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www.chelmsford-college.ac.uk

Principal and Chief Executive:
D LaW BA Hons, MBA, Cert Ed

Dear Applicant

INTERNATIONAL STUDENT APPLICATION FOR A FULL-TIME COURSE

Thank you very much for your enquiry about the Full-time English Course at Chelmsford College. I have pleasure in enclosing the following documents:

- Information sheet about the course
- Guidance Notes for International Applicants to Full-time Courses
- Financial Statement of Guarantee
- Admission process for International Students
- English Accessment
- Accommodation Request Form

I would be pleased if you could provide the details requested on these forms as soon as possible and return them so that your application may be processed. When we receive this information, arrangements will be made for these details to be seen by lecturers within the College.

Please be aware that on certain full-time courses you may be able to take an extra GCSE or 'A' level without extra payment, BUT if additional English classes are felt necessary to enable you to succeed in your chosen full-time class then the choice of another GCSE or 'A' level will not be possible without an extra charge being levied.

If and when we are able to offer you a place, an offer letter will be sent to you. This will confirm that we are expecting you to start the course in September. This offer letter will only be provided on payment of a deposit as outlined in the 'Guidance Notes' under 'International Students'. If you require a visa to enter the UK, this letter can be used to gain an entry visa, or other necessary documents.

I hope that all of the above details are clear and I look forward to receiving the information requested together with your application form.

Yours sincerely



Willis Field
Director of Client Services

Encs.



GUIDANCE NOTES FOR INTERNATIONAL APPLICANTS

To ensure that we can offer you the best advice and support we need full information from you.

Every application will be dealt with carefully and on an individual basis. It is quite important that we have full information. If you believe that some of the information we require is not appropriate to your circumstances please do not hesitate to contact us. We will be only too pleased to offer further advice or assistance.

If you are currently living outside the EU, whatever your nationality, you will need to do the following:

- complete the enclosed application form;
- give information about where you have lived over the last three years;
- send us a copy of your birth certificate;
- provide copies of all certificates relating to the qualifications you show on the application form. **These need to be translated by NARIC. You can access the site on www.naric.org.uk.** If you are still at school please send us a copy of your school report;
- complete an English Assessment (enclosed);
- tell us what experience of English you have, for example, how many years you have been studying English and to what level. If you have taken any assessments in English such as Cambridge First Certificate or RSA in English as a Foreign Language, please let us know;
- provide educational references in support of your application, where possible;
- complete the Financial Statement of Guarantee (copy attached).

What will we do for you?

When you have provided the information requested earlier, we will process your application as quickly as possible.

We will consider all of the information and judge, in good faith, both the appropriateness of your application and whether we believe the course would benefit you. If we are unsure we will not make an offer until we have clarified some details with you. If we believe it inappropriate to offer you a place on the particular course we will try to suggest a realistic alternative either at Chelmsford College or elsewhere. If you are ineligible to be classed as a home student for the purpose of fees, this offer will be conditional upon payment of a deposit of **£2,000** by cheque or Banker's Draft in £'s sterling, payable to Chelmsford College. **The balance of £3,000 is payable at Enrolment in September.**

If you are accepted on a course we will send you an offer letter.

Upon receipt of the deposit we will then issue a confirmation letter stating that you have a definite offer of a place. **The deposit is non-refundable unless you produce the copy of the Home Office Refusal Letter.**

BANK DETAILS	
Account Name	Chelmsford College
Account Number	13902083
Bank Name	National Westminster Bank
Bank Address	6 High Street Chelmsford Essex CM1 1BL
Branch Sort Code	60-05-13

This confirmation offer letter can then be used to obtain an entry visa, or other necessary documents.

All visas and passport arrangements are your responsibility. Once you are here we will give you the best help and advice we can.

Further details and joining instructions will be sent a little later in the year.

International Students Entry Clearance (Non EU)

The use of the entry clearance system can help to avoid difficulty at the port/airport of arrival and prevent a wasted journey. You are advised to apply for entry clearance in good time.

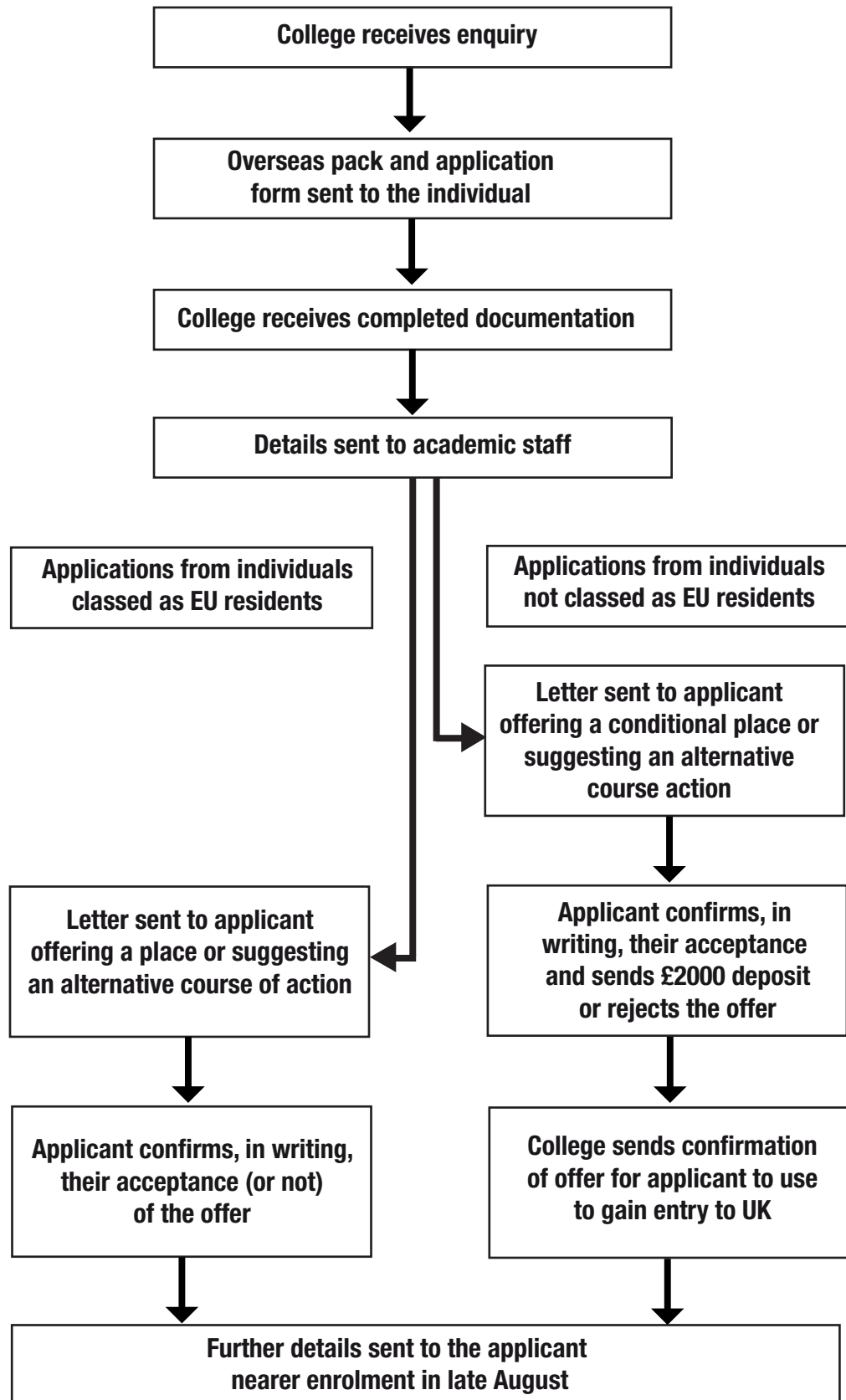
On arrival in the UK you must obtain leave to enter the Country from the Immigration Officer. You will be required to produce your passport, the official letter of acceptance from the College, your receipt for the deposit paid and evidence of your ability to meet the full costs of the course and to maintain yourself financially without working, during your stay in this country. You are strongly advised to tell Immigration that you only intend to stay in the UK for the duration of the course. The British Council website www.britishcouncil.org website has helpful information for your stay.

Please note recent changes in the Immigration Rules now require an individual who is under 18 at the time they are entering the UK to have in their possession written permission from one of their parents allowing them to come to the UK and study.

Accommodation

Chelmsford College does not possess flats or a Hall of Residence. However, the College does provide an accommodation service for international students through links with accommodation providers. Please indicate if you would like us to help you find accommodation.

Admissions Process



FINANCIAL STATEMENT OF GUARANTEE

I _____ (delete as appropriate)
the applicant*/the parent*/guardian*/employer*/sponsoring person*
certify that _____ (applicants name)
have/has sufficient funds to cover both the course fees and living
expenses for the purpose of pursuing the following full-time
course:

in England commencing in _____ 2009/10

Signed _____ Date _____
(applicant/parent/guardian/employer/sponsoring person)

NB: It would be particularly helpful if the sponsor has the statement endorsed by the sponsor's own commercial bank with the bank's official stamp.

Tuition fees for international students studying a full time course including exam and/or registration fees is approximately £5,000. If the sponsoring person is not resident in the UK the tuition fees will be required to be paid in full at the point of enrolment.

Some courses require the purchase of equipment and materials in addition to this fee. Particular details about these will be sent with the offer of a place.



ACCOMMODATION REQUEST FORM

Help us to find suitable accommodation for you by completing this form. We will try as far as possible to find accommodation which matches the information you provide. We cannot guarantee, however, that we will be able to find accommodation which matches your first choice.

Please be aware that because of demand, we may NOT be able to obtain accommodation for all requests.

Name _____	Date _____
Address _____	
_____	Post/Zip Code _____
Country _____	
Telephone/Fax _____	Email _____

Male/Female _____	Religion _____
Date of birth _____	Nationality _____
Mother tongue (language) _____	

COURSE INFORMATION	
Course applied for _____	
Start date _____	End date _____

Will you be arranging your own accommodation YES NO

If NO, please answer the following questions, turn over sheet.

If your answer is **NO**:

From which date do you require accommodation _____

Please indicate your preferences (i.e. 1st choice, 2nd choice) on the following list:

local host with bed and breakfast (B&B) Price £85 per week
local host with bed and breakfast with evening meal Price £98 per week

Do you have any special dietary needs? (please specify)

Do you have any medical or health conditions, e.g. allergies, disabilities, special needs, which we should take into consideration when trying to find suitable accommodation for you?

As far as possible we will take the following information into consideration when we find accommodation for you. Please understand that it may not be possible to meet all your requirements.

If you would like to live with a local host (please indicate in the boxes)

would you prefer a household with children? Yes No

would you prefer a household with pets? Yes No

would you prefer a household that is non smoking? Yes No

Signed _____ Date _____

Please return form to:

Jill Twiss - EFL/ESOL Course Administrator
Chelmsford College
Moulsham Street
Chelmsford CM2 0JQ

DTP-30.01.08C

Telephone: 01245 293047 Fax: 01245 262661
Email: efl@chelmsford-college.ac.uk



ENGLISH ASSESSMENT

Chelmsford College is anxious for our students to achieve success in their chosen course. We feel that completion of this English Assessment will assist in your success and achievement and make your time with us enjoyable and worthwhile.

Name _____ Date _____

Course applied for _____

Please complete the attached 'Quick Placement Test' and the 'Writing Task' papers.

DECLARATION

I declare that I have completed the attached paper in my own hand, unaided and without recourse to any educational support, books or persons, in the allocated times.

Signed _____ Date _____

English Language Assessment

So that we can assess your proficiency in English please complete the following TWO writing tasks and return them with your completed 'quick placement test' (enclosed in this pack). This should be your own unaided writing.

WRITING TASK 1

You should spend about 20 minutes on this task and write around 75-100 words.

Write a letter to a friend thanking him/her for a present he/she sent you.

You should:

- Write a suitable beginning and ending
- Say why you are writing
- Say how you felt about the present and what you liked about it
- Say what you have done with the present
- Suggest a time to meet your friend

WRITING TASK 2

Choose ONE of the following tasks (A or B) to write.

You should spend about 40 minutes on this task and write around 150-200 words.

Select **ONE** of the following options and write an essay arguing either FOR or AGAINST the statement.

A. Happiness is simply a question of how much money you have

OR

B. It is not success but trying to achieve it that is important.

QUICKCHECK TEST

Example This _____ a book

■ is	am
are	here



In each question, only one of the four answers is correct. Choose the correct answer and fill in the square next to it. Fill in only one square for each question. The example shows you what to do.

- Tony is looking at _____
she he
her here
- What's that girl?
It's a student She's student
She's a student She's a student girl
- Whose flowers are they? They're _____
to Mary of Mary
Maries Mary's
- Sally's sister pretty and they are, too Sally's pretty and they're too
Sally's pretty and they are, too Sally's pretty but they are
- That girl is some of my friends That girl is one of my friends
That girl is me friend This girl's are friends
- Where _____ on Saturdays?
do go John John goes
does John go John does go
- Go there to they Go there to them
Go here to we Go here to us
- Do you like that shop? Yes I _____ every week.
Come there Come here
Go there Go here
- I feel very well because I went to bed very early _____ .
last night tonight
this night in the night
- My brother was _____ all week.
at the home at home
in the home in home
- James _____ to play football tomorrow.
is going can
shall will
- Jack is writing _____ .
with pen on paper
by a pen out of a pen
- This is an old photograph of me when I _____ .
have short hairs had short hairs
have short hair had short hair

- When we got to school, we _____ the bell.
heard were hearing
listened were listening
- Did you see the man on top of the church last Saturday? No, why _____ .
was he here? has he been here?
was he there? has he been there?
- This is _____ that.
the same as the same that
different that the different from
- When _____ , give her this book.
Alison will arrive is Alison arriving
Alison arrive Alison arrives
- What shoes are they made? What shoes are made of?
What are shoes made of? What are made of shoes?
- _____ lovely food!
What Which a
Which What a
- I'm going to give _____ .
to him a record him a record
a record to him some record to him
- How's the baby?
He's Alison's She's very well
That's the baby She's a girl
- His daughter is _____ .
as old as yours as old as your one
so old as yours so old as your one
- Was the French women old? Was the French woman an old?
Were the French women some old? Were the French women old?
- He had previously had a car but it _____ several times during the spring.
was breaking down was breaking up
had broken down had broken up
- We _____ my cousin since last Christmas.
aren't seeing haven't seen
didn't see don't see



Name and date _____

QUICKCHECK TEST

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are	here



In each question, only one of the four answers is correct. Choose the correct answer and fill in the square next to it. Fill in only one square for each question. The example shows you what to do.

1. There are twelve of us, so _____ get into the car at the same time.

we may not all	all we may not
we can't all	all we can't

2. Her children tell her that _____ old to drive a car.

she's getting so old	she gets too
she's getting too	she gets so

3. When there's a public rocket service to the moon, her father has promised _____ her there.

bringing	taking
to bring	to take

4. _____ at the moment, I'll go to the shops.

As it doesn't rain	For it doesn't rain
As it isn't raining	For it isn't raining

5. In a shop _____ customers.

it is important pleasing	it is important to please
there is important pleasing	there is important to please

6. Your bicycle shouldn't be in the house!

Get it out!	Put it off!
Take it out!	Take away it!

7. He's a good guitarist, but he plays the piano _____.

quiet well	much better
very good	too hardly

8. Molly doesn't eat fish. _____.

John doesn't that either	So doesn't John
Neither does John	John doesn't too

9. She always buys _____ my birthday.

something awful for	anything nice to
something awful to	anything nice for

10. She hardly ever eats _____ potatoes.

neither bread nor	bread or
or bread or	neither bread or

11. I _____ to your letter of the 15th.

would like to reply	like to reply
am wanting to reply	would like replying

12. Your letter _____.

has arrived two days ago	arrived two days ago
arrived since two days	has arrived since two days

13. If I _____ about earlier I would have told you.

knew	would know
would have known	had known

14. I'll ring you as soon as I _____ there.

get	shall get
will have got	will get

15. John Marshall is a friend of mine. You _____ him last Year when you were in England.

may meet	can meet
may have met	that which

16. He didn't thank me for the present. That's _____ annoyed me.

what	the which
the thing what	that which

17. I'll have to buy _____ trousers.

two	a couple of
a	a pair of

18. She looks _____.

pleasantly	that she's pleasant
pleasant	to be pleasant

19. I've been looking for you _____.

everywhere	for all places
anywhere	in all places

20. Send him to the baker's _____ the bread

for buying	to buy
in order he buys	for to buy

21. He didn't know _____ or go home.

if to wait	whether to wait
to wait	if that he should wait

22. If you _____ help you, you only have to ask me.

want me to	want that I
want I should	are wanting me to

23. I'm going to the theatre tonight. So _____.

do I	will I
I will	am I

24. He wants to get a better _____ and earn more money

employ	work
job	employment

25. I didn't hear what he was _____.

speaking	saying
talking	telling

Name and date _____



QUICKCHECK TEST

Example This _____ a book

■ is
are

am
here



In each question, only one of the four answers is correct. Choose the correct answer and fill in the square next to it. Fill in only one square for each question. The example shows you what to do.

1. I wish I _____ suggest something more suitable, but this is all we have.

should
could

can
would

2. _____ for her birthday.

£50 they were given to her
She was given £50

She was been given £50
There were given to her £50

3. I _____ since breakfast and I'm very tired.

travel
was travelling

am travelling
have been travelling

4. His telegram said I _____ on the 7th.

will be arrive
am arriving

will be arrived
would arrive

5. I don't think we've met before. You're confusing me with _____.

one other
other person

someone else
some other

6. _____ open the door for you?

Do you want that I
Shall I

Will I
Would you like that I

7. He _____ in his homework.

did a lot of faults
did a lot of mistakes

made a lot of mistakes
made a lot of faults

8. Will you be able to come to the meeting? _____

I'm not afraid so
I'm afraid not

I'm sorry not
I'm sorry that no

9. he was a good runner so he _____ escape from the police.

was able to
could

succeeded to
might

10. _____ a good thing they didn't catch you.

That's
What's

It's
There's

11. That's the course of studies _____.

I'm interested in
I'm interested on

what I'm interested in
what I'm interested in

12. I would like _____ it again.

that you read
you reading

you to read
you read

13. He came to the party, _____ he hadn't been invited.

in case
in spite of

even
although

14. He didn't take the flat because he couldn't afford the _____.

rent
salary

hire
fare

15. He stayed under water for two minutes and then swam to the _____.

sea
surface

level
ground

16. She was sitting _____ on the park bench.

by herself
only herself

for herself
in her own

17. We were in the station for at least half an hour, waiting _____ start.

for the train
the train's

the train to
for the train to

18. How long does the train take to _____ to London?

make
get

reach
arrive

19. Everyone in the factory has to be _____ by 8 o'clock.

at work
in work

in job
at job

20. We talked about a lot of things _____ the way to the office.

through
by

on
in

21. I _____ you before now but I've been too busy.

must have rung
had to ring

should have rung
ought to ring

22. My boss never gives me clear instructions. But you _____ the same problems with yours, too.

must have
have to have

ought to have
can have

23. Dinner will be ready _____ but we have time for a drink before then.

currently
suddenly

lately
presently

24. We have _____ for a new secretary but we haven't had any replies yet.

announced
advertised

advised
noticed

25. 100 competitors had _____ the race.

taken part
put themselves for

entered for
put their names for



Name and date _____

