

Inviting family and friends to visit you

How do I arrange a visit?

If your friend or relative is a national of a country that is OUTSIDE the EEA (European Economic Area), they will have to apply for permission to come to the UK as a visitor.

Some nationalities are able to apply for Visitor Entry Clearance at the airport when arriving in the UK, but other nationalities have to apply for a Visitor Visa at a British Embassy or High Commission before leaving home (these nationals are called “Visa Nationals”). You can check which category they belong to here:

www.ukvisas.gov.uk/en/ select: “Do I need a visa?”

Visitors should not intend to stay in the UK for more than 6 months and need to be able to support themselves during their stay.

How does a Visa National apply for a Visitor’s Visa?

The UK Visas website includes detailed guidance for visitors and explains if your visitor can apply online or has to go to a Visa Application Centre:

<https://ukvisas-stage.ukvisas.gov.uk/en/howtoapply/infs/inf2visitors>

General Visitors have to apply using **Form VAF1A**.

What documents are needed?

Your visitor must show the Embassy some documents:

- at least 3 months’ bank statements, payslips, or some other evidence to show that they can pay for the trip and that they have enough money to support themselves without working or getting any help from public funds.
- evidence that they intend to leave the UK at the end of their visit (for example, a letter from their employer) .
- proof of your enrolment at University of Chichester (see below) .
- a letter of invitation from you (see below).

Students sometimes ask us for an additional formal letter of invitation for their visitor, but this is not necessary.

Proof of your enrolment at University of Chichester

The only formal document you normally need from University of Chichester is recent proof of your enrolment, which you can get from Academic Registry.

Do not use an old enrolment letter: if you already have one, but it is more than a few weeks old, get a new one. If your visitor is coming to the UK to attend your graduation, make sure the enrolment letter includes the date of the graduation ceremony.

Your letter of invitation

Write a letter, addressed to the Entry Clearance Officer at the Embassy where your visitor is applying for their visa. Include in your letter:

- the full name and date of birth of the proposed visitor(s).
- their relationship to you (parent, friend, etc).
- why they want to come and visit you (for a holiday, to attend your graduation, etc.).
- how long they want to stay in the UK and, if possible, their proposed arrival and departure dates.
- where they intend to stay; if they plan to stay with you, give your full address.
- your own immigration status in the UK (for example, student until 2012).

What do I do next?

Send your invitation letter and proof of enrolment to your friend or relative so they can include them with their visa application. Do not send it direct to the Embassy. Again, you do not normally need any additional letter from University of Chichester, only proof of your enrolment.

The UK Visas website also has some information for “sponsors” – in this context, because you are inviting your friend or relative, you are the “sponsor”:

<https://ukvisas-stage.ukvisas.gov.uk/en/howtoapply/infs/inf3sponsors>

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