



Standard Visitor visa for friends and family visiting the UK

Initial information

- the visa is available for a maximum of 6 months
- they must leave the UK on or before the expiry date and will not be able to extend it or switch into a different category in the UK
- they cannot make an application more than 3 months in advance of the date they intend entering the UK. However make sure they give themselves plenty of time to make their application and receive their visa. You can find out how long it takes to process a visa in your home country on the [UKVI website](#)
- when they make their application, they should state when they wish the visa to start from (date you intend to enter the UK) otherwise they will start the visa from the date they issue the visa
- make sure they supply sufficient evidence to support their application.
- Decision making can be subjective so they should not give UKVI a reason to doubt the validity of their application

Making the application

They will need to make their application on-line unless they are from North Korea in which case they have to make a paper based application. They apply on-line using the following link - <https://www.visa4uk.fco.gov.uk/>

When they apply you will need to do the following:

- register an account with the UKVI
- complete the on-line application form
- pay for the application
- make an appointment to have their biometrics taken
- submit their documents

Selecting the right visa type

When they complete the on-line application they will need to ensure that they are applying for the correct type of visa. In the "Select Visa Type" section of the application choose the following options from the drop down list.

Type of visa:	Visit
Purpose of application:	General Visitor
Type of application:	(General) Single, double and multiple, valid up to 6 months

Biometric appointment

Whether they make an on-line or paper based application, they will need to have a biometric appointment to have their fingerprints and photo taken. This is a mandatory part of any visa application to the UK. They will be able to select an appointment date at the end of the on-line application process.

Sending their documents

Once they have completed and paid for their application and booked their biometric appointment they will need to submit their documents to the UKVI. After completing their application they will be sent an acknowledgement e-mail from the UKVI which will instruct them where to send their documents.

Documents required

The type of documents required can vary from country to country, however below is a list of documents they should expect to submit with their application. They should check with UKVI to see if any additional documents are required locally.

- passport and/or travel documents
- proof of finances - bank statements or pay slips covering a 6 month period. You can additionally provide your bank statements etc. as proof as well if required
- accommodation and travel details – details of flight bookings and confirmation of accommodation booking. If your visitor will be staying with you for the duration of their stay in the UK you should provide proof of your address (e.g. a copy of your tenancy agreement)
- 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 copy of the biometric (main page of your passport) and a copy of your visa
- a **certificate of student status**, confirming your studies at UCL. You can obtain this from the Student Centre in the Chadwick Building
- they may also be asked to provide other socio-economic evidence to show that they have a strong link to your home country and intend to return

For full details of UK visa requirements please refer to the [UKVI website](#).

If you have any further questions about how to make this visa application please contact the Student Immigration Advice Team by using the [contact form](#).

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.**

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