

The English Studio Language School Agent Information - Students on General Student Visas (Tier 4) & Visitor Visas

The English Studio is registered with the Home Office as a Tier 4 (A rated) Sponsor as part of the new points-based system for visa applications to the UK.

Being an agent is more than recommending a good school to study English. It's helping our students prepare for a new life in a different country, from helping with the visa procedures to making sure they've arrived safe and sound.

The main aim of this guide is to help agents on what is expected of them during the enrolment process.

Working in partnership with us

If you wish to work in partnership with us please email bookings@englishstudio.com and you will be guided on the procedures of how to become a new agent.

Student Visa

- This visa allows students to study full time and to work up to 10 hours a week.
- It may be extended whilst in the UK.
- Students can study for up to three years on a Student Visa.
- This visa is appropriate for students who want to study for six months or longer.

Procedure for enrolling students on TIER 4 Student Visa

- The agent enrolls the student online by logging in to the secure agents area.
- Bookings are then approved by a bookings officer and £75 registration fee is requested.
- The agent will receive an email with invoices (net and gross) which include the course price, course fee, and accommodation fee (if applicable).
- After confirmation that the registration fee has been paid, the bookings officer will request the student's Skype ID and a Skype

interview will be booked to assess the student's level of English.

- If in the Skype interview the student achieves the correct level to apply for the Tier 4 Visa the bookings officer will request the necessary documentation. If the student is not successful in the first interview, the bookings officer will suggest further study and will book a new Skype interview for a later date.
- The documents required to support the student's Tier 4 application are:
- A copy of the student's passport (a scan of the original).
- A Certificate of English stating the level achieved. (If the student is unable to provide an English certificate, The English Studio can provide an online test - the Password Intro Test - for which the student will be charged £10. This test must be done at the agent's office under their supervision.)
- Bank statements for at least 28 days showing that the student has £800 per month they are going to study in the UK. If the course is longer than nine months they need to have a minimum of £7200. This money must not be used to pay course fees. Bank statements must be translated into English by an official translator and then signed and stamped. If students choose to use their parents bank statements they need to provide an official translated copy of their birth certificate which must also be signed and stamped, and a letter from their parents stating that they are authorised to use those funds.
- When all the necessary documents have been checked and approved by the bookings officer, a request will be sent to the agent to pay the outstanding course fees in full.
- After full payment has been confirmed the bookings officer will email the agent a Confirmation

of Acceptance of Studies (CAS) creation report and request the agent to confirm all details.

- Once the agent confirms the CAS creation report with a bookings officer, the CAS statement will be issued within 48 hours.

Procedure for enrolling students on Student Visitor Visas

- The agent books the course for the student online at www.englishstudio.com/courses.
- A confirmation that the booking has been accepted will be sent to the agent, together with request for full payment for the course and accommodation (if applicable).
- After full payment has been confirmed the agent will need to ask the student to do a placement test online at www.englishstudio.com/placement_test. This test will provide us with the student's correct level of English and will let us place the student in a suitable class.
- A scanned copy of the student's passport will also be requested.
- The agent will receive an email with invoices (net and gross) which include the course price, course fee, and accommodation if applicable.
- An Acceptance of Study Letter will be sent via email. The letter will show that course and accommodation fees (if applicable) have been paid in full.
- A draft copy of the student's visa letter will be emailed to the agent who must confirm via email that all pertinent details on the letter are correct.
- The visa letter will be sent via DHL Express to an address provided by the agent. A scanned copy of the visa letter will be also be emailed to the agent and the student.