



UNIVERSITY OF
CAMBRIDGE

International Student Office

Applying for a short-term study visa

Short-term study visa application

- This document is intended to provide guidance to University of Cambridge students on completing a short term study (STS) application. It has been prepared by the University's International Student Office using screen shots from the Home Office website.
- Students are advised to read the short term study application guidance on the [University's webpages](#) as well as on the [gov.co.uk website](#), prior to making an application.
- **Do not assume that you can study without a visa, even if you are allowed to visit the UK as a tourist. An immigration status as a standard visitor / tourist does not permit the holder to enter the UK for the purpose of study.**
- Whether you need to apply for a STS visa in advance, prior to travelling to the UK, or whether you can request entry as a short-term student at immigration control on arrival in the UK depends on your nationality (see next slide for further information).

Whether or not you are required to apply for this visa in advance, you must obtain a 'Short-Term Study Letter' from your host Faculty, Department or College. For PhD students returning for their viva, the letter is issued by the International Student Office.

This letter states Route of Application: Short-term study

Short-term study visa application

Do I need to apply for a visa, or can I enter at the border?

Whether you need to apply for this visa in advance, prior to travelling to the UK, or whether you can request entry as a short-term student at immigration control on arrival in the UK depends on your nationality:

Visa nationals

Students from [certain countries](#), i.e. a visa national, are required to apply for, and obtain a short-term study visa before travelling to the UK. Information on the application, including the required supporting documents, is outlined on the [Home Office website](#).

The short-term study letter should be submitted as a supporting document with the application.

Non-visa nationals

If your country is not included on the list of [visa nationals](#), you may obtain entry under the short-term study route at immigration control on arrival in the UK.

You need to ensure you inform the Border Force Officer that you wish to enter the UK for the purpose of study and show your short-term study letter, which you should carry in your hand-luggage. You need to ensure you obtain the correct short-term study entry stamp in your passport and not enter as a 'Standard Visitor' if study is the main reason you are coming to the UK.

Short-term study visa application

- You apply online for the short-term study visa, and pay the application fee in local currency (£97).
- You submit your completed application to your nearest UK visa application centre along with the relevant supporting documents (more information on supporting documents on slide 36).
- You will need to have your fingerprints and photograph taken at the visa application centre.
- UKVI advertises that you should receive a decision on your visa application within 3 weeks of applying, although this timeframe cannot be guaranteed.
- If your application is successful you will be issued a Short-Term Study vignette visa in your passport.
- When you arrive in the UK you will have your vignette visa stamped at the border.
- You should email a copy of your visa to your Department to ensure that you come to Cambridge on the correct immigration permission.
- You cannot study at Cambridge without the correct immigration permission.

Short-term study visa application

Visa nationals, applying for short-term study visa:

Apply online for a short term study visa: <https://www.gov.uk/study-visit-visa/apply>

You cannot apply more than 3 months before your course start date.

You cannot apply for this visa from within the UK.

Confirm visa application type (Short-Term Study)

You will first be asked to confirm your current location before you begin the visa application, as well as confirming that you can attend an appointment at one of the visa application centres that the form lists.

Register your email

You must register your email address and create a password. You will then be emailed a link to enable you to return to your application at a later stage, if you wish.

As you go through the application, you will be able to review and change your previous answers if required, or log out and return to the application at a later stage via the link emailed to you.

Short-term study visa application

Your home address

Home address

Town/City

Province/State

Postal code (if applicable)

Country

Living at your home address

How long have you lived at this address?

What is the ownership status of your home?

- I own it
- I rent it
- I live with my family
- Other

The form will begin by asking for your home address and telephone number, please complete the fields as appropriate, including details of how long you have lived at that address.

Short-term study visa application

Your gender and relationship status

What is your gender, as shown in your passport or travel document?

- Male
- Female
- Unspecified

Enter details as appropriate.

What is your relationship status?

Short-term study visa application

Your nationality, country and date of birth

You must enter all the nationalities you hold.

Country of nationality

Enter details as appropriate.

[+ Add another nationality?](#)

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Country of birth

Place of birth

Short-term study visa application

Your passport

Enter details as appropriate.

Passport number or travel document reference number

Place of issue

This will be a city or province.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Day Month Year

Short-term study visa application

Another passport or travel document

Do you have another passport or travel document?

This might be:

- a passport issued by another country
- an older passport which has expired but which contains more information about your travel history

Yes

No

If you hold more than one nationality, you must include the details here.

National identity card

Do you have a national identity card?

This is the identity card issued by your national government. Please select 'No' if your country does not issue national identity cards or you do not have your card.

Yes

No

Enter details as appropriate. If you do have a national identity card you will be asked for further information.

Short-term study visa application

Course enrolment

Are you enrolled or accepted on a UK course?

Yes No

If you are coming to Cambridge as a visiting student then you should list the qualification you will be awarded at your home institution here.

Course details

Institution name

Course name

Qualification you will get

Course start date
Enter date in the format DD MM YYYY
Day Month Year

Course end date
Day Month Year

Enter details as appropriate.

You should complete this section using the information from the short-term study letter your Department / College has issued to you.

If you are coming to Cambridge as a visiting student you should list your course name as “<SUBJECT> (visiting student)” and should state ‘no qualification awarded’ under ‘qualification you will get’

Short-term study visa application

Other courses

Would you like to add any other courses that you are enrolled or accepted on in the UK?

Yes No

Save and continue

Enter details as appropriate.

If you select 'yes' here you will be asked for further information about additional courses you have been accepted on in the UK.

The maximum time you can spend in the UK under this immigration route is 6 months.

Short-term study visa application

Accommodation

Is your accommodation included in the cost of your course?

Yes No

Enter details as appropriate.

For the majority of students the answer here will be 'no'.

You must intend to leave the UK within 30 days after the end of your course or at the end of the 6 months your visa is valid for, whichever is sooner. You cannot stay in the UK past your visa expiry date.

Plans after your visa expires

What will you do when your course finishes and your visa expires?

Maximum of 500 characters

You must provide clear details of your plans to leave the UK as the intention of a STS visa is to be present in the UK only for your studies.

Short-term study visa application

Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

Yes No

If you do require ATAS clearance then you need to select 'yes' and then enter your ATAS reference number, which you can find on your ATAS certificate.

The short-term study letter you have received will confirm whether or not you need to obtain an ATAS certificate in advance of studying in the UK.

<https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>

This document should be submitted with your visa application or, for non-visa nationals, shown at passport control on arrival in the UK.

Short-term study visa application

Previous study in the UK

Have you studied in the UK before?

Yes No

Your employment status

What is your employment status?

You can select more than one option.

Employed

Self-employed

A student

Retired

Unemployed

Enter details as appropriate.

If you answer yes to this question you will be asked to provide further details about your previous UK study.

Enter details as appropriate.

The answers you select here will lead to further questions about your employer's name (if relevant) and any savings or income you have access to.

Short-term study visa application

Your income and savings

Do you have another income or any savings?

You can select more than one option.

Other regular income

Savings

Or

I do not have any other income or savings

This section will appear if you have declared you are a student in the previous section.

Enter details as appropriate.

If you declare you have regular income you will be asked for further details and will need to provide original supporting documentation with your application.

If you declare you have savings you will be asked for the amount you have in savings (in GBP).

Short-term study visa application

About the cost of your visit

How much money are you planning to spend on your visit to the UK?
Estimate the amount and include flights, accommodation and everyday expenses.

Enter details as appropriate.

About your financial situation

What is the total amount of money you spend each month?
Include living costs, money given to dependants, rent or mortgage, and any other bills or costs.

If someone else is paying towards the cost of your visit the form will ask for further details about this and you will need to provide your original supporting documentation with your application.

Paying for your visit

Will anyone be paying towards the cost of your visit?
This includes any costs being paid by an employer or a company, or if you are being given any money.

Yes No

Short-term study visa application

Your planned length of stay

Are you planning to come to the UK for up to 6 months or up to 11 months?

Up to 6 months

Up to 11 months

Enter details as appropriate.

The University of Cambridge will only issue you with a short-term study letter to allow you to come to the UK for up to 6 months.

If you are coming to the UK to attend short teaching sessions as part of a longer course, enter the dates of your next visit.

Your visit to the UK

Date you will arrive in the UK
Enter date in the format DD MM YYYY

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date you will leave the UK

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Enter details as appropriate.

You must give your planned dates of travel to the UK. This does not mean your visa will only be valid for these dates.

Short-term study visa application

Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

English

Other

Enter details as appropriate.

People financially dependent on you

Does anyone rely on you for financial support?
Include both those travelling with you and those who are not.

This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes No

Enter details as appropriate.

You cannot bring dependants to the UK under this immigration category. If you wish for others to accompany you they will need to make a separate application under the Standard Visitor Visa route.

Short-term study visa application

Give details about your first parent

Give details about 2 of your parents.

[What if I do not have my parents' details?](#)

What is this person's relationship to you?

- Mother
- Father
- Stepmother
- Stepfather

Date of birth
Enter date in the format DD MM YYYY

Day Month Year

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Country of nationality

--

Given names

--

Family name

--

Have they always had the same nationality?

Yes No

Enter details as appropriate.

You will then be asked to give details about another parent.

Short-term study visa application

Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes

No

You must include information about any immediate family who live in the UK.

If you have family who live in the UK the form will ask you for further information about their details.

You do not need to include extended family here i.e. cousins, aunts and uncles.

Short-term study visa application

Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?

This include travel companies or sports, work, or study groups.

Yes No

Enter details as appropriate.

Travelling with another person

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

Yes No

Enter details as appropriate.

Short-term study visa application

Accommodation in the UK

Do you have an address for where you are going to stay in the UK?

If you do not have an address for your accommodation, select No and on the next page give details of what you intend to do.

Yes No

Only select 'Yes' to this question if you have already made accommodation arrangements. You will then be asked for the address details of where you will be staying, along with the date you plan to arrive and leave this address.

It is not a visa requirement to have confirmed details of your accommodation at the point of application. If you select 'No' you will be asked where you plan on staying in the UK. If you have not yet secured accommodation, you should explain what your plans are for accommodation.

Short-term study visa application

UK travel history

How many times have you been to the UK in the last 10 years?

- Zero
- Once
- 2 to 5 times
- 6 or more times

Enter details as appropriate.

If you have been to the UK in the last 10 years you will be asked further questions about your two most recent visits as outlined on the next slide.

If you have not been to the UK in the last 10 years please skip to slide 27.

Short-term study visa application

Your past visit to the UK

What was the reason for your visit?

- Tourism
- Business
- To study
- Transit
- Other reason

Date of visit

Enter date in the format MM YYYY

Month Year

How long was your visit?

You will only be asked this question if you selected that you have been to the UK before.

If you have come to the UK in the past 10 years you will be asked for the details of the two most recent visits, including the reason for being in the UK and the dates travelled.

Short-term study visa application

Medical treatment in the UK

Have you ever been given medical treatment in the UK?

If you visited a doctor or were treated at a hospital, this counts as having medical treatment.

Yes No

If you have not been to the UK you will not be asked this question.

Enter details as appropriate. If you select 'yes' to this question you will need to provide further details.

UK leave to remain

Have you applied for leave to remain in the UK in the past 10 years?

Yes No

▶ [What is leave to remain?](#)

Leave to remain is an application made whilst in the UK asking immigration permission to stay in the UK. Enter details as appropriate. If you select 'yes' to this question you will need to provide further details.

Short-term study visa application

International travel history

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Schengen area

Schengen area:
Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

- Zero
- Once
- 2 to 5 times
- 6 or more times

If you select 'zero' here please skip to slide 29.

If you have visited one or more of these countries the past 10 years you will need to enter the number of times here.

You should include visits in transit.

You will be asked for further questions about the two most recent visits as outlined on the next slide.

Short-term study visa application

Your recent travel history

! This is about your most recent visit to either Australia, Canada, New Zealand, USA or the Schengen area

Which country did you visit?

- Australia
- Canada
- New Zealand
- USA
- Schengen Area

What was the reason for your visit?

- Tourism
- Business
- To study
- Transit
- Other reason

Date of visit

Enter date in the format MM YYYY

Month Year

How long was your visit?

You will only be asked this question if you selected that you have visited the countries outlined in the previous slide.

If you have been to any of the listed countries in the past 10 years you will be asked for the details of the two most recent visits, including the reason for being in the there and the dates travelled.

Short-term study visa application

Travel history

 Do not include visits to the UK, USA, Canada, Australia, New Zealand or the Schengen area.

Have you visited any other countries in the past 10 years?

Yes No

If you have been to any other countries in the past 10 years you will need to enter the number of times here.

You should include visits in transit.

You will be asked further questions about all other countries you have been to in the last 10 years as outlined on the next slide.

Short-term study visa application

Where you visited (2)

Which country did you visit?

What was the reason for your visit?

- Tourism
- Business
- To study
- Transit
- Other reason

Date of visit

Enter date in the format MM YYYY

Month Year

Length of visit

If you have been to any countries other than the UK, Australia, Canada, New Zealand or the Schengen area in the past 10 years you will be asked for the details of all the countries you have been to including the reason for being in the there and the dates travelled.

You will be asked for the details of each visit. If you cannot recall exact dates and no longer have records of these visits, you should complete this section to the best of your ability and add a note in the Additional Information section at the end of the application to explain this.

Short-term study visa application

Problems with immigration to the UK

Have you ever been:

- refused a visa for the UK
- deported from the UK
- removed from the UK
- required to leave the UK
- refused entry at the UK border

Yes No

Enter details as appropriate.

Problems with immigration to countries other than the UK

Have you ever been:

- refused a visa for any country other than the UK
- deported from any country other than the UK
- removed from any country other than the UK
- required to leave any country other than the UK
- refused entry at the border of any country other than the UK

Give details of any time you were refused a visa or had to leave a country (other than the UK) for any reason.

Yes No

Enter details as appropriate.

Short-term study visa application

Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions.

Answer as appropriate.
You must provide full and honest answers.

The subsequent questions ask about any involvement in war crimes and terrorist activity.

Short-term study visa application

Your previous employers

Tell us about work for the following types of organisation.

Include information for any paid or unpaid work for the types of organisation below.
You can select more than one option.

Enter details as appropriate.

- Armed Forces (including compulsory national or military service)
- Government (including Public or Civil Administration and compulsory national service)
- Media organisations
- Security organisations (including police and private security companies)
- Judiciary (including work as a judge or magistrate)

Or

- I have not worked in any of the jobs listed above.

Short-term study visa application

Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

Use this space to include any further information about your application that the form did not allow you to reflect properly.

You are allowed to leave this space blank if you do not have additional information to add.

Short-term study visa application

Check your answers

Check the information below before you continue to the next section.

Personal information

Given names
Family name
Also known by another name?
Residential address
Telephone number
How many days, weeks, months or years have you lived at this address?
What is the ownership status of your home?
What is your gender, as shown in your passport or travel document?
What is your relationship status?

You should now check through your answers to ensure all the information you have entered is correct.

If any answers contain mistakes you are able to go back and correct them at this stage by clicking on the 'change' hyperlinks.

Once you have agreed to the subsequent declaration, you will no longer be able to edit your answers so you should check through the form carefully at this stage before proceeding.

[Change](#)

[Add](#)

[Change](#)

[Change](#)

[Change](#)

[Change](#)

Short-term study visa application

Documents

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The passport or travel document for from

Your checklist will have a list of other documents you might want to send in. You can print off the checklist and appointment details when you have finished your application.

Once you have completed the form you will be provided with a list of supporting documents you need to submit with your application.

What you need to submit will depend on your course, nationality and where you are applying.

You need to tick each box to demonstrate the documents you will be submitting with your visa application.

All supporting documents should be verifiable and original. Any documents not in English or Welsh should be accompanied by an official translation.

Short-term study visa application

Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to your application
- your supporting documents

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, your application will be refused and you may be banned from the UK and prosecuted.

I accept the above

Once you have checked all your answers, you will be asked to read and agree to a declaration.

Once you have accepted this declaration, you will no longer be able to edit your answers so you should check through the form carefully at this stage before proceeding.

Short-term study visa application

Choose a service

Select a service from the options below

- Standard service:** in total, most people get a decision within 15 working days
- Priority service:** in total, your application will join the front of the queue for priority consideration. Most people get a decision within 5 working days
- Super Priority service:** in total, your application will join the front of the queue. Most people get a decision within 24 hours

UK Visas and Immigration will contact you if it will take longer to process your application. This might happen if:

- your supporting documents need to be verified
- you need to attend an interview
- your application is complex

The next section of the form will ask you to choose a service and quote the associated fee in local currency.

If you want to select the 'Priority' or 'Super Priority' services you should make sure they are available in the country you are applying from.

Short-term study visa application

Choose a Visa Application Centre

You will need to visit this centre so that your application can be processed.

Choose an appointment

[< Change Visa application centre](#)

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

! Make sure you can use the Prime Time service in the country you are applying from, and for the type of visa you are applying for. You can find information [here](#).

Whichever service you select you will also be required to confirm the Visa Application Centre you will visit so that your application can be processed.

You will receive confirmation of the address at this point.

Once you have selected the visa application centre you will be asked to choose an appointment time and date.

The form will confirm your appointment time, date and location.

Short-term study visa application

Your payment provider

You are paying

application for Short-term student visa

in total

You will then be taken to an external link to make the payment for your visa application fee.

Choose your card provider

- Visa
- MasterCard
- Skrill

! **Before you continue**
You should only move to the next page if you have checked your answers and you are ready to submit your application. Once you select 'Continue to Worldpay' you will not be able to return and edit your application.

Continue to Worldpay to make a secure payment. You will be able to download a copy of your application form after payment has been taken.

[Continue to WorldPay](#)

Short term study visa application

If you have any questions or are unsure about anything in the application, contact the University's International Student Office by emailing international.students@admin.cam.ac.uk

This guide is correct as of December 2018. Please note that changes can be made to the application by the Home Office at short notice. This document is provided as general guidance on completing a Short-Term Study application. Contact the International Student Office if you are unsure of anything in the application as you complete it in relation to your circumstances. The International Student Office cannot accept responsibility for any errors or omissions or for decisions made by the Home Office.