UK Internship Visa Information

Summary
There is only one visa granted by the UK government to legally intern in the UK as a non-European Union passport holder.* The non-profit organization BUNAC is the exclusive partner of the British Government and issues Certificates of Sponsorship that allow non-EU passport holders to apply for this BUNAC internship visa – known as a Tier 5 visa - with the UK Border Agency. The entire process takes from 4-6 weeks. For U.S Nationals only, this can be expedited to take 3 weeks.

You will be guided throughout this entire process by our London Team.

*Apart from the youth mobility (see below) visa for nationals of Australia, New Zealand, Canada, Monaco, Overseas British Territories, Japan, Taiwan & South Korea & the Tier 4 visa that enables students currently studying in higher education in the UK to intern in their vacations. Passport holders of Iceland, Liechtenstein, Norway & Switzerland are also allowed to intern in the UK visa-free.

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I. BUNAC Internship
   a. Requirements

Your Internship must be:

- No longer than 4 months
- A defined internship with a clear training plan
- A minimum of 25 hours a week
- In line with UK Labor laws

b. The Process Detailed

3 steps to interning in Britain for U.S Citizens or anyone currently studying in a qualifying U.S university:

1. Once your internship role is confirmed by our London team you will be ready to get your visa!
   You will go on the BUNAC website and complete the “Intern in Britain” application.

2. BUNAC will provide a Certificate of Sponsorship (time taken: 5-7 Business Days)
   
   o The company where you will intern will email BUNAC outlining your Internship details & Training Plan. Our London team will organize this.
   
   o You will email the following documents to BUNAC USA: info@bunacusa.org
      1. PDF copy of official university transcript
      2. Scanned copy of your passport.
      3. Proof of Support Funds ($2,500 for voluntary internships). A recent statement from your bank or a family member’s bank sent as a PDF suffices.
      4. Proof of holding an insurance Policy that provides coverage for your time in the UK. Minimum of $1,000,000 medical benefits and repatriation coverage is required by BUNAC. Insurance is obligatory for the visa. If you are not covered under a family or personal insurance policy we can offer discounted policies via
our insurance partner provider World Nomads:  
http://www.theinterngroup.com/insurance/  

5. If Applying outside of your home country, a copy of relevant visa.  
6. A letter of reference from previous employer or university professor  

3. Apply for the Visa via the UK Border Agency (Time taken: 5-20 Business Days)**  

- **How to Apply if You are in the US**  
- **Apply online** with the UK Border Agency for a Tier 5 Visa  
- Make an appointment for your biometrics - getting your fingerprints taken. Participants must have their Certificate of Sponsorship from BUNAC before attending the biometrics appointment. You will need to fill out the online application and bring the Certificate of Sponsorship with you to the biometrics appointment. Biometrics appointments must be attended within 14 days of your online visa application with the UK Border Agency.  
- Physically mail the following documents to the New York office (see below):  
  1. Receipt of Biometrics (fingerprint and photos taken at local agency approved by UK Border Agency nearest you)  
  2. Original passport  
  3. Supporting Documents:  
     - BUNAC’s Certificate of Sponsorship  
     - Proof of Visa Payment (UKBA e-receipt)  
     - Appendix 6 (included with BUNAC Certificate of Sponsorship)  
       - Recent official Passport Photo  
       - Copy of each of these documents above  

New York office address:  
UK Border Agency  
British Consulate-General  
845 Third Avenue  
New York, NY 10022  

The BUNAC office in New York will physically mail your visa and passport back to you.  

Lastly, make a copy of all of the above documents for your records.
**You will be without your passport during this time. The normal process takes 15-20 days. You can expedite your process to 5 days by paying an extra fee. This is done online and be sure to include the receipt in the envelope. Also mark the outside “Priority Visa Application” (Cost to expedite is approximately $150).

3 steps to interning in Britain for non-U.S Citizens outside of U.S.A or U.S. citizens studying abroad:

1. Once your internship is confirmed by our London team you will be ready to get your visa!
   You will go on the BUNAC website and complete the “Intern in Britain” application.

2. BUNAC will provide a Certificate of Sponsorship (time taken: 7-10 Business Days)
   - The company where you will intern will email BUNAC outlining your Internship details & Training Plan. Our London team will organize this.
   - You will email the following documents to BUNAC UK office: iib@bunac.org.uk
     1. PDF copy of official university transcript
     2. Scanned copy of your passport.
     3. Proof of Support Funds (900 pounds for voluntary internships). A recent statement from your bank or a family member’s bank sent as a PDF suffices.
     4. Proof of holding an insurance Policy that provides coverage for your time in the UK. Minimum of $1,000,000 medical benefits and repatriation coverage is required by BUNAC. Insurance is obligatory for the visa. If you are not covered under a family or personal insurance policy we can offer discounted policies via our insurance partner provider World Nomads:
        http://www.theinterngroup.com/insurance/
     5. If Applying outside of your home country, a copy of relevant visa.
     6. A letter of reference from previous employer or university professor

3. Apply for the Visa via local country’s UK embassy or consulate (time taken: 15-20 business days)
   - Apply in person through UK embassy or consulate in country you are applying from
   - Physically mail or bring in person the following documents to the UK embassy or consulate in country you are applying from:
     - Receipt of Biometrics (fingerprint and photos taken at local agency approved by UK Border Agency nearest you)
     - Original passport
     - BUNAC’s Certificate of Sponsorship
     - Proof of Visa Payment (UKBA e-receipt)
Appendix 6 (included with BUNAC Certificate of Sponsorship)
Recent official Passport Photo
Copy of each of these documents above

Your UK embassy or consulate will physically mail the visa back to you.

c. Breakdown of Visa Costs – Total Approximate Cost: $1,100/695 pounds

<table>
<thead>
<tr>
<th>BUNAC Certificate of Sponsorship</th>
<th>Approx. $760/495 pounds</th>
</tr>
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<tbody>
<tr>
<td>UK Visa fee</td>
<td>Approx. $340/200 pounds</td>
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d. Internship Visa Eligibility Checklist

- You must currently be a full-time, degree-level student, or have graduated within 12 months of the date of starting your internship in London
  - Universities that qualify for BUNAC:
    - Four-year Accredited Universities that offer Bachelor’s degrees
    - Two-year or four-year community colleges that are accredited, as long you are working towards your degree
  - Universities that do NOT qualify for BUNAC:
    - Technical schools
    - Online programs that are NOT accredited
    - Trade schools
- Be aged 18 or over
- Current Non-European passport that is valid
- Can prove sufficient support funds ($2,500 for applicants applying from the U.S/900 pounds from applicants outside the U.S)
- 4 month internship MAX
- Hospitality interns must have completed at least 1 year of their degree
e. Who DOESN'T Qualify

- Anyone that has graduated 12+ months from the time of when his/her internship would start in London
- Anyone that is enrolled to go to a University, but not yet a current full-time student

Please note: If you are neither a citizen of an English speaking country nor studying at an English language university, you may also need to provide proof that you have English Language skills of a high level. BUNAC enforces this at its own discretion. If requested you would be required to provide an I.E.L.T.S score, or equivalent, of above 6.0.

f. Visa rules and regulations

- The visa is valid only for the duration of the internship and the same employer described in the Letter from the Employer
- US students studying abroad must have student visa in the country in which they are studying. If not, then they must return to the U.S.A. and apply.
- You must leave the UK upon expiration date of Tier 5 Visa
- You may re-enter UK as a tourist AFTER your internship
- This visa is valid only for the internship and employer described in the Employer letter - you cannot subsequently change your internship
- The visa is a multiple entry visa, meaning you can leave and re-enter UK to travel during your internship an infinite amount of times
- You may not take any dependents with you on this visa
- Visas are authorized exclusively by the UK Government
- You must be outside the UK when you apply. However, if you are currently studying abroad in the UK, then you could apply under the Tier 4 Visa (see below), which permits you to work less than 50% of the duration of your stay in the United Kingdom. You cannot hold a Tier 4 and a Tier 5 visa at the same time.

II. Youth Mobility Tier 5 Visas

a. How to Apply

- Apply online with the UK Border Agency for a Tier 5 Visa
- Find out where the nearest visa application center
Your documents will be returned to the visa application center where you submitted them.

b. Documents required
   - Original Passport and Photograph
   - Maintenance Funds
   - Certificates of Sponsorship (applicants from Taiwan and South Korea only)

c. Cost
   The fee for applicants under Tier 5 (Youth mobility scheme) of the points-based system is £200.

d. Internship Visa Eligibility Checklist

POINTS SYSTEM

   - Applicant must score 50 points in order to qualify for Youth Mobility Tier 5 Visa
     - AGE 10 PTS
       - (Be 18 years old or over when your visa lets you come to the UK and under 31 years old when you apply)
     - SPONSORSHIP 30 PTS
     - MAINTENANCE Funds 10 PTS

REQUIREMENTS

Age

   - Applicants must be between ages of 18 and 30 at start of internship

Sponsorship

   Any of the following countries are permitted by the UK to sponsor you for a Youth Mobility Tier 5 Visa:

   - Passport holders of the following countries may apply for the Youth Mobility Tier 5 Visa, and the national government of the applicant will be his/her sponsor instead of BUNAC:
     - Australia
     - New Zealand
     - Canada
     - Monaco
     - Overseas British Territories*
     - Japan
     - Taiwan**
     - South Korea**

*You can show you are a British overseas citizen, British overseas territories citizen or British national (overseas). If you fall into this category, you will not need any formal sponsorship.

**Must obtain certificate of sponsorship before applying
Maintenance Funds

- Maintenance is the ability to support yourself in the UK and for these purposes applicants need to show an amount of 1,800 pounds. A recent statement from your bank or a family member’s bank sent as a PDF suffices. Please refer to the above link for a detailed description of what you will need to send in for your application.

e. Who DOESN’T Qualify

- If already issued “Working Holiday Visa” in the past
- If you are not between the ages of 18 and 30 when you start your internship in the UK

f. Visa rules and regulations

- You must be outside the UK when you apply.
- Duration
  - The visa is designed as a short term visa and is issued for a maximum of 2 years.
- Upon Termination of Visa
  - It must be your intention to leave the UK after the period your visa is issued for.
- No Dependents are allowed to accompany applicant to UK
- Sponsorship
  - The certificate is issued by your country of citizenship and provides an assurance to the UK that you will abide by the terms and conditions of the Youth Mobility Scheme.
  - Must be a participating country in Youth Mobility Tier 5 Visa Scheme

III. TIER 4 Study/Work VISA—For non-EU nationals already in the UK

All non-EU nationals currently studying in the UK can take part in our programs under a study/work visa (UK Border Agency Tier 4) as long as the internship duration is no longer than 50% of the total duration of their UK course. Students must already have a Tier 4 visa.

IV. European Union passport holders

EU Passport holders (with the exception of Romania and Bulgaria) & passport holders of Iceland, Liechtenstein, Norway & Switzerland are allowed to intern in the UK visa-free.