

# Packwood

Part of the Shrewsbury  
School Family



## **Notes for pupils requiring a Child Student or Student Visa (all those who do not hold a British passport)**

### **a) Introduction**

Once you have accepted your place at Packwood School, you will need to apply for a Child Student to enable you to study in the UK. In order to apply for a visa you will require a reference number - called a Confirmations of Acceptance for Studies (CAS). Packwood School is a Sponsor for UK Visas and Immigration. Therefore, we are licensed to issue a CAS number. Your Child Student Visa must not be from another UK school, as this will not be accepted by Packwood School. You will need to apply for a new visa under Packwood School's sponsorship licence. Please note that Child Student visas are issued for the length of your stay or course (i.e. 2-3 years for GCSE, or 2 years for A Level). Therefore, if you are a current pupil at Packwood School moving from Fifth Form to Lower Sixth, you will need to apply for a new Child Student visa before returning to school to begin your A Level studies (even if your old visa has not yet expired).

### **b) Paperwork to be submitted to Packwood School**

Packwood School will require the following items before we can send you the CAS number. Please can all documents be PDF and e-mailed to [admissions@shrewsbury.org.uk](mailto:admissions@shrewsbury.org.uk).

1.1.A copy of your birth certificate, certificate of adoption or a court document naming your legal guardian (original and certified English translation). If you do not have a valid birth certificate, you will be required to send us results from a DNA test. Unfortunately, we do not accept DNA tests that have been conducted in an overseas clinic.

1.2.A colour copy of your passport (photo page). It is recommended that your passport is valid for at least 6 months from the start of the course before you request for your CAS Statement.

1.3.A copy of the parental consent letter signed by your parent(s). Please note, that if a parent is deceased, has a change of name or sole custody you will need

to attach a copy of the documents to evidence this (original and certified English translation). A template letter will be provided by Packwood School.

1.4. A copy of your TB (tuberculosis) certificate (if required). For further information please go to: <https://www.gov.uk/tb-test-visa/overview>. This certificate must be obtained before a CAS Statement can be issued.

1.5. Our Guardianship form, signed by the guardian and your parents, as outlined in our Guardianship policy. Your Guardian will be expected to accommodate you in a home environment during Exeats, Coach weekends and other holidays if you are unable to return home and arrange any transport you may need.

To meet the new Home Office guardianship regulations that come into effect from 29th May 2025, we have updated our guardianship form.

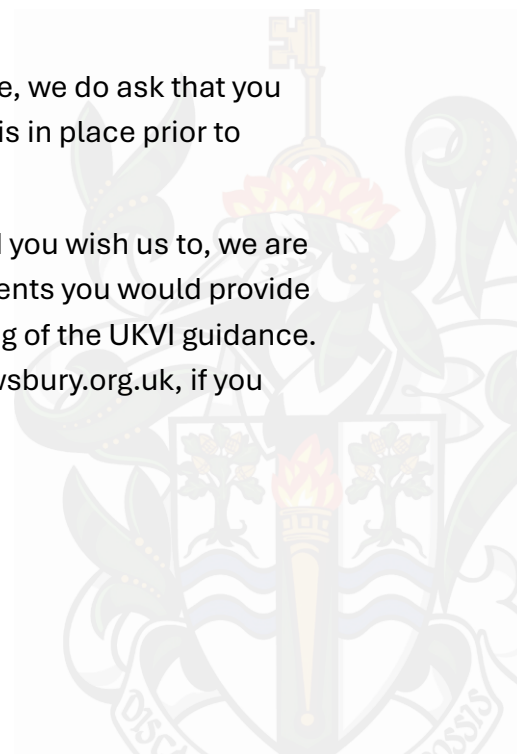
The updates are as follows:

- The appointed person must be a British Citizen or settled in the UK.
- The appointed person must not have committed any relevant criminal offence.
- The appointed person must complete a Letter of Undertaking, which confirms that they have agreed to undertake the care.

**c) Financial Evidence (The government guidance referred to throughout this finance section can be found at: <https://www.gov.uk/child-study-visa/money>)**

**If you are from a country listed under the 'differential evidence requirement' or you are a British national overseas**, you do not need to prove you have enough money to support yourself as part of your visa application.

- However, it is important to note that you should still hold the required documents as you may be asked to provide this by UKVI before you receive a decision on your visa application. Should you fail to provide the evidence in the time frame given by UKVI, it is likely that your visa will be refused.
- While it is not a requirement to provide us with this evidence, we do ask that you complete the finance declaration to confirm that you have this in place prior to making your visa application.
- Although we are not able to give immigration advice, should you wish us to, we are happy to view your documents (for example the bank statements you would provide if requested) and give our opinion based on our understanding of the UKVI guidance. Please send your evidence to Jo Haswell, [admissions@shrewsbury.org.uk](mailto:admissions@shrewsbury.org.uk), if you would like us to help with this.



**If you are from a country that does not fall under the ‘differential evidence requirement’,** you will need to be able to show that you can pay for the first year of school fees (excluding Acceptance of Place deposit).

There are two alternative ways of doing this:

- Option 1 If parents pay a full year’s fees (or more) in advance, then we can state on your CAS that the fees have been paid in full, and there is no need for you to submit bank statements to us. To apply to pay “fees in advance”, please contact the Senior Financial Analyst, Tom Young (tyoung@shrewsbury.org.uk) before we apply for the CAS. We strongly recommend this option where possible.

- Option 2 If parents do not pay a full year’s fees (or more) in advance, then you will need to demonstrate that you have the money available in your personal bank account (not business) to pay the first year of school fees. You will need to submit bank statements that show that you have held the required funds for a consecutive 28-day period (finishing on the date of the closing balance) ending no more than 31 days before your visa application.

o The bank statement must show the following information: - your parent’s / legal guardian’s name - account number - financial institution’s name and logo / stamp - amount of money available in the account throughout the previous month before your application.

#### **d) CAS Application**

Once we have received a copy of the required items, we will apply for your CAS reference number. Once we have a CAS number from UKVI, we will email you a PDF of the CAS statement, and a covering letter from Packwood School stating evidence needed for your visa application. Please check that all information on the CAS statement is correct. If not, email admissions@shrewsbury.org.uk immediately. The UKVI currently charge £25 for issuing a CAS number (this may be subject to change). This will be charged to your account at the end of your first term at Shrewsbury.

#### **e) National Health Service – Immigration Healthcare Surcharge**

You will also be required to pay an ‘**Immigration Healthcare Surcharge**’ (IHS) for use of the National Health Service (NHS). If you are making your immigration application online, you pay the surcharge as part of your visa application or when you book an appointment. The surcharge per year goes directly to the NHS and this is a compulsory requirement as part of the visa application, regardless if you have private medical insurance. You will be given a reference number following payment, please keep this safe and submit it with your other application documents. For further information and clarification on the amount to pay please go to:

<https://www.gov.uk/healthcare-immigration-application> 4

## **f) Application for the Visa**

Full advice on how to apply for your Child Student visa or Student visa can be found at: [www.gov.uk/child-study-visa](http://www.gov.uk/child-study-visa) You must apply for your visa online at [www.gov.uk/apply-uk-visa](http://www.gov.uk/apply-uk-visa).

It will cost £490 to apply for a visa. Applying from outside the UK – The earliest you can apply for a visa is 6 months before your course starts. You will usually get a decision within 3 weeks. Applying from inside the UK – The earliest you can apply is 3 months before your course starts. You will usually get a decision within 8 weeks. You may be able to pay for a faster decision on your visa. Using the 'priority service' means you will usually get a decision within 5 working days or soon after. You will need to pay £500 in addition to the application fee. Using the 'super priority service' means you will get a decision by the end of the next working day or soon after. You will need to pay £1000 in addition to the application fee.

The time starts from the day of your biometric appointment, if you prove your identity in person or the day after if you use the UK Immigration ID Check app. It can take longer to get a decision, for example, if the Home Office needs to ask you for more information. As part of the visa application process online, you may be required to book a biometric appointment at a visa application centre. At the appointment they will take your fingerprints and photograph.

Do not book flights or accommodation until you receive a letter or e-mail from Home Office with a decision on your visa application. Helpline number is +44 (0) 300 790 6268 or +44 (0) 203 875 4669, select Option 1. Calls cost 69 pence per minute on top of your standard network charges. You will need to know your reference number which starts with GWF. For further information about contacting UKVI for help click [here](#).

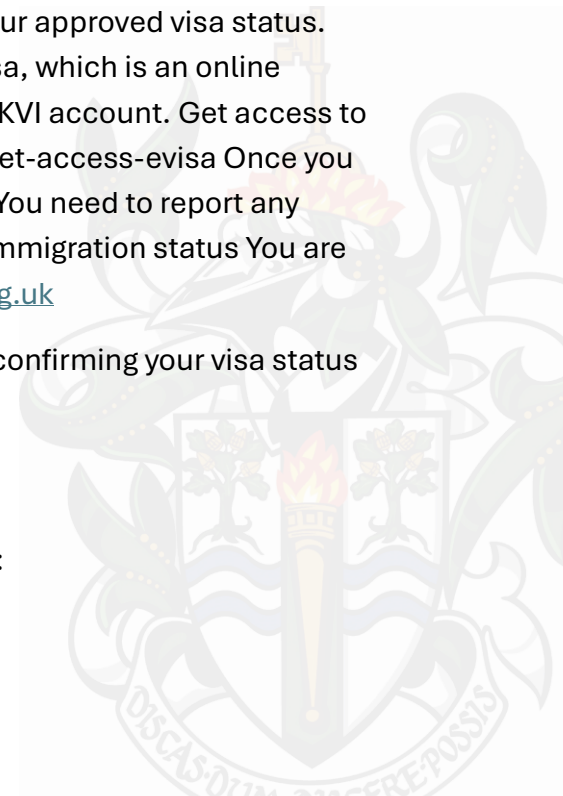
## **2. Visa approved**

You will receive a decision letter or e-mail informing you of your approved visa status. The letter or e-mail will tell you how to get access to your eVisa, which is an online record of your immigration status. You will need to create a UKVI account. Get access to your online immigration status (eVisa) - <https://www.gov.uk/get-access-evisa> Once you have accessed your eVisa, ensure all the details are correct. You need to report any errors - <https://www.gov.uk/report-error-evisa> a) Prove your immigration status You are required to send the following to [admissions@shrewsbury.org.uk](mailto:admissions@shrewsbury.org.uk)

- Copy of the decision letter or e-mail from the Home Office confirming your visa status
- Share code to prove your immigration status

## **Personal Details**

You should update your UKVI account if you've changed your:



- mobile phone number
- email address
- name
- identity document, such as your passport
- home address
- postal address

**Please Note:** Your e-Visa will be linked to your passport. Before you travel, make sure that your UKVI account has the correct passport details, you can check this by signing into your UKVI account and checking personal details.

**3. Pupils residing outside the UK who do not require a visa If you are a British National living overseas, you do not require a visa to study at Packwood School.**

Once you have accepted your place at Shrewsbury, we will require the following items:

- a colour copy of your passport (photo page)
- our Guardianship form, signed by the guardian and by your parents, as outlined in our Guardianship Policy.

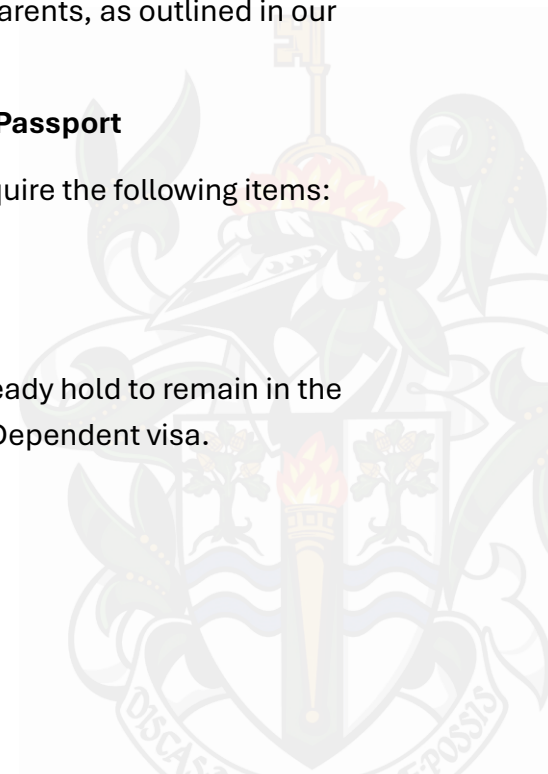
**4. EU Settlement Scheme If you are an EU or EEU citizen and applied for settled or pre-settled status prior to 30 June 2021, we will require the following items:**

- Birth certificate
- a colour copy of your passport (photo page)
- copy of the letter from the Home Office confirming your status
- Share code to prove your immigration status
- our Guardianship form, signed by the guardian and by your parents, as outlined in our Guardianship Policy (if applicable)

**5. Pupils already resident in the UK who hold a non-British Passport**

Once you have accepted your place at Shrewsbury, we will require the following items:

- Birth Certificate
- a colour copy of your passport (photo page)
- a copy of any decision letter with current permission you already hold to remain in the UK. For example, indefinite leave to remain, Tier 1 Investor or Dependent visa.
- Share code to prove your immigration status



- Parent's documentation with permission to remain in the UK.
- our Guardianship form, signed by the guardian and by your parents, as outlined in our Guardianship Policy (if applicable)

## **6. What To Do Next .....**

Your passport should then be handed to your housemaster or housemistress for safe keeping during term time. Any questions, please do not hesitate to contact the Admissions Office at Packwood: Mrs Helen Caithness or Mrs Hannah Walters, [admissions@packwood.school](mailto:admissions@packwood.school) 01939 260217

