



STUDENT VISA PROCESS

Designed to assist the prospective student an understanding
of the VISA Application Information, Documentation &
Processes involved.

Please do note: The HMRC website has been used to assist in the development of creating this document and therefore the latest data and information has been collated at the time of writing this document.

EM7xSA International Football Academy in conjunction with
Palace for Life Foundation



November 2023



CONTENTS

1. Introduction	Page 3
2. Palace for Life Foundation.....	Page 4
3. Overview of the VISA process.....	Page 5
4. Your Course and Qualifications.....	Page 7
5. The Anticipated money that you'll need.....	Page 8
6. Knowledge of English requirement.....	Page 11
7. Documentations required for the VISA application.....	Page 12
8. Applying.....	Page 13
9. Your partner and/or children.....	Page 14
10. Extending your visa.....	Page 18
11. Switching your visa.....	Page 21



1. INTRODUCTION

This document has been designed to assist all prospective students looking to obtain a further understanding of the VISA Application Information, Documentation & Processes involved so as to enter into the next cohort year of education at the EM7 Academy in Partnership with the Palace for Life Foundation.

This document will offer the following:

- Overview of the VISA process
- Your course and Qualifications
- The Anticipated money that you'll need.
- Knowledge of English requirement
- Documentations required for the VISA application.
- Applying
- If you have a partner and/or children
- Extending your visa
- Switching your visa

Please do note: The HMRC website has been used to assist in the development of creating this document and therefore the latest data and information has been collated at the time of writing this document.



2. PALACE FOR LIFE FOUNDATION

The Palace for Life Foundation is the official charity of Crystal Palace F.C. which has been working with the south London community for over 25 years. With the use of the power of football and the Crystal Palace brand to change the lives of young people across south London, particularly the most hard-to-reach and hard-to-help. The Foundation works with over 15,000 people each year, inspiring them to find a better path and to lead a healthier life.

Academic and Post 16 Centres (16-18 years):

Palace for Life Foundation's Post-16 Centres offer both male and female players the opportunity to broaden their educational learning while participating in a fully comprehensive training and playing programme. The students have personalised schedules and timetables in order to balance an in-depth football development programme with an academic qualification alongside.

Qualifications cover BTEC Level 1-3, dependent on the venue and all aspects of football are catered for and the programmes support students' exit routes both academically and in a football environment – allowing the students to progress on to University, Apprenticeships, Scholarships and Professional footballing contracts.

The football development centre provides a great opportunity for students to expand their education while learning about and playing the game they all love all under the Crystal Palace Football club's umbrella.

3. OVERVIEW OF THE VISA PROCESS

You can apply for a student visa to study in the UK if you're 16 or over and you:

- have been offered a place on a course by a licensed student sponsor.
- have enough money to support yourself and pay for your course - the amount will vary depending on your circumstances.
- can speak, read, write, and understand the English language.
- have consent from your parents if you're 16 or 17 - you'll need evidence of this when you apply.

If you're 16 or 17 and you want to study at an independent school in the UK, you may be eligible for a Child Student visa instead.

This visa has replaced the Tier 4 (General) student visa (2023).

Applying from outside the UK

The earliest you can apply for a visa is **6 months before you start your course**. You'll usually get a decision on your visa within 3 weeks.

How long you can stay?

How long you can stay depends on the length of your course and what study you've already completed in the UK (if any).

If you're 18 or over and your course is at degree level, you can usually stay in the UK for up to 5 years. If it's below degree level, you can usually stay in the UK for up to 2 years.

Staying longer in the UK

You may be able to:

- Extend your Visa - if you're eligible, for example to continue your studies in the UK.
- Switch to a Student Visa - from another visa if you're already in the UK.
- Switch to a Graduate Visa - to stay in the UK for at least 2 years after successfully completing your course.

When can you travel to the UK for your course?

You can arrive before your course starts. This can be either:

- up to 1 week before, if your course lasts 6 months or less.
- up to 1 month before, if your course lasts more than 6 months.

Note: You must **NOT** travel to the UK before the start date given on your approved visa, no matter when your course starts.

Fees

To be paid in FULL by applicant.

It costs (at the time of printing this specific document):

- £490 to apply for a student visa from outside the UK.
- £490 to extend or switch to a student visa from inside the UK.

Please do note: You must pay the visa fee for each person that joins you.

Healthcare Surcharge

There will be a requirement to pay for the healthcare surcharge as part of your application.

How much you pay depends on how long your visa lasts. A visa may last longer than your course of study or period of employment.

Cost for a year - You'll have to pay:

- £470 per year for a student or Youth Mobility Scheme visa, for example £940 for a 2-year visa.
- £470 per year for visa and immigration applicants who are under the age of 18 at time of application.
- £624 per year for all other visa and immigration applications, for example £3,120 for a 5-year visa.

Should you have a partner and/or children:

You may be able to bring your partner and children ('dependants'). See section 9 in this document.

What you cannot do

You can:

- Study
- work as a student union sabbatical officer

You may be able to work - how much depends on what you're studying and whether you're working in or out of term-time.

You cannot:

- claim any public funds (benefits) and/or pensions.
- work in certain jobs, for example as a professional sports person or sports coach
- be self-employed or start a self-employed business.
- study at an academy or a local authority-funded school (also known as a maintained school)

Should your application be successful, you'll be told what you can and cannot do on a student visa.

4. YOUR COURSE AND QUALIFICATIONS

You must have an unconditional offer of a place on a course with a licensed student sponsor. To prove this, your education provider will send you a reference number (called a Confirmation of Acceptance for Studies (CAS)) once they've offered you a place on the course. You need a CAS before you can apply for your visa.

Courses you can study.

You can do one of the following courses:

- a full-time course leading to a qualification that's below degree level (RQF level 3/4/5) with at least 15 hours a week of organised daytime study.
- a full-time course leading to a qualification that's degree level or above (RQF level 6/7/8)
- a full-time course at degree level or above (RQF level 6,7 or 8) that's equivalent to a UK higher education course and is being delivered as part of a longer course overseas.
- a part-time course leading to a qualification that's above degree level (RQF level 7 or above)
- a recognised foundation programme for postgraduate doctors or dentists
- an English language course at level B2 or above in the Common European Framework of Reference for Languages

You can also apply for this visa if you're taking up a full-time elected position as a Student Union Sabbatical Officer.

You may also need an Academic Technology Approval Scheme (ATAS) certificate if you're studying or researching sensitive topics at RQF level 7 or above.

Postgraduate doctors and dentists

You can apply for this visa if you're sponsored to do a recognised foundation programme and you've:

- finished a recognised UK degree in medicine or dentistry.
- received that degree from a registered student sponsor.
- spent your final year and at least 1 other year of studies leading to that degree in the UK.

Your Confirmation of Acceptance for Studies (CAS)

Once they've offered you a place on the course, your education provider will send you a reference number called a Confirmation of Acceptance for Studies.

You must enter this reference number on your visa application.

You must apply for your visa within 6 months of receiving your CAS.

5. THE ANTICIPATED MONEY THAT YOU'LL NEED

Monetary Requirements

You must have enough money to pay for your course and support yourself in the UK. Exactly how much money you need depends on your circumstances and what you're applying for.

Course fee - You need enough money to pay for your course for 1 academic year (up to 9 months). The amount you need to pay will be on your Confirmation of Acceptance for Studies (CAS).

If you've been in the UK with a valid visa for at least 12 months, you do not need to prove you have this money for your visa application.

Money to support yourself ('financial requirement')

You'll need to show you have enough money to support yourself - unless you've been in the UK with a valid visa for at least 12 months on the date of your application.

How much money you need depends on where you will be studying. You'll need either:

- £1,334 per month (for up to 9 months) for courses in London *
- £1,023 per month (for up to 9 months) for courses outside London

If you're boarding at a residential independent school, you'll need to pay boarding fees instead. The amount you need to pay will be on your CAS.

* London means the City of London and the 32 London boroughs.

Note: You'll need to prove you have extra money for each family member you bring with you.

Additional Note: You must have this money for at least 28 consecutive days. The end date of the 28-day period must be within 31 days of the date you apply for your visa.

Example If you submit your application on 1 January 2021, you'd have to show that the funds were in your bank account for at least the 28-day period ending on 1 December.

If you have a student loan or financial sponsorship, you'll need to provide evidence of this from your loan or sponsorship company.

You will be asked to prove this - Evidence you need to provide:

If you have official sponsorship

To prove you have official financial sponsorship you need to show your reference number for confirmation of acceptance for studies (CAS).

If your official financial sponsorship is not recorded on your CAS, you'll need to show a letter of confirmation from the official financial sponsor. If you are not sure ask your sponsor. The letter must show:

- the date
- the name of the financial sponsor
- contact details of the financial sponsor
- how long the sponsorship will last.
- the amount of money that is being given or confirmation that all of your fees and living costs will be covered.

If you have a student loan

For student loans you need to show a student loan letter which:

- is dated no more than 6 months before the date of application.
- confirms the loan is a student loan provided by either the relevant government or a government sponsored student loan company or an academic or educational loans scheme.
- confirms there are no conditions on release of the loan funds other than a successful application to study.
- confirms the amount of the loan.
- confirms the loan is for you.
- is on official stationery.
- confirms the funds will be available to you, or paid directly to the sponsor, before you begin your course.

If you're using your own money

If you're not being financially sponsored or relying on a student loan, your funds can be held in any form of personal or building society account including a:

- current account
- deposit account
- savings account
- pension savings
- investment account
- Cash must be in an account that allows you immediate access.

Funds must have been acquired legally and if you were in the UK, you must not have earned them when working illegally.

If you're using your own money, or that of a parent or partner you'll need to show you have the required amount of money in an account. You can provide:

- bank statements
- building society passbooks
- certificates of deposit
- a letter from your bank or building society.

Your bank statement should show information like:

- the date it was issued.
- your name (or the account holders name if it is your parent or partner)
- the name of the bank or building society
- balance on the account

You can provide a download of electronic bank statements as long as it has this information. You do not need to have these stamped by the bank.

We may do verification checks with your bank. If we're unable to verify the funds your application may be refused.

Money in other currencies

If your money is held in a foreign currency this will be converted into pound sterling (£) using the spot exchange rate on OANDA for the date of the application.

When you do not need to prove you have money to support yourself

You do not need to prove the financial requirement if:

- you've had a UK visa for 12 months prior to the date of your student visa application - you must currently be in the UK.
- you're applying as a student union sabbatical officer.
- you're applying as a postgraduate doctor or dentist on a recognised foundation programme.

If you're from a country listed under the 'differential evidence requirement'

You do not need to prove you have enough money to support yourself if you're a British national overseas or from one of the following countries or territories:

Australia, Austria, Bahrain, Barbados, Belgium, Botswana, Brazil, Brunei, Bulgaria, Cambodia, Canada, Chile, China, Croatia, Republic of Cyprus, Czech Republic, Denmark, The Dominican Republic, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Indonesia, Ireland, Italy, Japan, Kazakhstan, Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Macao, Malaysia, Malta, Mauritius, Mexico, Netherlands, New Zealand, Norway, Oman, Peru, Poland, Portugal, Qatar, Romania, Serbia, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, Tunisia, United Arab Emirates & the United States of America

However, you might be asked to provide this evidence before you get a decision on your application.

If you do need to provide it, you'll be contacted by UK Visas and Immigration (UKVI) after you've submitted your application.

6. KNOWLEDGE OF ENGLISH

You must prove your knowledge of the English language when you apply.

You can prove your knowledge of English by:

- passing a Secure English Language Test (SELT) from an approved provider (TBC)
- having a GCSE, A level, Scottish National Qualification level 4 or 5, Scottish Higher or an Advanced Higher in English, gained through study at a UK school that you began when you were under 18.

Level of English

You must prove you can read, write, speak and understand English to a certain level on the Common European Framework of Reference for Languages (CEFR) scale.

What you're studying	Level
Degree level or above	Equivalent to CEFR level B2
Below degree level	CEFR level B1

If you're studying with a Higher Education Provider.

If you're studying at degree level or above, your Higher Education Provider (HEP) can assess your level of English themselves. This means they may ask you to do a different test.

This must still be equivalent to a CEFR level B2.

Who does not need to prove their knowledge of English?

You do not need to prove your knowledge of English if you're from one of the following countries or territories, or you've completed a qualification equivalent to a UK degree in one of them:

Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, the British Overseas Territories, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK & USA

You also do not need to prove your knowledge of English if one of the following applies:

- you're a national of Canada.
- you're applying to come to the UK for a study abroad programme as part of a university degree course in the USA.
- you proved your level of English in a previous visa application.

7. DOCUMENTS YOU'LL NEED TO APPLY.

When you apply for your student visa you must provide:

- a current passport or other valid travel documentation
- a Confirmation of Acceptance for Studies (CAS) from your course provider

You may also need to provide:

- proof you have enough money to support yourself and pay for your course - this will vary depending on your circumstances.
- a valid ATAS certificate if your course and nationality require it.
- proof of parental or other legal guardian consent if you're under 18.
- proof of your relationship to your parent or guardian if you're under 18.
- your tuberculosis test results.
- written consent for your application from your financial sponsor if you've received sponsorship for your course fees and living costs in the last 12 months.

You may need to provide additional documents depending on your circumstances.

You shall need a blank page in your passport for your visa if you need to give your biometric information (fingerprints and a photograph) at a visa application centre. You'll be told if you need to do this when you apply.

If you're under 18

If you're under 18 you'll need written consent from both parents or legal guardians (or one parent if they have sole responsibility).

This must include their consent for:

- your visa application.
- you're living and care arrangements in the UK.
- your travel to the UK.

You'll also need to provide a copy of your birth certificate (or another government issued document) that shows the names of your parents.

8. APPLYING

Note: You must apply online for your student visa.

Applying outside of the UK

As part of your application, you'll need to prove your identity. How you do this depends on where you're from and what type of passport you have.

You'll either:

- give your fingerprints and a photograph (biometric information) at a visa application centre.
- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign into your UK Visas and Immigration (UKVI) account.

You shall be told what you need to do when you apply.

Note: Once you've started your application, you can save your form and complete it later.

How long it takes to get a decision?

You'll usually get a decision within 3 weeks.

You may be able to pay to get a faster decision- you'll be told if you can when you apply.

Apply inside the UK

You may be able to apply to:

- extend your student visa or
- switch to a student visa from another type of visa.

You may be able to pay to get a faster decision - you'll be told if you can when you apply.

After you apply

You'll be contacted if your application is complex and will take longer, for example because:

- your supporting documents need to be verified.
- you need to attend an interview.
- of your personal circumstances (for example if you have a criminal conviction)

If you need to change something in your application after you've sent it contact UK Visas and Immigration (UKVI).

You can ask to withdraw your application by contacting UKVI.

Your fee will only be refunded if UKVI has not started processing your application.

After you get a decision

If your application is successful, you'll get either:

- a biometric residence permit - if you gave your biometric information at a visa application centre.
- a digital immigration status which you can view and prove online - if you used the 'UK Immigration: ID Check' app.

9. YOUR PARTNER AND CHILDREN

Your partner and children ('dependants') may be able to apply to come to the UK or stay longer in the UK.

You must be one of the following:

- a government-sponsored student starting a course that lasts longer than 6 months.
- a full-time student on a postgraduate level course (RQF level 7 or above) that lasts 9 months or longer.
-

If your postgraduate level course starts on or after 1 January 2024, it must be either:

- a PhD or other doctorate (RQF level 8)
- a research-based higher degree

Your dependants

A dependant partner or child is one of the following:

- your husband, wife, or civil partner.
- your unmarried partner.
- your child under 18 years old - including if they were born in the UK during your stay.

You'll need to provide evidence of your relationship when you apply, for example:

- a marriage or civil partnership certificate for your partner
- a birth certificate for your child

Your child

You'll need to prove that your child is both:

- not married or in a civil partnership.
- living with you, unless they're living away from home in full-time education - for example, at boarding school or university.

You'll need to provide 2 of the following documents confirming their address:

- a bank statements.
- credit card bills.
- driving licence.
- NHS registration document.
- an official letter from their university or college.
-

If your child pays you rent or upkeep, you'll need to give details.

Money, they need to support themselves.

Your partner and child must each have a certain amount of money available to them. This is in addition to the money you must have to support yourself.

How much money they need depends on where you will be studying.

They must have either:

- £845 a month (for up to 9 months) for courses in London
- £680 a month (for up to 9 months) for courses outside London

If you're applying at the same time as your partner/child (you're applying together as a family), you'll need to prove you have both monies to pay for your course and to support yourself and additional money for each of them.

If your partner or child is applying at a different time to you (they're applying separately) they only need to prove they have money to support themselves.

You (or your partner or child) must have this money for at least 28 consecutive days. The end date of the 28-day period must be within 31 days of the date they apply for their visa.

If you have a student loan or financial sponsorship, you'll need to provide evidence of this from your loan or sponsorship company. If your loan does not cover your partner or child, you'll need to prove you have money to support them instead.

When they do not need to prove they have money to support themselves

Your partner or child does not need to prove they have this money if they've been in the UK with a valid visa for at least 12 months.

If you and your partner or child are from a country listed under the 'differential evidence requirement' and you're applying at the same time, they do not need to prove they have money to support themselves.

However, they might be asked to provide this evidence before they get a decision on their application.

If they do need to provide it, they'll be contacted by UK Visas and Immigration (UKVI) after they've submitted their application.

Apply outside the UK

Your partner and children must either:

- apply online as your partner outside the UK.
- apply online as your child outside the UK.

They'll need your application number - you get it when you apply. This number is called a Global Web Form (GWF) or a Unique Application Number (UAN). You'll find it on emails and letters from the Home Office about your application.

As part of their application, they'll need to have their fingerprints and photograph taken at a visa application centre (to get a biometric residence permit).

They'll have to collect their biometric residence permit within 10 days of when they said they'd arrive in the UK.

They may be able to pay to get their visa faster or use other services depending on which country they're in - check with the visa application centre.

How long they can stay.

If their application is successful, their visa will end on the same date as yours.

Apply inside the UK to extend or switch.

Your partner or child can apply to extend or switch their visa either:

- at the same time as you apply to extend or switch your own visa
- at any time before their current visa expires

This includes children who have turned 18 during your stay.

Your partner or child cannot apply to switch in the UK if they have one of the following visas:

- a visit visa.
- a short-term student visa.
- a Parent of a Child Student visa.
- a seasonal worker visa.
- a domestic worker in a private household visa.

Fees

Each person will need to pay:

- £490 for the visa

the healthcare surcharge – (shown earlier as per above)

They'll need to have their biometric information (fingerprints and a photo) taken - there's no fee for this.

How to apply

Your partner and child must apply online. They must either:

- apply online as your partner inside the UK.
- apply online as your child inside the UK

They'll need your application number - you get it when you apply. This number is called a Global Web Form (GWF) or a Unique Application Number (UAN). You'll find it on emails and letters from the Home Office about your application.

As part of their application, they'll be asked to make an appointment at a UK Visa and Citizenship Application Services (UKVCAS) service point to provide their biometric information (fingerprints and a photo).

They'll also need to submit their supporting documents. They can:

- upload them into the online service.
- have them scanned at their UKVCAS appointment.



They must not travel outside of the UK, Ireland, the Channel Islands, or the Isle of Man until they get a decision. Their application will be withdrawn if they do.

Getting a faster decision

They may be able to pay to get a faster decision - they'll be told if they can when they apply.

Children born in the UK.

If you have a child while you're in the UK, they do not automatically become a British citizen. You must apply for your child's dependant visa if you want to travel in and out of the UK with them. The form you fill in depends on whether your child is inside or outside the UK. Your child must either:

- apply online as your child inside the UK.
- apply online as your child outside the UK.

You'll need to provide a full UK birth certificate for each child, showing the names of both parents. You must apply for their dependant visa before they turn 18 if they want to stay in the UK.

10. EXTENDING YOUR VISA.

You may be able to extend your student visa to stay longer and continue your course or study a new course. This includes if you currently have a Tier 4 (General) student visa.

To extend your visa you must:

- be in the UK on a Student visa or a Tier 4 (General) student visa.
- have an unconditional offer of a place on a course with a licensed student sponsor - shown by your Confirmation of Acceptance for Studies (CAS).
- show that your studies are at a higher academic level than your current course (called the 'academic progress requirement') - there are some exceptions.
-

If you've been in the UK with a valid visa for less than 12 months, you'll need to prove you have enough money to support yourself in the UK.

Your partner or children will need to apply separately to extend their visa. They can either apply at the same time as you, or at any time before their current visa expires.

You can also switch to a Graduate visa to stay in the UK for at least 2 years after successfully completing your course.

Showing academic progress

If you're currently studying in the UK, you'll usually need to show your studies will be at a higher academic level than your current course.

Your new course must be one of the following:

- at a higher academic level than your current course.
- at the same level and related to your previous course or career aspirations - it must be degree level or above at a Higher Education Provider (HEP).
- intercalated to a medicine, dentistry, or medical science course you started studying under your student visa (including a Tier 4 (General) student visa).

You do not need to show your studies are at a higher level if you're doing one of the following:

- resitting exams or repeating modules.
- applying for the first time to a new institution to complete a course you started at an institution that lost its student sponsorship licence.
- applying after working as a student union sabbatical officer to complete a qualification you started studying under your last Student visa (including a Tier 4 (General) student visa).
- completing a PhD or other doctorate that you started studying under your last Student visa (including a Tier 4 (General) student visa).
- continuing your medical, dentistry or medical science degree after completing an intercalated course.
- applying to extend your stay to complete your studies because you've done (or want to do) a work placement or study abroad programme.

If you're applying to work in the UK

You can get a CAS if you're applying to work as a student union sabbatical officer.

When to apply

The earliest you can apply is 3 months before your course starts.

You must apply before your current visa expires. Your new course must begin within 28 days of your current visa expiring. For example, if your visa expires on 1 December, you must apply for a new visa before 1 December. Your new course must begin by 29 December.

You must also apply within 6 months of getting a Confirmation of Acceptance for Studies (CAS). You can stay in the UK until you get your decision.

If you applied for an administrative review because your application was refused, you can stay in the UK until you get your review decision.

Fees

For each person, you'll need to pay:

- £490 to extend this visa.
- the healthcare surcharge (as outlined above).

Note: You'll need to have your biometric information (fingerprints and a photo) taken - there's no fee for this.

Apply

You must apply online.

As part of your application, you'll need to prove your identity. How you do this depends on where you're from and the type of passport or resident permit you have.

You'll either:

- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign into your UK Visas and Immigration (UKVI) account.
- give your fingerprints and a photograph (biometric information) at a UK Visa and Citizenship Application Services (UKVCAS) service point - this is to get a biometric residence permit.

You'll be told what you need to do when you apply.

You must not travel outside of the UK, Ireland, the Channel Islands, or the Isle of Man until you get a decision. Your application will be withdrawn if you do.

How long it takes to get a decision.

A decision will usually be made within 8 weeks.

You may be able to pay to get a faster decision - you'll be told if you can when you apply.

After you apply

You'll be contacted if your application is complex and will take longer, for example because:

- your supporting documents need to be verified.



- you need to attend an interview.
- of your personal circumstances (for example if you have a criminal conviction).

If you need to change something in your application after you've sent it contact UK Visas and Immigration (UKVI).

You can ask to withdraw your application by contacting UKVI. Your fee will only be refunded if UKVI has not started processing your application.

If your application is successful

If your application is successful, you'll get either:

- a biometric residence permit - if you gave your biometric information at a UKVCAS centre.
- a digital immigration status which you can view and prove online - if you used the 'UK Immigration: ID Check' app.

11. SWITCHING YOUR VISA

You may be able to switch to a student visa if you already have permission to be in the UK.

You cannot switch to this visa if you have one of the following visas:

- a visit visa.
- a short-term student visa.
- a Parent of a Child Student visa.
- a seasonal worker visa.
- a domestic worker in a private household visa.
- leave outside the immigration rules.

If you have settled or pre-settled status under the EU Settlement Scheme, you do not need to apply for a visa.

Eligibility

To switch to a student visa, you must:

- be in the UK.
- have an unconditional offer of a place on a course with a licensed student sponsor - shown by your Confirmation of Acceptance for Studies (CAS).

If you've been in the UK with a valid visa for less than 12 months, you'll need to prove you have enough money to support yourself in the UK.

Your partner or children will need to apply separately to switch their visa. They can either apply at the same time as you, or at any time before their current visa expires.

When to apply

The earliest you can apply is 3 months before your course starts.

You must apply before your current visa expires. Your new course must begin within 28 days of your current visa expiring. For example, if your visa expires on 1 December, you must apply for a new visa before 1 December. Your new course must begin by 29 December.

You must also apply within 6 months of getting a Confirmation of Acceptance for Studies (CAS). You can stay in the UK until you get your decision.

If you applied for an administrative review because your application was refused, you can stay in the UK until you get your review decision.

Fees

For each person, you'll need to pay:

- £490 to switch to this visa.

- the healthcare surcharge (already outlined above).

You'll need to have your biometric information (fingerprints and a photo) taken - there's no fee for this.

Apply

You must apply online.

As part of your application, you'll need to prove your identity.

How you do this depends on where you're from and the type of passport you have.

You'll either:

- give your fingerprints and a photograph (biometric information) at a UK Visa and Citizenship Application Services (UKVCAS) service point.
- use the 'UK Immigration: ID Check' app to scan your identity document (you'll also create or sign into your UK Visas and Immigration (UKVI) account).

You'll be told what you need to do when you apply.

Note: You must not travel outside of the UK, Ireland, the Channel Islands, or the Isle of Man until you get a decision. Your application will be withdrawn if you do.

How long it takes to get a decision.

A decision will usually be made within 8 weeks.

You may be able to pay to get a faster decision - you'll be told if you can when you apply.

After you apply

You'll be contacted if your application is complex and will take longer, for example because:

- your supporting documents need to be verified.
- you need to attend an interview.
- of your personal circumstances (for example if you have a criminal conviction).

If you need to change something in your application after you've sent it contact UK Visas and Immigration (UKVI).

You can ask to withdraw your application by contacting UKVI. Your fee will only be refunded if UKVI has not started processing your application.

If your application is successful

If your application is successful, you'll get either:

- a biometric residence permit - if you gave your biometric information at a UKVCAS centre.
- a digital immigration status which you can view and prove online - if you used the 'UK Immigration: ID Check' app.