UCL STUDENT & REGISTRY SERVICES
STUDENT SUPPORT AND EVENTS SERVICES



Visa Information & Inviting Visitors to the UK

If you are travelling from outside the EU to attend a graduation ceremony you will need a visa to enter the UK. If your student visa has expired and you have left the UK, you will need to apply for a **general visitor visa**. Full information about applying for this visa is provided by the https://www.gov.uk/general-visit-visa website.

Documents required to apply for a visitor visa

The documents you require to support your application for a visitor visa will depend on the purpose of your visit and may vary from person to person. You should provide as many relevant documents as you can to show that you qualify for entry to the UK. You must decide which documents will best support your application. In general, the documents will need to include the following information:

- information about you i.e. your passport, any existing or past UK visas
- information about your finances and employment i.e. bank statements, pay slips
- your accommodation and travel details i.e. your flight/travel details, confirmation of accommodation booking or proof of address from the person you will be staying with
- information about your visit to the UK i.e. details about the purpose of your stay, which can be supported by the graduation ceremony ticket confirmation letter sent out in May. Please note that UCL is unable to provide any kind of additional invitation letter to support visa applications.

For full details of UK visa requirements please refer to the https://www.gov.uk/general-visit-visa website.

Visas for your friends and relatives

Relatives and friends coming to the UK for up to six months will need to apply for a **general visitor visa**. Visitors from countries which are **not** classed as <u>Visa National countries</u> can apply for a visa either before travelling or on arrival in the UK.

Visitors from countries which **are** classed as <u>Visa National countries</u> will need to apply for a visa at the British Embassy in their home country before travelling. For full information on eligibility and how to apply, please go to https://www.gov.uk/general-visit-visa — the *Apply* section also explains the process in your country, including visa fees and waiting times.

Documents to help your visitor to obtain their visa

If your friends or relatives are planning to come to the UK to attend your ceremony, you can assist them with their visa application by sending them the following documents:

- A letter of invitation from you stating your address in the UK, your relationship with your
 visitor, the purpose of the visit, the dates of the visit and the details of where they will be
 staying. As you are the person that your friend or relative is coming to visit, this letter must
 come from you and not from UCL. Please see the attached letter as an example of what to
 include.
- A certificate of student status, available from the Student Centre in the Chadwick Building.
- A photocopy of the information page of your passport.
- A photocopy of your valid student visa.
- A copy of your **graduation ceremony ticket confirmation** letter (produced in May) from the Student Support and Events team.
 - **N.B** The confirmation letter contains the date and time of your graduation ceremony and the number of guest tickets you have been allocated **we are unable to name guests in the confirmation letter**.
- If you will be supporting your visitor financially during their visit, or paying for the cost of their visit, your original pay slips, bank statements, or some other evidence to show that you have enough money to support them. We suggest that these documents should cover several months before the date of application.
- If your visitor will be staying with you for the duration of their stay in the UK, you should also provide proof of your address (e.g. a copy of your tenancy agreement).

N.B: The information provided here is only general guidance. Requirements may vary from country to country and you must check with the UK Visas and Immigration , your local British Embassy or High Commission for exact details of the required documentation.

Immigration regulations are subject to change at short notice and therefore we cannot guarantee that a visa application will be successful if all the above documents are provided. **UCL cannot accept responsibility for any decisions made by the UK Visas and Immigration.**

If you have any further questions about visa applications please email UCL Rights & Advice at uclu.rights-advice@ucl.ac.uk.

Example Invitation Letter

<your name, address,
telephone number and
 e-mail address>

<relatives name and address>

<date>

Re: Visitor application for: <Full name of visitor; Date of Birth; Nationality>

Dear < relative's name >,

I am writing to support your application to come to the UK to visit me for <no of weeks/months> in order to [attend my graduation ceremony/have a short holiday/other reason*]. I hope you will be able to come on <date>.

I am currently studying / have recently completed the <course details> programme at University College London from <date> to <date>. I attach evidence of my student status including a [Visa Letter / University letter*] on University headed paper.

I am currently in the UK on a student visa and my current permission to stay in the UK is valid until <date visa expires>. I enclose copies of my passport and [UK student visa / biometric identity card*].

I have arranged suitable accommodation for you in my home at **<address in UK>** and have enclosed a [copy of the tenancy agreement / letter from landlord*]. **OR** I have arranged suitable accommodation for you at **<name of hotel/guest house in UK>** and have enclosed [proof of hotel/guest house booking*].

I am also enclosing evidence of my financial status [showing that I can support you whilst you are here in the UK with me* - only include this if you are going to pay for your visitor]. This includes:

- Original bank statements for at least the last 28 days
- my payslips*
- a letter from my sponsor confirming my sponsorship*

<signature> <student name>

* delete as appropriate