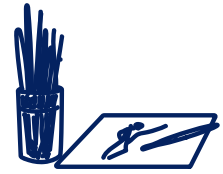


# SUPPORTING DOCUMENTS

## Sponsorship Application



### PASSPORT

A clear colour copy/picture of the information page of passport, and the page opposite. Make sure passport is signed. The passport must be valid for the entire length of intended stay in the UK. BUNAC recommends renewing passport before applying if it is due to expire in the 3 months following the end of internship. If applying from outside of home country, a copy of the valid visa which demonstrates residence in the country where the application is being made, will also need to be provided.

### INSURANCE

A single certificate of insurance showing dates covering the entire stay in the UK, name and international coverage. Insurance must include the following in one single plan:

- Beneficiary name of the insurance plan
- Coverage for the United Kingdom
- Coverage of the entire trip
- Pay out benefit of at least \$100,000 or equivalent towards medical expenses
- Coverage of 'repatriation of remains' or 'return of mortal remains'

### PROGRAM REFERENCE / LETTER OF RECOMMENDATION

This can be from a previous employer or University professor explaining why they feel the participant is suitable for the program. They must have known them for at least 6 months and should be signed and dated with contact details of referee. We provide template references if required, head to page 8.

### OFFICIAL TRANSCRIPT / GRAD CERTIFICATE

This must be an official University issued Transcript. These can be sourced from the Registrar's Office. It must be printed on University letter head/official University paper. It should clearly state name, degree course, and course dates. Dates should show participant is a full time student and if graduated within the last 24 months, a degree certificate or diploma can be uploaded. Internships must start before the 24 months has passed from grad date. Please note, if transcript is printed on security paper and shows a void/copy watermark upon scanning, this can still be uploaded.

# SUPPORTING DOCUMENTS

## Sponsorship Application

### PROOF OF SUPPORT FUNDS

Access to at least 1270 GBP or equivalent in a checking or savings account constantly for the past 28 days, must be demonstrated. This should be on a statement from a bank with: letterhead / logo of the bank, name of account holder. Type of account - checking or savings only. Print date of the document - within 28 days of submission, present available balance. Bank statements may be submitted from a guarantor, such as a parent, along with a letter indicating that they will provide access to up to £1270 if needed. Please refer to page 10 for letter requirements.

### CURRENT CV/RESUME

An latest version detailing most recent work experiences and education. To include full contact details, including address which matches their application address.

### SELT CERTIFICATE (SECURE ENGLISH LANGUAGE TEST)

If English is not the participants native language, they must have or be willing to obtain a SELT - Secure English Language Test. This must be the equivalent of or above a B2 OR 6.0 IELTS (general or academic) language test. If participant is currently studying in one of the countries listed below, and provided the university with an alternate language test to gain admission, they can submit this as their SELT certificate. BUNAC will review and inform the participant if we require any further proof of English language proficiency.

They won't need a SELT if they've completed a qualification equivalent to a UK degree in one of the following countries:

Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Dominica, Canada, Grenada, Guyana, Ireland, Jamaica, New Zealand, Singapore, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA. They will need to provide either a letter from their University, a copy of their transcript, a copy of their diploma (if graduated) or another English language test result.

BUNAC can recommend iTEP - this test costs 99 USD and can be taken remotely and they receive your certificate within 24 hours. Other accepted providers include TOEIC, TOEFL, IELTS, Cambridge English, Linguaskill, Pearson.



**DATE: (INSERT DATE)**

Dear BUNAC,

Re: Guarantor Letter for a BUNAC participant

I, **insert name**, agree to accept full financial responsibility for **participant name** for the whole duration of their time in the UK.

I can prove that I have the sufficient funds of **amount** or above consistently in a bank account that will readily be available and accessible to **name of participant** for their whole time within the UK. The funds are available immediately and this is proven by the provided bank statements show from my account.

The dates of their internship within the UK are from **date** to **date** and thus I will be contacted if at any point they require my financial assistance during this time.

I agree to be contacted by BUNAC at any time during this time as the guarantor for the Intern in Britain Visa Sponsorship applicant.

Print Name:

Signed:

Contact information: