



Shrewsbury
School

Guidance Notes for Overseas Entrants

1. Notes for pupils requiring a Child Student or Student Visa (all those who do not hold a British passport)

a) Introduction

Shrewsbury School is a Sponsor for UK Visas and Immigration. Therefore, we are licensed to support Confirmations of Acceptance for Studies (CAS) for Child Student and Student visas (for those 18 or over when starting at Shrewsbury).

Your Child Student Visa **must not** be from another UK school, as this will not be accepted by Shrewsbury School. You will need to apply for a new visa under Shrewsbury School's sponsorship licence. Please note that Child Student visas are issued for the length of your stay or course (i.e. 2-3 years for GCSE, or 2 years for A Level). Therefore if you are a current pupil at Shrewsbury School moving from Fifth Form to Lower Sixth, you will need to apply for a new Child Student visa before returning to school to begin your A Level studies (even if your old visa has not yet expired).

b) Paperwork to be submitted to Shrewsbury School

Once you have accepted your place at Shrewsbury School, we will require the following items before we can send you the CAS statement:

- 1.1. A copy of your **birth certificate**, certificate of adoption or a court document naming your legal guardian (*original and certified English translation*).
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.
- 1.2. A colour copy of your **passport** (photo page). It is recommended that your passport is valid for at least 6 months from the start of the course before you request for your CAS Statement.
- 1.3. A copy of the **parental consent letter** signed by your parent(s). Please note, that if a parent is deceased, has a change of name or sole custody you will need to attach a copy of the documents to evidence this (original and certified English translation).
A template letter will be provided by Shrewsbury School.
- 1.4. A copy of your **TB (tuberculosis) certificate** (if required). For further information please go to: <https://www.gov.uk/tb-test-visa/overview>. This certificate must be obtained before a CAS Statement can be issued.
- 1.5. 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, Coach weekends and other holidays if you are unable to return home and arrange any transport you may need.

c) Financial Evidence (*The government guidance referred to throughout this finance section can be found at: <https://www.gov.uk/child-study-visa/money>*)

If you are from a country listed under the 'differential evidence requirement' or you are a British national overseas, you do not need to prove you have enough money to support yourself as part of your visa application.

- However, it is important to note that you should still hold the required documents as you may be asked to provide this by UKVI before you receive a decision on your visa application. Should you fail to provide the evidence in the time frame given by UKVI, it is likely that your visa will be refused.
- While it is not a requirement to provide us with this evidence, we do ask that you complete the **finance declaration** to confirm that you have this in place prior to making your visa application.
- Although we are not able to give immigration advice, should you wish us to, we are happy to view your documents (for example the bank statements you would provide if requested) and give our opinion based on our understanding of the UKVI guidance. Please send your evidence to Jo Haswell, admissions@shrewsbury.org.uk, if you would like us to help with this.

If you are from a country that does not fall under the ‘differential evidence requirement’, you will need to be able to show that you can pay for the first year of school fees (excluding Acceptance of Place deposit). There are two alternative ways of doing this:

- **Option 1** If parents pay a full year’s fees (or more) in advance, then we can state on your CAS that the fees have been paid in full, and there is no need for you to submit bank statements to us. To apply to pay “fees in advance”, please contact the Senior Financial Analyst, Tom Young (tyoung@shrewsbury.org.uk) before we apply for the CAS. **We strongly recommend this option where possible.**
- **Option 2** If parents do not pay a full year’s fees (or more) in advance, then you will need to demonstrate that you have the **money available in your personal bank account (not business) to pay the first year of school fees.** You will need to submit bank statements that 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.

d) CAS Application

Once we have received a copy of the required items, we will apply for your CAS reference number. 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 immediately. The UKVI currently charge **£25** for issuing a CAS number. This will be charged to your account at the end of your first term at Shrewsbury.

e) National Health Service – Immigration Healthcare Surcharge

You will also be required to pay an ‘**Immigration Healthcare Surcharge**’ (IHS) for use of the National Health Service (NHS). If you are making your immigration application online, **you pay the surcharge as part of your visa application or when you book an appointment.** The surcharge 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 and submit it with your other application documents. For further information and clarification on the amount to pay please go to: <https://www.gov.uk/healthcare-immigration-application>

f) Application for the Visa

Full advice on how to apply for your Child Student visa or Student 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. It will cost **£490** to apply for a visa.

Applying from outside the UK – The earliest you can apply for a visa is 6 months before your course starts. You will usually get a decision within 3 weeks.

Applying from inside the UK – The earliest you can apply is 3 months before your course starts. You will usually get a decision within 8 weeks.

You may be able to pay for a faster decision on your visa.

Using the ‘**priority service**’ means you will usually get a decision within 5 working days or soon after. You will need to pay £500 in addition to the application fee.

Using the ‘**super priority service**’ means you will get a decision by the end of the next working day or soon after. You will need to pay £1000 in addition to the application fee.

The time starts from the day of your appointment, if you prove your identity in person or the day after if you use the UK Immigration ID Check app. It can take longer to get a decision, for example, if the Home Office needs to ask you for more information.

Do not book flights or accommodation until you receive a letter or e-mail from Home Office with a decision on your visa application.

Helpline number is +44 (0) 300 790 6268 or +44 (0) 203 875 4669, select Option 1. Calls cost 69pence per minute on top of your standard network charges. You will need to know your reference number which starts with GWF. For further information about contacting UKVI for help click [here](#).

2. Pupils residing outside the UK who do not require a visa

If you are a British National living overseas, you do not require a visa to study at Shrewsbury School.

Once you have accepted your place at Shrewsbury, we will require the following items:

- a colour copy of your passport (photo page)
 - our [Guardianship form](#), signed by the guardian and by your parents, as outlined in our Guardianship Policy.
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3. EU Settlement Scheme

If you are an EU or EEU citizen and applied for settled or pre-settled status prior to 30 June 2021, we will require the following items:

- Birth certificate
 - a colour copy of your passport (photo page)
 - copy of the letter from the Home Office confirming your status
 - Share code to prove your immigration status
 - our [Guardianship form](#), signed by the guardian and by your parents, as outlined in our Guardianship Policy (if applicable)
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4. Pupils already resident in the UK who hold a non-British Passport

Once you have accepted your place at Shrewsbury, we will require the following items:

- Birth Certificate
 - a colour copy of your passport (photo page)
 - a copy of any current permission you already hold to remain in the UK. For example, indefinite leave to remain, Tier 1 Investor or Dependent visa.
 - Parent's documentation with permission to remain in the UK.
 - our [Guardianship form](#), signed by the guardian and by your parents, as outlined in our Guardianship Policy (if applicable)
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5. Biometric Residence Permit (BRP) Information

Home office are in the process of digitising all immigration status by the end of 2024. Further information on how to prove your immigration status will be released in early 2024 by the Home Office.

You will need to have your fingerprints and photograph taken at the visa application centre in your home country 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 email or post 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 as soon as you receive it.**

Once your permission to stay is granted, you will be given a travel vignette (a yellow entry visa sticker in your passport). The vignette gives you permission to enter the UK. There will be a validity and an expiry date in the top right-hand corner, and you will need to enter the UK during this period.

If you do not travel and enter the UK before the expiry date, you will need to apply for another 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, which will activate your visa status. 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.

5.1 Collecting your BRP Card from Shrewsbury School (Admissions Office)

You will need to collect 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 collecting your BRP:

- Passport (with entry visa vignette sticker stamped by boarder control)
- Visa 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) 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.

BRP cards with an expiry date of 31 December 2024 – Home office are in the process of digitising all immigration status by the end of 2024, hence why BRPs show an expiry date of 31 December 2024 despite permission lasting longer than this. Home office will update their information on how to prove your immigration status in early 2024. You do not need to do anything, your immigration status will not be affected.

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 exeat if a replacement BRP card does not arrive in time.

5.2 If your BRP card is lost or stolen

If you're in the UK

If your lost or stolen BRP was valid for 3 months or more, [report it](#) and [apply for a replacement](#). You must do this within 3 months of losing it.

You can be fined up to £1,000 and made to leave the UK if you do not apply for a replacement within 3 months.

If your BRP was valid for 3 months or less, you must do one of the following:

- [report it as lost or stolen](#) if you do not intend to remain in the UK after its expiry date
- [apply for a replacement](#) if you plan to leave and re-enter the UK within 3 months of its expiry date

If you're outside the UK

You must [report your lost or stolen BRP outside the UK](#).

You cannot apply for a replacement BRP outside the UK. Instead, you'll need to [apply for a 'replacement BRP visa'](#), which lets you re-enter the UK once only. It costs £154.

You can apply for a replacement BRP when you return to the UK. You must do this within 3 months of reporting it lost or stolen.

Before starting to fill out the form, we strongly recommend you read the information on the [UKVI website](#).

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.

You should not book any travel until you have your new BRP card. Doing so is entirely at your own risk. We strongly recommend waiting until you have received your replacement BRP card safely. If you leave the UK while your replacement BRP card application is pending your application will be withdrawn automatically when you leave the UK.

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.

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 Jo Haswell Admissions Administrator Authorised Level 1 User	admissions@shrewsbury.org.uk	01743 280553
Mrs Victoria Moeller Admissions Manager Authorised Level 2 User	admissions@shrewsbury.org.uk	01743 280552