

# Preessional Programmes 2018

## Visa information for Preessional students - 6 page document

### Contents

#### 1. Visa Types: page 2

This section of the document explains the two visa categories available for Preessional courses (Short-Term Student and Tier 4) and the differences between the two visa categories.

#### 2. Confirmation of Acceptance of Studies (CAS): pages 2-3

This section of the document explains what CAS is and gives details of the combined CAS option which is available only to eligible students joining 13 week, 9 week and Unconditional Preessional courses.

If you are not sure if you can apply for combined CAS, you can find a table on page 4 of this document which lists the criteria you need to meet in order to be eligible for combined CAS.

If you have an Unconditional main course offer, please also see information on page 4 regarding combined CAS.

#### 3. Important Information regarding Tier 4 General Student Visas: pages 4-5

This section of the document details your legal responsibilities as a Tier 4 student and UAL's legal responsibilities as your sponsor. You must carefully read and ensure you have understood this information before you request to study a Preessional course under Tier 4.

#### 4. Financial documents to support a Tier 4 visa application: page 6

This section of the document explains the financial requirements for a Tier 4 visa application and gives information about the format of documents accepted in support of a Tier 4 visa application.

If you plan to study under Tier 4, you should read this section carefully, and do not leave this until your visa application!

It is very important that you are aware of the Tier 4 financial requirements early on, so that you can prepare accordingly. Don't leave it until the last minute - read this section very carefully if you plan to study under Tier 4!

## 1. Visa types

There are two types of UK immigration permission (visas) for studying Preessional: Short-term Student and Tier 4 (General) Student.

### Short-term Student visa

+ Benefits	- Things to be aware of
<ul style="list-style-type: none"><li>• Cheaper to obtain than a Tier 4 visa</li><li>• Non-visa nationals can obtain this prior to travel or can request permission to enter as a Short-term Student on arrival at a UK port of entry (e.g. London Heathrow)</li><li>• No evidence of English language level needed for visa application (although you must still meet the Preessional entry requirements)</li></ul>	<p>Short-term Students <b>cannot</b>:</p> <ul style="list-style-type: none"><li>• Work in the UK</li><li>• Extend their stay in the UK</li><li>• Switch to a Tier 4 visa - you will need to return to your home country after Preessional to apply for a Tier 4 visa for your main University course</li></ul>

See the [UKCISA website](#) for more information about the [Short-term Student](#) category and visa nationals. You can find the current list of visa national countries on the [Home Office website](#) (under Appendix 2).

### Tier 4 (General) Student visa

+ Benefits	- Things to be aware of
<ul style="list-style-type: none"><li>• Students are entitled to work in the UK for up to 10 hours per week during term time</li><li>• Students may be able to extend their stay in the UK for further study (conditions apply – see the <a href="#">UKCISA website</a> for further details)</li></ul>	<ul style="list-style-type: none"><li>• Students are required to show they meet Home Office Secure English Language Test and Tier 4 General application financial requirements</li><li>• You may need to submit financial documents to support your application – the rules around acceptable financial documents are very strict in comparison to Short-term Student visas so please see the <a href="#">UKCISA website</a> or <a href="#">Home Office guidance</a> for more information</li></ul>

**Important:** please contact us at [preessional-applications@arts.ac.uk](mailto:preessional-applications@arts.ac.uk) if you are unsure whether your financial documents are acceptable. If you do not submit documents in the correct format your visa application will be refused, even if you have the required amount of money in your bank account.

## 2. Confirmation of Acceptance for Studies (CAS)

Before you can apply for a Tier 4 visa, you need a CAS number. Your CAS number confirms you are being sponsored to study with us. If you wish to study Preessional under Tier 4 and you are eligible to do so, we will issue you with a CAS statement which contains the information you'll need to make your visa application.

If you are joining the 13 week Preessional course, 9 week Preessional course or Unconditional Preessional course and you are eligible to study under the Tier 4 visa category, you might be able to receive a combined CAS to cover study on both the Preessional course and your main academic course at UAL. This depends on meeting certain requirements, as detailed on the next page.

Please note that the combined CAS option is not available to students joining the following courses: 19 week Preessional; Winter Preessional; EPIC 10 Weeks; EPIC 6 Weeks; Pre-Foundation English.

## Students with a conditional UAL main course offer

Please note that if you have a conditional offer and intend to study your Preessional course under a Tier 4 visa, you must provide an IELTS for UKVI result with your Preessional application.

Please also note that the information below about combined CAS only applies to conditional offer students who are joining our 13 Week and 9 Week summer Preessional courses.

Students applying to join 19 Week Preessional, Winter Preessional, EPIC 10 Weeks, EPIC 6 Weeks or Pre-Foundation English: If you request to study under Tier 4 and you are eligible to do so, we will issue you with a CAS covering study on your Preessional course only.

<b>For combined CAS (Preessional plus UAL main course)</b>	<b>For Preessional CAS only</b>
<p>You must meet all of the requirements below:</p> <ol style="list-style-type: none"> <li>1. Your Preessional course is no more than 3 months in length</li> <li>2. Your only offer condition is to achieve the language level required for your UAL main course</li> <li>3. You have a minimum of one skill score at IELTS 5.0 or <u>below</u></li> <li>4. Your main academic course is at BA level or above (RQF 6 or above)</li> <li>5. The gap between the end of Preessional and the start of your main course at UAL is no more than 28 days</li> <li>6. Your main course is not Subject to Validation (S2V)</li> </ol>	<p>If you are eligible to study under Tier 4 but you do not meet the requirements listed on the left:</p> <ul style="list-style-type: none"> <li>• Your CAS will cover study on Preessional only</li> <li>• After Preessional you will need to make a new visa application for your main course at UAL</li> <li>• If you successfully complete Preessional, we will issue a new CAS to enable you to make your main course visa application from inside the UK (or from overseas)</li> </ul>
<p><b>Important information about combined CAS for students with a conditional main course offer</b></p> <p>If you study under a combined Tier 4 visa and do not pass the Preessional course, you will not be able to study at UAL in academic year 2018/19, on any course. In this situation we will report you to the Home Office and you will not be able to progress on to your main course of study. Instead your visa will be curtailed (cut short) and you will either have to leave the UK or apply to study with another sponsor.</p> <p>For this reason, you should think very carefully about whether you wish to receive a combined CAS.</p> <p>Instead you can choose to receive a CAS for Preessional only – this might enable you to continue studying at UAL if you do not pass Preessional. However, please note that if you study under a Tier 4 visa for Preessional only, and you do not pass the course, you will not be able to extend your visa within the UK - you will have to return to your home country to make a new Tier 4 visa application.</p>	

## Students with an unconditional UAL main course offer

In order to be eligible for a combined CAS, students joining our 4-week Unconditional Preessional course must meet requirements 4, 5 and 6 listed in the table above. As Unconditional Preessional is under 3 months in length, requirement 1 does not apply. In addition as Unconditional Preessional students have already met all of the conditions of their UAL main course offer, requirements 2 and 3 do not apply.

Students joining Unconditional Preessional do not need to provide an IELTS for UKVI test result in order to be able to study under a combined Tier 4 visa- they can provide an IELTS Academic test result instead.

Please note this only applies to students joining Unconditional Preessional under a combined Tier 4 visa.

### 3. Important Information regarding Tier 4 General Student Visas

You must have permission to study in the UK at University of the Arts London before you begin your studies. Check <https://www.gov.uk/check-uk-visa> for full details. If you are unsure whether you need a Tier 4 visa to study Preessional, please contact us at [preessional-applications@arts.ac.uk](mailto:preessional-applications@arts.ac.uk).

**You can find more detailed information about UK study visas on the UAL & UKCISA websites:**

<http://www.arts.ac.uk/study-at-ual/international/immigration-and-visas/>

<http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-immigration-the-basics>

The information which follows (on pages 3-4) is for students who are planning to study a Preessional 2018 course under the Tier 4 General Student Visa category. The information details your legal responsibilities as a Tier 4 General student and UAL's legal responsibilities as your sponsor. It is very important that you are aware of the Tier 4 regulations detailed in this document before you decide which visa type to apply for.

For more information about our courses including language entry requirements [please refer to our website](#).

Each Preessional course has slightly different visa options. For course-specific visa information, please refer to the information on pages 1-2 of this document. You can find further useful information on the relevant Preessional course webpage (links below).

[Conditional Preessional](#)

[Unconditional Preessional](#)

[Pre-Foundation English](#)

[Exam Preparation Intensive Course \(EPIC\)](#)

After you have carefully read and understood the visa information provided in this document, and after you have checked that you meet the language entry requirements for the Preessional course you wish to join, you can start the application process online via the UAL applicant portal.

In the online Preessional booking form you will have the opportunity to request the visa type you wish to study under. If you request to study under Tier 4, and if you are eligible to do so, on completion of your Preessional course booking (after you have provided all required documents and paid course fees in full) we will confirm your booking and send you the information required to apply for a Tier 4 General Student visa.

If you already have an immigration status which enables you to study in the UK and which covers the entire length of the Preessional course you wish to join, or if you wish to study under the Short-term Student status, please indicate this on the booking form.

**Please note** that submitting an application does not mean that you have successfully booked a place on the course. Please do not book flights or make any other arrangements until you receive an email from us confirming your place on the course.

#### Applying for a Tier 4 General Student Visa

You need a Confirmation of Acceptance of Studies (CAS) number issued by University of the Arts London to apply for a Tier 4 General Student visa.

The University can only issue CAS numbers to students who are eligible under the UK immigration rules.

The University will start to issue CAS numbers no earlier than three months before the course start date, as you cannot apply for your visa more than three months before your course starts.

Please do not book a visa appointment until you have received your CAS.

## **Applying for a Tier 4 General Student Visa - continued**

You should apply for your visa as soon as possible after receiving your CAS. It can take several weeks to apply for a visa and if you are not able to come to the UK and enrol on time you will not be able to join your course.

If you cancel the Contract for your course in accordance with our Terms and Conditions and we have already started the process of obtaining a CAS for you, we will be entitled to charge you for the cost we have incurred in obtaining the CAS, and will withhold this amount from any refund of fees which we make to you.

After you have used a CAS issued by University of the Arts London to obtain your student visa, you will be committed to studying with us. If you want to join another UK institution you will need to apply for a new visa using a CAS issued by that institution.

## **After your visa has been issued - Tier 4 terms and conditions**

University of the Arts London (UAL) must report you to the UK Home Office if you are issued with a CAS and you do not enrol on and start the Pre-sessional course. We must also report you to the Home Office:

- If you choose to withdraw from the course
- If you transfer to a course of a shorter length, different level, or to another main UAL college site
- If you are withdrawn from the course for lack of attendance
- If you break any other condition of your permission to stay in the UK

The Home Office may take action against students who do not attend their courses such as cancelling their visa and requiring them to leave the UK.

If you study under a Tier 4 General Student visa, you must tell UAL immediately of any changes in your immigration status.

You must keep UAL up to date with any changes in your contact details, which UAL is required to pass on to the Home Office upon request.

You must also give UAL a copy of your new passport/visa if these are renewed for any reason during the Pre-sessional course.

## **In order to study Pre-sessional as a Tier 4 General Student, you must agree to the following:**

- UAL will keep copies of my passport and visas throughout my studies and for the period after graduation as required by the Home Office and the UAL retention policy.
- I agree to meet with Home Office staff as part of any compliance audit they may conduct on UAL.
- UAL will pass my contact details on to the Home Office if requested.
- I allow UAL to query my immigration status or the progress of my visa application with the Home Office, at any point during the application process and while I am a student at UAL (we will inform you if we intend to discuss your situation with the Home Office before contacting them).

## 4. Financial documents to support a Tier 4 visa application

Please see below for what you need to consider when preparing your financial documents to evidence holding the funds required for a Tier 4 visa application.

- You need to show you (or your parent/s) have held the required funds in your (or your parent/s) bank account for at least 28 consecutive days prior to the date you submit your visa application.
- The money must not have dropped below the required amount at any point during the 28 consecutive days prior to the date you submitted your visa application.
- It must also be immediately accessible – in an account with free withdrawal and deposit.
- The account must hold cash funds. It must not be a business account (even if your parents are named on the account). No shares, bonds, overdrafts or credit cards.
- Certificates of deposit are only acceptable if they do not indicate that the funds are frozen. Funds must have been held in the account for the 28 days prior to the issuing of the certificate.
- The financial evidence needs to be dated and this date must be no more than one month earlier than the date that you submit the visa application.
- You must provide official documents – they need to have the bank name and logo at the top.
- If you are providing electronic bank statements they will need to be officially stamped by the bank (on each page).
- You can only show funds from your own account or your parent/s (or legal guardian/s) account. Please note - under UK law, family members who are not your parents (for example siblings or grandparents) are not legal guardians unless they have legally adopted you and they have the legal papers to prove this.
- If you are using your parent/s (or legal guardian/s) account details, you will need show official evidence that they are your parent/s (family register, birth certificate etc) or your legal guardian/s (legal adoption papers).
- If you are using your parent/s (or legal guardian/s) account, you will need a letter from your parent/s (or legal guardian/s) which states that they are your parent/s or legal guardian/s and that you are authorised to use the funds in their account for your studies at UAL.
- If any of your documents are in not in English you will need to provide English translations by a qualified translator as well as the original documents.

For further information please see pages 9-11 of the downloadable [PDF guide to understanding the Tier 4 application process and required documents](#) on [UAL Student Advice Service web page](#). You can find examples of acceptable financial documents in the same guide on pages 20-24.

If you need advice about a visa application you can ask a qualified UAL visa adviser for help at [student.services@arts.ac.uk](mailto:student.services@arts.ac.uk) / or by phone: +44 (0)20 7514 6250.

You can also find useful information on the [UKCISA website](#).