

RADA

Student Visa: A Guide for Students 2021/2022

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Additional Guidance Documents Available on UKVI Website

RADA CAS Request Form

Applying from Outside of the UK (Entry Clearance): [Guide to the Online Student Visa Application Form](#)

Applying from Within the UK (Leave To Remain): [Guide to the Online Student Visa Application Form](#)

For advice on the CAS and visa application, contact the RADA Admissions via admissions@rada.ac.uk

For advice on living and working in London, contact the Student Services office on admissions@rada.ac.uk

You can also visit the Student Life pages of the RADA website.

Where can I seek more advice? UKCISA (UK Council for International Student Affairs) www.ukcisa.org.uk

UKCISA is the UK's national advisory body serving the interests of international students and those who work with them. On their website, you will find free student immigration advice and helpful information sheets. They have a student advice line which is open from Monday to Friday, 1300 - 1600 hours (UK time)

Outside the UK: +44 20 7788 9214

Inside the UK: 020 7788 9214

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Introduction to Student Visas

You will need a Student Visa to study in the UK if you are going to be studying on a course for 6 months or longer.

Eligibility

In order to be eligible for the Student visa, you must:

- have met all of the conditions of your offer of a place at RADA
- be able to speak, read, write and understand English to a required level
- have enough money to support yourself and pay for your course
- have supporting documents that meet the criteria set out of the Student Visa Guidance

Student Visa Guidance

The [Student Visa Policy Guidance](#) on the UKVI website includes full details of all the requirements for making an application, and the responsibilities you will have as a Student visa holder.

What Is A Cas?

In order to confirm that we wish to sponsor your Student Visa, the RADA submits an electronic form to the UKVI with details of your offer, course and tuition fees. This is known as a 'Confirmation of Acceptance to Study' (CAS) and it will assign a number unique to you. When you have met the conditions of your offer and submitted your CAS Request Form with copies of your supporting documents, we will send you your CAS as a pdf. You must use the information in the CAS to complete your Student Visa application.

When Can I Apply?

You can submit your visa application up to 6 months before the start of your course, after you have received your CAS from the RADA. Check [the guide to processing times](#) to find out how long getting a visa might take in your country.

How Much Will It Cost?

- If you are applying from outside the UK (entry clearance), the standard fee is £348
- If you are applying from within the UK (leave to remain), the standard fee is £475; you will also need to register your biometric information at a cost of £19.20
- You will also have to pay the [immigration healthcare surcharge](#) as part of your application. Students are required to pay £300 for each full year. You can [calculate how much you will have to pay](#) on the Government's website
- You may be required to have [tuberculosis \(TB\) test](#) at an approved clinic as part of your application. The cost of this test varies by country
- If your visa requires [Police Registration](#), you will need to pay £34 for a Police Registration Certificate (PRC)
- The financial requirements of the Student visa require that at the point of application, you have evidence that you have funds to cover the tuition fees and living costs for the first year of your course. Please see page 5 for more information. At the time of printing the fees are correct but please do check the visa website as cost may change.

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Can I Work?

You can:

- work for an employer part-time for up to 20 hours per week during term-time; and
- work full-time hours outside of term-time.

You cannot:

- be self-employed; or
- work as a doctor or a dentist in training* Please find more information on [Student Visa Guidance](#).

How Long Will My Visa Last?

- If your course lasts between 6-11 months, your visa should last for the duration of your course plus 2 months.
- If your course lasts more than 12 months, your visa should last for the duration of your course plus 4 months.

Before You Apply - Checklist

- ✓ Check if you need a visa! You can check here: <https://www.gov.uk/check-uk-visa>
- ✓ Have you paid your tuition fees? Check how much you owe on the [course page](#) on RADA website
- ✓ Have you met the English language condition of your offer?
- ✓ Have you met the other conditions of your offer (if you have any)?
- ✓ Do you need to take [tuberculosis \(TB\) test](#) before applying?
- ✓ Read the [Student Visa Guidance](#) carefully.
- ✓ Make sure you understand the Student Visa financial requirements and are able to meet them – you will need to start preparing for this well in advance. You must provide financial evidence that meets very strict criteria in order to obtain a CAS.
- ✓ Have you requested a CAS using the CAS Request Form?
- ✓ Have you been emailed your CAS? Any queries about your CAS need to be directed to RADA admissions team via admissions@rada.ac.uk
- ✓ If you are applying from outside of the UK, make sure you have a blank page in your passport where your temporary vignette sticker can go.
- ✓ Make sure you do not submit your application more than 6 months before the start of the course

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Providing Supporting Documents

Low-Risk Applicants ('Differentiation Arrangements')

You are considered to be a low risk national by the UKVI if you hold a passport from one of the following countries:

Argentina, Australia, Bahrain, Barbados, Botswana, Brazil, British National (Overseas), 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, The Maldives, Mauritius, Mexico, Netherlands, Norway, New Zealand, Oman, Peru, Poland, Portugal, Qatar, Romania, Serbia, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Thailand, Trinidad and Tobago, Tunisia, United Arab Emirates, United States of America, Taiwan (those who hold a passport issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan).

If you are a national of one of these countries, you do not always have to provide your qualifications or evidence of your finances as part of your visa application. However, the UKVI reserve the right to request the full range of documents and these may be requested at short notice. Failure to provide the evidence when requested will result in your application being refused. We are therefore obligated to check that you hold all the necessary supporting documents that prove you are eligible for the visa before we issue the CAS.

English Language Evidence

You must complete your English language test (if required) as early as possible. This is an integral part of your visa application and we cannot issue your CAS until you have met the RADA English language entry criteria in course pages.

Please ensure that as a Student Visa applicant you must take the above-approved tests and, otherwise it will lead to a visa refusal.

If you have completed a degree equivalent to a UK degree in a majority English-speaking country*, you will ALSO need to provide an official assessment from UK NARIC which confirms that your degree is equivalent to a UK Bachelors, Masters, or PhD.

*For qualification purposes, majority English-speaking countries include Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United States of America.

Translations

ALL documents that are not in English must be officially translated by a certified translator. You must submit original documents as well as the original certified translation with your Student Visa application.

Translations must include the following:

- That it is an accurate translation of the original document
- The date of the translation
- The translator's full name and signature
- The translator's contact details

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Qualifications

For each qualification listed on your CAS under 'evidence used to obtain offer', you must provide either:

1. The original certificate(s) of qualification. Each document must clearly show:
 - your name
 - the title of the award
 - the date of the award
 - the name of the awarding institution
1. The original transcript of results. Each document must clearly show:
 - your name
 - the name of the academic institution
 - your course title
 - the confirmation of the award

Note: Provisional Certificates and copies will not be accepted under any circumstances.

To obtain your CAS, you must provide us with clear, scanned COPIES of all supporting documents (including financial). You must keep the originals safe and with you until you need to submit them with your visa application.

Meeting the Financial Evidence Requirements

Money That Can Be Used

The money that you use must be: cash funds in the bank (e.g. savings accounts and current/checking accounts); or a loan (the loan must be provided by your national, state or regional government, or by a government-sponsored student loan company or be part of an academic or educational loans scheme); or official financial sponsorship (please see 'official financial sponsors' below). Other accounts or financial instruments such as shares, bonds, overdrafts, credit cards and pension funds are not acceptable.

Acceptable Evidential Documents

All financial documents must meet strict requirements set out in the [Student Visa Policy Guidance](#). Ensure that you have read the sections referring to acceptable forms of financial evidence prior to collecting your documents:

- Documents needed to show money available to you
- If you are using money held by your parent(s) or legal guardian(s)
- Documents needed to show official financial sponsorship or government sponsor

Currency Conversions

The UKVI uses the official exchange rate on the OANDA website, which can be found at <https://www.oanda.com/currency/converter/>

Always use this when calculating your funds in an overseas currency.

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What Period of Time Should My Evidence Cover?

You must show that you have held the required money for a consecutive 28 day period, ending no more than 31 days before the date you submit your visa application. This proves that you have maintained the required balance in the lead up to your visa application. You should not apply until you can provide this evidence.

Parental Funding

If you are relying on money held by your parents or legal guardian, you must show that you are related to them by providing an original legal document or a notarised copy of one of the following documents:

- your birth certificate showing names of your parent(s);
- your certificate of adoption showing names of both parent(s)/legal guardian;
- a Court document naming your legal guardian

You must also show that your parent(s)/legal guardian has given their permission for you to use this money by providing a letter from them. The letter must confirm

- the relationship between you and your parent(s) or legal guardian; and
- that your parent(s)/legal guardian have given their consent to you to use their funds to study in the UK.

These documents will need to be officially translated if necessary.

Private Sponsors

Evidence of funding from a private sponsor (such as a friend or family member who is not your parent or lawful guardian) will not be accepted. If they do not meet the definition of an 'official financial sponsor' they should pay you well in advance so the money is in your account for the required period.

'Official Financial Sponsors'

An 'official financial sponsor' is ONLY one of the following: the UK government, your home government, the British Council, an international organisation or company, a university or a UK independent school. If you have a scholarship from the RADA, we will confirm this on your CAS.

Previous Official Financial Sponsorship

If you are currently financially sponsored by a government or an international scholarship agency or your financial sponsorship ended within 12 months of your application being made, you will need your sponsor's permission to stay in or re-enter the UK. You must provide your financial sponsor's unconditional consent in writing; this must confirm that your sponsor has no objection to you continuing your studies in the UK.

Students Under 18

If you are 16 or 17 years old and applying as a Student Visa, you must have your parent(s)' or legal guardian(s)' written consent that you live and travel independently. All students under 18 must provide UK legal guardian(s) details including UK address details. More information can be found in [Student Visa Guidance](#).

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CAS Request Form: a Guide

Where Can I Find It?

The CAS Request Form is available both in editable PDF format from admissions@rada.ac.uk

How Do I Submit It?

Your completed CAS Request Form should be emailed to admissions@rada.ac.uk along with the supporting documents that are relevant to you. When submitting this form by email, please provide clear, scanned copies of your supporting documents – photos are not legible when printed. If you send documents in multiple emails, you must ensure that you include your name and Central Film School reference number in each email.

What Happens Next?

When it is ready, the CAS statement will be generated and emailed to you as a pdf. Your CAS statement gives the UKVI information about the following:

- your personal details;
- the title, level and length of your chosen programme of study;
- the tuition fees you need to pay for the first year of your programme;
- the qualification(s) you have achieved in order to meet the academic entry criteria for your new programme of study RADA.
- your level of English language proficiency.

You must refer to this information when completing your visa application form to ensure the data matches.

If you require changes to the information on your CAS then we may charge for the replacement (current cost is £21).

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Credibility Interviews

The Home Office introduced credibility interviews to try to ensure that they only grant visas to applicants who are genuinely coming to the UK for the purpose of studying. We know that all of our applicants are genuine students, but as there is a chance you could be asked to interview, this guide is designed to help you understand the process and know what to expect.

Students from any country applying for a Student Visa either overseas or in the UK can be asked to attend an interview. It is extremely important that you attend any interview you are requested to by the Home Office. If you do not, your visa application will be refused and we may not be able to issue you another CAS.

Applying From Outside The UK (Entry Clearance)

If you are requested to attend an interview, you will receive an email after you have submitted your student visa application. The interview will take place when you attend the Visa Application Centre to have your biometrics taken and submit your documents. The interview will normally be conducted by secure telecommunications system (similar to Skype) with a member of staff at the Home Office in the UK. It should last less than 10 minutes and should be quite informal. You may be asked questions about:

- your previous studies both in the UK and elsewhere
- your course at RADA (e.g. subject, start/end dates, fees, etc.)
- why you chose your course in RADA
- did you consider any other Drama Schools and your research?
- the application/interview process you went through to get offered a place on the course
- your reasons for wanting to study in the UK and your plans for the future
- your plans for moving to London and if you are aware of the cost of living in the UK
- how you are financing your studies

The Home Office will want to be satisfied that you are a genuine student who can communicate in English to the required level, and that you have the necessary funds to pay for your studies and living costs. If there are technical problems with the video link and you cannot hear properly, please make sure you point this out to the interviewer. Afterwards, an interview report will then be sent to the Entry Clearance Officer processing your visa application.

Applying From Within The UK (Leave To Remain)

You will receive a letter or email after you have submitted your online application telling you that you have been selected for an interview and including details about the time and location of the interview. There is a small chance this may not be in London and you may have to travel to another part of the UK to attend the interview. It is very important that you attend even if it is inconvenient. The interview will normally be conducted by video link to a member of staff at the Home Office but can be face-to-face. The interview should last about 30 minutes and should be quite informal.

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You may be asked detailed questions about:

- your previous studies both in the UK and elsewhere (including your present course)
- your new course at the RADA (e.g. subject, start/end dates, fees, etc)
- why you chose this course
- the application/interview process you went through to get offered a place on the course
- your reasons for wanting to stay in the UK and your plans for the future
- your accommodation arrangements

The Home Office will want to be satisfied that you are a genuine student who can communicate in English to the required level and that you have the necessary funds to pay for your studies and living costs. If there are technical problems with the video link and you cannot hear properly, please make sure you point this out to the interviewer. Afterwards, an interview report will then be sent to the Immigration Officer processing your visa application.

How Can I Prepare For The Interview?

It is a good idea to read again through the information about your course and the [RADA](#) so that you can answer the questions confidently. Think about your answers to the questions listed above and how you would clearly answer them.

If you are asked about whether you plan to work in the UK, be clear that you know that you can only work 20 hours per week in term time and that you know that you cannot rely on finding part-time work to supplement your finances.

Please do not be anxious and take time to think about your answers if you need to. You will need to speak in English, so try not to ask for an interpreter unless you really cannot understand the questions you are being asked. We are confident that you are a genuine student and we have already assessed your English to be at a high standard, so try not to worry too much during the interview.

Please note: these interviews do not include an opportunity to discuss your application or evidence.

Arriving At The UK Border (Entry Clearance Only)

The UKVI have published ten top tips to make sure you have everything you need for a smooth arrival in the UK:

1. If you're from a country that require a student visa, complete the landing card given to you during your flight before you arrive at border control.
2. Have your passport ready. Remove it from any cover, and remember to remove sunglasses and hats.
3. Keep information about the course you're studying in your hand luggage. This must be in paper copy (not an electronic copy on tablet or phone). This includes your Confirmation of Acceptance for Studies (CAS) number.

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4. Keep any recent bank statements and details of where you are staying in your hand luggage, Border Force officers may ask to see this information.
5. Expect Border Force officers to ask simple questions about your stay in the UK when you arrive at passport control.
6. There are also restrictions on the amount of tobacco, alcohol and gifts you can bring to the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.
7. Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a licence or permit.
8. You must declare cash of 10,000 more (or the equivalent in another currency) if you are travelling from a country outside the UK.
9. Never give false or misleading information (including forged or counterfeit documents).

Collecting Your Biometric Residence Permit

If you applied from inside the UK

Your biometric residence permit (BRP) will be sent to you by post.

You need to check your BRP when it arrives and report any errors or damage within 10 days.

If you applied from outside the UK

When your visa application is approved, you will receive a temporary visa (vignette) in your passport. This will be valid for 30 days from the date you said you planned to travel to the UK. You must travel to the UK in that time or you will need to apply for another temporary visa, which will incur a cost.

You'll get a 'decision letter' which will tell you:

- when your BRP will be available
- which Post Office branch you can collect it from

When your BRP is available (shortly after your arrival in the UK) you must go to the designated Post Office to collect it. The online application form will have a section that asks if you wish to collect your BRP from a Post Office near your residential address or near your sponsor (RADA). We would suggest that you choose the Post Office closer to RADA so that we can help you if you encounter any problems. RADA postcode is WC1E 6ED. You must bring your passport with your temporary vignette and your decision letter when you collect your BRP.

Your BRP will be the visa that will last for the duration of your course. It is therefore essential that you take care not to lose or damage it. We recommend that you do not carry your BRP in your wallet, and advise you to keep your BRP secure with your other immigration documents. Replacement BRP's can take anything up to 3 to 6 months or more.

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Police Registration

If you are from one of the following countries, you may need to register with the police within 7 days of arriving in the UK:

Afghanistan	Cuba	Libya	Syria
Algeria	Egypt	Moldova	Tajikistan
Argentina	Georgia	Morocco	Tunisia
Armenia	Iran	North Korea	Turkey
Azerbaijan	Iraq	Oman	Turkmenistan
Bahrain	Israel	Palestine	U.A.E
Belarus	Jordan	Peru	Ukraine
Bolivia	Kazakhstan	Qatar	Uzbekistan
Brazil	Kyrgyzstan	Russia	Yemen
China	Kuwait	Saudi Arabia	
Columbia	Lebanon	Sudan	

If you need to register, this requirement should be shown on your visa vignette, BRP or Home Office decision letter. Please note that there is a registration fee, currently £34.00. In order to register, you will need to visit the Overseas Visitors Records Office (OVRO): 323 Borough High Street, London, SE1 1JL.

Please Read The Ovro's Website Carefully

You will need to bring a completed registration form as well as other documentation. Refer to the [OVRO's website](#) for all details regarding your registration.

When you register with the police you will be issued a Police Registration Certificate (PRC). Any change of residential, business or school address **MUST** be reported to your local police station. Your PRC will be updated accordingly.

Enrolment Declaration For Student Visa Holders In Rada

At enrolment, you will be asked to read and sign the Enrolment Declaration for Student Visa Holders. Below is a draft of this declaration, which will give you an indication of your responsibilities as a Student Visa holder while enrolled at the School.

By signing this, you are confirming:

Attendance & Absence

- I have made myself aware of the attendance monitoring policies and procedures of RADA and I will adhere to them at all times
- If my ID card is lost or stolen, I will notify reception course officer immediately to arrange a replacement.
- I will advise the Academic services team and Tutor on Leave of Absence request in advance of all planned absences and will notify Academic services team or Tutor if I am unable to attend due to illness or personal reasons.

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Student visa holder responsibilities

- I will update my contact details if there are any changes during each term.
- I will notify admissions team if there are any changes to my immigration permission or travel documents
- I will keep the UKVI informed of any change to my circumstances, using the correct procedures as listed on the [gov.uk website](#)
- If required to do, I will [register with the Police](#) within the designated time. I will keep them informed of any change to my circumstances
- I understand my work restrictions and I will not undertake any type of work that is not permitted or exceed my allowance of permitted hours per week
- I will apply for a [National Insurance Number](#) so that I can undertake permitted work legally
- Before undertaking any kind of work that I am unsure of, I will seek advice from RADA
- If I plan to take a break or withdraw from my studies, I will inform RADA Academic services as soon as possible so that I can be advised of the best way to proceed
- I will keep myself aware of any changes to the conditions of my immigration status
- I will protect my Student Visa immigration status at all times