

VISA AND ADMISSIONS INFORMATION



ADMISSION PROCEDURE FOR TIER 4 OVERSEAS STUDENTS

If you are thinking of joining one of Portland School of English (PSE) courses, you will need to make an application to study your intended programme. This document outlines in detail the application process and the steps involved for you to be admitted for study at PSE. We have a dedicated admissions team who are on hand to provide advice and guidance if you are unsure about any aspect of the admissions process. We also have an Admissions Policy and advise all prospective applicants to read this before applying to PSE; this policy and other related information is identified at the end of this procedure.

Step 1: Submit an application form

Once you have decided on the programme, you would like to study, you should first check that you meet all of the entry criteria (these can be found by visiting the webpage for your programme or reading PSE Prospectus regarding courses); your application will be assessed against these criteria when making a decision on your application. You should then complete the Application Form and submit it to PSE by one of the following methods:

1. On-line

Click on the STUDENTS tab on the website homepage and then click on 'Apply now' - this is usually the quickest way for us to receive your application and we advise all prospective students to complete the form on-line;

2. By e-mail or fax

Click on the STUDENTS tab on the website homepage; then click on 'Download Application Form'. After downloading and completing the application form you can then either email it to admissions@portlandschoolofenglish.com or fax it to +44 (0) 161 820 6353;

3. By Post

Click on the STUDENTS tab on the website homepage; then click on 'Download Application Form' tab After downloading and completing the application form you must post it to:

Portland School of English
Admissions Department
Ground Floor
14 Oxford Court
Manchester
M2 3WQ

However you chose to apply, please make sure you read and follow the application form instructions carefully, and that you complete all the relevant sections. There are no official closing dates but check the relevant programme page for the different entry points during the academic year. Students are enrolled on a rolling basis; you can seek enrolment at any time but we recommend that you submit your application form well in advance of the intake you wish to join so there is time to process your application. Please be aware the closing date of admissions; for every intake, is two weeks before the course starts. If you are applying through one of our approved agents then she/ he will be able to support you through the application process. For a list of our approved agents, please contact the college on admissions@portlandschoolofenglish.com

Step 2: Receive an offer

Once your application has been received by the Admissions Team, it will be assessed by one of our Admissions Officers. When reviewing your application we will check that:
You meet the programme entry criteria - these are the criteria listed on the online programme page.

You meet all the relevant UKBA requirements - this will, in general, include an assessment of your intentions to study, and your English Language ability.
We understand the need for an efficient response to allow you to apply for your visa in plenty of time. We therefore aim to provide a decision on your application within five working days from the date of receipt, provided the application form is completed correctly. However, there may be certain circumstances in which we are unable to provide a response within this time period. If this is the case, we will keep you updated as to why there has been a delay in responding to your application, and when you are likely to be informed of the outcome. If your application is successful PSE will issue you with a Conditional Offer Letter (via your e-mail). If your application is not successful, we will send you an e-mail along with an explanation of the outcome.

Step 3: Accept the offer

Before accepting your offer, please make sure you read the Conditional Offer Letter carefully and that you can meet all of the conditions outlined. In particular, the Conditional Offer Letter will contain important information about the programme fee and when fees must be paid. You need to respond back to us stating that you would like to accept the offer along with any documents requested in the Conditional Offer Letter by filling in and send back a Declaration of Accepting a Conditional Offer. This Declaration Form will be sent to you after you state that you are accepting our Conditional Offer.

Step 4: Receive a CAS

For you to be able to come to study in the U.K. at PSE, you will need to obtain a student visa. In order to do this, you will need a Confirmation of Acceptance for Studies (CAS) letter from PSE. The CAS is an Unconditional Offer to you that shows our intention to sponsor you to study in the U.K. However, before we issue a CAS, you must submit all the required documents as stated in the Conditional Offer Letter; this is why we ask you to provide the documents when accepting the Offer. This is likely to include but is not limited to the following:

1. A copy of passport page and any previous U.K. visas;
2. Copies of English Language certificates or SELT -Secured English Language Test (see UKBA English Language requirements for more information);
3. Copies of certificates for academic qualification (as stated in the application form);
4. Proof of funds (you are required to show proof of sufficient funds to support yourself whilst studying in the UK, for the amount required refer to the latest UKBA guidance).
5. We request for all of the above documents to be submitted electronically (by sending a scanned copy) to admissions@portlandschoolofenglish.com

We may require further clarification of the documents you have submitted to us, and we will only issue a CAS once we are satisfied all documents are genuine. This may include a webcam interview via Skype to further verify your English Language ability.

You will also be required to pay a minimum deposit towards your programme fee before we issue a CAS. The required amount can be found in your Conditional Offer Letter. Accepted methods of payment include a bank transfer or a draft can be sent by post.

Once we have received all the necessary documents and the payment has cleared we will endeavour to assign you a CAS within five working days. The CAS will be issued to you electronically via the e-mail address you provided on the application form; you can then use the CAS to make a visa application.

Step 5: Apply for a visa

The CAS is your unique reference number and you will need to use this when applying for your student visa. Please note that the CAS expires six months after the date of issue; all applicants are advised to apply for their visa at least 28 days before the programme start date.

For accurate and up to date information about the visa application process for your country please visit <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/>

Once you have received an outcome on your visa application, you must inform us immediately. Where a visa has been granted, you must submit an electronic copy of the visa to admissions@portlandschoolofenglish.com You must also let us know if your visa has been refused, along with a copy of the refusal letter; this will allow us to support you in deciding what to do next.

Step 6: Prepare for your arrival in the U.K.

Please read our Pre-arrival Information for detailed guidance on how to prepare for your arrival in the U.K. and for the support available to you during this time. If for any reason you change your mind, or are unable to arrive in the UK in time for your programme start date, you must inform us immediately. As a Tier 4 Sponsor, we are obliged to notify the UKBA of any students who do not enrol at MMA within ten working days of the latest joining date; this date is stated in your CAS.

Step 7: Enrol at PSE

Once you have arrived in the U.K. you need to enrol at PSE - please visit the 'Contact' tab on the website homepage for a map of Portland School of English location.

Please visit our Admissions department to enrol and complete your registration process. You will need to bring with you the following documents:

1. Your passport with a copy of your student visa;
2. Your original English Language certificates;
3. Your original educational certificates (as per your application form and used to obtain a visa);
4. Your contact details - address where you are staying in the UK, contact phone number and email address.

At the time of enrolment you are also required to:

1. Sign a Learning Agreement - this commits you to abiding by college rules and regulations;
2. Sign an instalment plan - this is an agreement between you and the College outlining how you will pay the remainder of your programme fee (this will be in accordance with the information provided in your conditional offer letter);
3. Agree to attend an induction - information about the time and location will be provided to you when you enrol.

Please also view the following documents/sections of our website:
PSE Terms and Conditions, Admissions Policy and fee Refund Policy

Useful links:

<http://www.educationuk.org/>

<http://www.ukba.homeoffice.gov.uk/>

<http://www.ukcisa.org.uk/>

ADMISSION PROCEDURE FOR TIER 4 UK/EU STUDENTS

If you are thinking about gaining admission at PSE, you will need to make an application to study your intended programme. This document outlines in detail the application process and the steps involved for you to be admitted for study at the College. We have a dedicated admissions team who are on hand to provide advice and guidance if you are unsure about any aspect of the admissions process. We also have an Admissions Policy and advise all prospective applicants to read this before applying to PSE; this policy and other related information is identified at the end of this procedure.

Step 1: Submit an application form

Once you have decided on the programme you would like to study, you should first check that you meet all of the Entry Criteria (these can be found by visiting the webpage for your programme or reading the course section in PSE Prospectus); your application will be assessed against these criteria when making a decision on your application. You should then complete the application form and submit it to the college by one of the following methods:

1. On-line

Click on the STUDENTS tab on the website homepage and then click on 'Apply now' - this is usually the quickest way for us to receive your application and we advise all prospective students to complete the form on-line;

2. By e-mail

Click on the STUDENTS tab on the website homepage; then click on 'Download Application Form'. After downloading and completing the application form you can then either email it to admissions@portlandschoolofenglish.com

3. By Post

Click on the STUDENTS tab on the website homepage; then click on 'Download Application Form'. After downloading and completing the application form you must post it to:

Portland School of English
Admissions Department
Ground Floor
14 Oxford Court
Manchester
M2 3WQ

However if you chose to apply, please make sure you read and follow the application form instructions carefully, and that you complete all the relevant sections. Application closing dates are one week before the Induction date. Students are enrolled on a rolling basis; you can seek enrolment at any time but we recommend that you submit your application form well in advance of the intake you wish to join so there is time to process your application.

4. In person

If you are already in the UK, you can come directly to PSE to speak to one of our Admissions Team and fill in an application form.

However you chose to apply, please make sure you read and follow the application form instructions carefully, and that you complete all the relevant sections. There are no official closing dates but check the relevant programme page for the different entry points during the academic year. Students are enrolled on a rolling basis; you can seek enrolment at any time but we recommend that you submit your application form well in advance of the intake you wish to join so there is time to process your application. Please be aware the closing date of admissions; for every intake, is two weeks before the course starts

Step 2: Receive an offer

Once your application has been received by the Admissions Team, it will be assessed by one of our Admissions Officers. When reviewing your application we will check that: you meet the programme Entry Criteria - these are the criteria listed on the online programme page;

you meet all the relevant UKBA requirements - this will, in general, include an assessment of your intentions to study, and your English Language ability. We understand the need for an efficient response to allow you to apply for your visa in good time. We therefore aim to provide a decision on your application within five working days from the date of receipt, provided the application form is complete. However, there may be certain circumstances in which we are unable to provide a response within this time period. If this is the case, we will keep you updated as to why there has been a delay in responding to your application, and when you are likely to be informed of the outcome. If your application is successful, PSE will issue you with a Conditional Offer Letter (by e-mail). If your application is not successful we will send you an e-mail along with an explanation of the outcome.

Step 3: Accept the offer

Before accepting your offer, please make sure you read the Conditional Offer Letter carefully and that you can meet all of the conditions outlined. In particular, the Conditional Offer Letter will contain important information about the programme fee and when fees must be paid. You need to respond back to us letting us know that you would like to accept the offer along with any documents requested in the Conditional Offer Letter.

Step 4: Prepare for your arrival in the U.K.

Please read our Pre-arrival Information for detailed guidance on how to prepare for your arrival in the U.K. and for the support available to you during this time. If for any reason you change your mind, or are unable to arrive in the UK in time for your programme start date, you must inform us immediately. As a Tier 4 Sponsor, we are obliged to notify the UKBA of any students who do not enrol at PSE within ten working days of the latest joining date; this date is stated in your CAS.

Step 5: Enrol at PSE

Once you have arrived in the U.K. you need to enrol at PSE - please visit the 'Contact' tab on the website homepage for a map of Portland School of English location.

Please visit our Admissions department to enrol and complete your registration process.

You will need to bring with you the following documents:

1. Your passport or another National ID;
2. Your original English Language certificates;
3. Your original educational certificates (as per your application form and used to obtain a visa);
4. Your contact details - address where you are staying in the UK, contact phone number and email address.

At the time of enrolment you are also required to:

1. Sign a Learning Agreement - this commits you to abiding by college rules and regulations;
2. Sign an instalment plan - this is an agreement between you and the College outlining how you will pay the remainder of your programme fee (this will be in accordance with the information provided in your conditional offer letter);
3. Agree to attend an induction - information about the time and location will be provided to you when you enrol.

Please also view the following documents/sections of our website:
PSE Terms and Conditions, Admissions Policy and fee Refund Policy

Useful links:

<http://www.educationuk.org/>

<http://www.ukba.homeoffice.gov.uk/>

<http://www.ukcisa.org.uk/>

hello@portlandschoolofenglish.com

www.portlandschoolofenglish.com

+44(0)7454238823 |

Portland School of English | 14 Oxford Court | Manchester | M2 3WQ

