**[](http://www.escpeurope.eu/)**

**Short Term Study Visa Letter Request Form**

This form is for new and current students who require a Short Term Study visa. **Please complete ALL sections fully and electronically**, and return the completed form with the supporting documents to [visasupportlondon@escpeurope.eu](mailto:visasupportlondon@escpeurope.eu)

Supporting documents:

* A scan of the details page of your passport (the one you are going to use when you apply for the visa).
* A scan of your unconditional offer.
* Scholarship confirmation (if relevant).
* Receipt of fees already paid for your study in London.
* Any additional document relevant to your visa.

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| **Section A. Personal and Contact Details** |
| **A1. Name, as shown in your passport:**  First name(s) or given name(s):    Last name(s) or family name(s):    **A2. Date of birth (in this format dd/mm/yyyy)**    **A3. Current nationality**    **A4. Passport number**    **A5. Contact details:**  Email address:    Telephone number, including country code:    **A6. Correspondence address** |

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| **Section B. Immigration status** |
| **B1. Have you studied in the UK before? If yes, please confirm the course(s) you studied and if you passed them successfully. Please continue on a separate paper if required.**    **B2. Do you intend to apply for your Short Term Study visa from your home country or at the border in the UK?**  If you are a “non-visa nationals” you can apply for a Short Term Study visa on arrival in the UK. If you are a “visa national”, you must apply for a Short Term Study visa before you travel. (For details, see the ESCP Europe Guide to Short Term Study Visa.)    **B3. Have you had a visa application refused to the UK over the last 10 years? If yes, please confirm the reason.** |

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| **Section C. Study Details** |
| **C1. Does your request for a Short Term Study visa letter relate to a new course of study OR continued study?**    **C2. Please write the full name of your course here:**    **C3. Course start date (dd/mm/yyyy):**    **C4. Course end date (dd/mm/yyyy)**    **C5. Please use this space to summarise why you need a Short-term study visa letter:** |

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| **Section D. Fee Status** |
| **D1. How much are your tuition fees for this academic year? (in GBP)**    **D2. If you have paid any deposit for the course, please state the amount here (in GBP).**    **D3. Have you been awarded a scholarship? If your answer is ‘yes’, please state the amount (in GBP).** |

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| **Section E. Declaration** |
| **Please read the following and tick all boxes:**  I confirm that the information I have given on this form is complete and true.  I confirm that I have read / I will read ESCP Europe Guide to Short Term visa and relevant information on the Home Office website before I apply for a visa, and I understand that if I do not fully adhere to all the relevant UK Visas and Immigration (UKVI) guidance and maintenance rules my application is likely to be refused.    I understand that I am required to send a copy of my passport and visa to the School’s Visa Compliance Officer on [visasupportlondon@escpeurope.eu](mailto:visasupportlondon@escpeurope.eu) no more than two weeks after arriving in the UK.  I understand that I am not allowed to apply for any visa from inside the UK and that I must apply from outside the UK.  I understand that I must seek permission to change campus while I am on a Short Term visa and that I must inform the Student Service and the Visa Compliance Officer of any change to my study or circumstances.  I understand that I am not allowed to work in the UK under the Short Term Study visa.    I understand that I must inform the School when I leave the UK and finish my study in London. |
| **Name:  Signature:**  **Date:** |

**Please complete this form and return it with the supporting documents in the same email to** [**visasupportlondon@escpeurope.eu**](mailto:visasupportlondon@escpeurope.eu).

**Please note that the School will not be able to issue the visa letter unless the full application is completed and all the documents listed at the top of this form are received.**