



GUIDANCE FOR OVERSEAS STUDENTS

Documents to be received from an applicant in the first instance.

Registration Form and fee (currently £100)
Examination Fee £20 (where applicable)
School Reports

Entry examination requirements (exam papers will be sent for completion by applicant where required)

- Years 6 to 10 – Entrance Examination papers in English and Mathematics.
- Year 12 – either predicted GCSE grades (or equivalent) or by examination in the four subjects to be studied in the Sixth Form. IELTS Level 6.
- Where English is a second language a Skype Interview will be required.

If it is not possible for a student to visit the School, examinations may be taken at the student's school (providing the school is willing to administer these on our behalf) or through the British Council or the Agent appointed by the parent.

Applicants from Hong Kong may also take exams through the HK Overseas Examination Authority.

Once the papers have been marked, if the School is able to offer a place to the student, the following will be sent:

- **An offer letter**
If the student is from within the EU this is a standard offer letter.
If the student is from outside the EU the letter will refer to the need for a visa application to be processed in good time (*see below*).
- **An Acceptance Form**
- **A copy of Terms and Conditions**
- **An Information Booklet**
- **A Welcome Pack**
- **Joining Instructions**

If accepting the offer of a place, students will then need to return the following documents and information:

- Acceptance Form and Terms and Conditions duly completed and signed by both parents (where applicable)
- Deposit – this is non-refundable if the place is not taken up after acceptance
- Copy of passport (in colour)
- Copy of birth certificate
- Guardian details
- Date of arrival (when known)
- Arrival flight details (*if a visa is required, **do not** book flights until it has been received*)
- Boarding and tuition fees – to be paid by the first day of the Autumn Term



For students from outside the EU, on receipt of the above, the School will issue a **Confirmation of Acceptance of Studies** (see below) to enable them to obtain Leave to Remain (an entry visa).

On arrival at the School, students will be required to provide the following and the information will be checked against that already supplied by them.

- Passport – each and every page, including the cover, will be copied.
- Biometric Resident Permit (if required)
- Confirmation of official exam results (where applicable)
- Boarder's Medical Form
- House Information Sheet
- Cultural Form
- Any other joining forms

For students who have to register with the local Police Nationality Office, arrangements will be made to take them to do that during the first few days of term. The documents required for registration are:

- Passport and Biometric Residence Permit.
- Two passport size photographs.
- Fee of £34.00.

OVERSEAS BOARDERS APPLYING FOR VISAS

For entry to Loughborough Grammar School, students will need to apply for a Tier 4 Child student visa via the **UK Visas & Immigration** website.

A **Confirmation of Acceptance of Studies (CAS)** is necessary in order to process a visa application: this is issued by the School.

Permission to come to the UK is called “entry clearance” – students should wait until they have obtained this clearance before booking any travel tickets. It is strongly recommended that students and their parents read and understand the UKVI Tier 4 policy guidance – an Agent, if being employed, should be able to assist in this respect.

The School will supply a **CAS reference number** when the offer of a place has been accepted and the deposit has been paid. When applying for a visa on the UKVI website this reference number will need to be entered in the online form and the appropriate fee paid.

The **Immigration Health Surcharge** will need to be paid at the same: the current charge for is £150 per year.

For more information regarding the Health Charge, please use the following link:
<https://www.gov.uk/healthcare-immigration-application/pay>



When a visa has been granted, a vignette (stamp/chop) for ONE month will be put in the passport to enable the student's entry to the United Kingdom. On arrival at School a **Biometric Residence Permit (BRP)** will be issued: a BRP is a plastic bankcard-sized card which has a computer chip in it containing details the Leave to Remain. In order for the school to receive the **BRP** to give to the student, the **Alternative Collection Location (ACL)** code for the School will need to be entered in the "Alternative Location" field on the Biometric Residence Permit (BRP) Collection screen of the online application.

Loughborough Grammar School's **Alternative Collection Location** code is **2SC577**.

The BRP will be for the duration of the course (i.e., GCSE or A Level) and a new one will need to be applied for when the course is completed and another one in the UK is started (e.g., when progressing from GCSE to GCE A Level or from GCE A Level to study for a degree at a British university).

USEFUL REFERENCES

Loughborough Schools Foundation's Sponsor Licence Number: **TG9YBPA92**
Alternative Collection Location Code: **2SC577**

If any further help or guidance is needed, please contact the Director of Boarding, Dawn Briers, on ++44 1509 233233, or email d.briers@lsf.org