



From Monday 16th April 2012 all UK visa applications from China should be completed via the online application system on the UK Border Agency website www.visa4uk.fco.gov.uk.

To apply for a visa from the 16th April you must:

- Complete and submit a visa application form online at www.visa4uk.fco.gov.uk
- Make an online appointment to visit your local visa application centre; and
- Visit your local visa application centre to submit a print out of your application, supporting documents, biometric information and pay the visa fee.

Applying online

Once you have completed your online application form, you will need to print and sign your completed form. If you do not have access to a printer when you apply, you will be able to log in and print out the form later.

Making an appointment

As part of your online application, you should use the online appointment system to book an appointment to attend the visa application centre. You can book, change or cancel your booking online. Your appointment must be no more than 30 days after the date when you completed and submitted your online visa application form. Your appointment should take no longer than 30 minutes. If you urgently need to submit an application you can attend your local application centre without an appointment, but this will take considerably longer. We only accept applications without an appointment between the hours of 8:00am (7:30 in Beijing) and 9:00am Monday to Friday.

(Summer School and ADS groups must complete an online application, but should not make an online appointment. The group leader should contact the local UK visa application centre to make a group appointment)

Visiting the application Centre

To complete the application process you must visit the application centre in person. You will need to submit:

- a signed print out of the online application form,
- your passport,
- your supporting documents,

- pay the visa fee.
- We will collect your biometrics (digital photo and fingerscan).

As a transitional arrangement we will continue to accept handwritten application forms for two weeks from the 16th April. From the 30th April 2012 we will only accept online applications.

Please remember to submit your application early. Our target is to process 90% of non settlement applications in 15 working days (3 weeks).