



THE CODRINGTON SCHOOL

THE INTERNATIONAL SCHOOL OF BARBADOS

PROCEDURE FOR APPLYING FOR A STUDENT VISA – INITIAL & RENEWAL: INFORMATION FOR FAMILIES as at June 2017

All non-national children and young people (students) who wish to study in Barbados must have a student visa; student visas are issued by the Department of Immigration & Passports; there are some exceptions, for example those who are dependents on elders with diplomatic status do not require a student visa.

If the student has not studied in Barbados before his/her family need to complete two forms:

- The H-1 form - *Certificate of Eligibility for Non-immigrant Student Status* AND the
- The H-2 form - *Certificate by Non-Immigrant Student*

Both the H1 and the H2 forms can be:

- Collected from the Ministry of Immigration offices OR
- Downloaded from <http://immigration.gov.bb/pages/Downloads.aspx>

The H1 asks for certain information from the school and requires an official school stamp, but it also requires the family to include some information too. The H2 must be completed by the family alone.

Director of Admissions oversees the completion of such documentation and she can be contacted at admissions@codrington.edu.bb

Along with these forms one will be expected to present the following for the visa applicant:

- A valid passport
- A birth certificate
- Proof of parents' or guardians' status in Barbados
- Three (3) passport-sized photographs
- Application fee of \$300.00 (BBD)

For those over 18 years of age, **in addition** to the above, a further one (1) H1 form, one (1) H2 form, one (1) passport-sized photograph are required to be presented, along with proof of accommodation and proof of financial support.

If the student studies in Barbados and the family is seeking to **renew** the student visa, they should complete the:

- The H-3 form – *Notice and Report concerning non-immigrant students*

The H3 form can be:

- Collected from the Ministry of Immigration offices OR
- Downloaded from <http://immigration.gov.bb/pages/Downloads.aspx>

The H3 asks for information from the school and requires an official school stamp.

Director of Admissions oversees the completion of such documentation and she can be contacted at admissions@codrington.edu.bb

Along with this form one will be expected to present the following for the visa applicant:

- A valid passport
- Proof of parents' or guardians' status in Barbados
- Two (2) passport-sized photographs
- Application fee of \$300.00 (BBD)
- Previous student visa entry (should be in the existing passport)
- School-stamped reports for the last academic year. PLEASE NOTE THAT IT IS USUAL FOR ALL REPORTS FOR THE PAST ACADEMIC YEAR TO BE REQUESTED, STAMPED BY THE SCHOOL. SO YOU ARE UNLIKELY TO BE ABLE TO SUBMIT YOUR 'PACK' UNTIL YOU HAVE THE JUNE REPORT.

The forms and all documentation must be taken to reception at The Ministry of Education and Human Resources. You will be directed to the appropriate office. The Ministry officials will look at the documentation and then inform you when you should return to collect the forms after they have been signed off on by the Ministry – usually within a couple of days. The application forms must be certified before submitting them to the Department of Immigration & Passports. All documentation must then be taken to the Immigration and Passport Department. This documentation would include the forms that have been signed by the Ministry of Education and Human Resources, passports, money and photographs. The Immigration and Passport Department will check all documentation and you will then have to pay the fee; they will keep the forms and after checking will send you a letter of approval. At this stage you take the passport into the Immigration and Passport Department for them to stamp the student visa into it. This takes about four to six weeks. (You need to make sure you will not be travelling during this period.) Parents/guardians living outside Barbados who wish to enter Barbados and then send their children to The Codrington School must have what is termed “status” in the country.

Society, St John, Barbados BB20008 T. (+1246) 423 2570 Web www.codrington.edu.bb

An IB World School and member of The Council of International Schools and The European Council of International Schools

