



Our offices will be closed for the festive period, from 23 December 2022, and will re-open on 3 January 2023. During this period, applications and messages will not be processed or responded to.

If you have deadlines, we recommend you plan early and allow more time for your application to be completed.

To complete your order, we need to receive all required documents, and payment for the service. We calculate processing times using working days (excludes weekends, public holidays, and non-operational days). Working days re-start on 3 January, should your application not be completed before the festive period.

Please check that you have included all the documents listed on our website, to avoid delays in your application.

We recommend the following dates to allow time for your application to be completed before the festive period. This does not include delivery timescales. Our eStatement service will also help ensure you get your documents quicker, on completion of the service.

Services	Standard service timescales	Suggested latest application date
Visas and Nationality (PhD verification) / Visas and Nationality (PhD verification with English proficiency) / Visas and Nationality (High Potential Individual) / Visas and Nationality (High Potential Individual with English proficiency)	30 working days	10 November
Early Years Statement	20 working days	23 November
Industry Skills Statement with Skills Mapping Stage 1	15 working days	30 November
Visas and Nationality (English Proficiency)	10 working days	7 December

Please note that for Fast Track orders to be completed before the festive period, we recommend the following latest date for application and payment – this excludes delivery, however, an eStatement is included as standard:

Fast Track option	Latest recommended application date
48-hour service	19 December
24-hour service	20 December

