

## 2023 ICF CANOE SLALOM WORLD CHAMPIONSHIPS

### VISA APPLICATION GUIDANCE

#### SUMMARY

For information on entry to the UK please visit the UK Border Control website:

<https://www.gov.uk/uk-border-control>

A UK 'Standard Visitor' Visa will be required for athletes, officials and support personnel from countries which UK Border Agency has categorised as 'Visa Nationals'.

Individuals can check if they require a UK visa by visiting: <https://www.gov.uk/check-uk-visa>

Individuals should apply as early as possible. Applications can be made up to three months in advance of the proposed date of travel. To find out how long getting a visa might take in the country you are applying from visit [www.gov.uk/visa-processing-times](http://www.gov.uk/visa-processing-times). *(Please note if a nation does not apply for their visas in due time, it cannot be guaranteed that their application will be processed in time and that additional charges may be applied by the UK Government for an express service).*

You must apply online for a visit visa at [www.gov.uk/apply-uk-visa](http://www.gov.uk/apply-uk-visa). After you have applied online, you will need to make an appointment to attend one of our visa application centres. Find your nearest centre at [www.gov.uk/find-a-visa-application-centre](http://www.gov.uk/find-a-visa-application-centre)

British Canoeing will issue an official invitation to athletes, officials and support personnel from National Federations where the participants are listed as 'Visa Nationals'. Please contact [events@britishcanoeing.org.uk](mailto:events@britishcanoeing.org.uk) to obtain a visa invitation.

For those travelling from the EU, any Brexit information and a tracker are available on the following website: <https://www.gov.uk/brexit>

#### TYPES OF VISAS

Sportspeople can come to the UK to undertake short-term engagements/work using 3 main routes:

1. Standard visitor
2. Permitted Paid Engagement (PPE) visitor
3. T5 (Temporary Worker) Creative or Sporting Worker

For the purposes of participating in the 2023 Slalom World Championships (including training in advance) a Standard visitor is permitted.

Standard Visitor visas are usually issued as multiple entry for a duration of 6 months. For those participants who need to come over several times from now till September next year, they have the option of applying for a long-term Standard Visitor visa that lasts 2, 5 or 10 years. They will be able to stay a maximum of 6 months on each visit: [Visit the UK as a Standard Visitor: Apply for a Standard Visitor visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk/visit-the-uk-as-a-standard-visitor-apply-for-a-standard-visitor-visa)

## STANDARD VISITOR VISA

Under the Visitor Rules, Standard Visitors are permitted to undertake the following sporting activities:

1. A sports person may:
  - a. take part in a sports tournament or sports event as an individual or part of a team;
  - b. make personal appearances and take part in promotional activities;
  - c. take part in trials provided they are not in front of a paying audience;
  - d. take part in short periods of training provided they are not being paid by a UK sporting body;
  - e. join an amateur team or club to gain experience in a particular sport if they are an amateur in that sport.
2. Personal or technical staff of the sports person, or sports officials, may support the above activities and those set out under the Permitted Paid Engagement visitor route, if they are attending the same event as the sports person. Personal or technical staff of the sports person must be employed to work for the sports person outside the UK.

A full list of the permitted activities is available here: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-permitted-activities>. Standard visitors must not receive payment for these activities beyond expenses and prize money.

For current fees please visit <https://www.gov.uk/visa-fees>

## WHO NEEDS TO APPLY FOR A VISA?

Whether someone needs to apply for a visa to visit the UK depends on their nationality. If someone's nationality is on the list of visa nationals, they will need to apply for a visa before they travel to the UK. The visa national list can be found here: [www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list](http://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list)

If someone is not listed as a national who does not require a visa to visit the UK, they do not need to apply for a visit visa to participate in UK hosted events. They can apply for entry on arrival in the UK.

If you are not sure if you require a visa for the UK, please check on the UK government website at: [www.gov.uk/check-uk-visa](http://www.gov.uk/check-uk-visa)

## ADVICE ON VISA APPLICATIONS

Applications can be made up to three months in advance of the proposed date of travel.

As of September 2022 current processing time is around 7 weeks from when an application is received (including biometric information) to when they send the decision to the applicant. Please allow as much time as possible in case of delays or if additional information is required. It is the applicant's responsibility to ensure the information on their form is accurate.

In many locations, for an additional fee, delegates may be able to use our Priority and Super Priority visa service. The service standards for these products are 5 working days and the end of the next working day respectively.

Full instructions on what you need to do before, during and after applying for a visa, and what to do once they enter the UK can be found at: [www.gov.uk/browse/visas-immigration/what-you-need-to-do](https://www.gov.uk/browse/visas-immigration/what-you-need-to-do)

The latest deadlines to apply for visas to receive them by 1 September 2023 (based on September 2022) processing times are:

- **Standard application** – processing time 7 weeks  
01/09/2023 – 35 Working days = **14/07/2023**
- **Priority Visa ( PV)** – processing time 5 working days  
01/09/2023 – 5 Working days = **25/08/2023**
- **Super Priority Visa (SPV)** – processing time next working day  
01/09/2023 – 1 Working day = **31/08/2023**

Delegates must **apply and pay online** for the visa using the link at: [www.gov.uk/apply-ukvisa](https://www.gov.uk/apply-ukvisa).

Delegates will be asked to book a biometric appointment with one of the visa application centres at the end of the online application and pay the visa application fee.

Supporting documents can be self-uploaded before a delegate's appointment at no additional cost. On the day of your appointment delegates must go in person to the chosen Visa Application Centre with their passport, printed application form and any other supporting documents. Assisted scanning at the VAC is available for an additional fee. Delegates will also be required to give their biometrics: digital photograph and fingerprints.

To find details of the nearest visa application centre use this link: [www.gov.uk/find-a-visa-applicationcentre](https://www.gov.uk/find-a-visa-applicationcentre). Read the guidance carefully and apply for visas as early as possible. Applications can be made up to three months in advance of the planned date of travel.

## **DOCUMENTS FOR VISITORS (including Visa Invitation Letter)**

Apart from a valid travel document, the Standard Visitor route does not require any mandatory documents.

Applicants are best placed to determine the documents they think best demonstrate that they meet the Immigration Rules.

It is, however, recommended that applicants request an invitation letter from British Canoeing to support their application. If you require a visa invitation letter please email [events@britishcanoeing.org.uk](mailto:events@britishcanoeing.org.uk) and provide the following information:

- full name - as it appears in the passport;
- date of birth
- nationality
- passport number
- dates of arrival and departure to and from the UK
- details of costs that will be covered by the host e.g. flights, accommodation, transportation etc

Prepare the application and supporting documents carefully. Submitting only an invitation letter in support of an application may not give the decision maker all the necessary information to be satisfied that the individual meets the requirements of the Immigration Rules. To support their application, your application should gather evidence of your circumstances, e.g. ability to meet the costs of the trip, and details of where you will be staying and why you are visiting the UK.

The supporting documents guidance provides some examples of the types of documents a visitor might choose to submit with their visa application or show to a Border Force Officer on arrival - <https://www.gov.uk/government/publications/visitor-visa-guide-to-supporting-documents>.

## FREQUENTLY ASKED QUESTIONS

### How do delegates apply for a visa?

Applications for visit visas are made online <https://visas-immigration.service.gov.uk/product/uk-visit-visa>

### How do I make enquiries about a visa application?

You should be able to find the information you need about visit visas on our website ([www.gov.uk/standard-visitor-visa](http://www.gov.uk/standard-visitor-visa)) but if you need to contact the Visa & Immigration Service contact details are [here on GOV.UK](#)

### Can delegates apply in their own language?

The application form has been translated into a range of languages, however all answers must be in English. Supporting documents must also be in English or accompanied by a translation. Translation requirements are outlined in the guide to supporting documents: [www.gov.uk/government/visitor-visa-guide-to-supporting-documents](http://www.gov.uk/government/visitor-visa-guide-to-supporting-documents)

### Where should a delegate apply?

An application can be made from any country where there is a Visa Application Centre (VAC). The online form will ask which country an applicant is applying in, this then gives a list of available Visa Application Centres. An application can also be made online from a country where there is no VAC presence, but the applicant would need to travel to a VAC to complete the application process. Further details about visa application centres are available [here](#).

### When should delegates apply?

Applications can be made up to three months in advance of the intended date of travel to the UK.

### How long will applications take?

The Visa & Immigration Service aims to process visit applications within 6 weeks from submitting biometrics, but it is recommended that applications are made as early as possible. In many locations, for an additional fee, delegates may be able to use our Priority and Super Priority visa service.

### What is “biometric information”?

Biometric information consists of fingerprint scanning and a full-face digital photograph. Visa applicants must provide their biometric information each time they apply for a UK visa.

### Can delegates do anything in advance to make the application process quicker?

Yes. When an application is started a delegate will be asked to supply an email address and create a password, they will then be emailed a link to return to the application at a later point. This means the form can be started more than three months before the planned date of travel.

### What is Priority and Super Priority Service?

Priority service means that the Visa & Immigration Service will aim to make a decision on their application in 5 working days, this service is available in over 200 locations.

Super Priority service reduces this to the end of the next working day, this service is available in around 20 locations.

Both services are charged at an additional fee. Some applications may take longer if they are complex, please check the [visa application centres](#) website for any further information.

Important note: Priority service does not imply or guarantee in any way that a delegate will be successful in their visa application. All visa applicants must meet the requirements of the UK immigration rules.

**A delegate travels a lot and cannot be without their passport, are there any services that could help?**

The Visa & Immigration Service offers a Keep My Passport service in over 40 locations, this allows the applicant to keep their passport while the application is being considered. If the visa application is successful, they will need to provide their passport to the VAC for the vignette to be printed. This service comes at an additional cost and details of which services are available at each VAC are set out on the Commercial Partner website.

**Are there any other services available for the convenience of delegates?**

Yes, a wide range of services are available for customer convenience, popular services include peak time and weekend VAC appointments, SMS updates, photocopying, premium lounges and even the ability to submit biometrics in the comfort of your own home or office. Additional services such as travel insurance and UK sim cards can also be purchased via Commercial Partner websites, and in VACs.

These are known as 'user pay' or 'added value' services, please see the website of the VAC if a delegate wishes to attend to find out which services are available in their location.

**Is it possible for someone else to collect my delegates passport and documents on their behalf?**

Passports must be collected by the applicant or a nominated representative. You can check if a visa application centre offers a courier service, which may be more convenient way for passports and documents to be returned, this is an additional service for which the fee will vary upon location.

**Can a delegate apply for a visa in one country and collect it in another?**

No, however a small number of VAC's do offer an out of country courier service at an additional cost, please check the VAC website to see if this service is available.

**What travel date should be stated on the application form?**

On the application delegates should be specific in stating planned dates of travel to and from the UK. Delegates cannot arrive in the UK earlier than the start date on their visa. If a delegate tries to travel before this date, the airline may not let them board their flight, or they may be refused entry on arrival in the UK. It is not usually possible to make changes to the validity dates of a visa, after it has been printed. If plans change, delegates may need to make a new visa application.

**Are there any other ways to make my journey easier?**

Nationals of some countries may be able to clear immigration control faster through our Registered Traveller Service. To be eligible delegates must have a visa or have visited the UK 4 times or more in the last 24 months.

For further information about the Registered Traveller Service, please visit our website:

[www.gov.uk/registered-traveller](http://www.gov.uk/registered-traveller).

### **What can I do if a delegate's visa is refused?**

A decision to refuse a visa is made only after careful consideration of all the facts by an Entry Clearance Officer, including the fact that the delegate is to attend or contribute to a specific event. If the application is refused, the refusal notice will provide details about the reasons for refusal. Delegates are free to make a new application, but it is strongly recommended that they read their refusal letter carefully and fully address all the reasons for the initial refusal.