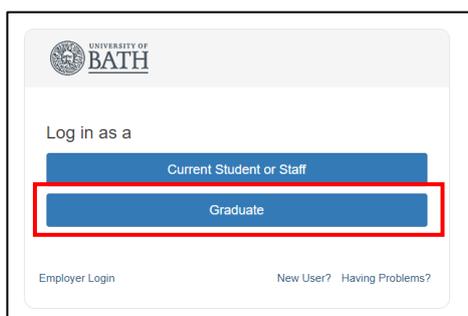# How to book a Student visa application appointment with the Student Immigration Service
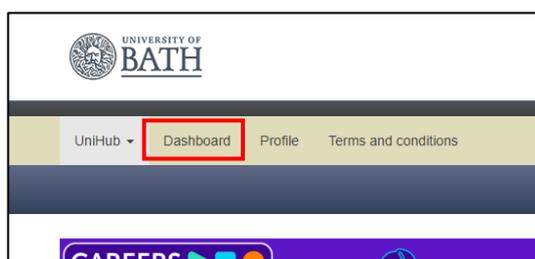
If you are an applicant for the University of Bath, you will not be able to book an appointment with the Student Immigration Service unless we have created a UniHub account for you. You will have received an email from us confirming we have created a UniHub account for you.

The UniHub account created for you to book your Student visa application appointment is temporary. Once you have registered with the University of Bath, you will be able to access UniHub as a current student using your University of Bath login details.
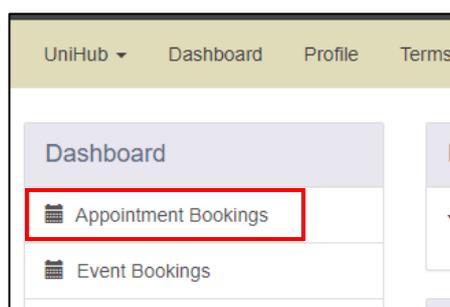
- You should have received 2 automated emails from UniHub:
    1. An email to confirm your email address – please click the link provided in the email to confirm your email.
    2. A "Bath UniHub – Login details" email. Please use the password re-set link in the login details email to create a password for your UniHub account.
- Your username will be your University of Bath student number.
- After you have created a password, please complete our online consent form.
- After you have completed the consent form, please wait about 1 hour before trying to book an appointment.
- To book the appointment, log into UniHub using your username and the password you have created.
- You will need to **login as a "Graduate"** – do not try to log in as a "Current Student".

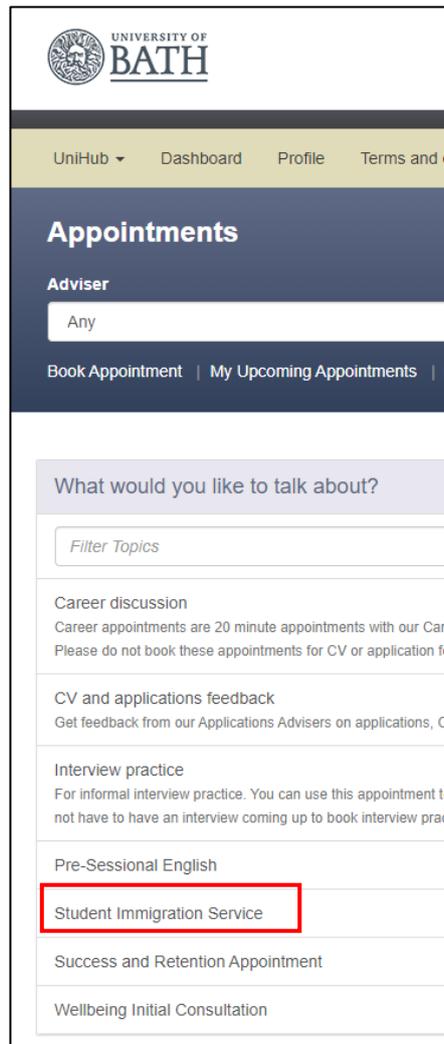- Select "Dashboard" at the top of the screen:

- Select "Appointment bookings":

- Select "Book Appointment":

- Select "Student Immigration Service". Please do not book an appointment with any other service – these will likely be cancelled as these appointments are reserved for students who are already registered with the University:

- Select the day you want the appointment from the calendar. Please note – some days there may not be any appointments available. Select the appointment type "Student visa application appointment (NFB)", and click "View appointment":

- If you would like the appointment to be in person on campus, please add a comment in the "Additional comments" box. Then click "Book":

- The appointment will be online by default, and you will receive a Microsoft Teams meeting invitation ahead of the appointment date. Please make sure you accept this meeting request otherwise you will not be able to join the appointment online. We will need to send the online appointment invitation to your personal email address. When you receive the invitation, please read the information included in the appointment booking carefully. Depending on your email provider, when you click "accept" on the appointment confirmation, the email may disappear from your inbox. If this happens, it should appear in the calendar attached to your email.
- If you have requested for the appointment to be in person, the adviser will be in touch by email to arrange a room in person on campus.
- After you have booked the appointment slot, please make sure you email a copy of your financial evidence to studentimmigrationservice@bath.ac.uk at least 24 hours before your appointment. Please include your student number and name in the title of the email. Please also fill in (but do not submit) the Student visa application form in the UK before your appointment.
- If you do not provide your documents or fill in the online application before your appointment, we reserve the right to cancel or reschedule your appointment.