



Higher Education Licensing Board

# **Student Permit and Student Work Permit Application Process**

P.O Box 60, The Valley, Anguilla, AI 2640  
Tel: 1 (264) 497-2874/5

### Who needs a Student Permit?:

Non belongers must obtain a student permit to study in Anguilla. Maximum student permit duration is (3) years.

### STEP 1: Complete the Student Permit Application Form

[https://www.gov.ai/document/forms/immigration/Immigration\\_app\\_student\\_permit.pdf](https://www.gov.ai/document/forms/immigration/Immigration_app_student_permit.pdf)

### STEP 2: Attach the following documents:

- Two (2) character reference letters from non-family members
- A medical certificate from examination done within 6 months prior to the date of the application (also for dependent/s who will reside in Anguilla)  
[https://www.gov.ai/document/forms/immigration/Immigration\\_medical\\_certificate\\_app\\_%20student%20permit.pdf](https://www.gov.ai/document/forms/immigration/Immigration_medical_certificate_app_%20student%20permit.pdf)
- Financial proof/bank statement showing that the applicant is able to maintain her or himself & her or his dependants if any. Students who are being supported: A bank statement & a letter from a parent/s or relative needs to be submitted
- Health Insurance (applicable to the applicant and any dependents) inclusive of coverage commencement and end dates (electronic copy of policy, card—front and back/letter from insurance company)
- Police reference covering applicant's character for 5 years prior to date of application

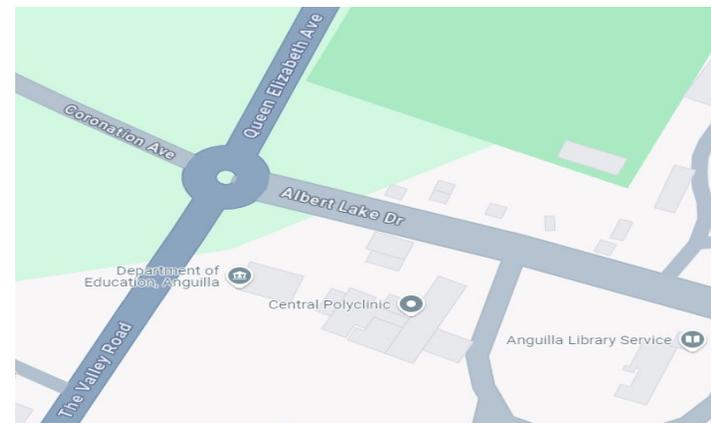
### To Note:

Any student work permit issued can only be valid up to the time the student permit expires.

If you are no longer enrolled in a course of study in Anguilla your student permit is no longer a valid document allowing you to remain in Anguilla.

Consultation by the HELB with The Chief Immigration Officer and The Labour Commissioner is required prior to approval or denial of any student permit or any student work permit. Applications may be granted, refused, or deferred by the HELB.

The completed Student Permit Application Form and all supporting documents or the Student Work Permit Application should be submitted to The Higher Education Licensing Board, Department of Education, THE VALLEY, Anguilla Tel: 264-497-2874/5



### Application for the Student Work Permit (SWP) consists of:

A student holding a valid student permit *can engage in unpaid work* related to their course of study without special permission from the Higher Education Licensing Board (HELB).

A student holding a valid student permit *has to apply to the HELB to engage in paid work* that is connected to their course of study.

### Submit the following to apply to engage in paid work:

- ⇒ A letter from the student to the HELB requesting a student work permit
- ⇒ A receipt from the IRD in the amount of EC\$270.00 (student work permit processing fee)
- ⇒ A letter from the Dean of the institution the student attends granting permission for the student to engage in student work and the time frame for such
- ⇒ A letter from the proposed employer detailing that the student has been granted student work, the type, duration, conditions of work
- ⇒ On approval by the HELB the student work permit fee of EC\$1,345.00 will need to be paid at the IRD. A receipt must be presented to the HELB prior to the issuance of the student work permit

- Copy of the Letter of Acceptance from the licensed tertiary education institution
- Passport Size Photo in Colour and jpeg or jpg format
- Colour Copy of Passport Picture Page
- Processing fee receipt from the Inland Revenue Dept

### The Inland Revenue Department (IRD) Process:

The following fees are due and payable at the Inland Revenue Department (IRD):

1. Student Permit Processing Fee (US\$100.00/EC\$268.82) **NB// This has to be submitted with the application for a student permit**
2. Student Permit Fee (US\$500.00/EC\$1,344.10) **NB// you will be informed if and when to make this payment and submit the receipt**

If you are an adult student it is useful to complete the F1 Registration Form available at IRD



The IRD is located in the Old NBA Building, THE VALLEY