

Inviting a visitor

Students studying with us can invite friends or family members for short visits to attend a family celebration or celebrate a religious festival or simply for a short holiday.

The following information will help you to invite someone for a short visit. The attached declaration form provides formal notification to the British Embassy or High Commission in your country that you are willing to sponsor the person(s) you are inviting to make a short visit.

Please note that a Visitor's Visa is granted for a maximum of six months and that this cannot normally be extended. If you need to extend your own stay in the UK before you invite your visitors please come and talk to us.

To invite visitors please follow the instructions below:

- 1.** Complete the declaration form carefully providing a clear answer to each question asked.
- 2.** Photocopy the pages in your passport that contain your personal details, your visa (if appropriate), the most recent entry stamp, and your UK Biometric Residence Permit (BRP) card, which is the new visa card.
- 3.** You will also need to provide the following original supporting documents. The original documents are returned after the visa application has been considered:
 - monthly UK bank or building society statements for at least six months as proof of your ability to support the person(s) you are inviting. If you have more than one account, please provide statements from all your accounts. If you have not been here for six months, then please provide as many bank statements as possible. If your visitor(s) intend to support themselves while they are here, they will need to provide bank statements for at least six months from back home.

- if you are a sponsored student, your official sponsorship/scholarship letter.

 - a letter confirming your registration at Excel College.

 - proof of where you are living now, in form of a receipt for rent, a letter from your landlord or a tenancy agreement

 - **You will need to show that you have arranged suitable family accommodation for everyone coming over.** If you are already in a suitable house or flat/apartment, then you need to provide confirmation of this in the form of a letter from your landlord or a tenancy agreement.
4. Now send the completed form, the signed photocopies of your passport and the original supporting documents to the person(s) you are inviting.
5. Your visitor(s) must take the documents to the British Embassy or High Commission in their country when they apply for a visa to enter the United Kingdom. Guidance notes and a visa application form (this must be VAF1) can be downloaded from the UK Visas web site at <http://www.ukvisas.gov.uk>.

Declaration To Sponsor a Visitor

I, (name) _____, the undersigned, do solemnly declare that:

1. I am a full-time student studying (course) _____
at Excel College.

I live at (Manchester address) _____.

I hold a (nationality) _____ passport.

Passport Number: _____

My passport was issued on (date) __ / __ / ____ at _____.

I have permission to stay in the UK ("a visa") until __ / __ / ____

2. I wish to invite:

a) Name: _____
of (home address) _____
who will stay with me for _____ weeks/months

b) Name: _____
of (home address) _____
who will stay with me for _____ weeks/months

c) Name: _____
of (home address) _____
who will stay with me for _____ weeks/months

3. I hold:

£____ in _____ Bank

£____ in _____ Bank

£____ in _____ Building Society

4. I undertake to be responsible for and guarantee all the expenses and maintenance of the above named during their stay in the United Kingdom. I also undertake to be responsible for their repatriation fees should this become necessary.

5. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act, 1835.

Signature of sponsor:

Signature witnessed by:

Name: _____ Signature: _____

Signed at: _____ Date: _____