

The Danenberg Oberlin-in-London Program
A Handbook for Faculty
2020

The information in this Handbook is current at the time of writing and is provided in good faith. However, Oberlin College takes no legal responsibility for any omissions or errors. This is a living document; please send comments or corrections to london@oberlin.edu. Revised 09/2019.

About the Program	2
History	2
Curriculum	3
Support for Faculty.....	4
Planning & Proposing.....	5
Recruitment.....	6
Student Logistics, Finances, and Housing	6
Field Trips, Theater, and Other Programming	7
Office, Classroom, and Other Facilities	8
Administration	9
Student Welfare.....	9
Reimbursement.....	10
Income Tax Implications for Faculty	10
Medical Insurance for Faculty	10
Immigration and Visas for Faculty	11
Contacts.....	29

About the Program

For decades, the London program has changed the lives of Oberlin faculty and students. Evolving through several distinct structures (see “history” below), the program has stimulated its participants through synergy and inquiry in an exciting urban environment.

The London program contributes to the college in many ways. It helps to internationalize the curriculum, building on over forty years of experience in sending Oberlin students to study with Oberlin faculty in the center of one of the world’s great cities. It assures students of an Oberlin-taught study-away experience of high quality. It provides an experiential base to the curriculum by emphasizing the centrality of the city as a site for learning. It develops interdisciplinary and collaborative learning by bringing faculty together to team-teach around issues and subjects that demand collaborative and multiple viewpoints.

Oberlin faculty teaching on the program have found this to be a unique, exhilarating, and inspiring experience. The interdisciplinary team-teaching component in the spring semester allows a faculty member to learn from a colleague both in pedagogical and disciplinary methods. Teaching with and amidst the great resources of London has been for many faculty a stimulating experience of field-based and experiential pedagogy. The program, involving a more focused semester for both students and faculty than usual on campus, creates a lasting bond among students and faculty, and a sense of education at its best as an extended and in-depth communal search for knowledge. For many, the experience has led to changes in their pedagogy, increased interdisciplinary and collaborative work, and new developments in their scholarship.

Students find the program to be intense and focused. Studying in London alerts students to the importance of a dialog between knowledge and the world. For many, it is the interdisciplinary aspect that matters most: surrounded by London’s multiplicity, they begin to recognize how crucial it is to sustain a multiple and flexible approach to understanding. It can be a time for students to pursue depth in their major; it also has the effect of helping students see how general education and the pursuit of knowledge beyond their major can be important to the liberal arts education.

History

The first Oberlin-in-London programs were conducted in the 1970s and ’80s by the English Department, sending one faculty member in the fall semester only, with about 18 students. These semesters were minimally administered; faculty designed their own budgets; a recent graduate often went along as an administrative assistant; the faculty member found a place to live and a place to teach (sometimes the same).

In 1983, the program was expanded. That expansion was initially funded by a significant gift, but the donor, interested primarily in innovation, insisted that the funds be spent over a limited period rather than endowed. At that point, the college was expanding its interdisciplinary programs, and London was seen as a vital place to create team-teaching partnerships among faculty and to teach students interdisciplinary ways of thinking. The program was named the Danenberg Oberlin-in-London Program (DOILP) in honor of recently deceased Oberlin

president Emil Danenberg. For about twenty years, the program ran both semesters: each semester, two Oberlin faculty would normally co-teach one interdisciplinary course, and each would individually teach a second seminar. Each student would enroll in the team-taught course and one of the seminars. The program was housed in various rented facilities and administered by a former Oberlin College Residential Life administrator, Gwyneth Love, who served as Resident Director in London. Neither the facilities nor the administration were shared with other programs; the Oberlin program was self-contained. Generally, enrollments were high – in the 20s – and student and faculty interest were strong. The program ran for two decades until closed down suddenly for budgetary reasons in 2005.

The program was reconfigured (with considerable reduction in the budget) to begin again in fall 2006, now in collaboration with Grinnell College. Grinnell had been running a two-semester London program, but had recently cut back to fall semester only. Meanwhile Grinnell and Oberlin had recently become collaborators on a Mellon-funded faculty career enhancement grant. So it made sense for Oberlin and Grinnell to connect their programs. The Oberlin program moved to Florida State University's large quarters (centrally located in Bloomsbury and shared by a number of American programs), and hired Donna Vinter, Grinnell's resident director, as its new Resident Director, following the retirement of Gwyneth Love.

In 2010, the program was again restructured, partly for budgetary reasons, but primarily to provide a clearer focus and definition for the program in order to boost enrollments. The collaboration with Grinnell has been discontinued, and Oberlin now sends students and faculty to London only in the spring semester.

A list of the Oberlin faculty who have taught on DOILP since 1983, and the titles of courses they offered, can be found on the program [website](#) under "Previous Courses," and is recommended for faculty starting to think about a possible London program.

Curriculum

In the spring semester Oberlin sends two faculty members. In one model, the two faculty co-teach a six-credit course (the equivalent of 1 ½ full courses) which all students take. They also each teach a separate six-credit seminar course, and students choose between the two at the time of applying. (In recent years there has been some variation in the distribution of credit: it is possible, for instance, for the team-taught course to count as two full courses, and the individually-taught courses as normal full courses.) In the alternative model, the two faculty each individually offer two 6-credit courses (totaling the equivalent of 3 full courses).

Students also elect one full course taught by our regular London faculty, either The London Stage, taught by Donna Vinter, or A History of London, taught by Katy Layton-Jones. Donna Vinter holds a Ph.D. in English from Harvard, and is also the Resident Director of the program; Katy Layton-Jones, who began teaching for Oberlin in 2011, earned her Ph.D. in History from Cambridge.

The scheduling of courses is limited by classroom availability and the pre-arranged schedules of adjunct London faculty. Oberlin faculty should take this scheduling into account when planning

field trips and other activities outside the classroom. Coordination with Donna Vinter and other faculty is necessary when planning longer field trips which, because of the full schedule of classes Monday to Thursday, can only take place on Fridays and at weekends (see the section “Field Trips, Theater, and Other Programming” below).

The course schedule for the spring semester typically looks as follows:

- Monday & Wednesday mornings: History of London (1 ½ hours each meeting)
- Tuesday & Thursday mornings: The London Stage (1 ½ hours each meeting)
- Monday & Wednesday afternoons: the Oberlin team-taught course (2-3 hour meetings, at faculty discretion)
- Tuesday & Thursday afternoons: Oberlin faculty individual courses, normally 2 hours each meeting; e.g. one course meets 1-3 pm; the other 3-5 pm)

Support for Faculty

Oberlin faculty teaching in London receive their regular Oberlin salary, and are also reimbursed for certain additional expenses:

- Round-trip coach airfare for the faculty member within reasonable limits (that is, shop early and carefully for the best fares)
- Reimbursement up to \$200 per faculty member for the cost of shipping books or other material, or extra baggage charges if relevant (the limit is a total for the semester, not for each way)
- Reimbursement for the cost of applying for a Tier 2 visa for the faculty member (family members will not normally need a visa)
- Reasonable ground transportation for faculty and family from airport to flat and back (one round-trip). (Faculty should consult the relevant section of the student handbook for relatively affordable means of making these trips, rather than taking an expensive taxi.)
- Housing in London in a two-bedroom flat that is reasonably centrally located, beginning two weeks before the program begins, and extending a week after (16 weeks total), to a maximum of £600/week, including utilities.
- Reimbursement for the cost of broadband internet in their flat
- Zone 1 & 2 weekly or monthly Travelcards for the duration of the program (16 weeks)

Airfare for family members traveling with the faculty member is not reimbursed by the program. Admission costs for family members participating in program activities must also be paid for by the faculty member.

Faculty who have taught on the program in recent years are good resources for information about flats (and much more).

Planning & Proposing

The selection of faculty to teach on the London program is made by the Dean and Council on the basis of recommendation from the London Program committee. The selection process works 2 1/2 years in advance: that is, in fall 2019 the committee will consider proposals for 2021-22.

A number of factors go together to create a successful proposal, including:

- Exciting courses, with clear and appropriate goals outlined. While the committee does not expect syllabi, we appreciate detailed information about the content and pedagogy.
- Ideas about how the coursework will use London as a basis for learning. While we realize that some faculty may not know London in detail, we need to know how the experience will be linked to being in London and the UK.
- Overview of how the proposed curriculum will appeal to students. We need courses that will attract students and serve their curricular needs, such as major requirements, and distribution requirements for graduation. It is important that prerequisites be clear and accessible for enough students to fill the program (a target of 25 students). Keep in mind, too, that most students will be applying in the spring of their first or second year, before most have declared a major, so courses should be geared to the sophomore/junior level.
- A sense of the semester as a whole. The Oberlin-taught courses should relate to each other in some way; we are looking for how the program amounts to more than the sum of its parts. If the faculty elect to teach two separate programs in tandem, then each program needs to be coherent and well-structured.

The following statement about the program was approved by the London Committee and EPPC in 2009:

Given the challenge of recruiting students for the London program in recent years, we believe our highest priority must be to offer a curriculum and faculty team that will have broad appeal among Oberlin students. In order to attract the strongest possible applicant pool, the program needs to have a strong and consistent curricular identity; students must be given a clear curricular reason for choosing this program instead of the myriad other programs abroad. Therefore, in selecting faculty for the program, the committee will give priority to curricular proposals that are centered in the study of British culture, history, politics, and society, and which are likely to appeal to a large number of students. Equally important, the curriculum of the program needs to be genuinely site-specific, making extensive use of the particular but highly diverse resources of London, in order to give students clear incentives for studying there.

Faculty should be aware from the outset that Oberlin students enter the UK with the status of “Short-Term Students.” This status stipulates that they have no entitlement to work while they

are there. “Work” includes unpaid work, and therefore unpaid internships and some volunteering. The program is not currently licensed as a Tier 4 (General Student) Sponsor on the Home Office ‘Register of Sponsors’; possession of a Tier 4 Student visa is the only legal route to internships. Thus, sadly, including internships as part of the curriculum is not an option.

No proposal springs full-blown from the heads of the inventors. We encourage faculty to contact the committee early in the process to discuss options. We would also recommend that faculty interested in putting proposals together contact other faculty who have submitted successful proposals to discuss their ideas.

Recruitment

Recruitment starts with faculty planning a program with broad appeal both to their departments’ majors and also to students generally. Indeed, the potential to fill the program is a major criterion by which the London Committee evaluates proposals from faculty. As faculty, you need to work actively with the London Committee and the Study Away Office during the period of recruiting, which begins in the fall a year and half in advance of the program. The goal is 25 students; we want to have a significantly larger application pool in order to be selective and to anticipate attrition.

During the spring a year before the program, the program is actively publicized, applications are distributed and accepted, and the list of accepted students is created. To accept a place on the program, students must agree to a charge of \$500 in their student account if they later change their minds.

Recruitment entails getting students interested, attending the study away fair, running informational meetings, visiting key classes in your discipline to interest those who will be sophomores and juniors during your program. We count on you as faculty to help prospective students understand the nature of the program, its relationship to their majors and their education, and the process of application.

Student Logistics, Finances, and Housing

It is helpful for faculty to become familiar with at least the basic outlines of the administrative impact of the program on students. More details are available on the website, and faculty should familiarize themselves with them.

Accepted students are given ENR status (Enrolled, Not in Residence). This differs from ALOA (Academic Leave of Absence) status which is used for non-Oberlin study-away programs. ENR means that they register for courses and interact with the college in much the same way that they would if studying on campus. It also means that courses they take in London are reported on their transcripts with grades, unlike courses transferred from other study away programs.

Students are charged regular Oberlin tuition and student activity fees for the semester. They are not charged the normal room and board fees. If they are receiving financial aid, this is continued: the financial aid office also works to reconfigure their package to take account of higher living

costs in London and the fact that work-study is not available there. Through recent gifts to the program endowment, high-need students are awarded grants to help with the costs, in addition to the financial aid they would normally receive.

The website gives estimates of how much a semester will end up costing a student. Since Oberlin now charges all students studying off campus Oberlin's own tuition rate for any approved academic leave of absence (ALOA) semester, there is no longer the financial disincentive that there previously was for choosing the London Program. And there are distinct advantages to being on ENR: students are taught by Oberlin faculty; the credits earned are Oberlin credits, not transfer credits, and so they appear on transcripts as graded credits, which transfer credits do not; students do not need to apply for ALOA status and essentially leave the college for a semester.

After a period of allowing students to find their own flats in London, it became apparent that this was unproductive and stressful, especially in the spring semester when the best choices are already occupied by full-year students. The program now requires students to secure pre-arranged housing through an agent, Euracom, except in very unusual circumstances.

The Student Handbook (on the program website) contains much helpful information about the program and about life in London. Faculty should refer students to this handbook if they have questions or concerns. It also contains practical information that faculty will find useful.

Field Trips, Theater, and Other Programming

Support for field trips and other academically related expenses for students and faculty in the program is part of the London program budget. To the degree possible within the budget, the program will support the use of London and areas beyond as part of the learning experience. This includes, when relevant, coach trips to sites beyond London, entrance fees to museums, tickets to concerts or theater events, and honoraria for visiting lecturers. The specifics are discussed between the faculty and the London Committee chair as part of the overall planning for the semester. Additionally, faculty will regularly consult with Donna Vinter, who is responsible for keeping track of the program budget and, with her assistant MargaretAnne Khoury, handles most of the details of booking trips and events.

While the program does its best to make the programming possible that will support the education of the students, not everything can be supported on a limited budget. The budgeted amounts for each semester, moreover, need to cover a number of types of programming, not just those for the courses taught by the Oberlin faculty.

The chair of the London Committee will discuss the budget for programming with faculty during planning times, and has some recent ballpark figures to give faculty a sense of how much various events might cost.

The programming of field trips and other activities needs to be worked out in consultation with the Resident Director in order to budget for course needs as well as the expenses of orientation, the courses taught by adjuncts, and other programming needs.

Faculty are encouraged to contact the Resident Director before the program starts, for planning programmatic events, to suggest trips or events, or to consult on logistics, expenses, and feasibility in general. However, detailed planning of co-curricular activities may be best left until after faculty have arrived in London and can speak in person with the Resident Director.

Office, Classroom, and Other Facilities

The program rents classroom and office space in the Florida State University (FSU) Centre in Bloomsbury, a block from the British Museum (99-103 Great Russell Street, London WC1B 3LA). The building comprises a series of late 17th-century houses that have been converted for academic use, linked together by a basement-level corridor. The website for the FSU Centre is <http://international.fsu.edu/london/campus.html>.

The program office, Room 29, has two desks, two iMac computers networked to a printer, and a photocopier. One of these desks is for the use of the Resident Director and one for the visiting Oberlin faculty. Faculty can use this office for course preparation activities, for internet access, and for meeting both with students and with one another. Office spatial arrangements are conveniently flexible. The Grinnell office is immediately adjacent to the Oberlin office; if necessary for privacy or convenience, Donna Vinter can work in the Grinnell office. There is a fax machine located at Reception in the FSU building that faculty may use.

The building has a number of classrooms of various sizes. Oberlin typically hires one classroom for our scheduled teaching days during the term. Billing is for either half-day (9-1; 1-5) or full-day use. Classrooms have whiteboards, computers, and built-in digital projectors. There is wireless access in all classrooms and throughout the building. If VCR technology is required, that can be requested.

Students and faculty have access to a library and two computer labs in the building. These facilities are shared by all programs that rent FSU space. The library is small, but with holdings that are well targeted to the sorts of courses that tend to be taught on study-abroad programs. Its stock includes academic books (about 10,000 books) and travel books; a good selection of classical music CDs (about 250), as well as some sheet music; and about 1000 DVDs and VHS (including many useful for teaching). The library also operates reserve shelves for courses requiring books to be kept on reserve. The FSU Study Centre library catalogue is currently only available online via the intranet. That is, one can only view it on an FSU Study Centre computer lab terminal or when attached to the local wireless network. The address is: <http://fsu.catalog.fcla.edu/?ADV=S>. Library queries can be sent to IP-IT-London@fsu.edu.

The library is open 8:30 am to 8 pm Monday to Thursday; 8:30 am to 5 pm Friday; 4 pm to 8 pm Sunday. It is closed on Saturday. However, the two computer labs are open 24 hours a day, seven days a week.

A core collection of books owned by the Oberlin-in-London Program, many associated with courses that have been taught in the past, is kept in the program's office.

Administration

In Oberlin, the program is administered by the Oberlin-in-London Program Committee, the A&S Dean's Office, and the Office of Study Away. The London Committee, a CF Committee with Conservatory representation, is responsible for setting policy, curriculum, and budget, and recruiting faculty and students. The dean's office is responsible for general administration and budgetary oversight, as well as support for faculty teaching on the program. The Study Away office, in combination with faculty teaching on the program, helps in recruiting students and preparing them for the semester abroad. Rochelle Travis, who also serves the Study Away office, provides administrative assistant support for the program (Carnegie 124).

In London, the program is administered by Donna Vinter, Resident Director of the program (who also teaches the London Stage course). Donna works both for Grinnell College and for Oberlin as administrator (at 3/5 time) and faculty member. Among many other things, she runs orientation, manages the finances of the program, schedules classes and facilities, and handles student life issues.

The program is also a "company" and a registered UK charity, with its own Board of Directors/Trustees in London. That board includes college representatives as well as persons in London not formally associated with the college (though with various affinities to Oberlin). The board takes an active interest in the program, approving budgets and policies. It has legal responsibility for directing the affairs of the charity and ensuring that it is solvent, well-run, and delivering the charitable outcome for the benefit of the public for which it has been set up. Members of the board also take an interest in the actual semester programs, occasionally meeting with students and faculty and sometimes able to make academically helpful opportunities available to students. The board currently comprises alumni Anita Avramides, Nicholas Baumgartner, Tracy Chevalier, Margaret Nelson, Marla Rubin, and David Schlesinger, as well as faculty members David Walker and Marc Blecher.

Normally, Oberlin College faculty teaching on the program are expected to attend one board meeting while they are in London, usually scheduled in February, and give the trustees a brief report about the semester that they have planned.

Student Welfare

Donna Vinter has primary responsibility for student welfare and crisis management. However, visiting Oberlin faculty are expected to support her in this function as necessary. If she is out of town, for example over a weekend, the Oberlin faculty become primarily responsible for handling any crises that may arise. Donna Vinter will provide faculty with a copy of the Oberlin-in-London Crisis Management Plan as well as confidential health and emergency contact information for each student.

Reimbursement

Oberlin requires itemized receipts for reimbursement. Any receipts for reimbursable expenses before leaving for London (e.g., airfare, visa application fees, etc.) should be submitted to Rochelle Travis. Receipts for expenses en route to or after arrival in London should be submitted to Donna Vinter.

Income Tax Implications for Faculty

Earlier editions of this handbook described a significant tax deduction available to faculty teaching on the program, since the entirety of the semester qualified as a business trip. But, since the 2017 federal tax bill eliminated the unreimbursed business expenses deduction, this benefit is unfortunately no longer available.

Medical Insurance for Faculty

The following ruling has been made by HR:

Oberlin College, by way of the health plan, will pay medical claims for faculty teaching on the London program as **in-network**. Faculty will need to pay for any medical claims when they receive service. It is best if they use a credit card so that the amounts paid will be converted to US funds. The faculty member will need to get copies of all billing and detailed treatment information from their treating doctor(s) so that CIGNA can see what the treatment was for.

If there is limited information provided to CIGNA, the faculty member runs the risk of not getting the in-network benefits. If the treatment or service is not a covered service by the health plan here in the United States, the service would not be covered in London.

With the information from the doctor, a copy of the amount paid (credit card statement), and a completed medical claim, the faculty member would be reimbursed from CIGNA at the in-network rate. The faculty member would still have co-pays and plan deductible that they will need to pay.

The faculty member would need to get all meds filled in the US because the law does not allow drugs to be sent outside the United States.

The IRS does not allow the use of Flex Spending money to be used on medical services received outside the United States. The faculty member will want to make sure not to place more money in their Flex account than they can use for the part of year they will be gone.

Immigration and Visas for Faculty

(Revised September 2019 by Donna Vinter)

Guidance on Obtaining an Intra-Company Transfer Visa for the UK

In order to teach on the Danenberg Oberlin-in-London program, you must successfully apply for a Tier 2 (Intra-Company Transfer) Visa – Long-term staff, 3 years or less.

Please read through all of the advice below well in advance of making your visa application so that you can be sure you are prepared for all aspects of this process. You should begin planning for this visa application some three months before the date you need to enter the UK, and apply as soon as possible thereafter.

Please also note that I was only able to do a ‘dummy’ application up to a certain point! I stopped at the point where one has to confirm the truth of the statements made in the application. I do not know precisely what additional questions are asked thereafter. And I have not myself been through the final details of the application process, e.g. the biometrics appointment and sending in the application. I hope that the relevant topics are covered here, and correct advice is given. Please contact me if anything seems amiss!

Note that I will be out of the UK between approximately 20 December 2019 and 8 January 2020. The help I can give during that time will therefore be limited. Once again, I recommend you make your application as early as possible within the required application window, which commences three months before your ‘work start’ date.

The visa system is administered by the UK Home Office’s Visas and Immigration section, commonly referred to as UKVI. The Home Office has rolled out a new application system for Tier 2 customers called **Access UK**. This new service promises a more modern, intuitive and straightforward application process than what it replaces. Two big advantages of the new system include being able to apply, book and pay for the biometrics appointment at a Visa Application Centre seamlessly at the time of application, and the ability to review, edit and download a partially completed application at any point prior to submission. The new application system is also available on mobile devices.

Below are specific instructions on completing the application. Please read them before you attempt to complete the application online.

Full information about eligibility requirements and application process can be found at:
<https://www.gov.uk/tier-2-intracompany-transfer-worker-visa>

This link will take you to the current official Policy Guidance for Tier 2 visas:
<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-2-worker>

What is the CoS number?

The Confirmation of Sponsorship number, known as CoS, number is a unique electronic reference number that confirms that you are being sponsored to work in the UK by the Danenberg Oberlin-in-London Program. As a Tier 2 licenced sponsor, the Danenberg Oberlin-in-London Program obtains each faculty member's CoS number by submitting information about that person to UKVI. This information is stored electronically in the UKVI online management system. You cannot proceed with your visa application until you have received your CoS number. When I send you your CoS number, I will also send you your CoS statement. This statement includes all the information I have provided to UKVI about you and your employment in the UK. *When you submit your visa application, you will need to ensure that your information matches that which I have supplied.*

What is the cost of a Tier 2 visa?

From 6 April 2018, the cost of this visa is **£610 (GBP)**. With Access UK, you will be charged this fee in US dollars if you are applying from the US.

Where to apply for a Tier 2 visa

You must apply for your Tier 2 visa in your country of nationality or where you officially reside. You cannot apply from within the UK nor can you enter the UK on another type of visa, such as General Visitor or Academic Visitor, and then change to Tier 2.

What is the Biometric Residence Permit and do I need to have one?

The Biometric Residence Permit is proof of residency for individuals staying in the UK for six months or more and involves collection on arrival in the UK. It is usually not applicable to faculty teaching on the Danenberg Oberlin-in-London program since they are in the UK for less than six months [but see case histories at the end of this document!]. However, you still have to answer questions about BRP collection in the application, as explained below. The Biometric Residence Permit should not be confused with the biometrics appointment that you will have to book and attend as part of your visa application.

What is the Immigration Health Surcharge and do I need to pay it?

The Immigration Health Surcharge (IHS) is a levy charged to all visa applicants who plan to be in the UK for more than six months to enable them to access the National Health Service. This charge is £400 per year. You do not have to pay this charge since you will be in the UK for less than six months. However, in the course of your application you will still be directed to the IHS site where you will have to register for an exemption to this charge. You will be given an IHS exemption reference number for your application.

Maintenance

As your official Sponsor, the Danenberg Oberlin-in-London Program will indicate on the Certificate of Sponsorship that it certifies maintenance for you (and your dependents if relevant) for the first month of your time in the UK. This means that, when submitting your

application, you do not have to produce bank statements or other financial records that demonstrate that you have the required maintenance funds.

When can I travel to the UK? And how long can I stay in the UK?

You will only be allowed to enter the UK on or after the 'valid from' date on your visa. The general rule is that you will be given an additional month of visa validity outside of that covered by your work start and work end dates. Normally this is apportioned as two weeks before the beginning of your work period and two weeks afterwards. However, if you indicate that you plan to travel to the UK on your 'work start' date, then the extra month will usually be added at the end of your work period. Please see the further explanatory notes about the length of visa validity at the end of this visa document, and also examples of how recent faculty have been treated in this regard.

Can I travel to the UK via Ireland?

We strongly recommend that you do **not** plan to travel to the UK via Ireland as this can cause considerable difficulties. The UK entry stamp in your passport provides the necessary record that you entered the UK within the permitted dates in your Tier 2 visa. The UK and Ireland are a 'common travel area' and consequently, there is no passport control between the two countries. This means that if you travel via Ireland, you will receive an Irish passport stamp but you will not receive another entry stamp when you enter the UK. To repeat, you must have a UK stamp showing you entered the UK (not Ireland) within the permitted dates in your Tier 2 visa.

Where do I find details about applying to have family members be my visa dependants?

Here is the link to the most recent UK Visas and Immigration guidance about making applications for visa dependants: <https://www.gov.uk/government/publications/guidance-for-dependants-of-uk-visa-applicants-tiers-1-2-4-5>

1) Obtaining your Certificate of Sponsorship (CoS)

- **By November 1st at the latest, please submit information to Donna Vinter in order that she can obtain your CoS.** You cannot begin your Tier 2 ICT Visa application process until you have your unique CoS reference number. Send information to: dvinter@oberlin.edu.
- **Certificate of Sponsorship application - Information required:**
 1. FULL name, exactly as it appears on passport
 2. Date of birth: day/month/year format
 3. Place of birth (City, State, Country)
 4. Nationality
 5. Passport number
 6. Passport issue date
 7. Passport expiry date

8. Place of issue of passport – e.g. New Orleans (note: your passport will probably say “US Dept of State”)
9. Home address
10. “Work start” and “work end” dates for your employment in the UK
11. Job title: e.g. Professor of English
12. Date you began working for Oberlin College
13. Your full address in the UK
14. Current yearly salary before deductions, in dollars
15. Allowances, in GB pounds:
 - Housing allowance to be paid by the college
 - Travel subsidy in London to be paid by the college

All information will be treated in strict confidence.

Once the CoS has been obtained, I will email you the document that gives your CoS number and also records all the information I have submitted in order to obtain it.

About ‘work start’ and ‘work end’ dates: you have some latitude here. If for example you are planning to arrive in the UK three weeks before the program begins because you intend to do preparation for your courses’ co-curricular activities, that is certainly time that will be spent working. You can therefore give your arrival date as your ‘work start’ date. See examples below of both Oberlin and Grinnell faculty who have done this.

2) What you will need before you begin to apply online for your Tier 2 visa

- A credit or debit card to which you can charge the Tier 2 ICT visa fee of **£610** (a number of years ago faculty reported that using a debit is preferable as some credit card companies charge extra fees when you use them on this website; however, I haven’t had any more recent reports on this point).
- A computer from which you are able to print as you will be required to print out your application at the end of the online process
- Your booked flight itinerary (arrival to and departure from the UK)
- Your passport; your past, expired passport(s)
- Your CoS number
- Your previous dates of travel to the UK going back ten years. You will also need to reconstruct all international trips made to any country, also going back ten years.

3) Completing the online Tier 2 (Intra-Company Transfer, Long-term staff) application form

Your online application ***must not be made more than three months before your work start date***. It must also be made within three months of the issuing of your CoS.

All Tier 2 (ICT) applicants must complete an online application. As part of this process, you will pay your visa application fee and book an appointment to have your biometrics taken.

Be sure to save your answers regularly as you complete the form in order that your answers and changes are not lost. If you do not write anything for 25 minutes you will be automatically logged out and changes will be lost.

Go to: <https://www.gov.uk/tier-2-intracompany-transfer-worker-visa/apply>

Visa dependants can apply at: <https://visas-immigration.service.gov.uk/apply-visa-type/dependant>

For the faculty member applicant:

- **Confirm visa type:** Select second option – TIER 2 (Intra-Company Transfer – Long-Term Staff, up to 3 years) visa
- **Select your location:** United States of America (or other if you are applying from another country)
- **Indicate if you can or cannot attend one of the application centers,** either the Premium Application Centers (for a range of services including expedited processing options – additional charges apply) or the US Department of Homeland Security Application Support Centers.
- Before you begin your application, you can check information on eligibility, how to apply and required documents and fees by following the links.
- Once you start, you will be taken through a series of stages: application, documents, declaration, payment, download and print.
- **Personal information**
- Your name: enter your name exactly as it is shown on your passport.
- **Sponsor**
- CoS number: you will be asked if you have a CoS number at this stage so make sure you have your CoS statement to hand. Say Yes, and enter your unique 14-digit CAS number exactly as shown on your CoS statement. Make sure you distinguish between ‘0’s and ‘O’s and ‘1’s and ‘l’s.
- **Personal information**
- Input your residential (i.e. home) address and telephone number and say how long you have lived at your home address. Also show the ownership status of your home using the drop down menu.
- Gender and relationship status: self-explanatory
- Country of nationality, date, place and country of birth: self-explanatory; be sure to enter all nationalities you hold.

- **Passport details**
- Be sure to have your passport to hand as you complete this section. Enter your passport number and the place of issue, which if you are a US passport holder is also the 'Authority' and can be entered as 'US Dept of State'; enter the issue and expiry dates. Note that you will have to send in your original passport with your application.
- If you have another passport or travel document, select yes, and enter the details. If you have an expired passport that contains UK or US visas, enter its details here.
- **Personal information**
- A national identity card is issued by a national government. Say No if your country does not issue national identity cards or you do not have your card. (The US does not issue national identity cards.)
- **Your immigration status:** this question only appears for applicants not applying from within their home country, for example non-US citizens who hold a US student visa and are therefore applying from within the US. What permission do you have to be in, for example, the US? Choose one of the following:
 - I have a temporary visa – the choice for those with a valid student visa, such as an F1
 - I am a permanent resident – the choice for those with a Green Card
 - I do not have a visa and I am not a permanent resident – correct choice if neither of the previous two apply
- **Travel information**
- Date you plan to arrive in the UK; please note that this date should not be more than two weeks before your 'work start' date.
- How long do you intend to stay in the UK? Remember that you can only count on one month's additional leave to remain beyond your official work period. So, if you have indicated that you are arriving two weeks before your 'work start' date, you should not indicate that you plan to stay more than two weeks after your 'work end' date.
- **English language**
- We may have to talk to you about your application. Which language would you prefer to use? Self-explanatory.
- **Dependant details**
- Does anyone rely on you for financial support, both those travelling with you and those who are not? Say Yes or No, as appropriate.
- **Parent details:** you will be asked to give details of your parents or stepparents including name, date of birth, and nationality. Have they always had the same nationality or have they become naturalised citizens of another country? If you do not have your parents' information, you can confirm this. If you have the information for on parent but not the other, you can confirm this.

- **Family in the UK:** do you have family in the UK, such as spouse, civil partner, parents, children, grandparents, your spouse or civil partner's family or you partner if you have lived with them for 2 out of the last 3 years? If Yes, you must provide their names, relationship to you and nationality.
- If you have entered details of immediate family in the UK, the form will ask you if you are staying with them. If no, you can leave the tick box next to their names blank and continue with the next question.
- **Travel information**
- Will you be travelling to the UK as part of an organised group? Say No.
- Will you be travelling to the UK with someone who is not your partner, spouse, or dependant? Say Yes or No as appropriate.
- **Accommodation details**
- Have you already made arrangements for where you are going to stay in the UK? Say Yes.
- Where are you going to stay: Give name of building; or simply say 'Flat'.
- Enter the address where you are staying: self-explanatory.
- When will you arrive there? Date of your arrival in the UK
- When will you leave there? Date of your departure from the UK
- **Travel history (UK)**
- How many times have you been to the UK in the last 10 years? Give details of your visits to the UK in this period, including the dates and the purpose of your visit, such as tourism.
- **Medical treatment**
- Have you ever been given medical treatment in the UK? If you have ever received medical treatment in the UK, say Yes and provide details.
- **Travel history (UK)**
- Have you applied for leave to remain in the UK in the past 10 years/been issued with a UK visa? If yes, provide details.
- Do you have a (UK) National Insurance number? Say Yes or No as appropriate and if you have a National Insurance number, provide it.
- **Travel history (other)**
- How many times have you visited the following places in the last 10 years? (Note: if you are a citizen of one of the listed countries, you would not be considered a visitor. Only answer Yes if you have visited other countries on the list.) Then answer the related questions about dates, length and purpose of the visits.
 - Australia
 - Canada
 - New Zealand
 - USA

- European Economic Area which includes: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK.
- Have you visited any other countries in the past 10 years? Do not include any from the list above and answer any related questions.

- **Travel history (UK)**

- Have you ever been:
 - refused a visa for the UK
 - deported from the UK
 - removed from the UK
 - required to leave the UK
 - refused entry at the UK border

If the answer is Yes to any of the above, provide information about what happened including any official reference number you have.

- **Travel history (other)**

- Have you ever been:
 - refused a visa for any other country than the UK
 - deported from any other country than the UK
 - removed from any other country than the UK
 - required to leave any other country than the UK
 - refused entry at the border to any other country than the UK

If the answer is Yes to any of these, provide information about what happened including any official reference numbers that you have.

- **Convictions and other penalties:** At any time have you ever had one of the following, in the UK or in another country?

- a criminal conviction
- a penalty for a driving offence, for example disqualification for speeding or no motor insurance
- an arrest or charge for which you are currently awaiting trial
- a caution, warning, reprimand or other penalty
- a civil court judgement against you, for example for non-payment of debt, bankruptcy proceedings or anti-social behaviour
- a civil penalty issued under UK immigration law

If the answer is Yes to any of these, provide information about what happened including dates and any official reference numbers you have.

- **Other history**

- Answer the 4 questions about terrorist activities

- Tell us about work for the following types of organisation, paid or unpaid; you can select more than one.
 - Armed Forces
 - Government
 - Media organisations
 - Security organisations
 - JudiciaryAnswer as appropriate.

- **Sponsor**
- What is your sponsor licence number as shown on your Certificate of Sponsorship: HHGMA7FM7 Danenberg Oberlin-in-London Program
- Has your sponsor agreed to certify your maintenance, as shown on your Certificate of Sponsorship?
- Say **Yes**
- **[NOTE:** Be sure that Donna Vinter sends you an official Sponsor's letter, certifying maintenance. This certification can include your dependants if you are applying for dependants' visas. You will need to submit this letter with your application materials. See additional note below, under 'Your full application package should include'.]
- What is the title of the job you are coming to the UK to do? Repeat the information you supplied to Donna Vinter, e.g. Professor of English
- How much will you be paid in GBP per year to do this job? Repeat the figure that is given on your Certificate of Sponsorship.
- What is the length of your Certificate of Sponsorship? **Three years or less.**
- Has your sponsor agreed to certify your maintenance, as shown on your Certificate of Sponsorship? **Yes.**

- **Documents**
- A checklist of documents that you must submit with your application will appear. If you do not submit all of these documents, your application will be rejected. **Your passport is mandatory** (your Tier 2 visa will be stamped into your passport). Other documents will be listed. You must print off this checklist as well as the appointment details and you must bring them to the biometrics appointment.

- **Register for IHS (Immigration Health Surcharge)**
- As explained earlier, the Immigration Health Surcharge is not applicable to you since you will be in the UK for less than six months. You are not required to pay this fee. However, you will be directed to the IHS payment page and be required to answer a set of questions in order to get an IHS reference number. At the end of this process, you will be re-directed back to your application and the IHS reference number will be added to your application. You can then proceed to the next step.

- **Biometric Residence Permit – Collection Location**

- Since you will be in the UK for less than six months, this issue is technically inapplicable to you. However, you still have to complete this part of the application.
 - Select 'Collect from a UK Post Office'
 - Enter the postcode for the Danenberg Oberlin-in-London Program: WC1B 3LA
 - Click 'Find a post office near you'
 - You will be provided with the nearest default location to this postcode. Click 'Save and Continue'.
- **Choose and pay for your Application Service**
- Review and choose a service. If you begin the process as soon as you have received your CoS, the standard service should be fine. If you are cutting it close, consider upgrading to a quicker and more expensive service.
- **Choose an Application Centre**
- Depending on which service you have opted for, appointment locations will be shown.
- **Choose an Appointment**
- After you have selected an appointment location, available appointment times will be shown.
- **Payment for Application**
- Payment methods will be shown. Before you pay, double-check your appointment location and time and your chosen application service.
- **Print out your Application**
- You may need a hard copy of your online application to include with your application package (*see comment of 2019 Oberlin faculty member 2, below*). You should also keep a copy for your records. Return to your application on Access UK, download a copy of your completed form and print off 2 copies.
- **Email confirmation**
- Once the process is complete, you should receive a biometric confirmation receipt, including:
 - Your appointment details
 - Your unique application reference number, called GWF number
 - Barcode that will be scanned at your biometrics appointment to confirm your attendance at the appointment
 - Supporting documents checklist
- **It is ESSENTIAL that you print out the information listed above and take it to your biometrics appointment.**
- **Sending in your application package if you are applying within the US**
- **Within 5 days** after your Biometrics appointment, send your complete application package to:

**VFS Services USA Inc.
UKVI Scanning Hub
80 Broad St
Floor 6
New York, NY 10004**

- **Shipping your application**
- You will be asked to purchase a return UPS shipping label, through VFS. 2018 Oberlin faculty reported frustrations with this process: the label does not immediately appear. But it does eventually appear.

2019 Oberlin faculty reported:

FACULTY MEMBER ONE:

Now linked to the required UPS return shipping label is a required \$70 courier service fee, and this is where the trouble lies.

After paying the fee, Zeb and I both, independently, had significant trouble accessing the shipping label. It's provided in an encrypted pdf for which the supplied password (a combination of the applicant's passport number and another number provided during the visa application process) does not work. Luckily they also send the information to you in an email, and in that email the pdf is NOT encrypted.

The VFS webpage with directions on how to post the application is broken. So: print the mailing labels, cut out and affix the first mailing label to a large envelope that you purchase yourself, and fill it with your application materials, including the return mailing label. You do not need to affix the return mailing label to a second envelope tucked inside the first, as I did. The company will do this, using their own (UPS) envelope.

VFS charges a hefty fee (over 4 pounds per minute) to call their helpline, and even charges a fee to email with a question. There is also no search function on their website in case you'd like to look around for more information on your own.

FACULTY MEMBER TWO:

1. The UK immigration website generates a form that is *essential* for the biometric appointment, but also generates a second form that has a signature line for both the applicant and a person receiving documents. The official at the biometric appointment wanted nothing to do with this second document, which I think is designed for those who visit VFS offices to submit their materials directly....and to generate angst among high-strung academics.
2. The instructions from UK immigration and VFS are at times contradictory. For example, the UK.gov website does not suggest that you send a paper copy of the visa application, whereas VFS does. There is no signature line on the printout of the application, but I signed anyway and then felt silly.
3. I did not include an envelope, just the prepaid mailing label, and had no problems. They requested no marriage license, nor birth certificates from us. (DONNA VINTER NOTE: this faculty member was *not* applying for dependent visa status for his partner and children.)

4. VFS are really the *worst*. They should be added to UK train services as an exemplar of the worst of privatization. I'm pretty sure the ghost of Maggie Thatcher runs their website.

Photographs. It is no longer necessary to include a passport-type photo with the application. Instead, a photo is taken during the biometric scanning appointment.

Your **full application package** should include:

- Current passport
- (As well as previous passport if you have one – if you had one and lost it, please note this on the additional information section)
- Evidence of your legal residency, if you are not applying from your country of nationality
- A printed copy of your application
- Financial documents. This will be the DV letter guaranteeing maintenance. 2019 Oberlin applicant reported: 'all copies should be on standard letter-sized paper so they can be scanned properly at the processing center, so we sent both an original of your letter (which is a bit bigger than standard) and a copy.'
- Biometric appointment confirmation page that was stamped at your Biometric appointment
- Return shipping – See above
- **When to send**
You will be required to send the full package to the British Consulate/Embassy **within 5 days of completing your Biometric appointment.**

NOTE: As an addendum to this document, I attach a scanned copy of the instructions document that the Fall 2019 Grinnell faculty member received at his biometric appointment.

4) Receiving email confirmation that your application has been received

You will receive email correspondence from VISAINFO.SHEFO@fco.gov.uk, once they have opened your application and have begun to process it. Ideally, it will say: "Your online application has been received at the UK Decision Making Centre. Your application is currently being prepared for consideration by an Entry Clearance Officer." You will receive another email when they mail your passport and Tier 2 ICT Visa to your address. The visa office may also communicate with you via email if there is an issue with your application. **Most** applications are processed within 15 business days (excluding mail time), but 100% of applications in the US are processed within 30 business days. **Please note** that incomplete or incorrectly completed applications may be rejected outright, significantly delaying completion of the process and requiring that you begin the process (and pay!) again.

UK Visas and Immigration supplies this additional online guidance about the application process from the USA:

<https://www.gov.uk/government/publications/usa-apply-for-a-uk-visa/apply-for-a-uk-visa-in-the-usa>. Note that that site gives information about an international contact service provided by Site1 UK who work in partnership with UKVI. For a fee, it is possible either to telephone or email them.

5) When you receive your visa

When you receive your passport back, a sticker ('vignette') will have been placed in your passport. You should check it right away for the following:

- Type should be 'MULT TIER 2 ICT LONG TERM STAFF MIGRANT'
- Your name and passport number must be exactly as they appear on your passport
- Check the 'Valid from' and 'Valid until' dates. These are given European style (e.g. 10/01/20 is January 10, 2020). **IMPORTANT: You cannot enter the United Kingdom before the 'valid from' date. You must leave on or before the 'valid until' date.**

IF YOUR ENTRY CLEARANCE HAS INCORRECT DATES OF VALIDITY, CONTACT THE ISSUING CONSULATE IMMEDIATELY.

- Please email Maureen Peters and Donna Vinter to let them know you have received your visa.
- Make a photocopy of your visa and the first page of your passport, and keep them together for your records. Or consider uploading a scan of this same material to a server/Cloud space, such as Google Drive.

6) Passing through immigration into the UK

You will need to show your Tier 2 ICT visa to an Immigration Officer when you land in the UK. You are unlikely to be asked many questions. However, you *may* be asked to show:

- Your letter from the Dean, verifying your Oberlin College faculty status and your appointment to teach on the Danenberg Oberlin-in-London program.
- Proof of your return ticket to the US (or to some other non-UK destination if you are travelling after the end of the program). Have a printout of this with you.
- Documentation of where you will be living.

7) Keeping your passport safe

It is extremely important to keep your passport safe and undamaged while you are in the UK. If you lose it, or – for example – inadvertently put it through the washing machine so that it is severely damaged, not only will you have to pay a fee to the US Embassy to replace your passport, but you may also have to pay UKVI the full visa fee to replace the Tier 2 Visa. Also note that you won't be able to travel outside of the UK while a replacement visa is being issued, a process that will take a number of weeks.

8) Final Step

Please compile the following documents, which must be kept on file in the Danenberg Oberlin-in-London office. Please bring them with you to London, or scan and send them electronically:

- Copies of 12 months of recent payslips. The most recent one should be that of the month that ended immediately before you made and paid for your visa application.
- A printout of your online visa application; also the applications for your dependants, if applicable.
- Photocopy of your passport, and passports of visa dependants, if applicable.
- Photocopy of Tier 2 (ICT) visa, and visas for dependants. This photocopy should be taken after you have passed through Immigration, where your visa will receive an official stamp.
- Photocopy of previous passport, and previous passports for visa dependants.
- Letter from the Dean (an original)
- Your curriculum vitae
- Your course syllabi

Important note on Arrival and Departure dates, and Visa Validity

****See Paragraph 208, in the Policy Guidance (link at the beginning of this document)**

The guidance says: "Entry clearance will be granted with effect from 14 days before the start date of the job you are being sponsored to do in the UK as stated on your Certificate of Sponsorship."

If entry clearance is being granted less than 14 days before the start date of your CoS it will be granted with immediate effect.

Alternatively, if you state the date you intend to travel to the UK on your visa application, entry clearance can be granted with effect from 7 days before this date. However, your intended travel date can be no later than 14 days after the start date of your CoS."

That language is not at all clear! However, one of the intentions is to indicate that you may arrive in the UK up to 14 days before your 'work start' date.

Here is a table showing how things went for recent visiting faculty members from Oberlin and Grinnell:

	Work start date on CoS	Work end date on CoS	Date of planned arrival given on online application	Length of intended stay given on online application	Visa validity start date	Visa validity end date
Oberlin faculty 1(2017)*	7 January 2017	30 June 2017	1 January 2017	6 months	1 January 2017	21 July 2017 BRP
Oberlin faculty 2 (2017)*	7 January 2017	30 June 2017	1 January 2017	6 months	1 January 2017	30 July 2017 BRP
Grinnell faculty 1 (2017)**	1 Aug 2017	17 Dec 2017	23 July 2017	5 months	23 July 2017	1 Sept 2018 BRP
Grinnell faculty 2 (2017)	1 Aug 2017	17 Dec 2017	23 July 2017	5 months	23 July 2017	9 Jan 2018
Grinnell faculty 3 (2017)	21 Aug 2017	3 Jan 2018	14 Aug 2017	5 months	14 Aug 2017	26 Jan 2018
Oberlin faculty 1 (2018)	21 Jan 2018	10 May 2018	21 Jan 2018	16 weeks, 1 day	21 Jan 2018	7 June 2018
Oberlin faculty 2 (2018)	16 Jan 2018	14 May 2018	16 Jan 2018	4 months	16 Jan 2018	11 June 2018
Grinnell faculty 1 (2018)	1 Aug 2018	31 Dec 2018	1 Aug 2018	5 months	1 Aug 2018	30 Jan 2019
Grinnell faculty 2 (2018)	15 Aug 2018	15 Dec 2018	15 Aug 2018	122 days	15 Aug 2018	15 Jan 2019
Oberlin faculty 1 (2019)*	7 Jan 2019	30 June 2019	10 Jan 2019	5 to 6 months	3 Jan 2019	14 July 2019 BRP
Oberlin faculty 2 (2019)	1 Jan 2019	27 May 2019	2 Jan 2019	5 months	26 Dec 2018	10 June 2019
Grinnell faculty 1 (2019)	12 Aug 2019	20 Dec 2019	12 Aug 2019	4 months	5 Aug 2019	3 Jan 2020

* These faculty members got a one-month visa on the passport, with the requirement to collect a Biometric Residence Permit from the post office. The BRP specifies the 'end visa validity' date

given above. Note that Oberlin faculty 2 (2017), though inputting the same dates as faculty 1, was given a different 'end visa validity' date.

** Though stating intention to be in the UK for only five months, this faculty member also got a one-month visa on the passport, with the requirement to collect a Biometric Residence Permit from the post office. My theory is that the visa operative inputted the dates for this faculty member in US-style, rather than UK style, i.e. 1/9 rather than 9/1, making the duration of the stay in the UK longer than 6 months. Note that this faculty member's application was likewise a mirror of the one beneath it, apart from this one extremely aberrant feature.

The moral of this story is that visa validity dates can be somewhat unpredictable.

The most important thing to remember is:

- You must not plan to come to the UK before the date on which your visa is valid.
- You must finally leave the UK on or before the date on which your visa terminates.

Therefore, if you are booking your flight home before you have received your visa, you should err on the side of caution and assume that you may not be legally permitted to stay in the UK for more than 14 days after your "work end" date.

It is very important to check the dates of validity of your visa as soon as you receive it. If a mistake has been made, contact the NY Consulate immediately. If no mistake has been made, be sure to double-check that your travel plans fall within the validity dates of your visa.

Here is some additional commentary from faculty who have been through the visa process.

1. Fall 2016 Grinnell College faculty member, who sought dependants' visas for her other family members:

"I looked back over your instructions for the Visa.

Your instructions were excellent. I was occasionally caught off guard by the wording on the document, but your instructions helped me include the correct information.

A couple of things that might be helpful to know before one begins:

- They wanted numbers for all of my old passports (as well as those for my husband and kids). I know this is mentioned in the list of documents, but I didn't realise I needed the information at the time of application.
- They also wanted dates/destinations for every time we traveled outside the US. It was very useful to make a list that I used for each application.
- I found it useful to fill out one visa, print a copy and then use the information for all of the others. I opened several tabs (one for each application) and added the same information to more than one application.

- It might be useful to have a “checklist” of documents/information required for the application. I made one for documents that needed to be sent, which was useful for putting everything together.
- I can’t remember exactly, but it also seemed to me that your list was slightly different from the one provided during the application.... (Your list was more comprehensive, I think, so I sent everything you indicated).

As for dates, I spoke with you and decided on asking for dates that were several weeks before the semester began and also for a week after grades are due. They didn’t give me any trouble on those dates (and actually added 3 more weeks onto the end of the Visa period).

For the Biometric appointment: The Visa application didn’t let me make all 4 of our appointments on the same day. They scheduled a maximum of 3 appointments per day and they were spaced 30 minutes apart. When I actually went to the Des Moines office, they were able to take care of 3 of us in about 10 minutes and they told me it would have been OK to do all 4 together. I know this won’t change how one books appointments, but knowing that the office can accommodate everyone at once might save someone an extra trip to Des Moines.”

2. Fall 2017 Grinnell faculty members:

- “Their website is terrible, but your documentation is good. You might prepare people for the unexpected and tell them not to panic. John and I filled out the form the same way (as far as I know), but John initially got charged a huge NHS fee (which they later returned saying it was an error). I got a visa for more than a year which gives me a resident card that had to be picked up at the post office, but John just got a visa through the end of Dec. and did not have to pick up anything additional in the UK, although I used that same dates as John. We mailed them in together in the same envelope and got them back that way, yet each was handled very differently.”
- “The visa website, as one might expect, is very strict in language, and nowhere did it tell me I might NOT have a BRP. I was told I absolutely had to pick up my BRP from the post office within 10 days of arrival. Repeatedly. When the post office didn’t have my BRP, I was somewhat panicked about what to do.

I was able to figure this situation out without too much difficulty, but one or two sentences that reinforce the need for attention to detail while also acknowledging this new need for flexibility upon arrival might be reassuring to those like me, who want to do everything correctly.”

3. Spring 2019 Oberlin faculty member applying for dependants’ visas for partner and child: “We were not asked to provide a copy of a birth certificate or a marriage certificate, but did provide the latter, on a colleague's recommendation. About three weeks after our submission we received an email requesting a scan of our daughter's birth certificate, which was easy to do.” On the basis of this experience, if making application for dependents’ visas, it would be a

good idea to send in scans of children's birth certificates, even if they have not been explicitly requested.

Contacts

Maureen Peters

Professor of Biology and Chair, London Program Committee

Maureen.Peters@oberlin.edu

Tel. 440 775-8320

Rochelle Travis

Oberlin-in-London Program AA

Rochelle.Travis@oberlin.edu

Tel. 440 775-6499

Michael Rainaldi

Director of Study Away

Michael.Rainaldi@oberlin.edu

Tel. 440 775-5226

Campus Security Emergency Number

440 775-8911 (24-hour line)

Dr. Donna Vinter

London Resident Director

dvinter@oberlin.edu

Tel. +44 20 7419 1178 (Oberlin Office)

+44 20 7813 3265 (Grinnell College Office)

+44 20 8995 0049 (Home)

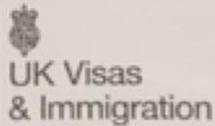
+44 (0)7754 182 389 (Mobile: emergency use only)

FSU Study Centre Reception Desk

Head Receptionist: Janice Moody

Tel. +44 (0)20 7813 3223

Fax +44 (0)20 7813 3266



EFFECTIVE 08 JAN. 2019

APPLYING FOR A UK VISA

Once you have provided your biometric information at a US Department of Homeland Security Application Support Center (ASC), these are the steps you need to take to submit your application to UKVI.

Please note that the instructions below refer to all categories of UK Visa Applications.

To note: ASC employees cannot answer questions about UK visa or nationality processes.

VISA APPLICATIONS

The ASC provides you with a biometric confirmation receipt. You have **5 days** from your appointment to mail the following documents to UK Visas and Immigration:

- Your original valid passport or travel document.
- Photocopies of any supporting documents you are submitting with your application. **Please ensure that all documents are copied on standard US Letter or A4 sized paper.**
- Supporting documents should be **photocopies** and organized in the following order:
 - Proof of Residence - **Please do not send your original US permanent resident card or EADs – we will accept copies.**
 - Financial Documents
 - Proof of sponsorship (e.g. letter from employer, sponsor in UK)
- The biometric receipt you had stamped at your visit to the ASC.
- A **UPS** return shipping label purchased using this link:
- www.vfsglobal.co.uk/ShoppingCart/Pages/Authorization.aspx
- **Please note that we will only accept UPS return shipping labels.**

Mail your application and supporting documents to the following address:

VFS Services USA Inc.
UKVI Scanning Hub
80 Broad St.
Floor 6
New York, NY 10004

EFFECTIVE 08 JAN. 2019

Transcription of photographed page

UK Visas & Immigration
Effective 08 Jan. 2019

Applying for a UK Visa

Once you have provided your biometric information at a US Department of Homeland Security Application Support Center (ASC), these are the steps you need to take to submit your application to IKVI.

Please note that the instructions below refer to all categories of UK Visa Applications.

To note: ASC employees cannot answer questions about UK visa or nationality processes.

Visa Applications

- The ASC provides you with a biometric confirmation receipt. You have **5 days** from your appointment to mail the following documents to UK Visas and Immigration:
- Your original valid passport or travel document
- Photocopies of any supporting documents that you are submitting with your application. **Please ensure that all documents are copied on standard US Letter of A4 sized paper.**
- Supporting documents should be **photocopies** and organized in the following order:
 - Proof of Residence – **Please do not send your original US permanent resident card of EADs – we will accept copies**
 - Financial Documents
 - Proof of sponsorship (e.g., letter from employer, sponsor in UK)
- The biometric receipt you had stamped at your visit to the ASC.
- A **UPS** return shipping label purchased using this link:
 - www.vfsglobal.co.uk/ShoppingCart/Pages/Authorization.aspx
- **Please note that we will only accept UPS return shipping labels.**

Mail your application and supporting documents to the following address:

VFS Services USA Inc.
UKVI Scanning Hub
80 Broad St
Floor 6
New York, NY 10004

[End of transcription]