Sinclair Adamson Business School

Visa Application Guide

I. Citizen from the European Economic Area (EEA*) applying to Sinclair Adamson Business School

If you are a student from the European Economic Area (EEA) or Switzerland, you do not need a UK student visa to study at Sinclair Adamson Business School.

If you are in any doubt about whether your country is part of the EEA, please check this page.

II. Citizen from outside the European Economic Area (EEA*) applying to Sinclair Adamson Business School

To apply for a student visa, follow the steps below.

Step 1:

You will need a Confirmation of Acceptance of Studies (CAS) which is a unique reference code from the UK Border Agency (UKBA) before you can apply for a visa. Your CAS reference number will be sent to the email address you have provided in your application once you have met the conditions of your offer and your place at Sinclair Adamson Business School is confirmed.

Step 2:

Apply to your local Visa Application Centre for an Adult (also known as 'General') Student visa. You will need to provide:

- A CAS number from SABS.
- Original academic qualification documents as listed in the email from SABS stating your CAS number and key information required for obtaining your visa. If these are not in English, you must provide 'a fully certified translation' by a professional translator.
- Evidence that you have enough money in your bank account to (a) pay your tuition fees for one year, and (b) cover maintenance costs: £7,200 (£800 x 9 months) if you have not studied in the UK before.
    - Evidence for this can be provided in the form of a statement or letter from your bank. Importantly, this money must be held in your bank account for at least 28 days before the date when you apply for a visa
    - If you are being financially sponsored, you will need an original copy of a 'letter of confirmation' from your financial sponsor e.g. your government, company or educational institution.
- Your visa application fee. For further information, check this page.
- Your fingerprints and photograph (your 'biometric features') will need to be recorded as part of the application process. Ask your local Visa Application Centre for more details.

Outcome:

If the UK Border Agency is satisfied with your application, you will be granted an Adult (also known as 'General') Student visa. However, should you be unsuccessful, check for next steps in the section entitled 'If we refuse an application' in the UKBA Policy Guidance document.

If you require any further information on any of the above points please refer to the UK Border Agency Policy Guidance document.

III. Switching from another UK-based institution to Sinclair Adamson Business School

If you are currently holding a UK student visa to study at another institution but want to leave your current course to study at Sinclair Adamson Business School, the UK Border Agency requires you to do the following depending on when your application for your current visa was made.

A. Your current visa application was made on or after 5 October 2009
B. Your current visa application was made before 5 October 2009

A. Switching to Sinclair Adamson Business School if your visa is based on an application made on or after 5 October 2009

If you were given your current visa based on an application made on or after 5 October 2009, the UK Border Agency will allow you to start your course with Sinclair Adamson Business School as we have an A-Rated Trusted Sponsor status. You will need to have been issued with a confirmation of acceptance for studies (CAS) from Sinclair Adamson Business School and must make a new application for leave to remain before your current leave expires.

B. Switching to Sinclair Adamson Business School if your visa is based on an application made before 5 October 2009

If you are already studying in the UK when you decide to change to Sinclair Adamson Business School and your visa is based on an application made before 5 October 2009, the UK Border Agency requires that you seek their permission to change.

In order to apply for this permission, you will need to:

1. Obtain an unconditional offer from Sinclair Adamson Business School for the course you are planning to attend.
2. Email the UK Border Agency at MigrantReporting@ukba.gsi.gov.uk before enrolling at Sinclair Adamson Business School. Your email message must include the following details from your offer letter:
    a) Sinclair Adamson Business School's name, address and contact details; and
    b) details of the course you will be attending at Sinclair Adamson Business School, including the start and end date.

The UK Border Agency will then send you an email to acknowledge receipt of your request. They will also contact us to confirm that we have made you an unconditional/firm offer and have agreed that you can switch to Sinclair Adamson Business School.

You will be able to enroll at Sinclair Adamson Business School whilst your request for switching sponsors is being considered by the UK Border Agency. However, you would be doing this at the risk that, if the UK Border Agency does not approve your request, your registration at Sinclair Adamson Business School will be terminated. Please also note that if you try to enroll to Sinclair Adamson Business School without contacting the UK Border Agency to obtain their permission, your right to stay in the UK may be affected.
If the new course you are planning to take at Sinclair Adamson Business School finishes after your current visa expires, you will need to make a new visa application. You will therefore need a Confirmation of Acceptance (CAS) from Sinclair Adamson Business School in order to apply for the visa.
For further information on switching sponsors click here.

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*EEA (European Economic Area) states:
Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

Although Switzerland is not a member of the EEA, Swiss nationals are treated the same as EEA nationals by the UK Border Agency.
Click here for more information.

For more information contact:

Admissions Team
Sinclair Adamson Business School
246-250 Romford Road, London, E7 9HZ
Tel: +44 (0)20 8534 3300 Fax: +44 (0)20 8534 0030
Web: www.sabs.ac
E-mail: info@sabs.ac