

Desk



STAFFORDSHIRE
UNIVERSITY



Customer
Contact Centre

Need To Know

Information for international applicants 2012/13



The Application Process

It's a big decision to study abroad and we are aware of how lengthy and complicated the application process can sometimes seem.

We have put together the chart opposite to help you through the different parts of the process, so that you can see what comes next and can plan ahead to organise your visa, bank account and accommodation.

An explanation of levels of study

Level	Qualification
Level 8	Doctoral Degrees (PhDs)
Level 7	Master's Degree (MA/MSc/MEng/MPhil/MLitt/MRes/MChem/ MPhys/MPharm) Postgraduate Diplomas (PgD) Postgraduate Certificates (PgC) Postgraduate Certificate in Education (PGCE)
Level 6	Bachelor's Degrees with honours and Bachelor's Degrees (BA (Hons) / BSc (Hons) / BA / BSc) Professional Graduate Certificate in Education (PGCE) Graduate Diplomas Graduate Certificates
Level 5	Foundation Degrees (FdA/FdSc) Diplomas in Higher Education (Dip HE) equivalent to the second stage of an honours degree Higher National Diplomas (HND)
Level 4	Certificates in Higher Education (Cert HE) equivalent to the first stage of an honours degree Higher National Certificates (HNC)

Step 1

Acceptance of offer

In order to accept and secure your place at Staffordshire University, you are required to pay a deposit of £2,500. You can pay in different ways and our finance leaflet will explain all the different methods. If you are a JPA sponsored Malaysian student or a student from a partner college, you are not required to pay a deposit, so you will need to confirm your acceptance of an offer in order to have your place confirmed and to receive your Confirmation of Acceptance for Studies. Applicants from Trinidad and Tobago applying for the LPC are required to pay a £500 deposit. If you have received offer letters for more than one course, you will be required to confirm your preferred choice by returning an acceptance form as well as paying the deposit, if required. If you have applied to us via UCAS you will need to confirm your place via UCAS and then forward your deposit payment on to us. UCAS applicants will receive a letter confirming their conditional or unconditional offer. Applicants with an unconditional offer will subsequently receive a letter confirming course details to enable them to apply for their bank loan.

Step 2

Deposit payment

For details of how to pay your deposit, please look at our Financing Your Study leaflet, which will give you all the available options.

Step 3

Confirmation of Acceptance for Studies (CAS)

We will confirm receipt of your deposit (or acceptance form from JPA sponsored students, partner students and students who have selected a preferred course from the two offered) by issuing you with a Confirmation of Acceptance for Studies (CAS) number, which you will receive by email and will need to use when you apply for your visa. The CAS details which course you intend to study, the course duration, the annual tuition fee, the deposit amount that you have paid (if applicable) and which campus you will study on.





Immigration

Before you leave home...

Anyone entering the UK must comply with the UK immigration rules.

Students from certain countries have to apply for a visa before they leave their home country. Remember, this can take quite a long time and Embassies can get very busy, so start doing this now.

A Confirmation of Acceptance for Study (CAS number) can be issued to you no earlier than six months prior to the start of your course but you need to be aware that you cannot submit your CAS to the UKBA until three months prior to the start of your course.

Please note: If you are planning to study in the UK, you will need to apply for a student visa under Tier 4 of the new Points Based System. To find out if you need a visa to study in the UK, go to www.ukvisas.gov.uk and click on 'Do I need a Visa?' You will have to complete an application form (downloadable from the website) and submit it with the appropriate fee to your nearest British Embassy or British High Commission. Applicants in many countries can apply for a UK visa online, check out: www.visa4uk.fco.gov.uk Please ensure you read all the guidelines and requirements before submitting your application.

Further information is available from the UK Border Agency website www.ukba.homeoffice.gov.uk/studyingintheuk but please note that the application forms for applying from within the UK differ from those you will use when applying for your visa from outside the UK. Please ensure you complete the correct forms.

You have to meet certain requirements in order for your visa application to be successful.

You must prove that:

- You have a firm offer of an unconditional place at Staffordshire University for a full-time course of study (when you pay your deposit we will issue you with a Confirmation of Acceptance for Studies (CAS) number that you can use to apply for your visa). UCAS applicants will receive a letter confirming their conditional or unconditional offer. Applicants with an unconditional offer will subsequently receive a letter confirming details to enable them to apply for their bank loan.
- You have obtained the necessary academic qualifications to undertake the course. (Please note: it is important that you bring your original qualifications/certificates, as well as any official certified translations if the certificates are not in English).
- You have received ATAS clearance (if your course requires it).
- You have enough money to meet the cost of your tuition fees and living expenses for the length of time you will be here without working. You will have to submit bank accounts showing that you have enough money for 28 days to cover both outstanding tuition fees and maintenance or a letter from an official sponsor (if applicable). Please refer to the UK Border Agency's Tier 4 Policy Guidance for information on funds required or email isa@staffs.ac.uk for advice.

- You also need to show that you intend to leave the UK at the end of your studies. Think carefully about your future career plans and why this course will be beneficial to you when you return home. If your job is being held open for you until you return with your qualification, then a letter from your employer should be included with your application. If you have a home that you will continue to maintain whilst you are in the UK, or if you are leaving dependants at home, then you should explain this.

Step 4 Visa application

You need to apply for your visa in plenty of time. Visa offices are always very busy from June to September for Semester 1 entry, and December and January for Semester 2 entry. They have published lists of financial institutions that are acceptable.

Please note: When you apply for your visa you must declare that you hold, and will continue to hold, the required maintenance funds to support yourself and to pay all outstanding fees. The United Kingdom Border Agency (UKBA) may check that you still hold these funds. They have published lists of financial institutions that are acceptable. These lists can be found at:
www.ukba.homeoffice.gov.uk/sitecontent/documents/studying/financial-institution



Immigration – entering the UK

You will be checked through Immigration Control when you arrive in the UK, either at the port or airport. The Immigration Officer will need to see the following documents:

- A valid passport and visa (if required)
- Your offer letter from Staffordshire University

- Bank statements or a letter from a sponsor, which proves that you can support yourself without working.

Make sure you have the original documents kept safely. Do not put them in your suitcase – keep them with you in your hand luggage.

What if the Immigration Officer refuses me entry at the UK port or airport?

If you have a valid visa or entry clearance, you can lodge an appeal from within the UK.

Contact **International Student Support** on **01782 294711** or **01785 353818**.

Step 5 Accommodation

We can guarantee accommodation within our Halls of Residence providing that you apply for accommodation no later than 01 September. After this date we will still help you find either University managed or approved accommodation, but this would be subject to availability. To request a room, please complete our online accommodation application form at:

www.staffs.ac.uk/accommodation/apply

A non-refundable accommodation pre-payment of £250 will be required to secure your room. This payment will need to be made by either debit or credit card via the secure payments page link that will be provided in your accommodation offer email. Accommodation places will not be held for anyone who has not made this payment.





Once you have accepted your unconditional offer of a place, you should complete an online accommodation form. This will allow you to choose the type of accommodation that you would like to live in and the correct accommodation contract for the length of your course.

We can guarantee accommodation within our Halls of Residence providing you apply for accommodation by 01 September. You will need to make sure you have accepted your offer of accommodation and made your £250 pre-payment by either debit or credit card. After this date we will still help you find University owned or approved accommodation, but this would be subject to availability.

When you are offered a room, you must pay the non-refundable £250 within five days to secure it. Your online accommodation offer will give details of the Accommodation Licence Agreement. You should take time to read this carefully before you accept the offer. You are committing to a legal contract and you will be responsible for all your accommodation fees if you decide to move out to a private house. If you have any questions, please contact us or view the Frequently Asked Questions on the accommodation website pages.

Once you have moved in to your accommodation you will be invoiced by the Finance Department for any remaining licence fee, taking in to account the £250 already paid. A 5% discount is available if you pay in full at the point of accepting your accommodation offer.'

Accommodation starter pack

If you decide to stay in University accommodation, we will provide you with a **FREE** bedding pack.

Here is an example of the contents of a bedding pack:

Bedding: Single duvet, duvet cover, pillow, pillowcase, sheet, hand towel.

If you want to live in privately rented accommodation, the Accommodation Office website has a list of University registered houses. These can be viewed at

www.staffordshirestudentpad.co.uk

The University does not have any family accommodation so if you are intending to bring your family you will need to find privately rented accommodation. Please contact the Accommodation Office if you need further advice.

You can contact the Accommodation Office by email at:

accommodation_stoke@staffs.ac.uk

or

accommodation_stafford@staffs.ac.uk

Step 6 E-enrolment

Once you have accepted your place and paid your deposit (if applicable), you will be sent details separately of our online enrolment process including your personal username. This allows you to enrol on your award before arriving at the University and completes stage one of the enrolment process. You will receive an email to confirm you have completed stage one enrolment. We will also ask you to upload a passport size photograph. If this is not possible, you can either email the photo to **information-centre@staffs.ac.uk** or send by post. If you are emailing or posting the photograph, please include your personal details and application number.

Further information: **www.staffs.ac.uk/e-enrolment**

Step 7 Staffordshire University 'Meet and Greet' Service

We offer a free 'Meet and Greet' service from the main airports of Manchester and London Heathrow. You will be met at the airport by staff from the University and then be transferred by coach or minibus to your campus at either Stoke or Stafford. This will also give you the opportunity to ask any questions of the staff and meet other students who have also just arrived.

If you are not using our Meet and Greet Service but intend to stay in University accommodation, you need to notify the Admissions Office and Accommodation office of your expected arrival date and time so that they can prepare your room.

The Meet and Greet service for both airports

This runs at the start of International Welcome Week. Confirmed dates and details will be available on our website at www.staffs.ac.uk/iss

If you wish to take advantage of this service, you will need to complete and return the booking form that will be sent to you by email, this is only to be returned to us when you have paid your deposit/confirmed your place.

The form will also be available to download from our website. To guarantee your place, you need to return the completed form by the published closing date.

Please remember that this is a free service so whilst we will do our best to get you to campus as quickly as possible, you may have to wait for a short time before boarding the coach. If you are making your own way to the University, make sure you know which campus you are travelling to, Stoke and Stafford are 29 kilometres apart.

Please note: The Meet and Greet service is only available on the dates specified. There will be no other dates and times and you must arrive at airport arrivals by the time stated on the booking form.

Step 8 Enrolment at the University

When you arrive at the University, you will complete stage two of your enrolment. In order to enrol, you will need to present your original unconditional offer letter, original academic certificates and transcripts, proof of English language ability, your passport, a copy of your personal details and visa page from your passport, so that we can keep this for our records. Also, at or before enrolment, all students (except JPA sponsored Malaysian, LPC Trinidad and Tobago students, for accounting reasons) must have paid at least 50% of their tuition fees, this includes the £2,500 that you may have already paid. If you fail to pay, you will be unable to enrol and forfeit any deposit paid.

Prior to enrolling at the University, you will not be allowed to set up a UK bank account. Setting one up may take over two weeks to arrange so please ensure that you have a suitable way of paying this money (see our Finance leaflet for help).



Step 9

Safety First

Safety First – a guide for all visitors to the UK – now available!

The British Council is pleased to announce that it has recently updated its safety guide aimed at all visitors to the UK, entitled 'Safety First'. Whereas Creating Confidence is specific to students, Safety First is ideal for dependents of students or other long-term visitors to the UK. The guide can be found as a PDF file on the British Council website at:

www.britishcouncil.org/eumd-immigration

Please note, there will be no hard copy printing of Safety First.

Step 10

Opening a UK bank account

When you have been enrolled, you will need to open a UK bank account. For more information on this, please see our Finance leaflet. UK banks will be on campus during Welcome to help you to open an account.



Step 11

Starting University and Welcome Activities

To help you settle into your course and life in the UK, there will be an International Welcome that runs before your course starts. This is a fantastic opportunity for you to make friends and see more of the University and the local area, before the serious business of studying begins! There will be lots of different information sessions and social activities planned.

Examples of previous activities include:

- Welcome lunch/evening meal – a chance to relax after travelling, meet other students, and ask any urgent questions you might have. And it is all free!
- International welcome party – an event held on University grounds, where you can see more of the facilities we have and enjoy an evening of fun with your new friends.
- A day out to Liverpool with a guided tour
- A chance to see local towns and parks such as Trentham Gardens.
- Trips to the local supermarket, to ensure you have all the provisions you need!

You will be sent more information about International Welcome over the summer. Details will be posted on our website: **www.staffs.ac.uk/iss**

You will also be expected to take part in activities the following week, which include day and social events as well as faculty inductions and course teaching. There will also be Welcome Representatives around both campuses, who will be happy to answer any questions and tell you more about Staffordshire University. They can clearly be seen in their purple t-shirts, and as they are students themselves, they will be able to give you lots of useful information. It is now a requirement of this university that you attend the International Welcome as this provides vital information regarding your stay here in the UK and what is required of you as a student. Failure to attend the International Welcome may prevent you from enrolling onto your course.

Staffordshire University's Students' Union run a huge number of clubs and societies that you may like to join.

During Welcome you will have the chance to visit a Clubs and Societies Fair, an event where the clubs and societies will set up stalls to tell you more about what they do and give you the opportunity to join. If there isn't a club you want to join, you can even set up your own! However, there are lots of different clubs, so you may be spoilt for choice.

A small example of the clubs and societies include:

- Drama
- Cheerleading
- Dance
- Badminton
- Trampolining
- Malaysian Society
- International Students
- Snow sports
- Scuba Diving
- Hockey
- Tennis

For more information, see the Students' Union website at: www.staffsunion.com

Another important feature of Welcome is that during this period, and once you have enrolled, you will need to sign up for the course modules that you want to take. It is important that you are here for this, as the earlier you enrol and sign up for your modules, the more choice you will have. If you arrive late, some modules may already be full.

Step 12 Attendance monitoring and authorised leave:

- Please note that as a student of this university you are required to live locally and that as a sponsor of students under Tier 4 we are required to know where you are, this means that several times during the year we will run sign in weeks. During this period we require all international students to submit a completed attendance form (which must be authorised by one of your module tutors).
- If you return home or have a short break from your studies, then we require you to submit an authorised leave form. More information regarding this will be given during the International Welcome.

Deferred entry

If you are unable to start your course (either in September 2012 for Semester 1 courses, or January 2013 for Semester 2 courses) and wish to defer entry, you will need to contact the Admissions Office via email within 10 working days after the start of your course. Entry can only be deferred **once** per application. Students who fail to enrol for a second agreed start date, will forfeit their deposit.

Step 13

Help and support when you are at university

If you need any help and support when you are here – whether it is financial, emotional, practical, or any other issues you want some assistance with, Staffordshire University has a wide range of specialist services that can help you.

There are International Student Advisors (at Stoke and Stafford) to help you. They are located in International Student Support, which will be your first point of contact. They will provide you with advice and information, and also help you deal with other areas of the University, or external organisations.

The University also provides a number of specialist services that you will be able to use if needed. These include:

- Student Health Service – based on site at both Stoke and Stafford.
- Jobshop – who will help you find work, if your visa allows you to work during your stay in the UK. (You will not be able to have a letter to allow you to do this until 3 weeks after you start.)
- Counselling Service, who are there to listen if you want to raise any personal or academic problems.
- Multi Faith Chaplaincy, who provide spiritual support and quiet places for prayer, or spending time with friends.
- Students' Union Advice Centres – based at Stoke and Stafford, they can also help with financial, legal and academic advice.
- Careers Centre.
- Faculty Student Guidance Advisors - who can help to give information, advice and guidance regarding your course and general support.
- Personal Tutors – who can help to support you on your course.



We Look Forward To Welcoming You!

If you have any questions please contact us.

Disclaimer: While every effort has been made to provide accurate information, Staffordshire University cannot be held responsible for any errors or omissions in this document. All elements of the tuition fee, scholarship and discount packages are offered in good faith. The start dates of some courses may preclude students taking advantage of some activities covered by tuition fees – e.g Meet and Greet service and International Welcome Week.

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