Application Guide

Important information

This guide is for US nationals only.

**Important:** Please read this guide before you start your online visa application.

Please check the status of your nearest application centre before you make your visa application:

- **VFS Premium Application Centre:** You will need to purchase a Premium Service.
- **USCIS Application Support Centre**

You **MUST** obtain your CAS statement before you make your Student Visa application.  
You **MUST** complete your visa application and obtain your Student Visa before coming to the UK. 
You **CANNOT** switch to a Student Visa in the UK if you only have visitor permission.

If you cannot get your visa in time, or cannot travel due to flight cancellation, please contact the Visa Compliance Team at [visa@nulondon.ac.uk](mailto:visa@nulondon.ac.uk) to discuss your options.

Please read this guide along with the detailed [Student and Child Student](#) guidance issued by UK Visas and Immigration.
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1. Upload all required documentation to CAS Shield
2. NU London Visa Compliance Team issues you with a CAS
3. Use the CAS and other documentation to make your online Student Visa application and pay the Immigration Health Surcharge
4. Attend biometric appointment, and post your passport along with other required documents if you have been instructed to do so
5. Receive Entry Clearance Visa, and upload it to CAS shield as part of the pre-enrollment process
6. Travel to the UK
7. Collect BRP visa card
How To Apply

You can make your visa application in United States of America or if you are a legal resident in a different country, you can apply there. You cannot normally apply in a country that you are only visiting.

You can only apply in the UK in limited circumstances, click see [here](#) for further information. You cannot enter the UK as a visitor or without a visa and then apply for your Student Visa.

You must have your Confirmation of Acceptance for Studies (CAS) from NU London before you can apply. The NU London Visa Compliance team will create your CAS.

You cannot apply for your visa earlier than six months before your course start date as stated on your CAS. Your CAS number is valid for six months.

Students who are eligible to apply for their visa in the UK can apply for their visa no earlier than three months before their course start date.

When you apply in your home country for a Student Visa you need to register for and complete an online application.

Applicants Who Don’t Need to Submit Evidence

As you are a US national, your application will come under the ‘differential evidence requirement’ and will not have to submit evidence of funding and qualification at the time of the visa application. If you rightfully hold passports from more than one country, you can benefit from the arrangement as long as you are using your USA passport for your visa application.

You must make sure you have the correct documents as evidence of funding ready in case you are asked for them later in the application process. Your application could be refused if you are not able to provide the specified documents within the requested time period.

Starting the Online Application

Here is the [link](#) for applicants who are applying outside the UK.

Applicants who are applying from inside the UK, please click [here](#).

Completing the Online Visa Application Form

Where are you planning to live?
Select 'England, Scotland, Wales or Northern Ireland'

Do you have a current EU, EEA or Swiss passport?
Please choose 'No'.

Select a country to provide your biometrics
Enter the name of the country where you are making your visa application, remembering that you must apply either in your country of nationality or you can apply in the country where you live if different. If there is no centre for providing biometrics in your country of application, you will be told where you need to go for biometrics. Do not select ‘United Kingdom’ here, unless the visa team have told you that you can make your application inside the UK.

You then need to confirm you can get to a biometric enrolment location in your country.
Register an Email and Telephone Number

Follow the instructions to create a password for your application. UKVI will send a link to your email address. You will need to confirm that the email address is yours.

You can add additional emails, including your parent’s address here too.

Add your telephone numbers.

Scholarship

Do you have a Marshall, Chevening or commonwealth scholarship? Select ‘No’

Your Confirmation of Acceptance for Studies

Select ‘Yes’ and enter your CAS number exactly as it shown on your CAS letter - you should copy and paste it.

**DO NOT** submit an application without a CAS number.

Personal Details

Given name(s)/Family name

Write your name exactly as shown in your passport and CAS letter. Include middle/other names with your Given name(s).

If you only have one name, click on ‘I do not have a current passport or travel document’ and then ‘I do not have both a given and family name’ and then you can enter one name.

Have you had any other names?

Only answer yes and provide information for this question if you have officially or legally been known by another name.

Complete information regarding your gender (as shown on your passport), and relationship status.

Address

Enter your address. If you use another address for correspondence, please make sure that you click ‘No’ and provide your mailing address. This is important because the UKVI may contact you about your application via mail.

Complete the information regarding your residential property. You have to fill in your residential address for the past two years to continue the application.

If the country of your residence is one of this listed country other than United States of America, and you have been living in there for more than 6 months prior to date of your visa application, then you must provide a Tuberculosis (TB) test as part of your visa application.

Passport/Travel Document

You need to have one blank page/side in your passport for your visa vignette.

Your passport needs to be valid at the time of application and for your intended arrival in the UK. It is not necessary at the time of your application to have a passport that will be valid for the entirety of your course.
This is because you will be issued a 90-day travel visa vignette/sticker in your passport. You will then collect a Biometric Residence Permit (BRP) card on arrival in the UK which will be valid for your course duration and some additional time. This BRP card does not need changing or updating when you renew your passport in the future.

**Passport number**
Enter exactly as it appears on your passport and must match the passport number on your CAS.

Enter all other passport details as they appear on your passport.

**Identity Card**
Answer as applicable.

**Your nationality, country and date of birth**
Select the nationality that is written on your CAS.

**Your other nationalities**
Answer as applicable.
If you have a second nationality, and still hold that nationality, you can leave the 'Date held to' question blank.

**Spoken language preference**
You must answer ‘English’ to this question.

**Information About a Spouse or Partner**
Although a separate application must be made for each dependant(s) coming to the UK with you, you are also required to give information on your own application about a partner or spouse and whether they will accompany you or not.

**Information About your Child Dependant(s)**
Although a separate application must be made for each dependant(s) coming to the UK with you, you are also required to give information on your own application about any dependant(s) who are financially relying on you whether they will accompany you or not.

**Information About Your Family**
You will then need to enter information about your parents, and any close family members who live in the UK.

**Your Planned Travel Information**
Are you travelling as part of an organised group?
Answer as appropriate. For the majority of students, this will be ‘No’.

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?
Answer as appropriate.

**Accommodation in the UK**
Do you know where you will be staying in the UK?
If you have accommodation arranged in the UK, give the details here. If you don’t know yet where you will be living, state ‘No’ and go to the next question.
Where do you plan to stay in the UK? 
Include details of where you are hoping to stay if not confirmed.

**UK Travel History**
Have you been to the UK in the last 10 years? 
If so, give the details for up to the most recent 3 visits.

**Medical Treatment**
If you have been to the UK in the last 10 years you will be asked to include details and dates of any medical treatment received in the UK including visits to a doctor’s surgery (known as a General Practitioner or GP) and whether you had to pay for your treatment.

Give information about any treatment as accurately as possible. Having used the UK’s National Health Service (NHS) when eligible to do so, for example, because you held a long-term visa and/or paid the Immigration Health Surcharge with the visa application, will not be a problem for this visa application.

**UK Leave to Remain**
Have you applied for leave to remain in the UK in the past 10 years? 
Select as appropriate.

**National Insurance Number**
You will only have a National Insurance number if you applied for one in the past, for example, if you undertook any work during a previous UK stay.

**International Travel History**
How many times have you visited the following places in the past 10 years? 
You are asked to record any visits to Australia, Canada, New Zealand, USA, Switzerland and the European Economic Area in the past 10 years. Follow the instructions and give the information as accurately as you can.

Have you been to any other countries in the past 10 years? 
The form continues to ask about travel to all other countries. Again, try to answer this to the best of your ability.

**Date you plan to arrive in the UK?**
Enter the date you plan to arrive, but this must not be more than a maximum of one month before your course start date as given on your CAS. You will be given an initial Entry Clearance Visa valid for 90 days to enter the UK. This visa's start date will be either 7 days before your intended travel date, or one month before your course start date, whichever is later. You can use the visa to come to the UK between its start date and end date. If it expires before you travel you will need to apply to replace it.

**We strongly recommend that you do not make any travel arrangements before you receive your visa.**

**Immigration History and Criminal Convictions**
Problems with immigration to the UK and other countries 
It is very important that you give the required information about any immigration problems in the UK and other countries. Contact visa@nulondon.ac.uk if you are worried about this section.
Convictions and other penalties, and further security questions
It is very important that you answer this section accurately and give details however long ago any offence occurred.

The form continues with further security questions and then another section about war crimes, terrorist activities and certain forms of employment.

Note: previous convictions will not necessarily lead to a visa refusal, particularly for non-custodial offences, but failure to disclose information that is requested here is likely to lead to a refusal.

Contact visa@nulondon.ac.uk if you are worried about this section.

Sponsor Licence Number and Address
This section is asking for information from your CAS about your course, the title, level, etc. If you do not have a CAS number yet, you cannot proceed with your application. If you are reapplying after a visa refusal, you must get a new CAS.

The following information you need for this section will appear on your CAS Letter:
Sponsor Licence Number: 62XFXQV13 (Northeastern University - London).
Sponsor’s address: Devon House, 58 St. Katharine’s Way
Town/City: London
Postcode: E1W 1LP

What type of sponsor will you be studying with?
NU London is a Higher Education Provider with a track record of compliance.

Is this the site where the majority of your study will take place?
Select ‘Yes’

Did you apply for your course through UCAS?
Answer ‘No’ unless you are coming for an undergraduate degree or postgraduate degree and you are confident that you have applied through UCAS. If you are unsure, please check with the Visa Compliance Team at visa@nulondon.ac.uk.

Academic Technology Approval Scheme Certificate (ATAS)
Select ‘No’, unless you are studying a PhD.

If you are studying a PhD programme, please refer to your CAS.

Official Financial Sponsor
Will you be receiving money from an official financial sponsor for your continuing studies?
Answer ‘Yes’ if you will receive funding for the study from the UK government, your home Government, a university (including any funding from Northeastern University) or an international company or organisation.

‘Wholly sponsored’ means funding for your course or at least your first year if longer than a year to cover all your fees and at least £1,334 per month for living expenses for 9 months (£1,334 X 9 = £12,006).

If your funding comes from another source, for example, a private individual (who is not your parent or legal guardian) or a non-international organisation or company, you must answer ‘No’ here.
Note: you cannot use a private individual or non-international organisation or company as evidence of funding for your visa application. They would need to transfer the money to you in advance and you would need to demonstrate it had been in your own bank account for 28 days.

If you will be funding your studies using a student loan, answer ‘No’ here.

Course Information
Name of sponsor institution
Enter ‘Northeastern University - London’.

Course name
Enter the Programme Title given on your CAS.

Qualification you will get
Select the appropriate ‘Course Level’ as shown on your CAS.

Are you going to be a student union sabbatical officer?
Select ‘No’

Course start date
If you are starting a new course, enter the course start date noted on your CAS.

If you are a continuing student applying for more time to complete a course, including returning to NU London after a leave of absence, enter your actual course start date as it appears in the ‘Evidence Used to Obtain Offer’ section of your CAS.

Course end date
Use the ‘Expected End Date’ from your CAS letter.

Accommodation Payments
Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?
Please select ‘No’.

Course Fees
What are your course fees for your first year?
Enter the ‘Tuition Fee for first year’ figure from your CAS Letter.

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?
Select ‘Yes’ here if you have paid anything towards your fees and this is shown on your CAS. If you have made a payment that does not appear on your CAS, e-mail visa@nulondon.ac.uk to request an updated CAS letter.

Maintenance Funds
Are any of the funds required for this application in the form of a student loan?
Select as appropriate.
Are all of the maintenance funds required for this application in a bank account with your name on it? If you are self-funding, answer ‘Yes’. For other sources of funding answer, ‘No’ and continue to the next question.

Are you relying on money held in an account under your parent(s) or legal guardian(s) name? There is only a Yes/No option for this question. Some students will be answering no to both these questions because they will be funded through a scholarship or a student loan. If you are using a bank statement for evidence you must use your own or a parent’s or legal guardian’s.

If you have a partner who already has a visa for the UK or is applying at the same time you can use evidence from their bank account. You can’t use evidence from a partner if they are not going to be with you in the UK during your studies.

For full information, read the Home Office’s Guidance on Financial evidence for Student route applicants.

Additional Information
Add anything here that you think is relevant to your application, particularly where you were unable to answer one of the application questions in the field provided.

Documents
You will now have to indicate that you are providing the documents listed. If your application comes under the ‘differentiation arrangements’ because of your nationality, you should not be asked to provide financial or qualifications evidence.

You may be able to submit the required documents by uploading them before your visa appointment, although this varies by country so read the instructions you are given by your local visa application centre.

Note that unless you are applying as an EU/EEA/Swiss national you will always have to submit your physical passport at some stage of your visa application.

Documentary evidence to show funding
If your nationality is listed in ‘Applicants Who Don’t Need to Submit Evidence’ above you will not have to provide funding evidence but remember you must have the documents available to provide if UK Visas and Immigration asks for them later (there may be spot checks).

If you are not exempt based on the above conditions you must follow the requirements for evidence of funding as specified in the UK Visas and Immigration’s Guidance and get translations if necessary.

If you are showing evidence of money held in either your own or a parent/guardian’s account, you must be able to show that you have held the required level of funding for 28 consecutive days prior to application. Any documents must also be dated within 31 days of the date you submit and pay for the application, otherwise, your application is likely to be refused.

Documentary evidence of academic qualifications
Since you are coming to NU London for degree level study, you do not need to provide evidence of qualifications. The UK Visas and Immigration allows NU London as a Higher Education Provider (HEP) with a track record to assess your academic ability and your CAS will state what the assessment was based on.
You must have completed any qualifications listed - UK Visas and Immigration will not accept provisional documents.

For full information on evidence for qualifications see the UK Visas and Immigration's Guidance.

**Declaration**
You must then make a declaration that all the information is correct to the best of your knowledge.
Note that you will not be able to edit your application after completing the declaration.

**Immigration Health Surcharge**
For information about how the IHS is calculated please see the government website.

Note that you will not be able to edit your visa application after clicking through to the IHS website. You will be asked to re-enter your course start and end date again on the IHS website and answer some other questions. Use the course start date and the expected end date from your CAS.

**Application payment**
After you have paid you will be prompted to arrange an appointment for giving your biometrics (fingerprint and face scan) which must be done before your application can be processed, and also to select where to collect your BRP after arrival in the UK.

**Arranging the Collection of Biometrics Residence Permit (BRP)**
All non-EU nationals can nominate NU London as your BRP collection site. NU London ACL code is: 3HE367.

**Biometric Appointment**
You will be prompted to book an appointment to give biometric information at an Application Support Centre (ASC) or a VFS Global Centre. Please follow the instructions on the application.

**Mail Your Application and Passport**
If you are using USCIS ASC, you may need to mail your passport to application processing center. Please refer to the documentation you are given at your biometrics appointment for instructions on how to do this.

If you are required to send your passport for processing you must do this within 5 days of your biometrics appointment.

**Visa Processing Time**
Once you have submitted your application online, the processing time starts when you attend your appointment and provide your biometric information at a visa application centre.

You should receive a decision on your visa within approximately 3 weeks once you attend your appointment at the visa application centre, however, the processing time may vary.

We strongly recommend that you do not make any travel arrangements before you receive your visa decision.
After Your Visa is Issued
Once your application has been processed you will be issued with a 30 or 90-day entry clearance visa, which will be a sticker (vignette) in your passport, and an explanatory letter confirming where to collect your BRP (for non-EU/EEA/Swiss nationals only).

The date you can enter the UK will be the ‘valid from’ date on your entry clearance visa vignette.

Further Help
If you experience any difficulties email visa@nulondon.ac.uk for advice. Please do not send multiple emails about the same issue as this slows down our response times.

If your visa application is refused, please email us a copy of the refusal notice (all pages) so we can advise you before a new CAS number is issued.

If you think you have made a mistake on your application, please do not take any further action until you have contacted us via visa@nulondon.ac.uk and received advice on how to proceed.