



Guide to completing the Short-term Study Application Form for Summer School students – Feb 2019

This is a guide to completing the Short-term Study visa application form for Summer School students who need to apply for a visa before they travel. If you are not attending the Summer School please read the relevant guides to the Short-term Student application for your situation.

Check if you need to apply for a visa [here](#). Read the bespoke information for Summer School students on our [web pages](#). If you still have queries after reading through this guide, our web pages and the official guidance, please [contact us](#)

1: Finding the application form

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

You will need to complete an online application form. Click on [apply online](#) to access the form.

You will need to confirm the type of visa for which you are applying. Please select:

 Short-term student visa

You will then need to choose which country you are applying from:

Select your location

Enter the country in which you are making your application

You will then be asked to confirm if you can attend an appointment at one of the centres listed. If you cannot attend one of the listed appointments, you will have to choose to attend an appointment in another country.

2. Creating an account and registering your Email Address

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 Application Form

1. Your Name

You must give your name with the spelling in your passport. The form asks you to give your name in European order (First name, family name).

If you only have one name, choose the options below:

Your name

What is your name, as shown in your current passport or travel document?

Given names

Family name

[▼ I am not sure how to enter my name](#)

Enter your name as shown on your passport.

- if you have middle names, include these with your given name
- if your name has a suffix (for example *Jr.*), include this with your given name

[▼ I do not have both a given and family name](#)

Please enter your name(s)

2. Any Other Names

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

3. Your Home Address and Telephone Number

This is the address where you are living when you apply for your visa.

4. Living at your home address

You will need to confirm details about your home address and how long you have lived there.

5. Gender and relationship status

Please confirm these details in this section.

6. Your nationality, date and country of birth

Please confirm your nationality, date, country and place of birth in this section.

7. 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.

8. Another passport or travel document

If you have another passport or travel document (even if this has expired) you must declare that in this section.

9. National Identity Card

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

10. Course Enrolment

Once you have received your official Summer School offer letter/email, you have been accepted on a UK course, so select **yes** to this question.

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](#)

Please note you will need an official Summer School visa letter before you can apply for your short-term study visa. You will need to order a Summer School visa letter from the [LSE Shop](#) or request a PDF letter from the Summer School office on summer.school@lse.ac.uk

Course Details

- As you will be a Summer School student, you can provide the following details in this section:

Institution name

Course name

Qualification you will get

Include the LSE's full title here

You also need to include the dates of your Summer School sessions in this section. These are the dates on your Summer School visa letter.

Please be aware that if you have only received an offer for one Summer School session before applying for your visa, it will only be possible for you to add **ONE ADDITIONAL** session of Summer School when you are in the UK. This is because you can only add additional study providing that it lasts no longer than 30 days after your first course.

If you are considering attending all three Summer School sessions, you must have applied for at least two sessions before you make your visa application.

11. Other Courses

You can study additional courses on a Short-Term Study visa providing that your total study is not more than 6 months in length, unless you add them after your arrival and they are in excess of 30 days. These courses can be before or after Summer School. If you are planning to attend any other courses in the UK, you will need to include details of these here:

Other courses

Would you like to add any other courses that you are enrolled or accepted on in the UK?

Yes No

[Save and continue](#)

You will need to submit official letters from all of the courses you are planning to attend with your visa application.

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

Plans after your visa expires

What will you do when your course finishes and your visa expires?

500 characters remaining of 500 characters

[Save and continue](#) [Cancel](#)

You must provide very clear details of your plans to leave the UK after LSE Summer School because short-term students should only remain in the UK for their planned studies. You must plan to leave the UK no more than 30 days after you have completed your course /courses or before the end of your short-term student visa, whichever is sooner.

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 Summer School 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

LSE Summer School students do not require ATAS clearance, so select 'No' to this question.

15. Previous Study in the UK

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

Previous study in the UK

Have you studied in the UK before?

Yes No

16. Your Employment Status

Here you will need to select whether you are currently employed, self-employed, a student, retired or unemployed.

Your employment status

What is your employment status?
You can select more than one option.

Employed

Self-employed

A student

Retired

Unemployed

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.

*If you are a current student in your **home country / country of residence** you should provide evidence or an explanation about how LSE Summer School will benefit you or is linked to your future plans, as the UKVI have found this to be an area of concern previously.*

If you are currently studying a distance learning course e.g. UOLIP and therefore have a discounted rate at Summer School, you should explain how the Summer School is linked to your UOLIP programme and provide evidence of this 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 Summer School. This is in addition to any income you earn from employment or self-employment, which was covered in the previous section.

Your income and savings

Do you have another income or any savings?
You can select more than one option.

Other regular income

Savings

Or

I do not have any other income or savings

[Save and continue](#)

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 provenance of funds to pay for your Summer School programme.

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.

About the cost of your visit

How much money are you planning to spend on your visit to the UK?

Estimate the amount and include flights, accommodation and everyday expenses.

Save and continue

The UKVI are looking to see that you have sufficient funds to cover your Summer School studies without working in the UK as this is not permitted on a short-term study visa. Even if you are being financially sponsored for your studies, you must say how much the trip costs. It does not matter that you have already paid your tuition fees.

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.

About your financial situation

What is the total amount of money you spend each month?

Include living costs, money given to dependants, rent or mortgage, and any other bills or costs.

Save and continue

20. Paying for your visit

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

Paying for your visit

Will anyone be paying towards the cost of your visit?

This includes any costs being paid by an employer or a company, or if you are being given any money.

Yes No

Save and continue

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 to come to Summer School.

Help towards the cost of your visit

Who is paying towards the cost of your visit?

Someone I know (for example, family or friend)

My employer or company

Another company or organisation

How much money will they be paying towards your visit?

Why are they helping to pay for your visit?

Maximum of 500 characters

21. Your planned length of stay

As you will be attending Summer School, you should choose the 6 month option. You are not eligible for the 11 month option. You can only apply for your Short-term Study visa once you have received your Summer School visa letter.

Your planned length of stay

Are you planning to come to the UK for up to 6 months or up to 11 months?

Up to 6 months

Up to 11 months

 If you are applying for the 11 month visa, you must be taking an English language course. Please read the [guidance](#) on eligibility.

22. Your visit to the UK

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.

Give details about your first parent

Give details about 2 of your parents.

[▶ What if I do not have my parents' details?](#)

What is this person's relationship to you?

Mother

Father

Given names

Family name

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Country of nationality

Have they always had the same nationality?

Yes No

[▶ What if I do not have my parents' details?](#)

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 wish to know about. This does not include uncles, aunts or cousins.

Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes No

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

Will you be travelling to the UK as part of an organised group?
This include travel companies or sports, work, or study groups.

Yes No

[Save and continue](#)

28. Travelling with another person

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

29. Accommodation in the UK

Accommodation in the UK

Do you have an address for where you are going to stay in the UK?
If you do not have an address for your accommodation, select No and on the next page give details of what you intend to do.

Yes No

[Save and continue](#)

If you have already arranged accommodation for your time at Summer School, please select **'yes'** and include the full details and address on the next screen. If you have already booked accommodation in LSE residences then this will be stated on your Summer School visa letter but you should also include details in this section.

There is no obligation for you to have made accommodation arrangements before applying for your visa. If you have not yet found accommodation, declare this on the application form and then give details of how you are planning to find somewhere to stay.

30. UK Travel History

If you have previously been to the UK you will need to declare this. Choose the correct answer for the number of times you have travelled to the UK in the last 10 years. You will need to provide additional details for up to two of your most recent visits on the next screen.

UK travel history

How many times have you been to the UK in the last 10 years?

Zero

Once

2 to 5 times

6 or more times

[Save and continue](#) [Cancel](#)

31. Medical Treatment in the UK

You will need to declare any medical treatment you have received in the UK, even if this was a visit to the doctor for a minor illness or contraception. You will need to declare each visit and if you paid for the treatment you received. This is to check whether you have any outstanding debts with the NHS. A debt of a minimum of £1,000 can lead to a refusal. The UKVI will also be checking that you are not travelling to the UK just to access healthcare facilities.

Medical treatment in the UK

Have you ever been given medical treatment in the UK?
If you visited a doctor or were treated at a hospital, this counts as having medical treatment.

Yes No

[Save and continue](#) [Cancel](#)

32. UK leave to remain

A “leave to remain” application is an immigration application made in the UK asking permission to stay in the UK. If you have ever applied for a UK visa whilst you were in the UK, you must declare this.

UK leave to remain

Have you applied for leave to remain in the UK in the past 10 years?

Yes No

[What is leave to remain?](#)

Leave to remain is an application made whilst in the UK asking permission to stay in the UK.

[Save and continue](#)

33. 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. However, you will only need to provide details of up to two of your most recent visits.

Travel to Australia, Canada, New Zealand, USA or the European Economic Area

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- European Economic Area (do not include travel to the UK)

[Which countries are part of the European Economic Area \(EEA\)?](#)

• Austria	• Germany	• Poland
• Belgium	• Greece	• Portugal
• Bulgaria	• Hungary	• Romania
• Croatia	• Ireland	• Slovakia
• Republic of Cyprus	• Italy	• Slovenia
• Czech Republic	• Latvia	• Spain
• Denmark	• Lithuania	• Sweden
• Estonia	• Luxembourg	• UK
• Finland	• Malta	
• France	• Netherlands	

Zero
 Once
 2 to 5 times
 6 or more times

[Save and continue](#) [Cancel](#)

34. 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.

Travel history

! Do not include visits to the UK, USA, Canada, Australia, New Zealand or the European Economic Area.

Have you visited any other countries in the past 10 years?

Yes No

[Save and continue](#) [Cancel](#)

[Return to this application later](#)

[Show and edit answers](#)

You should enter the details of your travel history as accurately as possible. If there is insufficient space add a covering letter giving the additional details.

35. Problems with immigration to the UK

You must declare any problems you have had with immigration to the UK. However, when it asks if you were required to leave the UK, this means that you have been formally required to leave the UK by the UK government. It does not mean just if you left because your visit has ended or your visa has been curtailed. If you have ever received a UK visa refusal please ensure that you declare this. Failure to declare a refusal could be viewed as deception, which could lead to an immigration ban of up to 10 years. If you are unsure whether you need to declare an immigration issue, please contact us for advice.

Problems with immigration to the UK

Have you ever been:

- refused a visa for the UK
- deported from the UK
- removed from the UK
- required to leave the UK
- refused entry at the UK border

Yes No

[Save and continue](#)

36. Problems with immigration to countries other than the UK

You must declare whether you have had any immigration problems for any other country in the world. This may not affect your visa application for the UK, but it will depend on the issue you faced e.g. illegal working may mean that the UKVI will think you will risk working whilst in the UK. However, you must be honest with your answers as the UKVI may choose to check this.

Problems with immigration to the UK

Have you ever been:

- refused a visa for the UK
- deported from the UK
- removed from the UK
- required to leave the UK
- refused entry at the UK border

Yes No

Save and continue

37. Criminal Convictions

You must answer the questions honestly. If you are unsure about how to answer them, [please contact us](#).

Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?
Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions.

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

You should also answer the subsequent questions in relation to war crimes and terrorism honestly.

38. Your previous employers

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.

Your previous employers

Tell us about work for the following types of organisation.

Include information for any paid or unpaid work for the types of organisation below.
You can select more than one option.

- Armed Forces (including compulsory national or military service)
- Government (including Public or Civil Administration and compulsory national service)
- Media organisations
- Security organisations (including police and private security companies)
- Judiciary (including work as a judge or magistrate)

Or

- I have not worked in any of the jobs listed above.

Save and continue

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.

You could use this section to explain how you feel you will benefit from your time at Summer School or how it is linked to your current plans / study.

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 and financial evidence.
- Your supporting documentation should be 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, the ability to support themselves or their ties to their home country / country of residence.
- Any documents not in English or Welsh must be officially translated;
- You must submit your passport 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:
 - <https://www.gov.uk/study-visit-visa/documents-you-must-provide>
 - <https://www.gov.uk/government/publications/short-term-students>
 - <http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa>
- When you have checked your form you will need to sign the declaration. Once you have clicked

I accept the above

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>