

VISITOR VISA APPLICATION

For more information about visitors' visas go to: <https://www.gov.uk/standard-visitor-visa>

If you are visiting the UK as a tourist, to attend graduation, as a family member of a Tier 4 student or visiting friends in the UK you can apply online at: <https://www.visa4uk.fco.gov.uk/User/Home>

The applicant will possibly need to attend an appointment in their home country if requested.

If the **applicant** is a member of your family, you may want to sponsor their visit to the UK. A **sponsor** should produce an invitation letter and supporting documents.

An **applicant** is the person who will apply for a visitor visa.

A **sponsor** is the person inviting the applicant to visit the UK.

The sponsor should send their invitation letter and any supporting documents to the applicant so the applicant can include these documents in their visitor visa application.

The sponsor should not send any documents directly to a British Embassy or High Commission.

What information should be included in the sponsor's invitation letter?

There isn't a specific format to a letter of sponsorship. However, a sponsor should consider including the following information in their letter:

- Sponsor's full name and UK address.
- Details of sponsor's immigration status in the UK (for example, what type of visa you currently have).
- Details of sponsor's course (for example, the course title, start and end dates).
- Explanation of sponsor's relationship to the applicant, for example, daughter or son.
- If the applicant's visit is for a holiday and you are a relative or a friend, you should state why the visit is taking place at this particular time, for example, because they want to attend your graduation ceremony or perhaps the visit is taking place out of term time because you have free time.

Note that it is not compulsory for the sponsor to provide financial support and/or accommodation for the applicant. However, **if** the sponsor is providing financial support and/or accommodation; the sponsor should also include the following information in their letter:

- Details of sponsor's occupation and income.
- Details of exactly how much financial support the sponsor will give the applicant and/or how the sponsor will provide accommodation for the applicant.

There is no need to have this letter certified (in other words, signed) before a solicitor, notary public or commissioner for oaths to confirm it is genuine.

What supporting documents should the sponsor send to the applicant?

There are no rules stating what documents the sponsor should provide when sponsoring a visitor to the UK.

However, the sponsor may want to provide the following:

- Evidence of their own immigration status in the UK for example, a photocopy of your passport and UK visa or BRP card.
- Evidence of their student status, for example, a letter of enrolment from the university.
- If the visit is for a special family occasion (for example, celebrating a wedding, a birth or an important anniversary), consider including an invitation giving details of the event, when and where it is to take place. If the applicant you are sponsoring is not a close relative or is one of several people invited to the occasion, it would be helpful to explain why the applicant was chosen to attend.
- If the visit is so the applicant can attend the sponsor's graduation ceremony, the sponsor should also send a letter confirming details of the event. You can obtain this letter from the University Graduation Office by emailing graduation@reading.ac.uk
- If the sponsor is providing financial support to the applicant, the sponsor will also need to provide evidence of their ability to cover these costs, such as copies of their last six months' bank or building society statements.
- An applicant can provide evidence of their finances if the sponsor is unable to give these.
- If the sponsor is arranging accommodation for the applicant, the sponsor will also need to provide evidence of this in the form of a letter from the landlord/agent (plus a copy of the tenancy agreement) or confirmation of a bed and breakfast/hotel booking.

For more information on supporting evidence, please see link at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/261544/visitors.pdf

See below for a sample sponsor letter. Please use this as a guide only. Any **BOLD** sections should be changed to describe your particular situation. You can add or amend any part of it to suit the applicant.

If clarification is needed on any aspect of the Rules or you have questions about your application, please email the University of Reading's International Advisory Team at immigration@reading.ac.uk and we will respond to you as soon as possible. You can also visit the University website for FAQs on the Tier 4 immigration requirements.

Please note that the information contained in this leaflet is correct as of the date prepared. The Rules may change at the time of your application and it is important to check with the International Student Experience Team or any immigration solicitor or authorised immigration advisor to ensure that there have not been any changes that may affect your application.

<Insert full Name>
<Insert UK address>
<Insert UK postcode>

<Insert date>

The Visa Section

< Embassy/High Commission where the application will be made>

To whom it may concern

Re: **General Visitor** visa application for <full name of applicant>

I am writing to you in support of <your relationship to applicant, for example, my parent's> application for a visitor visa.

I am currently in the UK as a student. My Tier 4 visa is valid until <expiry date of student visa>. I have enclosed a photocopy of my passport and my UK visa.

I am registered as a full-time student at the University of Reading and I am enrolled on the <full title of your course>. I have enclosed my enrolment letter for your information.

Subject to obtaining the entry clearance from your office, <name of applicant> would like to visit the UK on <date of travel to the UK>.

I would like <name of applicant> to visit the UK at this particular time because <give reasons for visit, for example, graduation ceremony, holiday>. You may wish to elaborate, for example, explain how long it has been since you last saw the applicant or explain that the applicant wants to visit at this time because they have been granted leave from their job during this time.

I will be providing <provide any details of any financial support or accommodation you have arranged for the applicant>. I have enclosed financial documentation to demonstrate I am able to provide this support.

Thank you for your time and consideration of this application.

Yours faithfully

<Your name>