

**GUIDANCE & CHECKLIST FOR ALL NON EU/EEA STUDENTS COMING TO THE UK
UNDER THE POINTS BASED SYSTEM (PBS)**

**ONLINE VISA APPLICATION
TIER 5 (TEMPORARY WORKER) GOVERNMENT AUTHORISED EXCHANGE**

Who must apply for a visa: All Non-EU/EEA nationals

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY TO ENSURE THAT ALL FORMS ARE COMPLETED CORRECTLY AND ALL REQUIRED DOCUMENTATION IS PROVIDED. THIS IS VERY IMPORTANT IN ORDER TO PREVENT REFUSAL OF YOUR VISA APPLICATION. PLEASE BE AWARE THAT IF YOUR VISA IS REFUSED THERE WILL BE NO RIGHT TO APPEAL AND IAESTE UK AND THE BRITISH COUNCIL HAVE NO POWER TO CHANGE THE DECISION.

BACKGROUND INFORMATION

All Non EEA/EU Erasmus applicants must obtain a visa to enter the UK under the new UK Border Agency **Points Based System** (PBS) in order to take up an Erasmus work placement.

In this document we have set out clear step-by-step guidelines on what you need to do to help you and to save you time. Please follow these guidelines carefully in order to complete your visa application correctly.

NB. If any links are not current in this document, full information on the visa application process and the relevant forms can be found on the International Group website (formerly known as UK visas) at: <http://www.ukvisas.gov.uk/en/howtoapply/>. Then click on Points Based System Tier 5, Temporary Worker (INF 27).

HOW THE POINTS BASED SYSTEM WORKS: (basic summary, go to Section A for exact steps)

- All migrants to the UK must apply for their visa via a certain **Tier**.
- All students undertaking Erasmus Work Placements apply for a visa under the following tier: **Tier 5, Temporary Worker, Government Authorised Exchange**.
- All applicants under TIER 5 (Temporary Worker) need a **sponsor** to apply for their visa. The British Council (Erasmus Programme) is a licensed Category A Sponsor.
- As a licensed sponsor we assign each Erasmus student a **Certificate of Sponsorship** before the student can apply for a visa. Each Certificate of Sponsorship has a unique reference number. The British Council will send you the unique reference number for your personal Certificate of Sponsorship. This is all you will receive. The Certificate of Sponsorship is a virtual document, therefore, you will never be able to access or print it.
- You must only apply for your visa once you have been assigned your **Certificate of Sponsorship unique reference number**. You cannot apply for a visa without this.

- It is essential that you **apply for your visa following the instructions in this document as soon as you obtain your certificate of Sponsorship unique reference number**. The certificate of sponsorship will expire if it is not used for a visa application within three months of it being created. Your visa application will be refused if your certificate of sponsorship has expired.
- The steps in your visa application will be:
 1. Complete online visa application form
 2. Manual completion of Form Appendix 6
 3. Face-to-face biometric appointment
 4. Submission of required documentation.
- You are allowed 28 days additional stay in the UK outside of your official Erasmus work placement dates. You can take a maximum of 14 of these days before your Erasmus work placement begins.
- When you fill in the forms you must write the date you intend to travel to the UK. However, it is possible to travel on a later date than the date you put on your form as long as your visa is still valid.
- The processing time varies from country to country. It could be between 5 to 30 days but you should apply 60 days in advance if possible to allow maximum time.

Go to Section A

SECTION A

Erasmus STEP-BY-STEP GUIDELINES for:

NON EEA/EU CANDIDATES APPLYING FOR A TIER 5 TEMPORARY WORKER (GOVERNMENT AUTHORISED EXCHANGE) VISA

This table details the entire visa application process.

You will be referred to Section B and Section C of this document for instructions on how to complete the forms “VAF9” and “Appendix 6” which are required for your visa application.

IMPORTANT – TICK OFF THE POINTS BELOW

	STEPS	Erasmus candidate visa application checklist
	1.	<p>All candidates must complete visa application form VAF9. Step 2 of this table gives instructions on how to access this form. This form should be completed online. Please ensure that the computer you use is linked to a printer because you will need to print certain documents. You do not need to read the text on the page or click on the links. Just follow the instructions below step by step and tick each one as you do it.</p>
	2.	<p>Go to: www.visa4uk.fco.gov.uk</p> <ul style="list-style-type: none">• Click on the blue box in the bottom right hand side of the screen: “apply for a UK visa now” ↓• Read the screen of information but do not click any of the links. ↓• Tick the box “I have read the above information and the relevant guidance notes” ↓• Click “continue” <p>IMPORTANT: GO TO “SECTION B” OF THIS DOCUMENT FOR THE STEP-BY-STEP GUIDELINES ON COMPLETING ONLINE VISA APPLICATION FORM VAF9 AS AN ERASMUS WORK PLACEMENT STUDENT.</p> <ul style="list-style-type: none">• Fill in the online visa application form. The form does not have a name online but it is form VAF9.• Print out and sign your VAF9 form after you have completed it online.
	3.	<p>Complete Form Appendix 6. IMPORTANT: GO TO “SECTION C” OF THIS DOCUMENT FOR THE STEP-BY-STEP GUIDELINES ON COMPLETING FORM APPENDIX 6.</p>
	4.	<p>Assemble the following list of documents to take to your biometric appointment (which you booked online after completing form VAF9)</p>

Please also check the specific documents asked for by the country you are applying from.
You will either be required to submit these documents at your appointment or they might be required to be sent by post to a certain address after your appointment (depending on instructions for the country you are applying from).
It is essential that you provide all the specified documents. If you do not provide them, the UK Border Agency will not contact you to ask for them. Therefore, if you fail to send in the correct documentation, your visa application may be refused because of this.
Any documentation must be the original (unless instructions from the country you are applying from say otherwise)

- **A recent passport sized photograph (45mm x 35mm). Take more if required.**
 - must be taken in a passport photograph booth or by a professional passport photographer;
 - in colour taken against a white background;
 - clear and of good quality and not framed or backed;
 - printed on normal photographic paper;
 - With a neutral expression, mouth closed;
 - Taken within the last month;
 - full face and without sunglasses, hat or head covering (unless it is worn for cultural or religious reasons but the face must not be covered);
 - No covering of the face, hair across the face or red eye.
- **Your appointment confirmation print-out with reference number**
- **If you paid the visa fee online, your payment confirmation print-out with reference number.**
- **If you did not pay the visa fee online, £110 visa payment fee (or local currency equivalent). Check with your particular appointment institution on how this can be paid.**
- **Your passport or travel document (valid for at least six months after the intended date of departure from the UK). In some countries you might be asked to provide copies of previous passports if you still have them.**
- **Printed, signed online visa application form VAF9.**
- **Completed Appendix 6 form.**
- **T5 Confirmation of Maintenance Form from the Erasmus Programme which guarantees to certify your maintenance.**
- **If married: evidence of marital status** e.g. marriage certificate. Original required. No photocopies. Where the document is not in English, it must be accompanied by a fully certified translation by a professional translator.

		<ul style="list-style-type: none"> • Biometric details which will be obtained at your appointment. See step 5.
	5.	<p>Attend your appointment on the specific time and date. Take all of the documents in Step 4. You must have your printed and signed visa application form, your appointment receipt and your passport to have your biometric data taken; The following biometric data will be collected from you at the appointment:</p> <ul style="list-style-type: none"> • Scans of all 10 fingers (The fingerscan procedure uses an electronic scanner. No liquid will be used and the procedure will take two minutes). • A full-face digital photograph (full face and without sunglasses, hat or other head covering unless the headcover is worn for cultural or religious reasons)
	6.	Your documentation will either be taken at your appointment or you will be required to post it to a certain address for processing.
	7.	<p>Wait for your visa application to be processed. Processing time can vary. It is usually 5-30 days <u>but you should allow up to two months.</u> The date of your visa application is considered as the date that your biometric details are taken and your fee is paid.</p>
	8.	<p>Check your visa when you get it. Make sure:</p> <ul style="list-style-type: none"> • Your personal details are correct • It correctly states the purpose for which you want to come to the UK • It is valid for the date on which you want to travel <p>If there is anything wrong with it contact the visa application centre or visa section immediately.</p>

IT IS ESSENTIAL THAT ALL FORMS ARE COMPLETED CORRECTLY AND ALL REQUIRED DOCUMENTATION IS PROVIDED IN ORDER TO PREVENT REFUSAL OF YOUR VISA APPLICATION.

SECTION B

GUIDELINES FOR COMPLETING: FORM VAF9 ONLINE AS AN ERASMUS STUDENT

When you complete the form you will need the following:

<ul style="list-style-type: none">• Your passport
<ul style="list-style-type: none">• Your employers address in the UK
<ul style="list-style-type: none">• Your date of travel to the UK (see section 6 of the table below for more information)
<ul style="list-style-type: none">• A valid email address
<ul style="list-style-type: none">• To ensure that the computer you use is linked to a computer because you will need to print certain documents.

Complete this form online using the table below. In the table the steps correspond to sections on the online visa application form VAF9.

IMPORTANT – TICK OFF THE POINTS BELOW AS YOU ANSWER THEM

STEPS	GUIDANCE FOR ANSWER TO PUT ON THE FORM
Application Security	Enter your permanent email address
Your visa requirements	<p><u>READ THIS WHOLE BOX CAREFULLY BEFORE READING THIS SECTION OF THE ONLINE FORM</u></p> <p>You will be asked the following questions:</p> <p>Current location: You should apply from your country of normal residence. However in exceptional circumstances (such as travel/studying abroad) you must apply from another country. The location you enter here is the location where you will automatically be scheduled to have your biometric details appointment.</p> <p>Purpose of Application: Select “PBS Tier 5 Temporary Workers”</p> <p>Type of Application: Select “Tier 5 TW (Govt Authorised Exchange) Migrant”</p> <p>Click “Next”</p> <p>Ignore the three paragraphs which come up on the screen and click “Next”. This is because ERASMUS have calculated all points for you and summarised the guidance.</p>
Sections 1-5	<p>Complete these sections using the onscreen help where necessary.</p> <p>Ensure that your name on the visa application is spelled exactly as it is on your passport.</p>
Section 6 When do you wish to travel to the UK?	You are allowed 28 days additional stay in the UK outside of your official Erasmus work placement dates. You can take 14

		<p>of these days before your appointment begins as a maximum.</p> <p>Please enter the date you wish to travel to the UK here/intended date of your flight. NB. If you have not yet book your flight, please note that the date you enter here will be the first day that you will be allowed to enter the UK. You should not book travel to arrive any earlier than this date. It is fine however, if the date changes to a later date as long as your visa is still valid.</p>
	<p>Finalise your application</p>	<p>Please select how you will submit your application. For some countries the only option will be “in person.”</p> <p>Choose where you will have your appointment (this is the face-to-face appointment to have your biometric data taken.) You will be told where the possible venues are.</p> <p>If you are applying from certain countries you have the option to pay your visa application fee online at this time. If so, save the reference number once you have paid.</p> <p>A screen will come up with the following information:</p> <ul style="list-style-type: none"> • Your reference number (write this down as you will need it to make your appointment) • Stating that a confirmation email will be sent to you. • Giving the option to print your form. Print your form now.
	<p>Your visa appointment location</p>	<p>Book your appointment, following the instructions for your particular country on how to do this.</p> <p>Book the earliest date and time which is convenient to you. This is important because your visa application will be dated from the date of your appointment. <u>Processing times can vary. It is usually 5-30 days but you should allow up to two months before your date of travel.</u></p> <p>You will get an appointment reference number. Make a note of this number to take to the appointment.</p>

SECTION C

GUIDELINES FOR COMPLETING: APPENDIX 6:TIER 5 (TEMPORARY WORKER) SELF-ASSESSMENT

This form is downloaded from this link and must be completed manually:

<http://www.ukvisas.gov.uk/resources/en/docs/1903073/PBSAppendix6TempWorker>

You do not need to use the self assessment points calculator as we have calculated your points for you. Just follow the instructions below.

On Appendix 6 it states “please ensure you have completed the main personal details form.” This refers to online visa application form VAF9.

When completing Appendix 6, please have with you your Certificate of Sponsorship Unique Reference number (given to you by the British Council).

As the British Council is certifying your maintenance whilst you are in the UK, you only need to provide the British Council T5 Confirmation of Maintenance Form confirming this. You do not need to provide any supporting financial evidence of funds such as bank statements etc.

In the table below part numbers correspond to part numbers on the application form Appendix 6: Tier 5 (Temporary Worker) Self-Assessment.

IMPORTANT – TICK OFF THE POINTS BELOW AS YOU ANSWER THEM

PART NO.	GUIDANCE FOR ANSWER TO PUT ON THE FORM
1.1	First name as shown in your passport
1.2	Surname/last name as shown in your passport
2.1	British Council (Erasmus Programme
2.2	10 Spring Gardens, London, SW1A, 2BN
2.3	Write your specific employers name , address and postcode here (i.e. the company or university where you will undertake your Erasmus work placement.
3.1	Erasmus Programme Work Placement Student
3.2	Leave blank (unless you are completing a year long placement
3.3	Take this information from your T5 confirmation of maintenance form
4.1	Put a cross (“X”) in the box Tier 5 (Government Authorised Exchange.) Check carefully the cross is in the correct box (change it from the default box on the form.)
5.1	Put a cross in the box next to “30 points”
5.2	Enter the Certificate of Sponsorship number which the British Council has issued you with.
6.1	Put a cross in the box “Maintenance certified by sponsor.”
6.2	Ignore this question.
6.3	Put a cross in the box “letter from an A-rated sponsor confirming he/she is certifying your maintenance.”
6.4	Put a cross in the box “Please confirm you have claimed 10 points for your level of funds.”
7.0	Points scoring area: Certificate of Sponsorship: put “30” under Points Claimed. Documents provided: put “Certificate of Sponsorship” (but remember you do not have to submit this as it is a virtual document.) Maintenance (Funds): Put “10” under points claimed. Documents Provided: put “Confirmation Form from Category A Sponsor British Council (Erasmus Programme) Under total, put “40”

