**SHORT-TERM STUDY (STS) VISA LETTER – REQUEST FORM**

Please fill in this form to request a short-term study visa. The Information you provide will be used to assess your eligibility for this type of visa. Please, ensure you complete all sections correctly and fully.

Please return the completed form to [admissions@rau.ac.uk](mailto:admissions@rau.ac.uk) including a copy of the details page of your passport.

|  |  |
| --- | --- |
| SECTION A – PERSONAL AND CONTACT DETAILS | |
| FIRST NAME: |  |
| SURNAME: |  |
| DATE OF BIRTH: |  |
| NATIONALITY: |  |
| PASSPORT NUMBER: |  |
| RAU Applicant ID Number: |  |
| Contact E-mail address: |  |
| Contact Telephone Number: |  |
| Contact address: |  |

|  |  |
| --- | --- |
| SECTION B – IMMIGRATION STATUS | |
| Are you currently inside or outside the UK? | Inside the UK  Outside the UK |
| Do you plan to apply for a Short-term study visa in advance or on arrival in the UK? | In Advance  On arrival |
| Please note that non-visa nationals are permitted to apply for a STS visa on arrival in the UK. If you are a [visa national](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules) you must apply in advance to enter the UK.  All Short-term study students must ask to see a Border Officer on arrival in the UK and not use the e-Gates(automated self-service barriers). They must ensure that their passport has been stamped as a short-term study visa student.  [Image result for short-term study visa stamp](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwim76POsMXiAhVLQRoKHerCDdYQjRx6BAgBEAU&url=https%3A%2F%2Fwww.sussex.ac.uk%2Fstudy%2Finternational-students%2Fvisas-immigration%2Fshort-term-study-visa&psig=AOvVaw02kgmnqcmow9cuPvfX0jK5&ust=1559378724981870) | |

|  |  |
| --- | --- |
| SECTION C – STUDY DETAILS | |
| Is the Short-term study visa letter relating to a new course of study or a course already started? | New course  Course already started |
| Please state the full title of your course |  |
| Please use the space below to explain why you need a short-term study visa letter. | |
|  | |

|  |  |
| --- | --- |
| SECTION D – FEES STATUS | |
| If you have paid any money towards your tuition fees, please state the amount here: | £\_\_\_\_\_\_\_\_ |
| If you have a place for accommodation on campus and you have paid fees already, please state the amount paid here: | £\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| SECTION E – APPLICANT DECLARATION |
| * I confirm that the information provided on this form is complete and true to the best of my knowledge * I understand that the Royal Agricultural University reserves the right to refuse a Short-term study visa letter if it believes that in doing so could jeopardise its credibility as a compliant sponsor * I understand that if I do not fully adhere to all relevant UKVI rules(see [guidance](https://www.gov.uk/study-visit-visa)), my application is likely to be refused * I understand that I am required to present my Short-term Study visa to the Registry Office as soon as possible upon arriving in the UK * I understand that the University cannot be held responsible if my STS visa application is refused(for any reason) or rejected as invalid, nor for any resulting loss of visa application fees, or any other fees that may be relevant. * I understand that no refund will be given by the University if the reason for a visa refusal is based on the grounds of deception or non-genuine documents, misrepresentation of circumstances or if the reason for refusal is within the student’s own control, except in exceptional mitigating circumstances. * I understand that the University will be required to de-register me from my course of study if for any reason I lose my Leave to Remain/Leave to Enter in the UK * I give permission to all members of the University’s Registry and Visa Support Teams to communicate with the UKVI and the UK Police regarding any aspect of my visa application an immigration status   Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |