



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 or have settled or pre-settled status)

a) Introduction

Once you have accepted your place at Shrewsbury School, you will need to apply for either a Child Student Visa or a Student Visa (for those 18 or over when starting at Shrewsbury), in order to study in the UK. To apply for a visa you will require a **reference number - called a Confirmations of Acceptance for Studies (CAS)**. Shrewsbury School is a licensed sponsor for UK Visas and Immigration and is therefore authorised to issue a CAS number.

Your Child Student Visa must **not** be sponsored by 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 existing visa has not yet expired.

b) Paperwork to be submitted to Shrewsbury School

Shrewsbury School will require the following items before we can send you the CAS number. Please can all documents be PDF and e-mailed to admissions@shrewsbury.org.uk.

- 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 provide the results of a DNA test. Please note that DNA tests conducted at overseas clinics are not accepted.
- 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 requesting your CAS Statement.
- 1.3. A copy of the **parental consent letter** signed by your parent(s). If a parent is deceased, has changed their name, or has sole custody, you must also provide supporting documentation as evidence (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. A completed **Guardianship form**, signed by the guardian and your parent(s), in accordance with 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 may arrange any transport you may need.
The Guardian must meet the following criteria:
 - Be a **British Citizen** or settled in the UK (proof required).
 - Have no relevant criminal convictions
 - Complete a **Letter of Undertaking** confirming they have agreed to undertake this role (a template letter can be provided).

Additional information and advice on guardianship can be found via AEGIS (The Association for the Education and Guardianship of International Students), an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international students. Please see their website for further details: www.aegisuk.net.

1.6. **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.

c) 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 **£55** for issuing a CAS number (this may be subject to change). This will be charged to your account at the end of your first term at Shrewsbury.

d) 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, regardless if you have private medical insurance. 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>

A Child Student receives a visa that expires 4 months after the course end date specified in the CAS. This time is to allow any tourism to take place, or to apply for new visas. This mandatory additional 4 months may result in an additional IHS payment .

e) 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 **£524** to apply for a visa (this may be subject to change).

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 (this may be subject to change).

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 (this may be subject to change).

The time starts from the day of your biometric 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.

As part of the visa application process online, you may be required to book a biometric appointment at a visa application centre. At the appointment they will take your fingerprints and photograph.

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. Visa approved

You will receive a decision e-mail informing you of your approved visa status. The e-mail will tell you how to get access to your eVisa, which is an online record of your immigration status. You will need to create a UKVI account.

Get access to your online immigration status (eVisa) - <https://www.gov.uk/get-access-evisa>

Once you have accessed your eVisa, ensure all the details are correct. You need to report any errors - <https://www.gov.uk/report-error-evisa>

a) Prove your immigration status

You are required to send the following to admissions@shrewsbury.org.uk

- Copy of the decision e-mail from the Home Office confirming your visa status
- Share code to prove your immigration status

Personal Details

You should update your UKVI account if you've changed your:

- mobile phone number
- email address
- name
- identity document, such as your passport
- home address
- postal address

Please Note: Your eVisa will be linked to your passport. Before you travel, make sure that your UKVI account has the correct passport details, you can check this by signing into your UKVI account and checking personal details.

3. 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.

A **parental consent letter** signed by your parent(s). A template letter may provided by Shrewsbury School. 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).

4. 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)

5. 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 decision letter with current permission you already hold to remain in the UK. For example, indefinite leave to remain, Tier 1 Investor or Dependent visa.
- Share code to prove your immigration status
- 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)

What To Do Next

During term time we recommend that the passport is handed over to the Housemaster or Housemistress for safe keeping.

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

Mrs Jo Haswell Admissions Officer 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