



# Shrewsbury School

## Guidance Notes for Overseas Entrants – Sixth Form (Non-EU)

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

Once you have accepted your place at Shrewsbury, we will require the following items to be scanned and sent to [admissions@shrewsbury.org.uk](mailto:admissions@shrewsbury.org.uk):

- 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.

Please note, Tier 4 students see 'Notes for pupils requiring a Tier 4 Student Visa'.

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

Shrewsbury School 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 Shrewsbury. You will need to apply for a new visa under Shrewsbury School's sponsorship licence.

Once you have accepted your place at Shrewsbury, 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 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 Exeats 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 copy of your TB (tuberculosis) certificate (if required). For further information please go to: <https://www.gov.uk/tb-test-visa/overview>

- f. i) A copy of bank statement(s).

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**. The bank statement(s) will need to show 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.

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 in the account throughout the previous month before your application

ii) If you would like to pay a year's fees (or more) in advance, we suggest that you contact the Financial Controller, Philip Turner (0044 (1)743 280828) before we apply for the CAS. We will not require any bank statements if you opt for the 'fees in advance' scheme. We will then be able to state on your CAS that the fees have been paid in full.

- g. You will also be required to pay a 'Healthcare Surcharge' for use of the National Health Service (NHS). The payment of £300 per year goes directly to the NHS and this is a compulsory requirement as part of the visa application. You will be given a reference number following payment, please keep this safe. For further information please go to: <https://www.gov.uk/healthcare-immigration-application>

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 Shrewsbury School stating evidence needed for your visa application. Please check that all information on the CAS statement is correct. If not, email [admissions@shrewsbury.org.uk](mailto:admissions@shrewsbury.org.uk) immediately.

The UKVI currently charge **£21** for issuing a CAS number. This will be charged to your account at the end of your first term at Shrewsbury.

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](http://www.gov.uk/child-study-visa)

**Please note, once visa centres reopen after the Coronavirus pandemic, please be aware that there may be delays in appointment availability as well as extended processing times.**

You must apply for your visa online at [www.gov.uk/apply-uk-visa](http://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 [www.gov.uk](http://www.gov.uk) website. It will cost **£348** to apply for a visa from outside the UK.

1 – Allow a **minimum of 3 weeks** from the date you make your visa application to when your visa is approved.

2 – **Do not** book flights or accommodation until you receive your visa or notification of it.

3 – Helpline number is 020 3481 1736. There is a cost of £1.37 per minute in addition to your normal call rate. You will need your reference number which starts with GWF to hand.

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### **C. 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).

You must arrange to have your BRP card sent to Shrewsbury School. In order for your BRP card to be sent to us, you will need to enter Shrewsbury's ACL code which is **3SC722** (at the top of your CAS covering letter). Please only enter the ACL code and **NOT** our postcode. Please **DO NOT** select a post office as a pick-up point.

You will receive a 'decision letter' either by post or email which will state when and where your BRP card will be delivered to ready for collection. **Please email a copy of this letter to [admissions@shrewsbury.org.uk](mailto:admissions@shrewsbury.org.uk) as soon as you receive it.**

Once your leave is granted, you will be given a 30-day travel vignette (a yellow entry visa sticker in your passport). The vignette gives you permission to enter the UK. There will be an expiry date in the top right-hand corner and you will need to enter the UK before that date.

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

When you arrive in the UK, you will need to present yourself to the immigration desk\* at the airport or ferry port so that your passport can be stamped. This is very important for us to track your movements into and out of the UK.

\*If you do not present yourself to the immigration desk and use the e-gates, you **must** keep your boarding passes or e-ticket safe. You will need to present this to the Admissions Office when you pick up your BRP card.

**PLEASE ENSURE THIS INFORMATION IS PASSED TO THE PERSON COMPLETING THE APPLICATION.**

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### **D. Collecting your BRP Card From Shrewsbury School (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 Housemaster/Housemistress when to go.

You must bring the following items with you when picking 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 and to also confirm that you understand the consequences of losing your BRP card.

If you are planning on entering the UK before the school term starts, please contact the Admissions Office by email ([admissions@shrewsbury.org.uk](mailto:admissions@shrewsbury.org.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.**

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**We ask that students try to make sure that they do not lose their BRP cards or passports when travelling to and from the UK. There is a lengthy reapplication process plus extra costs if BRP cards are lost. Students will also not be able to travel home for exerts if a replacement BRP card does not arrive in time.**

The following section explains what to do if you lose your BRP card.

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## **E. If you lose your BRP Card**

### **Step 1: Report to UKVI**

If you lose your BRP card within the UK or overseas, you will need to immediately do the following:

- a) Report that your BRP card has been stolen or lost to the UKVI. You can either do this completing the reporting form found at <https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>. Please let the Admissions Office know as soon as possible.
- b) Report the missing or stolen BRP card to the police. You will need to ask for a police report, as this will be used as documentation for your replacement BRP. Please send a scan of the report to [admissions@shrewsbury.org.uk](mailto:admissions@shrewsbury.org.uk) as soon as possible.

### **Step 2: Replace your BRP Card**

#### **i) If you are in the UK when the BRP card is lost:**

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. To do this, you will need to follow the procedure below:

You will then need to complete the application form which is found here: <https://www.gov.uk/government/publications/application-for-a-replacement-biometric-residence-permit-brprc>.

You will need to book the appointment online here:

<https://visas-immigration.service.gov.uk/product/premium-service-appointment-booking>. **There will be a charge of £666 at the point of booking.**

# We advise that you book an appointment with a premium service centre (Solihull or Liverpool) in order to fast-track your application.

You will need to print your completed application and take it along with the supporting documents mentioned in your application to the premium service 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) If you lose your BRP card 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 start of the one month period in which 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.**

## F. Police Registration

**PLEASE NOTE: All arrangements for Police Registration will come from the Admissions Office at Shrewsbury School.**

### i) Lower Sixth Pupils only

If you are 16 or over and from a certain country, you will need to register with the police in Shrewsbury (<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 Shrewsbury. 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**. You will need to take this in **cash** with you to the Police Registration appointment.

**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 housemaster or housemistress for safe keeping during term time.

Any questions, please do not hesitate to contact the Admissions Office at Shrewsbury School:

Mrs Sophie Mackridge Admissions Administrator Authorised Level 1 User	<a href="mailto:admissions@shrewsbury.org.uk">admissions@shrewsbury.org.uk</a>	01743 280553
Mrs Victoria Moeller Admissions Manager Authorised Level 2 User	<a href="mailto:admissions@shrewsbury.org.uk">admissions@shrewsbury.org.uk</a>	01743 280552