



ETON  
COLLEGE

VISA INFORMATION PACK

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As your son does not hold a British or Irish passport, his place is dependent on successfully obtaining a Child Student visa (previously called a Tier 4 visa). You will need to apply for a Child Student visa for him for the first three years of study (GCSEs), and then reapply for the final two years (A Levels). It is also worth checking if your son can apply for a Dependant visa (a 'dependant' refers to a partner/spouse or child of the main visa holder).

## **Before You Proceed**

We advise you to consult UKVI's guidance (Child Student visa – GOV.UK ([www.gov.uk](http://www.gov.uk))) after reading through the documents in this pack, but before making the online application. We are happy to answer questions about the process where possible but cannot provide immigration advice and it is best for you to speak to your local British Embassy for this.

# 01 | APPLYING FOR A VISA

We advise you to apply for your son's visa as soon as possible as we need to see the visa before we can admit him to the school. Please note that if you will be applying from within the UK, you cannot apply before 6th June (three months before the course start date). You can only apply once your son has an unconditional place, so this will be after the results of the Common Entrance or King's Scholarship examinations have been published (for Year 9 entry).

If you do not have all the information or documents required for the application we ask that you do not submit the application, but instead seek assistance from your local British Embassy, High Commission or your visa application centre.

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- You will be sent a draft Confirmation of Acceptance for Studies (CAS) document by Admissions in late May/early June. Check this document and let us know if there are any amendments to be made. Please read through this document carefully as it will be used for the application.
  - Once you have approved the draft CAS, we will assign a CAS number which you will need for the visa application.
  - If your permanent home address is not in the UK, you will need to appoint an Education Guardian for your son during his time at Eton. Please see 'Education Guardianship: Notes for Parents' section below for further details. If you do not have a suitable family member/friend to appoint, we would recommend AEGIS to find a suitable guardian.
  - Apply online to UK Visas and Immigration (UKVI) for your son's visa (Child Student visa – GOV.UK ([www.gov.uk](http://www.gov.uk))). You will need to upload the Parent or Legal Guardian Consent Letter – this is a letter which you must complete, consenting to your son making an application for a visa and their travel arrangements to the UK. Please amend this to suit your son's particular circumstances. Once you have done this, you must print the letter, obtain the necessary signatures and send it with your son's application form to UKVI. You may be asked to attach a notarised copy of your son's birth certificate, adoption certificate or other court documents as proof that you are their parent(s)/legal guardian(s).
  - Eton College has an agreement with UKVI where you can opt for your son's Biometric Residence Permit (BRP) to be sent directly to the school. Please ensure you enter the Alternative Collection Location (ACL) stated on the CAS document when prompted to during the online application.
  - Please provide Admissions with evidence that the visa has been applied for (a screenshot of the submission page).

**Please do not reuse the CAS number provided. Once a CAS number has been used, it cannot be used again.**

## 02 | ONCE YOU HAVE APPLIED

- Let Admissions know once the visa application has been successful (provide a copy of the notification you have received from UKVI).
- Send proof of your son's flight details to the UK (a booking confirmation, for example). If he has applied from within the UK and is not flying in from overseas, please let us know this too.

### ONCE YOU ARRIVE IN THE UK/AT ETON

- Once you arrive in the UK, you must collect the BRP within 10 days of arrival – your son must bring his passport to Admissions and must be with you to collect the BRP, as we are unable to hand it over to anyone other than your son.
- We will need to see the vignette sticker in your son's passport and take a copy of this when he comes to collect the BRP. If he does not have one because he used an e-gate at the airport, please send us proof of his flight ticket.
- Boys will be required to sign an Obligations on Students form when they come to the Admissions Office (see form on next page).
- Boys must keep the BRP safe and secure.

If you use the UK Immigration ID Check app, you won't need a BRP, as you'll receive your digital immigration status via the app.

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### DOCUMENTS WE REQUIRE

(TO BE SENT TO ADMISSIONS)

- A copy of the completed Parent or Legal Guardian Consent Letter
- Education Guardian Consent Letter and photographic identification: This is a letter which your son's guardian must complete, ensuring they understand the responsibilities of guardianship. This letter must be signed and sent to the Admissions Office via post or email, along with photographic identification. If you (the parents) live abroad, you must have appointed a UK guardian. If you do not know anybody suitable in the UK, we would suggest consulting Aegis | The Association for the Education and Guardianship of International Students ([aegisuk.net](http://aegisuk.net)).
- Parents living in the UK (permanent home address) – please provide us with the supporting documents that confirm your eligibility to live in the UK.

# Child Student Visa



## Obligations on Students

As a student, sponsored under the UK Visa and Immigration process, you must:

1. Update your home address and contact details with the Admissions Office immediately whenever they change (even if this is in the middle of term).
2. Notify the Admissions Office immediately if the contact details for your guardian change.
3. Attend each lesson (if you miss more than 10 consecutive expected contact points your visa will be withdrawn).
4. Alert your Dame before 9am if you are going to be unavoidably absent to ensure the absence is authorised.
5. Make good progress with your studies.
6. Remain in College until the end of term (if you need to book an earlier flight at the end of term or need time off during term, you must alert your House Master but permission to miss school can only be granted by the Lower Master after a written request from your parents).
7. Ensure your visa and passport do not expire.
8. Ensure that travel arrangements are communicated to the Admissions Office each time you are away from your House for one night or more. This includes all holiday periods (Long Leaves, Christmas, Easter and Summer breaks), exeat weekends (Short Leaves or B weekends), interviews and illnesses.
9. Ensure you do not exceed the number of hours work permitted by your visa (if applicable).

## Collecting your BRP

Once you arrive in the UK, you must collect your BRP within 10 days of arrival.

You must come with your parent/s or guardian/s to collect the BRP from the Admissions Office as we are unable to hand it over to anyone other than you.

You must bring your passport with you so we can make the appropriate checks before handing over your BRP.

Once you receive your BRP, you must keep this safe and secure. You will have a lockable safe or cupboard in your room where your BRP must be kept. Your House Master and Dame will not hold it on your behalf.

## Travel Arrangements

Once you have started at Eton, you will be required to complete an online form each time you are absent from your House for one night or more. This includes all holiday periods (Long Leaves, Christmas, Easter and Summer breaks), exact weekends (Short Leaves or B weekends) and illnesses. As sponsors of your visa, Eton must know of your whereabouts during these times.

We will forward your completed forms to your parent/s in order for them to confirm the arrangements you have provided us with.

There will be a poster in your bedroom with a QR code that you can scan which will take you straight to the form.

Completing the travel arrangements form as requested by the Admissions Team is a requirement of your visa and you should not leave Eton before it has been completed. The form is very quick and easy to complete and we will keep emailing you and your House Master and Dame until the form has been completed.

A failure to provide us with your travel arrangements will result in disciplinary action.

I (name) confirm I have read and agree to Eton's terms and conditions as above:

Signed by:

.....  
(signature)

.....  
(print name)

.....  
(date)

# 03 | KEEPING THE SCHOOL INFORMED

## TRAVEL ARRANGEMENTS

If your son is travelling independently to the UK, please provide arrival / travel information to the Admissions Office in due course. Please note that he must be accompanied by either a parent or guardian between the airport and the College. If he arrives before the start of term, he must be looked after by a parent or guardian and you should provide us with this information in detail.

Once your son has started at Eton, he will be required to complete an online form each time he is absent from his House for one night or more, to detail his travel arrangements to and from the College. This includes all holiday periods (Long Leaves, Christmas, Easter and Summer breaks), exeat weekends (Short Leaves or B weekends) and illnesses. We would be grateful if you could please regularly remind your son to do this before each absence period as this is a requirement of his visa and he should not leave Eton before it has been completed. There will also be a poster in your son's bedroom with a QR code that he can scan which will take him straight to the form.

In line with UKVI requirements, you will be asked by the Admissions Team to confirm your son's travel arrangements during the periods mentioned above.

## CHANGE OF DETAILS

It is very important that our records are up-to-date and ask that you please inform us of the following:

- If you change address during your son's time here, please inform Change of Details ([changeofdetails@etoncollege.org.uk](mailto:changeofdetails@etoncollege.org.uk)).
- If your son's guardian changes, please inform Admissions as the new guardian will need to complete a Guardian Consent Letter and provide photographic identification.
- If your son's passport expires, please send a scanned copy/clear photo of the passport to Admissions.
- Parents living in the UK (permanent home address) – please ensure we have up-to-date documents that confirm your eligibility to live in the UK e.g renewed visa.

# 04 | D BLOCK RENEWAL

In order for your son to continue through to the Sixth Form to study his A Levels at Eton, he will need to apply for a visa for his remaining two years.

- You will be sent a draft Confirmation of Acceptance for Studies (CAS) document by Admissions in the final term of D Block.
- You should apply over the summer break for this – please consider the visa application before making any travel plans as these could be affected whilst waiting for this to be approved.
- The application will follow exactly the same process as that for F Block entry and we will require all of the same documents to be sent to Admissions. Please revisit the above to confirm the required process.

## DOCUMENTS WE REQUIRE (TO BE SENT TO ADMISSIONS)

We understand you/your son's guardian will have completed these letters previously, however we request that you do this again so that we have up to date information.

- A copy of the completed Parent or Legal Guardian Consent Letter
- Education Guardian Consent Letter and photographic identification
- Parents living in the UK (permanent home address) – please provide us with any updated documents that confirm your eligibility to live in the UK.



## 05 | EDUCATION GUARDIANSHIP

Parents who live abroad (including the Isle of Man and the Channel Islands), or who travel regularly out of the UK, are bound by school policy to appoint an Education Guardian for their son(s). It is an essential part of safeguarding that parents, pupils and the school authorities know who the guardian is. The guardian takes over various responsibilities from the parents, and this note sets out what those responsibilities are.

Education Guardians are appointed to care for international pupils in the UK studying at independent boarding schools. With UK Visas and Immigration introducing requirements for suitable care for international pupils, it is now more important than ever for parents and schools to insist that boarders have competent and properly appointed educational guardians.

Education Guardian is not a legal term and should not be used interchangeably with Legal Guardian. An Education Guardian is someone who has been appointed to care for an international or EU pupil in the UK whose parents are overseas, or for any pupils whose parents regularly travel out of the UK, and who has been delegated temporary Parental Responsibility by the parent(s) or Legal Guardian(s) residing overseas.

The Education Guardian's responsibilities include caring for the pupil as would a responsible and caring parent by, for example, being in regular contact with them and providing advice and support as needed. The Education Guardian will typically care for and take responsibility for their accommodation if they are unwell, suspended or expelled. The role may also include being authorised to make certain decisions concerning the pupil on the parents' behalf, such as consenting to emergency medical and dental treatment and dealing with matters of a disciplinary nature. The Education Guardian may arrange travel for the pupil and provide or arrange accommodation during periods of leave. House Masters should, therefore, be clear about their expectations from such guardians and set these out clearly in their communication with parents and the guardians.

Due to the fundamental distinction between an Education Guardian and a Legal Guardian it is essential that where a parent or Legal Guardian is required to complete a form or sign an agreement (for example the school's parent contract), the Education Guardian does not sign on behalf of a parent or Legal Guardian. This could lead to a visa refusal in the case of a Child Student Visa application. However, the Education Guardian will be required to sign the Guardian Consent form as part of the visa application process.

An Education Guardian may be a family member, a family friend, a guardianship agency, a host family, or other responsible UK-based adult over the age of 21. A university student resident in student accommodation or halls of residence would not usually be a suitable Education Guardian. It is a requirement that the Education Guardian is able to speak fluent English and have sufficient leave to remain in the country whilst the pupil is at Eton.

If necessary, but not recommended, overseas parents may use a guardianship agency to appoint an Education Guardian on their behalf. Guardianship agencies usually offer a range of service levels and typically arrange holiday accommodation as well as acting as an Education Guardian for their pupils. Guardianship agencies will usually arrange host families to provide accommodation for their pupils, although sometimes other accommodation options are available. Where host families are used, they will be responsible for providing the pupil with day-to-day care, accommodation and meals. In some cases, but not all, guardianship agencies will arrange for the host family to also act as Education Guardian for the pupil. If the guardianship agency arranges accommodation for the child or young person, the agency will be responsible for ensuring the quality and safety of the accommodation including the necessary Disclosure and Barring Service (DBS) checks. They will also be responsible for notifying the local authority if they place a child under 16 with a host family for longer than 28 days as this may constitute a private fostering arrangement.

Parents are responsible for appointing an Education Guardian for their child and both the parents and Educational Guardian appointed must agree to the conditions detailed on the Guardian Consent Letter.

# 06 | DOCUMENT CHECKLIST

The Admissions Office should have a copy of **all** documents listed below **before** your son starts his first day of term at Eton:

- Student's passport
- Student's birth certificate
- Signed parental consent letter
- Signed guardian letter
- Guardian photographic ID (driving licence or passport)
- Proof that visa application has been submitted
- Proof that visa application has been approved
- Parents living in the UK – proof of eligibility to live here
- Vignette sticker in passport (if not applicable, proof of flight or proof of right to live in UK before joining Eton)
- Biometric Residence Permit (if not given a physical BRP card, please use the 'share code' link by clicking [here](#))

We are aware that the visa application process can be somewhat complex. If you have any queries, please do not hesitate to contact the Admissions Office.

Tel: +44 (0) 1753 370611

Email: [Visas@etoncollege.org.uk](mailto:Visas@etoncollege.org.uk)



Contact

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