This is a guide to completing the Short-term Study application form for people who need to apply for a visa before travelling to the UK. You can check if you need to apply for a visa in Appendix 2 of the visitor visa rules. If your country does not appear on the “Visa National List” you can request permission to enter the UK as a Short-term Student when you arrive at the border. Please ensure you also read the bespoke information for your programme of study. The guide is intended to be used alongside official guidance.

1. Go to www.gov.uk/browse/visas-immigration
2. Choose “Study in the UK”
3. Choose “Short-term Study visa”
4. Choose “Apply”

You will need to complete an online application form. Click on to access the form.

You will need to confirm which application form you are choosing. Select:

- [ ] Short-term student visa

You will then need to choose the country where you will be attending a visa appointment to give your biometric information. You can apply for a short-term study visa from any country outside the UK, you do not have to apply in your home country.

Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner’s website.

Enter the country in which you are making your application and wish to provide your biometrics

You will then be asked to confirm if you can attend an appointment at one of the centres listed. If you cannot attend an appointment at one of the centres, you can then select to attend an appointment in another country.
2. Creating an account and Registering your Email Address

1. You will need to create an account to complete the form by registering your email address. Use the email address you use most often and a password that you will remember.

3. Completing the Form

This section looks at frequently asked questions about the Short-term Study application form that our team receives. It does not provide answers to all of the questions.

1. Your Name

You must give your name with the spelling that it is in your passport. The form asks you to give your name in European order (Given name(s), family name).

If you only have one name, choose the option ‘I cannot enter my name using a current passport or travel document’. You will then see a further option ‘I do not have both a given and family name’.

If you select this option, you will be able to enter your name in a separate field.

2. Any Other Names

If you have been known by any other names, you must provide this information.

3. Gender and relationship status

Please confirm these details in this section.

4. Your Address

This is the address where you are living when you apply for your short-term study visa. You will also be asked to confirm whether this is the same as your correspondence address. If you have a different correspondence address, please include it in this section.

5. About this property

You will need to confirm how long you have lived at the property and whether you own or rent it. If you are living in your family home please select ‘Other’ and then explain your circumstances in more detail.

6. Your Passport
Please give your passport details in this section. Complete this with your passport in front of you to ensure that the information is correct.

Note: Your issuing authority could also be the country of issue / place of issue on your particular passport.

7. **National Identity Card**

If you have a national identity card issued by your national government, enter the details in this section.

8. **Your nationality, country and date of birth**

Please enter your details in this section. If you have more than one nationality, please include the nationality under which you are applying for a short-term study visa i.e. the passport you will be using for your application.

9. **Your other nationalities**

Please declare whether you hold any other nationalities in this section. If you answer yes, you will be prompted for further details.

10. **Course Enrolment**

   “Enrolled” is the same as “Registered” in LSE terminology. You can only apply for your Short-term Study visa once you have official documentation confirming your period of study from LSE. If you are an Executive Masters student returning for teaching, you should obtain a new, original letter from your department confirming your expected return and teaching blocks. Your offer letter will no longer be valid because it is likely to be considered to be too old.

   **Course enrolment**

   Are you enrolled or accepted on a UK course?
   - Yes
   - No

   ▶ Save and continue
   ▶ Return to this application later
   ▶ Show and edit answers

**Course Details**

- If you are studying a degree programme, provide the programme name and the qualification your will receive.

- If you are attending the Summer School refer to the separate Summer School guide to the application form.

- If you are a non-residential Atlantic Fellow, you can provide the following details:
11. Other Courses

You can study additional courses on a short-term study visa. Your total study in total cannot be more than 6 months in length. If you have other study planned in additional to your study at LSE before you apply for your short-term study visa, then you should declare that here.

You must provide letters confirming all of the study that you will be undertaking in the UK with your visa application.

You can add additional courses while you are in the UK, but the study must last no longer than 30 days after your original course has ended.

12. Accommodation

This is dependant on your personal circumstances. If you are only attending the Summer School, you should answer ‘No’ to this question. Even if you have booked LSE Accommodation, this is charged separately to your Summer School tuition fees. If you have booked LSE Accommodation, the details of this will be included on your Summer School visa letter.

13. Plans after your visa expires

You must provide clear details of your plans to return home because the intention of a Short-term Student visa is to be in the UK only for your studies and then return home after 30 days or the expiry date of your visa, whichever is sooner. You should not plan to stay the full length of your Short-term Student once your studies have ended as this may affect your ability to return to the UK in the future.

You must include evidence to support your future plans with your application. For example, if you are returning home to resume your studies or employment, include a certificate of registration from your home university or letter of confirmation from your employer.

You can also include evidence of return flights with your visa application or details of proposed onward trips if you plan to travel in Europe. It would be helpful to include details of any other ties to your home country / country of residence that show that you intend to leave the UK.

The UKVI is looking to make sure that you are genuine Short-Term Student. Our students have previously had difficulty showing a clear intention to leave the UK. The more evidence you can include to show your ties to your home country / country of residence and future plans the better.
14. **Academic Technology Approval Scheme**

Students applying for a short-term study visa to attend an Executive Masters course or to re-take assessments as an unregistered student do not require ATAS clearance.

If you are returning to the UK on a short-term study visa as a PhD student and are unsure whether you will require ATAS clearance, please contact us.

15. **Previous Study in the UK**

If you have studied other programmes in the UK you must provide details of these in this section.

16. **Your Employment Status**

Please select whether you are employed, self-employed, a student, retired or unemployed in this section.

If you are **employed**, you will need to include details of your employer. You will then be prompted to enter your job role and net monthly salary after tax. You should include pay slips with your visa application to support this (we advise 6 months of pay slips if possible), together with a letter from your employer and contract of employment.

If you are **self-employed**, you will need to include details of your role and how much you earn from your self-employment. You should provide evidence of the money you have earned e.g. bank statements, evidence of company documents and taxes paid.
If you are a student, retired or unemployed you will be directed to the next question about income and savings. If you are a student, you should include a letter confirming evidence of your student status with your visa application.

17. **Your income and savings**

In this section, the UKVI want to see details of your finances to see how you can afford to attend LSE as a short-term student. This is in addition to any income you earn from employment or self-employment, which was covered in the previous section.

Here you can declare any regular income / personal savings that you hold. If you do not have any personal savings or income, you can also declare this in this section. If another person is financing your studies you can declare this later.

If you have other regular income that is not from employment or self-employment such as an allowance or pension you must declare this as other regular income. You must be able to provide evidence of this. For example, if your parents provide you with a regular allowance, you should provide a letter from them confirming this and bank statements as proof.

If you have savings, you must declare the amount you hold and provide evidence e.g. bank statements.

If you do not have any other income or savings personally, either because all your income is from employment or self-employment or because you are financially dependent on family, you will need to select this option.

Evidence required for finances:

Unlike with Tier 4 applications, there is no detailed guidance on the format of the financial evidence you need to include in your application. Here are some points to consider:

- Any documents not in English must be officially translated and able to be verified;
- Bank documents must be verifiable;
- If you are using a salary as evidence of funds, it must be verifiable. For example, the salary can be seen in a bank account, recent pay slips and a letter from an employer confirming the information regarding salary.
- The UKVI wants to get a realistic picture of your financial circumstances. They are concerned with your financial position in your home country and the where the funds to pay for your Summer School programme have come from.

18. **About the cost of your visit**

Here the UKVI wants to see that you have estimated the realistic cost of your visit. You need to budget to include your flight costs, course cost, accommodation costs and general living expenses. You can include the costings in GBP or your home currency.
The UKVI are looking to see that you have sufficient funds to cover your studies while you are a short-term student without working in the UK. Working is not permitted on a short-term study visa. Even if you are being financially sponsored for your studies, you must give an estimate of how much the trip will cost.

If you are being supported by family, you will need to explain this later in the application form.

19. About your financial situation

You will need to provide details of your expenses outside the UK. This question assesses whether you are able to meet the costs of attending Summer School taking into account your financial situation in your home country.

If you are living at home with family and have few expenses, include the average amount you spend each month.

20. Paying for your visit

If another person is paying for your studies or you are receiving a scholarship, you must provide the details here. You will need to provide original evidence to support the information you have declared in this section. You will need to explain why they are supporting your studies financially.

If you select ‘yes’ you will be directed to the screen below. You should complete this section in full. If you are receiving funding from more than one person, you should provide details of all people/organisations that are supporting you financially while you will be in the UK.
21. **Your planned length of stay**

You can only choose the 11 month option if you are taking an English language course. This means that you will be studying a course to improve your English language, not that the course is taught in English. If you are attending Atlantic Fellows, an Executive programme or returning for assessments, you should choose up to 6 months. If you are attending Summer School,

You can only apply for your Short-term Study visa once you have official documentation confirming your period of study from LSE. If you are an Executive Masters student returning for teaching, you should obtain a new, original letter from your department confirming your expected return and teaching blocks. Your offer letter will no longer be valid because it is likely to be considered to be too old. If you are returning for repeat or deferred assessments, you will need to request a short-term student visa letter from the Visa Compliance team at LSE.

![Your planned length of stay](image)

22. **Your planned travel information**

You need to input your planned travel dates in this screen. Ensure that your leaving date is no more than 30 days after you have completed your studies.

23. **Spoken Language preference**

It is unlikely that you will be interviewed as part of your visa application or that the UKVI will need to contact you. However, as you will be taught in English at Summer School, it is advisable to select English as your answer.

24. **People financially dependent on you**

Include anyone here that relies on you for financial support, whether they are travelling with you to Summer School or not.

25. **Give details about your parents**

In this section, you will need to give details about 2 of your parents. Once you have given details about your first parent, you will need to give details about your second parent too.
If you do not have your parents’ details select...

26. **Family who live in the UK**

This question only asks about immediate family. If you choose “Yes” on the next page you will be given a drop-down menu giving you the options the UKVI wishes to know about. This does not include uncles, aunts or cousins.
27. **Travelling as part of an organised group**

Select whether you are coming to Summer School as part of an organized group.

![Travelling as part of an organised group](image)

28. **Travelling with another person**

If you are travelling to the UK with someone else and they are not your partner, spouse or dependant you must declare this on your application form. Previous LSE students have encountered issues when not declaring that they are travelling to the UK with others, so ensure that you complete this section as accurately as possible.

29. **Where you will stay in the UK**

If you know where you will be staying during your time at LSE, please select ‘Yes’ and include the full details and address.

There is no obligation for you to have made accommodation arrangements before applying for your visa. If you have not yet found somewhere to stay in the UK, please select ‘No’ in this section. You will then be asked to give further details about your accommodation plans in the UK.

30. **UK Travel History**

If you have previously been to the UK in the past 10 years you will need to declare this.

![UK travel history](image)

You will need to provide additional details for up to three of your most recent visits on the next screen.
You will then be asked to confirm whether you have ever received medical treatment in the UK. If you have previously received treatment in the UK, you will be asked to confirm whether you have visited a doctor, clinic or hospital and whether you were told that you would have to pay for treatment. You will then be asked to give further details of the treatment that you received, including whether it was Emergency or non-Emergency treatment.

31. **UK Visa Applications**

Please confirm whether you have been issued with a UK visa in the past 10 years. If the answer is yes, you will be asked to confirm the date that the visa was issued.

32. **Travel to the Australia, Canada, New Zealand, USA or the European Economic Area (EEA)**

You will need to state if you have visited any of these regions in the last 10 years. You will then be asked to confirm details of up to two of your most recent visits.

33. **Travel History**

You will need to declare all travel in the last 10 years to other countries not listed in the previous section. You will need to give details of the countries that you have travelled to by adding each visit.

34. **Immigration History**

Please declare whether any of the below apply to you. If any of these do apply to you, then please explain your circumstances in detail. Please note that being required to leave does not mean leaving the UK before your visa expires in the normal way.
Answering yes to one of these questions does not automatically mean that your short-term study visa will be refused. However, failing to declare one of the below issues could lead to an immigration ban on the basis of deception, so please do ensure that you declare any issues that you have faced. You must be honest in your answers as the UKVI may choose to check this.

35. **Breach of UK immigration law**

If any of the below apply to you, please select the relevant option and explain the circumstances in more detail. As above answering yes to this section does not mean that your visa will be refused but failing to declare a breach could lead to an immigration ban. You must be honest in your answers as the UKVI may choose to check this.

36. **Criminal Convictions**

You must answer the questions honestly. If you are unsure about how to answer them, please contact us.
37. Your employment history

In this section, you must declare whether you have worked in any of the below sectors. For example, if you have had to complete compulsory national service you must declare this. You should select all answers that apply to your circumstances.

Additional Information

You should use this section to provide any further details that you may need to explain about your application e.g. additional travel or unusual circumstances.

4. Checking the form, supporting documents and submitting the form

- Once you have completed the form, you will be given a chance to check your answers. You should ensure you check everything is correct about your circumstances to avoid any complications in the application process.
- The only mandatory document is your passport. However, you must ensure that you include the supporting evidence to support your answers in your application e.g. your letter confirming your studies.
• Your supporting documentation should be original and verifiable. Students have received refusals because their supporting documentation has not given enough evidence of the information they have included in their application especially information relating to salary and the ability to support themselves;
• Any documents not in English or Welsh must be officially translated;
• You must submit your passport and photographs as part of the application;
• You must show that you can meet the rules for each application you submit. If there have been any changes since your last application, you must ensure that your application reflects this change;
• Further details on the supporting documentation required can be found at:
  o https://www.gov.uk/study-visit-visa/documents-you-must-provide
• When you have checked your form you will need to sign the declaration. Once you have clicked on you cannot make any further changes to the form. If you realise at this point you have made a mistake, you will need to start a new form.
• Depending on which country you are applying from, you will then be given a list of application services available, their individual cost and the estimated processing times.
• Once you have chosen which service you would like, you will need to choose where and when you will attend your appointment. You will then need to pay your fee.

**IMPORTANT: Once you have paid for your application you will then have submitted your form and will receive confirmation of this. At this point if you are no longer planning to attend or there are errors with your application, you will need to withdraw your application.**

If you have any further questions, contact ISVAT using our online query form:
https://info.lse.ac.uk/current-students/immigration-advice/secure/isvat-query-form