



## SHERBORNE

### **Boys joining the School who currently reside outside the EEA who require a Tier 4 visa**

Sherborne School is a Tier 4 Sponsor for the UKVI (UK Visas and Immigration). This means that we are licenced to be able to issue Confirmations of Acceptance for Studies (CAS) for Tier 4 (Child) visas.

Any boys joining the School who are resident outside the EEA and who do not hold an EEA passport, will be required to obtain a Tier 4 visa before joining the School.

Visas are issued for the length of your course meaning that if you join in Third or Fourth Form, your visa will go up to the end of the Fifth Form only. It will then be necessary to apply for a new Tier 4 visa before returning to the School to commence your A level studies.

A CAS can only be issued if you have an unconditional offer to the School. We will contact you at least three months before you are due to start at the School and will require you to send us the following documents in advance of us issuing a CAS to you:

- A colour copy of your passport – your passport should be valid for the start date of your course and ideally for the course length
- A copy of your birth certificate
- A copy of a parental consent letter, signed by both parents. An example can be found on our website.
- A TB (tuberculosis) certificate.

The School will also wish to have evidence that you have the equivalent of the first year of school fees available in your personal bank account (not a business account). We will require a copy of your bank statement that shows you have held these funds for a consecutive 28 day period and ending no more than 31 days before your visa application.

The bank statement must show the following information:

- The full name of the account holder
- The account number
- The banks name and logo
- That the required amount has been in the account for at least 28 days

It is also possible for you to pay the year's fees in advance, as this will mean that you do not have to provide evidence of finances for the visa application. If this is the case, the full amount paid will show

up on the CAS statement and show that fees have been paid in full.

Once the School is satisfied that all documents and finances are in place, we will apply for your CAS and forward a copy of this CAS to you, along with the CAS number. It is important that you confirm that this information is accurate and that you contact us if you note any mistakes. As we apply for a CAS online, the information is available to the UKVI to look at when you make your visa application.

We are unable to accept a Tier 4 (Child) visa that you hold from another School. Your visa must be under Sherborne School's sponsorship licence.

#### How do I apply for my visa?

Further details on how to apply for your visa can be found on [www.gov.uk/child-study-visa/overview](http://www.gov.uk/child-study-visa/overview)

#### Do I need to pay the Immigration Healthcare Surcharge (IHS)?

All non EEA boys applying for visas and coming to the UK for more than 6 months will be required to pay a charge to cover National Health Service (NHS). The payment goes directly to the NHS and this is a compulsory requirement as part of the visa application.

The fee is paid when you first apply for your visa and the IHS will be incorporated into your main application form so there is no need to pay this separately.

#### Biometric Resident Permits (BRP)

It is possible for your BRP to be sent directly to Sherborne School and we would encourage all applicants to do this. When we send you your CAS number, we will include details of our ACL code (Alternative Collection Location) code to put on your application. This will mean that your BRP card will be sent directly to the School, avoiding the complication of your son having to collect his card from the nearest Post Office, which is based in Taunton.

When your visa is approved, you will receive an 'Entry Clearance Letter' which will confirm when your BRP card will be available and that it has been sent to Sherborne School. Please ensure that a copy of this letter is emailed to the School on [admissions@sherborne.org](mailto:admissions@sherborne.org). You will also be issued with a 30 day travel vignette in the form of an entry visa in your passport. The vignette gives you the permission required to enter the country. The vignette will have an expiry date in the top right hand corner and you will need to have entered the country before that date otherwise you will be required to apply for a new vignette.

#### Collection of your BRP card

The Admissions Department will keep your BRP in a secure, locked area and will contact your Housemaster to make arrangements for you to collect it from us at the beginning of term.

When you collect your card, you will also need to bring your passport with you and you will be required

to sign for the BRP to confirm receipt. A member of the team will photocopy your passport photo page and the vignette, which will be stamped with your date of entry into the UK.

Should you lose your BRP at any stage during your time at Sherborne School, you must report this immediately to your Housemaster and to the Admissions Department.

#### Police Registration

Some boys will be required to register with the police, dependant on their age and the country they have come from. The vignette in their passport will detail if you are required to register.

If you are asked to register with the police, the School will make the necessary arrangements at the beginning of term for this to take place.

For further information on Tier 4 visas, please refer to the full guidance on [www.gov.uk](http://www.gov.uk)

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