



CHELTENHAM  
LADIES'  
COLLEGE

# VISAS FOR INTERNATIONAL STUDENTS STUDYING AT CLC

**Disclaimer:** *This document provides a summary of frequently asked questions regarding the UK Child Student Visa. While the information is accurate to the best of our knowledge at the time of publication (December 2025), parents are strongly encouraged to verify details with official sources and seek specialist advice tailored to their individual circumstances.*

## **Who needs to apply for a Visa?**

Students without British Citizenship, dependant leave to remain, or settled or pre-settled status in the UK must hold a Child Student visa (or Student visa if over 18) before they start at CLC. The visa is 'course based', and so one application will be needed up until the end of GCSEs, and a new application will be required for the Sixth Form course when your daughter approaches the end of her UC5 / Yr 11 studies.

The earliest an application can be submitted is sixth months before the course start date, or three months if you are applying from inside the UK.

**Please note that it is not possible to apply for a Child Student visa as a day student at CLC. This route is for international boarding students whose parents live outside the UK.**

## **My daughter already has a UK visa, what actions should I take?**

Please send your daughter's eVisa share code and current passport to the Admissions team via [entrance@cheltladiescollege.org](mailto:entrance@cheltladiescollege.org). If she is on a dependant visa, we must also have the share code and passport for the parent who was the lead applicant.

If she holds a Child Student visa for a different school in the UK, this is only valid for one institution and a new Child Student visa application must be submitted before your daughter can start at CLC. If your daughter is already in the UK it might be possible for her to start at CLC whilst the new Child Student visa application is in process (she will not be able to travel overseas until the application is complete). If this applies to you, please contact Admissions for further details.

### **What documents will I need to provide to CLC to start the process?**

The following will be required by our Admissions team. Please send items to [entrance@cheltladiescollege.org](mailto:entrance@cheltladiescollege.org). Please also direct any queries to this email address.

1. Your daughter's current passport
2. A copy of your daughter's birth certificate. If sole parental status applies then we must have evidence of this. If this is not in English a certified translation will also be required.  
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3. The visa details form (the Admissions team will send this through for you to complete)
4. A letter of parental consent, signed by both parents (or one if sole parental status applies). A template of this is provided by CLC  
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5. A letter of undertaking from the nominated guardian, again we will provide you with a template for this. Please note that this person, as well as those who reside at the same address, will be subject to criminal record checks by UKVI as part of the application process. In order to meet CLC requirements on guardianship, this person must be over 25 and live within 100 miles of College.
6. Evidence of the nominated guardian's settled status or British Citizenship. Please note that the guardian cannot be on a time limited visa, also a British National Overseas passport does not qualify, unless the person also has settled status.

It is possible to appoint a close relative instead of a nominated guardian. This person will need to be either a grandparent, adult sibling, blood aunt or uncle or step-parent (it cannot be the student's mother or father. Points 5 and 6 above also applies to close relatives acting as nominated guardians.

Please contact us if you are considering other living arrangements outside of term time and we can advise whether or not they are permitted under the UKVI rules.

Please note that the Child Student visa is designed for those who are boarding at an independent school in the UK whilst their main family home is overseas. If your family is based in the UK it is likely that this route is not appropriate for you. Please contact Admissions if this applies.

Once all of the above has been submitted and checked by our Admissions team we will be able to create the Confirmation of Acceptance of Studies (CAS) for you. This is an electronic document generated by CLC staff using the online UK Visas and Immigration (UKVI) portal. This will provide you with a reference number which you will need to enter on the visa application. The CAS is valid for six months and is valid only for studying at CLC.

### How much will this cost?

You will need to pay:

1. UKVI application fee of £524 for the visa (additional fees also apply if you wish to use a fast track service).
2. Immigration Health Surcharge (IHS) of £776 per year of the visa. This provides full access to the National Health Service and so all NHS medical treatment in the UK incurs no extra cost. You will be given a reference number once the payment has been made. Comprehensive guidance can be found on the [Government Website](#).

### How to I apply for the Child Student visa?

For full details please visit the following site: <https://www.gov.uk/child-study-visa/apply>

You will need the following documentation:

1. The Confirmation of Acceptance of Studies issued by CLC. Please ensure you refer to this document when completing the application form, for instance enter the course description and dates exactly as they appear in the CAS. The passport number, student name, date of birth and nationality should all precisely match what is provided on the CAS, the application form and the supporting documentation. If there is any discrepancy please let us know before you submit your application.
2. Your daughter's current passport
3. Your daughter's birth certificate. If there is sole parent status evidence will be required for this as well. If this is not in English a certified translation will also be required.
4. The parental consent letter, signed by both parents (or one if sole parent status applies)
5. The letter of undertaking from the nominated guardian or close relative
6. The proof of British Citizenship or settled status of the nominated guardian or close relative
7. Proof that you can pay for the first academic year of the course. This can be done either by paying the first year's school fees in advance (please note, the deposit does **not** count as part of this) or by a bank-slip, bank statement or certificate of deposit that shows you have held enough money to cover the first year's school fees. This must show that you have held the required money for at least a consecutive 28-day period which ends within the 31-day period before you paid your visa fee online. It is this detail that most commonly causes an application to fail. To avoid this some parents decide to pay a year's fees in advance. Please note that the documentation will need to be in English. Evidence of additional funds might be required if your daughter is not going to be in full time boarding. More details can be found here <https://www.gov.uk/child-study-visa/money>

8. You may be asked to provide a tuberculosis (TB) test result. Further details can be found here: <https://www.gov.uk/tb-test-visa>
9. Please keep the original offer letter of a place at CLC and the letter confirming that we have received the Acceptance Form and your Overseas Entry deposit, as these are useful supporting documents.
10. As part of the application your daughter will need to prove her identity. She will either have her biometrics (fingerprints and photograph) taken at a visa application centre, or you will use the “UK Immigration: ID check” app to scan her passport. You will be told what you need to do when you apply.

Please regularly check the email address used for the application, including the ‘junk’ folder, for any correspondence from UKVI. If a query is raised, or there is a request for additional documentation, there will be a short time frame in which you can respond before the application is refused.

### **What happens after the application has been submitted?**

You will receive confirmation via email that the application has been submitted. You might be sent a follow up request for a biometrics appointment. Please read any correspondence from UKVI carefully and follow out any requests they send as quickly as possible; you will be given a deadline in which to respond and if this is not met the application might be refused. UKVI will advise on how long the process is expected to take and you will likely be advised that the applicant cannot travel until the visa has been issued. In the vast majority of cases the service standard deadline is met. If a delay is expected, UKVI often write to applicants to make them aware. They may not provide a reason for the delay. You are not able to follow up on applications until the deadline has passed.

You will be sent an outcome / decision email by UKVI once the application process is complete. If successful, this email will provide information on how to access the eVisa. You will have to set up a UKVI account for your daughter. She will then get a digital immigration status which she can view and prove online via the [‘view and prove your immigration status’](#) service.

As the whole process is now digital there are no paper vignette stamps and the proof of status is within the UKVI eVisa account. This should automatically link to your daughter’s passport, so when this is scanned by UK Immigration they will see the full details of her status. However it is advisable to download a copy of the eVisa details and have a share code to hand when your daughter travels, just in case of technical difficulties.

*Please note that if you use an immigration agent the email correspondence mentioned above may be directed to the company you have used. You will therefore need to follow up with them if you have any queries.*

### **What do we need to do ahead of our daughter's arrival at CLC?**

Please take the actions below as soon as you receive news of the successful outcome. This will enable CLC staff to conduct the necessary checks in good time prior to your daughter's arrival.

***All of these steps must be completed before your daughter travels to the UK.***

1. Firstly set up the online eVisa account as per the instructions given in the decision / outcome email. This email will include a link to the relevant website. The eVisa account can be set up using your daughter's contact details or a parent can choose to manage the account instead. Please consider which option works best for your daughter. If the account is managed by a parent, please ensure your daughter has a download to present to the authorities as well as a valid share code, just in case of any technical difficulties.
2. Send CLC the eVisa share code using the eVisa account. Email this to [entrance@cheltladiescollege.org](mailto:entrance@cheltladiescollege.org). When viewing the visa details in the online account, you will see a green "get a share code" button which then emails the code to the address you enter on a form. Alternatively you can save the share code and then email it on separately. Please note that we cannot accept a download or screen shot from the eVisa account; it must be the share code as this provides live access to UKVI's systems and provides definitive proof of status. Further details can be found here: <https://www.gov.uk/evisa/view-evisa-get-share-code-prove-immigration-status>
3. Send CLC a copy of the decision / outcome email. Email this to [entrance@cheltladiescollege.org](mailto:entrance@cheltladiescollege.org)
4. Send CLC a copy of your daughter's flight / ferry / train ticket into the UK to [entrance@cheltladiescollege.org](mailto:entrance@cheltladiescollege.org). We must receive this in order to confirm that her arrival date is **after** the start date of the new Child Student visa. If your daughter arrives into the UK before the visa has commenced she will need to leave and re-enter in order to validate the visa.

### **What does my daughter require when travelling into the UK?**

Her current passport. If it has been renewed since the application was approved the eVisa account will need updating. This applies to the lifetime of the Child Student visa.

The online system should automatically inform UK Immigration of her visa status when she presents her passport at the border, however it is helpful to have a back up to hand, such as a live eVisa share code (please note they expire after 90 days) and a download of the eVisa status. If your daughter has access to her own eVisa account she will be able to generate this documentation on demand.

If your daughter is travelling unaccompanied to the UK we recommend that she carries a letter from her parents confirming their consent for her travel arrangements. This is to show to UK Immigration officials who are required to ensure that children travelling on their own have safe onward travel arrangements in place. This letter should cover details of her school, parental contacts, and the name and contact details of the person collecting her at the airport. We can provide a template of this letter on request.

### **What terms and conditions apply to my daughter's Child Student visa?**

As part of our duties as the sponsor of your daughter's Child Student visa we are required to ensure she has appropriate and safe travel and accommodation arrangements for the whole of the time she is in the UK, including holidays. This includes the requirement to hold a complete record of travel information, addresses, and details of who is taking care of her whilst she is not at CLC but is in the UK. This includes a single night out of the boarding house, to potentially the whole summer holiday if your daughter is remaining in the UK during this break, even if she is in the care of her own parents. In addition, we must collect details of all departures and returns to this country, including flight numbers and airport transfer details.

In order to fulfil these duties, we use an online platform called I-GTM which parents or students complete every time travel is due to take place. This has an authorisation system for parents to confirm their approval and consent for the arrangement. The Houseparent, or delegated staff member, will also confirm online that they have given approval. If an arrangement is not considered safe or suitable, the house team will contact the parents.

Full details of the system and how to complete the form will be sent to new parents in July. This will also include information on the CLC Transport service which can provide supervised travel to school from Heathrow and other locations in the UK.

Please ensure that your daughter's passport is brought to school and is either kept by your daughter in a locked drawer, or handed over to the Houseparent for safe keeping. For younger students, houses have a signing in and out procedure for passports to ensure their safekeeping. It is important that your daughter has ready access to her passport during term time in case of an emergency or if she needs to prove her identity. Please note that we are also required to see the original documentation when your daughter first arrives at CLC.

### **What do I need to do if my daughter requires a new passport?**

If your daughter needs to obtain a new passport at the time of the visa application, or has recently obtained one, please make sure that the Admissions team are aware of this and that the details of any new passport are sent to [entrance@cheltladiescollege.org](mailto:entrance@cheltladiescollege.org). They can then ensure the CAS contains the most up to date details.

If your child renews her passport during the lifetime of her visa, she will need to update her UKVI account so that the new passport is linked to her digital visa. This can be done via: <https://www.gov.uk/update-uk-visas-immigration-account-details>. CLC staff must also take a copy of this new passport from the original for our records. The staff in the house are best placed to facilitate this.

As the system is now all online with no paper visa stamps or vignettes there are no issues with changing a passport during the life of the visa provided the UKVI account is updated, as per the above.

**What do I need to do to obtain a short-term visa?**

If your daughter is planning to study at CLC for under 6 months, she will need to apply for an Electronic Travel Authorisation (ETA). You will find further information about the ETA application via this link: <https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation-eta>

Please note that your child will also need to travel with:

1. a 'confirmation of studies letter' which CLC will provide.
2. a copy of the 'parents consent letter', stating the parents' consent for their child to travel alone and to live as a boarder at CLC. This letter should also contain the parents' contact details.

Please ensure the above-mentioned documents are sent to [entrance@cheltladiescollege.org](mailto:entrance@cheltladiescollege.org) along with a copy of the ETA.

**Do parents need Visas to travel to the UK?**

Parents travelling to the UK may need to apply for an Electronic Travel Authorisation (ETA) or a Standard Visitor Visa. You can check which visa you need depending on your nationality via this link: <https://www.gov.uk/check-uk-visa>

**Where can I get further help?**

Please consult the UKVI website for further information <https://www.gov.uk/child-study-visa>