

# How to guide - apply for a travel visa



As a Tier 4 visa holder, your priority while you are in the UK is to study, however, you also have a great opportunity to travel around the UK, Europe or beyond during the official university vacation periods. Check if you need a visa to travel to a particular country with the relevant [embassy](#) and if so, check the application process. There is a simplified visa application process if you plan to visit any of the countries in the Schengen area.

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## Schengen Visa

The Schengen visa allows you to move freely in all of the member countries within the validity of the visa, provided that you satisfy immigration requirements at the time of entry.

If you plan to visiting one country in the Schengen area, you should apply to the embassy of that country.

If you want to visit several countries, however, you should apply to the embassy of whichever country is your 'main destination' - the country in which you plan to spend the most time during your trip.

If you are visiting several countries in the Schengen area without having a main destination, you should submit an application to the embassy of the country where you will first enter the Schengen area.

You can also request a multiple entry visa if you want to travel into countries in the Schengen space more than once during a three month period. In this situation please provide evidence of your future intended travel plans, including any bookings you have already made.

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## Always check with the embassy for the specific requirements.

### How do I apply?

It is important to plan your trip in advance. Applications should be made at least 15 days before travel, however, you are advised to allow 60 days for your application to be processed. Check the embassy website of the country that you will be applying to for a travel visa for the application procedure. You may need to book an appointment to go to the embassy in person.

### Documentation

For most applications you will have to provide the following:

- Passport and visa/Biometric Residence Permit
- Completed application form
- Passport-sized photograph(s)
- Tier 4 Student Status Letter. (download from Self-Service banner [here](#))
- Cover letter with details of your planned trip, including itinerary. A template is provided below.
- Evidence of reason for visit, e.g. conference booking, confirmed return travel ticket, confirmed hotel booking, etc

- Proof of sufficient funds, e.g. bank or credit card statements
- Proof of travel insurance
- Evidence of permission to travel. You can only take a holiday during an official vacation period. Undergraduate and postgraduate taught students should submit UWS official term dates as proof you are on vacation. If you are a postgraduate research student you should complete a "Change of Circumstances" form with the Doctoral College and include this with your application.
- UWS official term dates - [click here](#)

## Tier 4 Status Letter - Additional Requirements

If you will travel to Germany, Italy, the Netherlands or Spain you require a special letter, please email [hub@uws.ac.uk](mailto:hub@uws.ac.uk) with the name of the country you are visiting. You must allow 10 working days for this letter to be produced.

All other countries will accept a Tier 4 Student Status letter. Please check the document requirements carefully for the country you are visiting. If the documentary requirements specify that you need an original/wet signature or stamp, please email [hub@uws.ac.uk](mailto:hub@uws.ac.uk). A Tier 4 Status letter with original signature and stamp will be provided.

Student Services will not provide a special letter for any country other than Germany, Italy, the Netherlands or Spain, unless you can provide **written evidence** that the Tier 4 Status letter is not enough. Please email [hub@uws.ac.uk](mailto:hub@uws.ac.uk) with a scan, screenshot or email that confirms the letter requirements.

## Other requirements

Most embassies specify that travellers must have a minimum period remaining on their UK visa before they will issue a travel visa. This can vary from 1-6 months. It is also very important to check the validity of your passport before making an application. Many embassies require that passports are valid for a minimum period of at least three months beyond the end date of travel.

## Travel Insurance

You are advised to take out travel insurance if you are travelling with valuables and to protect you if you need to cancel a trip or if your travel arrangements are cancelled or delayed by the travel operator. [Which?](#) is an online resource that provides comprehensive and independent insurance advice to help you find the best deal for the cover you require.

## Re-entry to the UK

You will also need to consider your re-entry to the UK particularly if you have completed your studies. If you are returning to the UK to attend your Graduation, you should carry details about your Graduation including if you have registered to attend. Graduation dates can be found on the University website. Immigration Officials can refuse re-entry once you have completed your studies so travel will be at your own risk.

# SAMPLE LETTER

Date  
Embassy Address

Dear Sir/Madam,

I am applying for a Schengen visa to allow me to travel to (country) from (date) to (date).

The main purpose of my trip is to (give details e.g. tourism or to visit friends). I am a student at The University of the West of Scotland in (address of campus) since (start date), currently studying (course title). As I am traveling during a vacation period, the University of the West of Scotland has no objection to my trip, please find (official term dates/change of circumstances form) attached as confirmation.

Please, find the following documents to support my visa application:

This is an example of the documents you may require. You must check you include all the required documents when making an application.

- Visa application form, duly dated and signed with attached passport-size pictures
- Passport
- Travel Insurance
- E-ticket reservation for my flight
- Hotel reservations
- Student Status letter
- Payslips, Bank Statements and Savings Account as proof of my income

Planned Itinerary: EXAMPLE

Date – Flight from Glasgow to Frankfurt

Date – Sightseeing in Germany

Date – Travel from Frankfurt to Amsterdam Schiphol; Arrive in Amsterdam and stay at Clemens Hotel

Date – Sightseeing in the Netherlands

For any questions or clarifications, please do not hesitate to contact me anytime.

I look forward to your positive response.

Sincerely,  
(Your Complete Name)  
(Your Address)  
(Your Email Address)  
(Your UK contact number)

**THIS IS A SAMPLE LETTER - YOU SHOULD PERSONALISE THIS TO REFLECT YOUR CIRCUMSTANCES.**

Further information can be found on the [UKCISA website](#) and the [Gov.uk website](#).