the visa: 4 months  
Total duration of visa issued: 16 months  
Total costs of IHS fee: £470 + £235 = £705

Please find below a link to the IHS calculator which can be used to calculate the required IHS fee based on circumstances:

<https://www.immigration-health-surcharge.service.gov.uk/checker/type>

To find out more about Immigration Health Surcharge, please click [here](#).

PLEASE NOTE: In addition to the IHS fee, TASIS England also requires all boarding students to have private medical insurance. More information will be sent to you in the Enrollment mailing in due course.

#### *Attending a Visa Application Centre:*

For international students and any EU or Swiss nationals who do not have a biometric chip in their passport (shown by the small gold camera logo on front of passport), applicants will be directed to make an appointment at their nearest Visa Application Centre. You will need to supply your child's biometric information – digital fingerprints and a photograph – for the Biometric Residence Permit (BRP), which will be delivered directly to the school and shown to your child once they have arrived in the UK. Further information about the BRP is included below.

#### **What happens next?**

If the visa application is successful, your child will either get a vignette in their passport (non-EU students) or they will receive a digital immigration status (EU students). The vignette is the visa sticker which will allow the student to travel to the UK and will state the conditions of their visa. When they pass through immigration for the first time, the vignette will be stamped with an entry date.

The vignette is now valid for 90 days (or 3 months) to allow time to travel to the UK. The student will usually be allowed to enter the UK 30 days (1 month) prior to the TASIS England start date listed on the CAS. If your child is a late enrollment or the visa is issued close to the start of school, then they will have a shorter period of time stated prior to the start date on the CAS. In some cases this can be anywhere between 1 and 7 days depending on when the visa is approved. You must not enter the UK before the 'valid from' date on the vignette (or date stated on your digital visa).

You will also receive a visa approval/decision letter confirming entry clearance. It will also state the full validity dates of the visa, details regarding the BRP card, etc.

**Please note:** UKVI have now moved all of their decision letters over to a digital format so non-EU and EU students will all now receive their letters by email. Please send a copy of this to the Admissions Office so we can add this to your child's student record.

### **Biometric Residence Permit (BRP) - for non-EU students**

The BRP is proof of the holder's right to study in the UK. To find out more about Biometric Residence Permits, please click [here](#).

When prompted, please do not apply to obtain your BRP from a Post Office. Instead, please enter the code **4SC392** in the "Alternative Location" field and this will confirm that your child will obtain the BRP from TASIS England.

The BRP card will be delivered by a secure courier and will be sent directly to the TASIS England Admissions Office. Once the student arrives in the UK, the BRP is handed over to them via the Boarding Office. This will be kept with their passport in the Boarding Office for safekeeping and will be returned to the student each time they travel outside of the UK, if they need it for any school related applications, setting up a bank account, etc.

**Please note:** UKVI are working towards making all physical visas/BRPs digital. This will be completed by the end of 2024. All BRP cards will be issued with a 'valid until' date of 2024/12/31 even if your visa has been approved with an end date that is after this time (2025 onwards). All nationals will be issued with a digital immigration status after this date and you will also be contacted during 2024 with further information on how to view your digital visa if this applies to you.

### **Digital Immigration Status - for EU students**

If the student has completed their biometrics via the 'UK Immigration: ID Check' app, they will receive a digital status, rather than a physical BRP card. Their status is connected to their passport and is held online.

Once your child receives confirmation of their digital status, please send us the email confirmation as soon as this is received so that you are able to view and prove their immigration status with us.

**We are required to hold the digital approval letter plus complete an online check of their immigration status. You will be able to send us a 'share code' that you will find via this link once the visa has been issued:**

<https://www.gov.uk/view-prove-immigration-status>

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### **What if my visa application is refused?**

If you receive a refusal letter, please email a copy of the refusal letter to [ukadmissions@tasisengland.org](mailto:ukadmissions@tasisengland.org). After receiving the refusal letter, TASIS England may be able to issue a second CAS reference number. TASIS will issue only two



CAS reference numbers per student.

If you require further information regarding visa requirements, please contact us.

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## **Additional information**

### **Parental Consent**

UKVI requires us to hold on file a copy of the parental consent letter that is submitted alongside your child's visa application. This letter must be signed by the parent(s) who hold legal custody of the child.

Please ensure that you send the Admissions Office a copy of this letter as soon as you have filed your application.

### **Certified Translations**

We are also required to have on file a certified English translation of your child's birth certificate and their transcripts/school reports.

If, at the time of issuing a CAS, we do not have these documents on file, we will be in touch to ensure that we receive them. They are needed before we are able to continue the process and issue your child's CAS.

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### **\*For EU/Swiss nationals:**

Following the UK's withdrawal from the European Union on December 31, 2020, all EU/Swiss students will now have to apply for a visa to study in the UK.

#### **If students entered the UK prior to December 31, 2020:**

Students do not need a visa if they entered the UK before 11 p.m. on December 31, 2020 and have successfully been granted either pre-settled or settled status.

Students who entered the UK prior to December 31, 2020 may still be able to apply to the [EU Settlement Scheme](#) to continue to work, live, or study in the UK. This will be granted by UKVI on a case by case basis. You may have to supply sufficient evidence as to why you did not apply by the original deadline (June 30, 2021)

**If you have EU settlement, please let us know as soon as possible. We will need you to send us the share code for the individual student that will legally confirm their settled or pre-settled status in the UK. The link to share this code will be in your original letter from the Home Office and can also be found here:** <https://www.gov.uk/view-prove-immigration-status>

#### **If students entered the UK anytime from January 1, 2021 onwards:**

EU students will be able to study in the UK for up to six months without applying

for a visa. This includes those who intend to study in the UK for **one semester only**. However, those who intend to study in the UK for longer than six months must apply for a full visa for the duration of their studies at TASIS England.

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