

## **Inviting a visitor or dependant family member**

Students studying with us often invite dependant family members (ie spouses or children) to come here to stay with them until they complete their studies. Students can also 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 or a dependant family member for as long as you are studying here. 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 or to stay here until you complete your studies.

Please note that a Visitor's Visa is granted for a maximum of six months and that this cannot normally be extended. A Dependant's Visa is normally granted for the duration of your studies. If you need to extend your own stay in the UK before you invite your visitors/dependants please make an appointment to see one of the advisers.

### **To invite visitors or dependants 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) and the most recent entry stamp.
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)/dependant(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

- if you are inviting dependant family members to stay with you until you complete your studies, **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.
  - if you are inviting visitors for a shorter period of time **you will also need to show that you have arranged suitable accommodation for them**.
4. Take your form, **your original passport**, photocopies of your passport and all the other **original** supporting documents to a solicitor, who will sign the form as a witness. Please make sure you have your photocopies ready. You can find a solicitor at:

Platt Halpern Solicitors  
151 Dickenson Road  
Rusholme  
Manchester  
M14 5HZ Tel: 0161 224 2555

Asuelime Solicitors  
185a Dickenson Road  
Longsight  
Manchester M13 0YN Tel: 0161 224 7596

**Please make an appointment. Note that a small charge (of under £10) may be made.**

5. Now send the completed form, the signed photocopies of your passport and the original supporting documents to the person(s) you are inviting.
6. Your visitor(s)/dependant(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 **VAF 1**) can be downloaded from the UK Visas web site at <http://www.ukvisas.gov.uk>.
7. If you are inviting your spouse and children as dependants, they will need to provide official documents (marriage certificates, birth certificates, adoption certificates, etc) confirming their relationship to you when they apply for a visa. These documents do not have to be in English.

**The UKCOSA guidance note "Dependants of International Students may also help you". You can find it at:**  
<http://www.ukcosa.org.uk/images/dependants.pdf>

## Declaration To Sponsor a Visitor

I, \_\_\_\_\_, the undersigned, do solemnly declare that:

1. I am a full-time student studying \_\_\_\_\_  
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**

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Signature witnessed by:

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Signed at \_\_\_\_\_ Date \_\_\_\_\_

## Declaration To Sponsor Dependant Family Member/s

I, \_\_\_\_\_, the undersigned, do solemnly declare that:

1. I am a full-time student studying \_\_\_\_\_

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) Dependant Family Member – Relationship to me \_\_\_\_\_

Name: \_\_\_\_\_ of (home address)

\_\_\_\_\_

who will stay with me until I complete my studies (month & year) \_\_\_\_\_

b) Dependant Family Member – Relationship to me \_\_\_\_\_

Name: \_\_\_\_\_ of (home address)

\_\_\_\_\_

who will stay with me until I complete my studies (month & year) \_\_\_\_\_

c) Dependant Family Member – Relationship to me \_\_\_\_\_

Name: \_\_\_\_\_ of (home address)

\_\_\_\_\_

who will stay with me until I complete my studies (month & year) \_\_\_\_\_

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 name 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**

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Signature witnessed by:

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Signed at \_\_\_\_\_ Date \_\_\_\_\_