

Obtaining a Visa Checklist

Check your passport:

Do this as soon as you are thinking of making an application for an overseas placement (regardless of whether this is a compulsory or voluntary placement or if your placement is for study, work, group travel or fieldtrips).

Your passport must be valid and remain so for the duration of your placement and beyond. If you are planning to work/study abroad or take part in any other type of placement and your passport expires halfway through your stay, your visa application will be rejected.

Check how long you need left on your passport after your planned return date. This information will be within official travel advice and/or on the country embassy pages within the visa section.

If your passport is due to expire, renew it before you begin the visa application process as it can take several weeks. Information for UK passport holders is at [HM Passport Office - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Check if you need vaccinations:

Check if the country you wish to visit has any vaccination requirements.

If vaccinations are required to obtain a visa, make sure you obtain these in advance of making your application.

You can obtain vaccinations from the University Occupational Health (insert link - <https://www.occhealth.manchester.ac.uk/contact-us/>) service or your GP.

Further information is at [Go Abroad | Preparing to go | Health & Wellbeing | The University of Manchester](#)

Check what is required to make an application:

You should do this well in advance of making an application. Note that you will need evidence of an offer before you can move to the next step.

Every embassy will have its own process. Applications may be online or by post. Some embassies outsource their visa processing to approved agents.

The [Foreign, Commonwealth & Development Office \(FCDO\)](#) website provides links in most cases to the relevant embassies for UK nationals. If you are an international student, you should access your own country's foreign advice pages to find the relevant links to embassies or search online for the embassy of your host country.

Typical requirements can include:

Offer letters or contracts

Proof of financial means – this could be a bank statement, proof of scholarship, Student Finance award information, payslips, parental guarantee etc

Proof of health or travel insurance

Proof of accommodation or travel - check this as unless this is required you should not make firm travel plans until you have your visa

Notarised documents (documents authenticated by legal authorities. further information about getting documents notarised in the UK - <https://www.gov.uk/get-document-legalised>)

Translated copies of documentation

Proof of vaccinations

DBS – you should contact your [School Hub](#) for advice on how to obtain this

Once you find out what is required, you can start to prepare to ensure this is ready for the next step once you receive confirmation of offer.

Please note this list is not definitive and may include other requirements not noted above. Equally, you may not be required to submit all of the documents above.

After you receive confirmation of offer:

Once you receive confirmation of offer from your host (for study or work) or a letter confirming your attendance on an activity organised by the UoM), then you can start to make your application.

Check with your placement coordinator if you need any other supporting documents from UoM before you can proceed. For field trips, this might include evidence of a travel booking on your behalf.

Once you are ready, go to the website of the relevant Embassy of the host country and check instructions. Select the correct visa type. There are different visa routes for work and study so make sure you select the right one. If you are in doubt, speak to your placement coordinator. If you are taking part in a field trip, you will normally apply for a tourist visa but you should always check this with the Embassy.

Make copies of all your documentation.

Make sure you submit all the required information, as any missing elements could mean your application is rejected.

Make any required payment.

If you are posting your application, send it via secure and insured post.

Tracking applications and receiving your visa:

Be aware that visa processing times vary and you can expect in some cases to wait for several weeks or even months.

Check if there is an application tracking system.

Check your emails in case the embassy contacts you for further information/clarification.

If your application is to be posted back to you, ensure you know when to expect the delivery and be there to receive it.

Once you have your visa and passport returned to you, double check the following:

Have you received back all the documentation you sent?

Are the dates on your visa correct?

Does it permit you to do what you have planned?

If not, then contact the embassy immediately to follow up:

Take a copy/photo of the visa you have been issued.

Further requirements to validate your visa:

Complete any pre-departure requirements as part of your visa being issued including health screenings and/or registering travel on a country portal for the purposes of immigration.

Check if there are any actions you need to take within a time frame once arriving in country. This might include in-country health screenings, registering with local authorities/services etc.