

## **YOUR NEXT STEPS AND ACTIONS**

This is a summary of your next steps and actions. It is important that you complete all the steps in a timely manner, to avoid delays to enrolment. Details of how to complete each step can be found below or by clicking on the relevant section.

1. [Read Important Information](#)
2. [Keep your details up to date](#)
3. [Respond to Conditional Offer \(If applicable\)](#)
4. [Upload Evidence](#)
5. [Respond to Unconditional Offer \(If applicable\)](#)
6. [Provide any Additional Information/Non Academic Conditions](#)
7. [Pay Deposit or Provide Financial Guarantee](#)
8. [Complete Immigration and Compliance Tasks](#)
9. [Apply For Visa](#)
10. [Secure Accommodation](#)
11. [Enrolment and Induction](#)

### **1. Read all the essential information (All Students):**

- Please read your offer letter in full and ensure you are aware of any actions that are required
- We may also send you information or additional actions by email so please check this regularly
- Please read the University's [Terms and Conditions](#) of your offer which includes important information which is essential you read before accepting offers. Pay your deposit or enrol.
- Please read [Student Visa Responsibility](#) if you intended to request a CAS/apply for a Student (formally Tier 4). This details the university's responsibilities for sponsoring you to study and your responsibility as a visa holder.

### **2. Ensure your details are up to date (All students)**

- The university must always hold up to date contact details for you, including a **personal email address** and up to date home/contact addresses.
- If you are applying via an agent, we still must hold **personal contact details** for you also
- If any of your details change during your application, you must notify us immediately via the Applicant Portal.
- If you change your passport at any point during the process, you should upload an updated copy as soon as possible via the Applicant portal. This must be the passport you intend to apply for any visa needed and what you intend to travel on.

### **3. Accept your Conditional Offer (Conditional Offer holders only)**

#### **UCAS Applicants**

- You must accept your offer via UCAS if you have applied via UCAS
- Please refer to your UCAS Hub for any deadlines you need to adhere to

#### **Direct Applicants**

- You must accept your offer via the applicant portal using the Respond to Offer Button.
- Please check your emails as we may send you a deadline to respond to your offer by.
- If you do not wish to accept your offer you must decline it on the applicant portal.

## All Applicants

- By accepting any offer, you are confirming that you intend to study at Northumbria University and that you agree to the [Terms and Conditions](#) of offer.
- If you change your mind after accepting your offer you should notify that you no longer wish to study as soon as possible

## 4. Provide evidence you have met the conditions (Conditional Offer holders)

- You must provide us with relevant evidence to demonstrate that you have met the conditions set out in the offer letter as soon as they become available.
- You should uploading the required evidence to the [Applicant Portal](#) and not by email
- You must include any certified translations if documents are not in English
- You must include official evidence of name change if your documents are not in your current name
- Once the conditions have been met, we will be able to provide you with an **Unconditional** offer.

## 5. Accept Your Unconditional Offer

### UCAS Applicants

- You must accept your offer via UCAS if you have applied via UCAS
- If you have already accepted a Conditional Offer with UCAS you will not need to reaccept unless we make you a change course offer as you will automatically be reaccepted via UCAS
- Please refer to your UCAS Hub for any deadlines you need to adhere to

### Direct Applicants

- You must accept your offer via the applicant portal using the Respond to Offer Button.
- Please check your emails as we may send you a deadline to respond to your offer by.
- If you have already accepted a conditional offer previously you **MUST** still reaccept your unconditional offer.
- If you do not wish to accept your offer you must decline it on the applicant portal.

## All Applicants

- By accepting any offer, you are confirming that you intend to study at Northumbria University and that you agree to the [Terms and Conditions](#) of offer.
- If you change your mind after accepting your offer you should notify us that you no longer wish to study as soon as possible

## 6. Comply with any additional requirements (If applicable):

If your offer indicates you have any non-academic conditions, you must also meet these before we can proceed with your application/ issue you a CAS/allow you to enrol. Any non-academic conditions will be listed in your offer letter/emailed to you. They may include

- [Professional Suitability requirements](#) – (Social Work Courses)
  - Complete and return the suitability form to [bc.clearance.checks@northumbria.ac.uk](mailto:bc.clearance.checks@northumbria.ac.uk)
- Police Clearance– (International applicants outside applying for courses that have a DBS requirement)
  - Upload your police clearance certificate to the applicant portal if you are overseas
- ATAS clearance
  - Refer to [Appendix 1](#) at end of this document
- [Under 18 declaration](#)
  - Applicants who will be under 18 at the start of the course must complete the relevant form when prompted
- Occupational Health Clearance
  - You will be sent details if you are required to undertake an Occupational Health Form. You should follow the instructions they provide
- Upload Evidence of qualifications listed on your application form.

## **7. Pay your Deposit or Provide evidence of exemption.**

- If you are required to pay a deposit it will be indicated in your offer letter. Please pay your deposit as early as possible to secure your place and allow enough time for payments to clear.
- **You may be emailed a specific deposit deadline you must adhere so please prepare your finances in advance**
- If you require a CAS this will not be issued until your deposit has cleared on your individual university account.
- The preferred and quickest method is to pay online [here](#) and we advise you pay your deposit in one single payment.
- If you pay via an alternative method, you MUST include your applicant number, full name, and date of birth – failure to do so may make it hard to trace your payment and delay your CAS. Please note payments made via alternative methods can take longer to clear onto your university student account so you should pay in good time.
- We recommend you upload evidence of your payment to your applicant portal
- Please note that you may pay your deposit whether your offer is **Unconditional or Conditional.**
- Please read the deposit and refund sections of the [Terms and Conditions](#) prior to making any payments.
- **You must complete the deposit button on your applicant portal once you have paid to alert the admissions team, so we can trace your payment. Deposits will not be checked if this action is not completed.**

### **Deposit Exemptions**

Sponsored students (If applicable)

- You are exempt from paying a deposit if you provide a financial guarantee letter from a university recognised sponsor.
- **You must upload this to your Applicant Portal as soon as you receive it**
- All sponsor letters must meet the university requirements listed [here](#)
- This letter should be uploaded to the Applicant Portal when prompted
  - **You must complete the deposit button on your applicant portal to indicate you are exempt from a deposit and upload a copy of your financial guarantee/sponsor letter**

### **US Federal loan recipients (if applicable)**

- Applicants who have been approved by Northumbria for US federal Loans are exempt from paying a deposit, providing you are borrowing more than £5500 in loans that are paid direct to the institution.
- Details on applying for US loans as a Northumbria student can be found [here](#)
- The federal aid team will notify us directly if you are exempt from paying a deposit

## **8. Complete the Immigration task on your applicant portal to request a CAS or inform us you do not require one**

**If you require a CAS for a Student Visa**

- Before you apply for a Confirmation of Acceptance for Studies (CAS) **you must have completed the following tasks.**
  - Accepted an Unconditional offer on the Applicant Portal/Via UCAS
  - Paid your Deposit
  - Completed the Deposit Button on the Applicant Portal
  - Uploaded any missing or updated documents
    - Copy of the personal details page of your passport that you will be using for your visa application and travelling on

- Under 18 Parental Consent Form if applicable
- Previous and current UK Visa (BRP front and back or passport vignettes)
- ATAS certificate if applicable
- Copies of all qualifications, certified in English
- Any verification documents such as WAEC Pin/NECO Pin (West Africa)
- We cannot guarantee to process CAS requests which are submitted late in the cycle in time for your visa application.
- We may email you a specific deadline that you must request your CAS so please check emails throughout the cycle.

To request a CAS once you have provided the information above you should complete the 'Visa/Immigration' button on the applicant portal

### **If you are not studying on a Student Visa**

You must provide evidence of your permission to study in the UK. This may include:

- An alternative visa that allows study
- An appropriate stamp in your passport
- An in-date passport that allows you to Study in the UK
- A BRP card - front and back

To submit this evidence, you should complete the 'Visa/Immigration' button on the applicant portal and upload the evidence when prompted.

## **9. Apply for your VISA**

- Once we have issued your CAS you can apply for your entry visa.
- It may take several weeks for your visa to be processed so please ensure sufficient time for this to be processed.
- Please refer to your CAS document for information to use in your application
- Please do not travel to the UK without a valid visa
- You can use the following resources to help you prepare and apply.
  - [Northumbria Immigration Hub](#)
  - [UK GOV Visa and Immigration](#)
  - [UKCISA](#)

## **10. Apply for accommodation**

- Northumbria University has a wide range of accommodation available from en-suite to traditional student housing, and you will find plenty of choice when it comes to deciding on a place to live.
- If you would like to apply for accommodation you can find information including costs and how to make your application via our website at [www.northumbria.ac.uk/accommodation](http://www.northumbria.ac.uk/accommodation).
- Please note that you should ensure that you have met the terms of your offer before confirming your accommodation as you may be bound by accommodation terms and conditions.

### **Important information:**

- You should not travel to the UK without securing some accommodation in advance.
- The university does not have/is not able to arrange family accommodation for you, it is your responsibility to arrange this in advance, if you are not taking up University Accommodation.
- The university cannot arrange private accommodation for you, it is your responsibility to arrange this in advance, if you are not taking up University Accommodation.

## **11. Complete Self Registration and attend On Enrolment (All Full Time Students)**

- You are required to arrive in the UK for the start of your programme, dates are provided in your offer letter.
- All international students must complete our electronic self-registration and visa verification process before they can fully enrol.
- You will not be fully enrolled, until you have entered the UK and have completed the visa verification checks.

- You will not be able to access your classes and learning materials until you are fully enrolled in the UK.
- You will be sent details of how to complete these activities near to the start of your course.
- You should not travel to the UK after the last date of enrolment, as you will not be permitted to enrol.

## Appendix 1 – ATAS Courses

Having an ATAS clearance certificate is a mandatory UK government requirement for **some** students who need Entry Clearance to study in the UK.

You are required to apply for [ATAS Clearance](#) if:

- You plan to undertake **postgraduate** research in **certain science, engineering or technology disciplines** OR
- You are applying for an Undergraduate course that leads to a Postgraduate qualification such as an enhanced MEng undergraduate degree

If your course at Northumbria requires ATAS, this will be indicated in your offer letter, along with the relevant code that you require. To confirm whether you need an ATAS certificate, you will need the relevant CAH3 code that applies to your course.

Important Information:

- You will not be issued a CAS if you do not have a valid ATAS certificate
- If you need an ATAS certificate and you do not have one your student visa application will be refused.
- It is your responsibility to check if this scheme applies to you
- Please do not contact the ATAS Unit to ask which CAH3 code applies to your course. Only your HEI will be able to tell you this information.

## Exemptions from ATAS Clearance

You **DO NOT** need an ATAS certificate if:

- You are a national of one of the following: - EU countries, the European Economic Area (EEA), Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland, or the United States of America.

You **DO** need an ATAS certificate if:

- You require a Student Visa or Entry Clearance to study in the UK and are not a national of one of the above countries.

## Applying for ATAS Clearance

You can find more information on applying ATAS, including the application form and what information you need to provide on the [FCO ATAS Website](#)

As part of your application, you will be required to enter a Supervisor/Head of Department for your programme. You can find out the details you need in the table below: Please note that these details are only for the purposes of your ATAS application. Any queries about your application should be directed to Applicant services via the applicant portal not to these contacts.

MASTER OF PHYSICS (HONOURS)	<b>CAH07-01-01) Physics</b>	Richard Binns
MASTER OF PHYSICS (HONS) PHYSICS WITH ASTROPHYSICS	<b>CAH07-01-01) Physics</b>	Richard Binns
MENG (HONS) MECHANICAL ENGINEERING	<b>CAH10-01-02 Mechanical Engineering</b>	Laurent Dala

MSC MECHANICAL ENGINEERING	<b>CAH10-01-02 Mechanical Engineering</b>	Laurent Dala
MSC MECHANICAL ENGINEERING ADVANCED PRACTICE/STUDY ABROAD	<b>CAH10-01-02 Mechanical Engineering</b>	Laurent Dala
MSC RENEWABLE AND SUSTAINABLE ENERGY TECHNOLOGIES	<b>CAH10-01-09 Chemical, Process and Energy Engineering</b>	Laurent Dala
MSC RENEWABLE AND SUSTAINABLE ENERGY TECHNOLOGIES ADVANCED PRACTICE/STUDY ABROAD	<b>CAH10-01-09 Chemical, Process and Energy Engineering</b>	Laurent Dala