

Booking Form – Preessional Academic English Programme 2013 - Students with Unconditional Offers for their main University Course Only

Before completing this form, you **MUST** read the accompanying guidelines; further copies are available by emailing language-centre@arts.ac.uk **Please note that students with an offer for an FE course (Foundation, Access, or Diploma) cannot join Preessional.**

Full Name: _____

Student Reference (please refer to your offer letter): _____

Main University Course offered: _____

All students will be charged a course fee for Preessional of £1,000. This includes a £250 booking fee. If you are unable to take up your place on the programme the fees will be refunded to you, minus the £250 booking fee. The booking fee is non-refundable, except where the University considers there are significant extenuating circumstances.

In order to join Preessional, you must also accept your place on your main University course and pay the non-refundable deposit of £2,000 **before booking your place** on Preessional.

Please sign and date below to confirm that you agree to the terms above. If you require a Tier 4 General Student Visa you must also carefully read the Tier 4 information (on Page 2). By signing below you will also be confirming your acceptance of the Tier 4 Terms & Conditions.

(Please note: Submitting an application does not mean that you have a confirmed place on the course; we will notify you of the outcome of your application by email.)

Student Signature: _____ Date: _____

This is a full-time programme, consisting of 20 hours of organised daytime study per week, and runs from **1st August to 30th August**. The deadline for applying is **18th July** and there are a fixed number of places on the programme. To ensure your place on the programme please apply as early as possible.

To book your place on Preessional please:

- Pay the FULL Preessional course fee on-line at <https://intranet.arts.ac.uk/registry/payments/>
- Submit this form with a copy of your IELTS or equivalent English score certificate, a copy of your Preessional course fee online payment receipt and a copy of the photo page of your passport. If you currently have a visa for the UK, please also submit a copy of that visa.
- If possible please also provide a passport-size photograph of yourself **in jpeg format**, which we will use to pre-prepare your Student ID card.

If you are not sure if you are eligible to take the course or not you should check with the University before paying the booking fee, as the booking fee is **non-refundable**.

Upon receipt of this form, evidence of your language score, passport copy and online receipt, we will send you the information required to apply for a Tier 4 General Student Visa. If you already have a visa for the UK please let us know when booking your place on Pre-sessional. Please note that we will not be able to process your application if you do not submit all of the required documents; the **full** course fee for Pre-sessional must be paid on application. **Please also note that submitting an application does not mean that you have successfully booked a place on the course. Please do not book flights until you receive confirmation from us of your place on the course; we will notify you of the outcome of your application by email.**

Important Information for Students on Tier 4 General Student Visas

You **must** have permission to study in the UK at University of the Arts London before you begin your studies. Check www.ukba.homeoffice.gov.uk for full details. If you are not sure whether or not you need a Tier 4 General Student Visa, please contact us.

Applying for a Tier 4 General Student Visa

If you require a Tier 4 General Student Visa, University of the Arts London will issue you with a Confirmation of Acceptance of Studies (CAS). The University will start to issue CAS no earlier than three months before the course start date as you cannot apply for your visa more than three months before your course starts. You should apply for your visa as soon as possible after receiving your CAS. It can take several weeks to apply for a visa and if you are not able to come to the UK and enrol on time you will not be able to join your course.

Which Courses will be included in your CAS?

Students with an offer for a course at degree level or above which starts within one month of the end of Pre-sessional will receive one CAS for both the Pre-sessional and the main course. Students with an offer for a course below degree level or whose main course starts more than one month after the end of Pre-sessional will receive a CAS for Pre-sessional only and will need to extend their visa between the two courses. This is a UK Border Agency (UKBA) requirement. Students who cannot get a combined CAS for both Pre-sessional and the main course can choose to study Pre-sessional as a Student Visitor.

Before you apply for your visa, please check you have the correct financial evidence:

<http://www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/can-you-apply/money/>

You must follow the instructions on acceptable financial documents very carefully. Even if you have enough money, if your documents are not in the correct format, your visa will be refused. If you are not sure if your financial documents will be acceptable to UKBA, please contact us for advice.

Once you have used a CAS issued by University of the Arts London to obtain your student visa, you will be committed to studying with us. If you want to join another UK institution you will need to apply for a new visa using a CAS issued by that institution.

Once your visa has been issued

The University is obliged to report to UKBA any student who has been issued with a CAS and does not enrol on and start the course. We must also report any student:

- who chooses to withdraw from the course
- who is withdrawn for lack of attendance,
- who transfers to a course of a shorter length, different level, or main site of study
- who breaks any other condition of their permission to stay in the UK

UKBA may take action against students who do not attend their courses such as cancelling their visa and requiring them to leave the UK.

Students with Tier 4 General Student Visas must tell the University immediately of any changes in their immigration status, and keep the University up-to-date with any changes in their contact details, which the University is required to pass on to UKBA upon request. Students must also give the University a copy of their new passport and visa if these are renewed for any reason during the course. Students may also be required to meet with UKBA staff as part of any compliance audit they may conduct on the University.

What to bring with you for the Preessional Academic English Programme

Approximately one week before Preessional starts you will be emailed an enrolment form and joining instructions. Please ensure you bring the completed form and the following documents with you when you come to enrol on the programme:

- Your university course offer letter.
- A passport-sized photograph.
- Original IELTS certificate or equivalent plus one photocopy. Any other proof of English level must be checked and accepted by the Language Centre in advance of arrival.
- Passport, plus one photocopy of the photo page.
- Your visa, if this is not in your passport, plus one photocopy. If you do not currently have a visa to study at University of the Arts London, please bring proof of your immigration status. If your visa application is with UKBA, please bring a photocopy of your passport photo page and your old visa and evidence that you made an on-time visa application using a CAS from University of the Arts London, e.g. a Special Delivery receipt from the Post Office or a Biometric Notification Letter from UKBA (please also bring photocopies of these documents).



Checklist of additional documents to be included with your Preessional application form :

- Online Preessional course fee payment receipt
- Copy of passport (photo page)
- Copy of English score certificate
- Copy of UK visa (if applicable)
- Scan of passport-size photo (jpeg)

Please return this completed form and additional documents to:

International Centre, University of the Arts London, 272 High Holborn, London WC1V 7EY, United Kingdom.

Email: language-centre@arts.ac.uk

Camberwell College of Arts
Central Saint Martins College of Arts and Design
Chelsea College of Art and Design
London College of Communication
London College of Fashion
Wimbledon College of Art

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