

## **GUIDANCE NOTES:**

### **Completing your Pre-sessional application form:**

#### **1 Personal Details:**

- Please ensure you write your first and family / last name in the correct box.
- Please include your passport number. You will also need to enclose a copy of your passport ID/photo page. We cannot process your application until we have received this.
- If you are already in the UK, please attach a copy of your student visa/other visa.

#### **2 Contact Details:**

- You need to provide a full address in your home country.
- Address for correspondence (if different) – please provide the address details of where all course related correspondence should be sent. If this changes, please inform us immediately.
- Please note that we normally send your official offer letter by email – please include the email address you check most regularly.

#### **3 Previous English Qualifications:**

- Please ensure you write down all your English language qualifications to date. You will also need to enclose the most recent copy of your IELTS/TOEFL/other certificate.
- If you do not have an IELTS/TOEFL/other score and you are already in the UK, please contact us so we can arrange for you to sit our UEL entry test. More details can be found on our website: <http://www.uel.ac.uk/elc/EnglishTest.htm>

#### **4 Course Applied For:**

- If you have already spoken to a member of staff at the Language Centre, or have received UEL English test results that indicate how many months of English you require, please tick the appropriate box.
- If not, please leave this section blank. Once we have received and processed your application, we will be in touch with more information.

#### **5 Other Applications to UEL:**

- Please provide details of the UEL degree programme you have an offer for. You also need to write down your UEL student number. All this information can be found on your degree offer letter.
- If you do not have an offer to study a degree programme at UEL, please tick the appropriate box.
- If you are already in the UK you will be required to attend an interview with the International Office.

#### **6 Additional Support Required:**

- UEL is dedicated to providing extra help and support to students who need it. Please provide details if you would like advice on the services available at UEL.

#### **7 Accommodation:**

- For students enrolled on the Pre-sessional course, we recommend the homestay option. Homestay accommodation involves living with a local family whilst studying on the Pre-sessional course. This allows you to meet more people and to improve your English more quickly. Please visit our website for more details: <http://www.uel.ac.uk/residential/index.htm>

#### **8 Declaration**

- Please ensure that you check your application carefully. After reading through the terms and conditions, please sign the declaration and send your application to us.

## **APPLICATION PROCESS CHECKLIST:**

### **Step 1: Submitting your application form:**

Have you:

- Completed all sections of the application form?
- Included copies of your passport and student visa (if applicable)?
- Included copies of your English language qualifications?
- Signed the declaration?

The easiest and fastest way to submit your application is by emailing it as an attachment to:  
[elc@uel.ac.uk](mailto:elc@uel.ac.uk)

You can also post your completed application to:

Language Centre  
International Office  
University of East London  
Docklands Campus  
London  
E16 2RD

### **Step 2: Accepting the offer and making a payment:**

- Once we receive your application, we aim to process it as quickly as we can. Once it has been processed, if we are able to offer you a place on the Pre-sessional, we will email you the official offer letter.
- Once you have accepted the offer you will need to make your fee payment (see fees section for information on our fees policy and how to pay your fee). You will also need to complete the Pre-sessional Student Reply Form to confirm your acceptance of the offer and of our terms of admittance and fees policy which can all be accessed at the following web link::  
<http://www.uel.ac.uk/elc/pre-sessionalform.htm>
- Once we have received payment for your tuition fees and your completed Pre-sessional Student Reply Form, a Confirmation of Acceptance for Studies (CAS) outlining your unconditional place on the Pre-sessional course will be issued.
- If you are being sponsored, please refer to our Fees Policy below.

### **Step 3: Receiving your Confirmation of Acceptance for Studies (CAS):**

- Once we have received payment for your tuition fees, a CAS outlining your unconditional place on the Pre-sessional English course will be issued. This will contain your unique CAS reference number, necessary for your student visa application (if applicable).
- Please note that it can take up to 3 working days for your CAS to be issued.

**\*\*\* IT IS YOUR RESPONSIBILITY TO ENSURE YOU LEAVE ENOUGH TIME TO RECEIVE YOUR CAS REFERENCE NUMBER AND ARRANGE YOUR VISA, IN TIME FOR YOU TO ARRIVE IN THE UK BEFORE YOUR COURSE STARTS \*\*\***

## FEES POLICY AND PAYMENT:

- Your course fee will need to be paid as soon as you have accepted our offer.
- No refund of fees will be given after commencement of the course.
- For information on how to pay your fees, please follow this link:  
<http://www.uel.ac.uk/international/fees/payment.htm>
- You should contact the Language Centre as soon as you have paid your fees so we can check your payment has arrived.
- If you are being sponsored, please email us a scanned copy of your official sponsorship document as soon as possible. We will need to get this document approved from our finance department before we can issue your CAS reference. Please note that it can take up to 5 working days for your sponsorship document to be approved.

### The dates and fees for September 2012 entry are as follows:

5 month Pre-sessional	23rd April – 7 <sup>th</sup> September 2012	£3400
4 month Pre-sessional	21st May – 7 <sup>th</sup> September 2012	£2720
3 month Pre-sessional	18th June – 7 <sup>th</sup> September 2012	£2040
2 month Pre-sessional	16th July – 7 <sup>th</sup> September 2012	£1370
1 month Pre-sessional*	13th August – 7 <sup>th</sup> September 2012	£680

For separate stages, please contact us.

#### **Important:**

- Applications for any course must normally be received at least two weeks before the course start date, unless you need to apply for a student visa.
- Please ensure that you **leave sufficient time to apply for your student visa.**

## **TERMS AND CONDITIONS:**

- Your CAS reference number will only be issued once full payment for the pre-session course has been received.
- It is your responsibility to ensure you leave sufficient time to apply for your student visa and arrive in the UK before your course starts. You must arrive for your course by the latest date to enrol. Late arrival for a course will not result in any refund of fees.
- We reserve the right to cancel a course that does not meet our minimum recruitment level before starting. A full refund will be given in such circumstances.
- We reserve the right to change any times/dates/content listed.
- The Language Centre will confirm the appropriate length of pre-session you need to reach your required language level.
- If you are issued a Confirmation of Acceptance for Studies (CAS) and do not enrol as expected by the latest date of enrolment, we are required to report this to the UK Border Agency. You must therefore ensure that you keep us updated on the status of your student visa and inform us if you are unable to arrive for the start date.

### **IF YOU HAVE ANY QUERIES, PLEASE CONTACT US ON:**

**TEL:** +44 (0)20 8223 2402 / 6253

**EMAIL:** [elc@uel.ac.uk](mailto:elc@uel.ac.uk)