

Dear International Course Applicant

INTERNATIONAL STUDENT APPLICATION FOR A FULL-TIME COURSE

Thank you very much for your enquiry about the full-time 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

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.

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



Nicola Odd
Registry and Careers & Information Centre Manager

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;
- 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 £3,010 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.

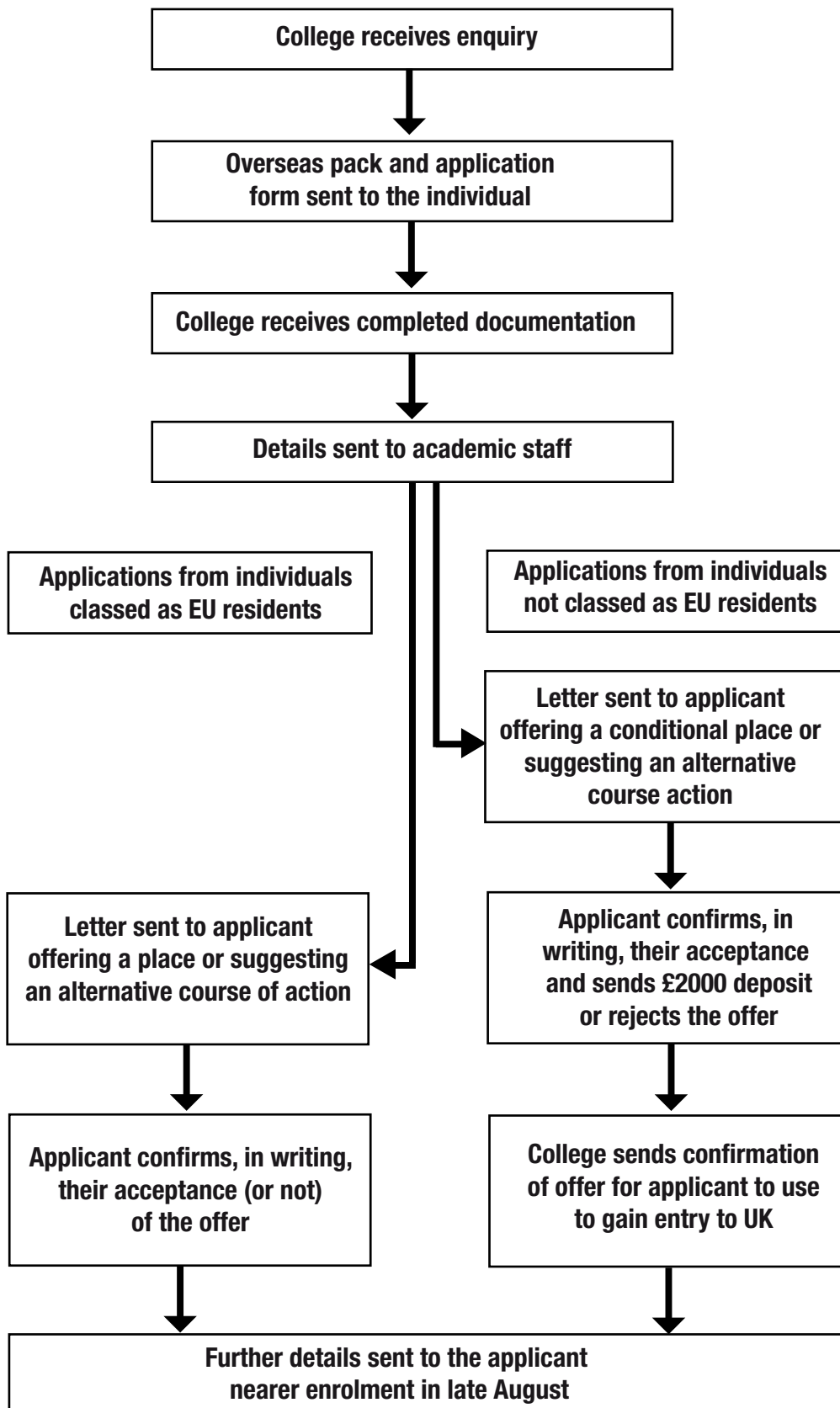
International Students Entry Clearance (Non EU)

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.

International 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 _____ 2011/12

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 £5,010. 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.