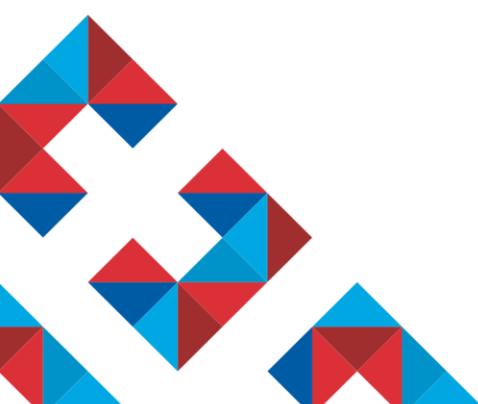


Tier 5 Government Authorised Exchange Scheme

Online Entry Clearance Visa Application

Guidance for KA103 and KA105 Applicants

Version 1.0: 16 January 2017



Overview

All Non EEA/EU Erasmus+ applicants must obtain a visa to enter the UK under the UK Visas & Immigration **Points Based System** (PBS) in order to take up an Erasmus+ work/volunteer placement.

In this document we have set out clear step-by-step guidelines on how to apply for a Tier 5 visa to help you and to save you time. Please follow these guidelines carefully in order to complete your visa application correctly.

If any links are not current in this document, full information on the visa application process and the relevant forms can be found on the UK Visas & Immigration website located [here](#).

How does the PBS work?

- All migrants to the UK must apply for their visa via a certain **tier**.
- All students/volunteers undertaking Erasmus+ work experience placements or voluntary work through EVS apply for a visa under the following tier: **Tier 5 (Temporary Worker) Government Authorised Exchange Scheme**.
- All applicants under Tier 5 (Temporary Worker) need a **sponsor** to apply for their visa. The British Council (Erasmus+ Programme) is a licensed Category A Sponsor.
- As a licensed sponsor we assign each Erasmus+ applicant a Certificate of Sponsorship (CoS) before they can apply for a visa. Each CoS has a unique reference number which holds information about the work placement and the applicant's personal details. The CoS is not an actual certificate but a virtual document. You can only apply for your visa once you have been assigned your CoS reference number. You cannot apply for a visa without your unique CoS reference number.
- It is essential that you apply for your visa following the instructions in this document as soon as you obtain your CoS reference number. The CoS will expire if it is not used for a visa application within three months of it being created. Your visa application will be refused if your CoS has expired.

Steps for applying for your Tier 5 visa:

Important – Tick off the steps below as you complete them

Step	Erasmus+ Tier 5 visa application checklist	Tick box
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1	<p>Check if you are required to pay the Immigration Health Surcharge (IHS) prior to submitting your visa application. Please click here to see if this is applicable to you. If you are required to pay the IHS payment will be taken in step 2 when you complete the VAF9.</p>	
2	<p>Complete the online Entry Clearance Visa Application form VAF9 which you can access here. Step by step guidance on how to complete VAF9 can be found on page 4 of this guidance.</p>	
3	<p>Assemble the following supporting documents:</p> <p>Please check the specific documents asked for by the country you are applying from. You will either be required to submit these documents at your appointment or they might be required to be sent by post to a certain address after your appointment (depending on instructions from the country you are applying from).</p> <ul style="list-style-type: none"> - Printed, signed online visa application form VAF9. - Your passport or travel document (valid for at least six months after the intended date of departure from the UK). In some countries you might be asked to provide copies of previous passports if you still have them. - One passport sized photograph according to Home Office photograph guidance - Evidence of your permission to be in the country where you are applying, if you are not a national of that country. This must show your current immigration status. It could be a residence permit, 'green card' or valid visa. - Previous passports. To show your previous travel history. - Translations. Please check Home Office guidance here for more details. - Your tuberculosis test results if you're from a country where you have to take the test. - Your biometric appointment confirmation letter with reference number. - If you paid the visa fee online, your payment confirmation print-out with reference number. - If you did not pay the visa fee online, visa payment fee (or local currency equivalent). Check with your particular appointment institution on how this can be paid. - Tier 5 Confirmation of Maintenance Letter from the 	

	<p>Erasmus+ Programme which guarantees to certify your maintenance.</p> <p>Documents must be original unless otherwise stated. You must translate any supporting documents and include them with originals if they are not in English; please check Home Office guidance here for more details.</p> <p>It is essential that you provide all the specified documents. If you do not provide them, UK Visas & Immigration will not contact you to ask for them. Therefore, if you fail to send in the correct documentation, your visa application may be refused because of this. A guide to the supporting documents can be found here.</p>	
4	<p>Attend appointment at Visa Application Centre.</p> <p>You will have your fingerprints and photograph taken (to get a biometric residence permit – unless exempt) as part of your application.</p> <p>You will have to collect your biometric residence permit within 10 days of the date you stated you would arrive in the UK (even if you actually arrive at a later date).</p> <p>Please note: You'll get a biometric residence permit (BRP) if you apply to come to the UK for longer than 6 months.</p>	
5	<p>Wait for your visa application to be processed. Processing time can vary. It is usually 5-30 days but you should allow up to two months.</p> <p>The date of your visa application is considered as the date that your biometric details are taken and your fee is paid.</p>	
6	<p>When you receive your visa, check it contains the correct information. Make sure:</p> <ul style="list-style-type: none"> - Your personal details are correct - It correctly states the purpose for which you want to come to the UK - It is valid for the date on which you want to travel <p>If there are any mistakes with your visa contact the visa application centre immediately.</p>	

Important points to note

- You can include your dependants in your application form; for clarification please see Home Office guidance located [here](#).

- You are allowed 28 days additional stay in the UK outside of your official Erasmus+ work placement dates. You can take a maximum of 14 of these days before your Erasmus+ work placement begins.
- When you complete the forms, you must write the date you intend to travel to the UK. However, it is possible to travel on a later date than the date you put on your form as long as your visa is still valid.
- The processing time varies from country to country. It could be between 5 to 30 days but you should apply 60 days in advance, if possible, to allow maximum time.
- Further advice on which supporting documents you must provide with your application can be found [here](#).

Completing your online Entry Clearance Visa Application Form VAF9

Before you apply you will need the following:

- A valid passport
- A valid email address
- Your employer's address in the UK
- Your date of travel to the UK. **Please note if you have not yet booked your flight, the date you enter here will be the first day that you will be allowed to enter the UK. You should not book travel to arrive any earlier than this date. It is fine however, if the date changes to a later date as long as your visa is still valid**
- A credit/debit card to pay the visa fee
- The computer you use must be linked to a printer because you will need to print off the application

Guidelines for completing the online Entry Clearance Application Form VAF9:

Important – Tick off the steps below as you complete them

Steps	Guidance for answers to put on the form	Tick box
1	On the Welcome to Visa4UK page click 'Register an Account'	
2	Complete the Personal Details, Contact Details and Address Details sections. Next, create a password, agree to the Terms & Conditions and click Register	
3	Go to your emails and click on the link to unlock your account	

4	Login and select Apply for Myself , read all the information and press Continue	
5	<p>Complete Applicant Details</p> <p>Location - you should apply from your country of normal residence. However in exceptional circumstances (such as travel/studying abroad) you must apply from another country. The location you enter here is the location where you will automatically be scheduled to have your biometric appointment.</p> <p>Select Visa Type:</p> <p>Reason for visit – Work</p> <p>Visa Type – Tier 5 (Temporary Workers) visa</p> <p>Visa Sub Type – Tier 5 TW (Govt Authorised Exchange) Migrant</p> <p>Click Create application</p>	
6	Next Step: Go To Application	
7	<p>Passport/Travel Document (answer as requested)</p> <p>Ensure that your name on the visa application is spelled exactly as it is on your passport.</p> <p>Travel Information (answer as requested)</p> <p>Click Next Section</p>	
8	<p>Personal Details (answer as requested)</p> <p>Travel and Criminal History (answer as requested)</p> <p>Click Next Section</p>	
9	<p>Spouse/Partner (answer as requested)</p> <p>Father (answer as requested)</p> <p>Mother (answer as requested)</p> <p>Dependent Children (answer as requested)</p> <p>Non Dependent Children (answer as requested)</p> <p>Click Next Section</p>	
10	Medical Treatment (answer as requested)	

	Click Next Section	
11	<p>Employment (answer as requested)</p> <p>British Council is your sponsor</p> <p>Full address – 1 Kingsway, 2nd Floor, Cardiff CF10 3AQ</p> <p>Next, enter the full address of where you will be working</p> <p>Your Job (answer as requested)</p> <p>Your job title is – Erasmus+ Work Placement Participant</p> <p>How much will you earn per year in (£)– Enter amount as indicated on your letter of maintenance</p> <p>Certificate of Sponsorship (answer as requested)</p> <p>Complete Certificate of Sponsorship questions as indicated on your letter of maintenance from the British Council</p> <p>Maintenance (answer as requested)</p> <p>Select Maintenance certified by sponsor</p> <p>Points Claimed (answer as requested)</p> <p>Claim 30 points for the Certificate of Sponsorship</p> <p>Claim 10 points for the Maintenance</p> <p>Total points 40</p> <p>Click Next Section</p>	
12	<p>Additional Information</p> <p>Review all information and then click Confirm application</p> <p>If all details are correct click Submit application</p>	
13	Sign Declaration	
14	<p>Biometric Resident Permit Collection Location</p> <p>If you are granted leave to enter the UK for over six months, you will need to collect your BRP within 10 working days of arriving in the UK.</p>	
15	Book Appointment	

	<p>Select appointment location</p> <p>Make a note of your unique application reference number</p> <p>Select your appointment location</p> <p>This is where you will have your face to face appointment to have your biometric data taken.</p> <p>Select your Visa Appointment Type and read the Visa Appointment Message.</p> <p>Make a note of the address of your appointment location.</p> <p>Click Next</p> <p>Select Appointment Date and Time</p> <p>Book the earliest date and time which is convenient to you. This is important because your visa application will be dated from the date of your appointment. Processing times can vary. It is usually 5-30 days but you should allow up to two months before your date of travel.</p> <p>Click Next</p> <p>Your Appointment Confirmation</p> <p>Check you are happy with the details and click Next</p>	
16	<p>Immigration Health Surcharge (HIS)</p> <p>Click Continue and complete details as requested</p>	
17	<p>Pay for Application</p>	
18	<p>Register at Commercial Partner</p>	
19	<p>Print a copy of your application for your records (You will need to take a copy to your appointment at the Visa Application Centre.</p>	

Information on how to obtain a visa is outlined on the [Home Office website](#)

The Tier 5 team are only able to assist with CoS related queries and are unable to advise on enquiries regarding visas. The process of applying for a visa is a separate process and is managed by the Home Office. If you have a visa question please click [here](#).

Useful Links

[UKVI Tier 5 \(GAE\) Guidance](#)

[Guidance on application for UK visa under Tier 5](#)