

# Applying for a Short-term study visa

## **STEP 1: Familiarise yourself with the application process and guidance**

Visit the UK Visas and Immigration (UKVI) site titled "[Short-term study visa](#)". Everything you need to know about applying as a Short-term student should be available from this site. There are also links to a number of important documents, including UKVI's [full guide](#) to supporting documents.

Read through the various web-pages carefully, as they contain a lot of very detailed information about how to apply and what documents you need to provide. For a quick list of required documents, see question 5 of our [Frequently Asked Questions](#).

**NOTE:** If you are a non-visa national, you are **not** required to apply for your visa in advance and can instead apply on arrival in the UK. For further information about this, please see question 2 of our [Frequently Asked Questions](#).

## **STEP 2: Request a Short-term study visa letter**

To request a Short-term study visa letter, please download the [specified form](#), fill it in and email to [immigration@glos.ac.uk](mailto:immigration@glos.ac.uk).

Please note that you will need to submit your original Short-term study visa letter with your visa application. It is imperative, therefore, that you submit your request for a Short-term student visa at least 6 weeks before your intended date of travel (to allow time for the letter to be delivered prior to submission of your visa application).

## **STEP 3: Complete the application form and book an appointment at your nearest Visa Application Centre (*Visa nationals only*)**

You must [apply online](#) for a Short-term study visa. You will need to select:

- Reason for visit:– "Study"
- Visa Type:– "Study (non Points-Based System)"
- Visa Sub Type:– "Study - Short-term student 6 months"

You will need to book an appointment at a [visa application centre](#) as part of your application. If you wish to submit your application via a premium route, please check that such an option is available by contacting the visa application centre direct.

## **STEP 4: Attend your appointment at the visa application centre and submit your documents (*Visa nationals only*)**

At the appointment you will need to submit all required documents and have your fingerprints and photograph (known as "biometric information") taken. Please make sure you submit ALL required

documents. We recommend that you keep photocopies of your completed application and all submitted documents, including your passport.

**STEP 5: Receive and check your Short-term study visa (*Visa nationals only*)**

When you get your visa, it is essential that you check it carefully to ensure that:

- your name and date of birth are correct
- it states you are a Short-term student
- it starts on or before the date you want to travel to the UK
- it does not end sooner than expected

If any of the above details are incorrect, you should contact the Visa Application Centre that handled your application and request an amendment prior to travelling to the UK.

**Need more help?**

If you have further questions about applying for your Short-term study visa, you may find the answers within our [Frequently Asked Questions](#). If you are unable to find answers to your questions within this document, please email [immigration@glos.ac.uk](mailto:immigration@glos.ac.uk).