

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.

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3. [Respond to Conditional Offer \(If applicable\)](#)
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1. Read all the essential information (All Students)

- o Please read your offer letter in full and ensure you are aware of any actions that are required.
- o We may also send you information or additional actions by email so please check this regularly.
- o 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.
- o Please read Student Visa Responsibility if you intend to request a CAS/apply for a Student Visa. 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)

- o The university must always hold up to date contact details for you, including a **personal email address**
- o If you are applying via an agent, we still must hold **personal contact details**
- o If any of your details change during your application, you must notify us immediately via the Applicant Portal.
- o 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

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

Direct Applicants

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

All Applicants

- o 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.
- o If you change your mind after accepting your offer you should notify us that you no longer wish to study as soon as possible.

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

- o 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.
- o You should upload the required evidence to the Applicant Portal and not by email.
- o You must include any certified translations if documents are not in English.
- o You must include official evidence of name change if your documents are not in your current name.
- o Once the conditions have been met, we will be able to provide you with an Unconditional offer.

5. Accept your Unconditional Offer

UCAS Applicants

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

Direct Applicants

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

All Applicants

- o 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.
- o 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, or allow you to enrol. Any non-academic conditions will be listed in your offer letter or emailed to you. They may include:

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

7. Pay your Deposit or Provide evidence of exemption

- o 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.
- o You may be emailed a specific deposit deadline you must adhere to, so please prepare your finances in advance.
- o If you require a CAS this will not be issued until your deposit has cleared on your individual university account.
- o The preferred and quickest method is to pay online and we advise you pay your deposit in one single payment.
- o 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.
- o We recommend you upload evidence of your payment to your applicant portal.
- o Please note that you may pay your deposit whether your offer is Unconditional or Conditional.
- o Please read the deposit and refund sections of the Terms and Conditions prior to making any payments.
- o 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)

- o You are exempt from paying a deposit if you provide a financial guarantee letter from a university recognised sponsor.

- o You must upload this as soon as you receive it via CAS Shield (if you are applying for a student visa and need a CAS) or the applicant portal if you do not need a CAS.
- o All sponsor letters must meet the university requirements.
- o 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)

- o Applicants who have been approved by Northumbria for US federal Loans are exempt from paying a deposit, providing you are borrowing more than £5,500 in loans that are paid direct to the institution.
- o The federal aid team will notify us directly if you are exempt from paying a deposit. It is important that you contact them as soon as possible to start the approval process at fc.financialaid@northumbria.ac.uk. You can also inform us you are exempt from a deposit, during the CAS Shield process.

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 you should complete the immigration task on the applicant portal, you will then receive an email asking you to register and complete your CAS request using our CAS Shield portal

Before you apply for a Confirmation of Acceptance for Studies (CAS) you must have completed the following tasks:

- o Accepted an Unconditional offer on the Applicant Portal (Direct) or hold an Unconditional Firm offer/Via UCAS.
- o Paid your Deposit.
- o Registered on CAS Shield and provide all requested information and documents.
- o Uploaded any missing or updated documents, including: copy of the personal details page of your passport; 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 by, 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:

- o An alternative visa that allows study.
- o An appropriate stamp in your passport.
- o An in-date passport that allows you to study in the UK.
- o 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

- o Once we have issued your CAS you can apply for your entry visa.
- o It may take several weeks for your visa to be processed so please ensure sufficient time for this to be processed.
- o Please refer to your CAS document for information to use in your application.
- o Please do not travel to the UK without a valid visa.
- o You can use the following resources to help you prepare and apply: Northumbria Immigration Hub; UK GOV Visa and Immigration; UKCISA.
- o You must update CAS Shield with your visa status regularly.

10. Apply for accommodation

- o 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.
- o 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.
- o 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:

- o You should not travel to the UK without securing some accommodation in advance.
- o 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.
- o 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 Right to Study Checks and Enrolment (All Full Time Students)

- o You are required to arrive in the UK for the start of your programme; dates are provided in your offer letter.
- o Once you arrive at Northumbria you will need to start your enrolment by uploading your visa documentation including your eVisa share code and your boarding pass to your student portal (or CAS Shield if applicable).
- o You will not be fully enrolled until you have entered the UK and have completed the visa verification checks.
- o You will not be able to access your classes and learning materials until you are fully enrolled in the UK.
- o You will be sent details of how to complete these activities near to the start of your course.
- o 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:

- o You plan to undertake postgraduate research in certain science, engineering or technology disciplines; OR
- o 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:

- o You will not be issued a CAS if you do not have a valid ATAS certificate.
- o If you need an ATAS certificate and you do not have one, your student visa application will be refused.
- o It is your responsibility to check if this scheme applies to you.
- o 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:

- o 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:

- o 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 for ATAS, including the application form and what information you need to provide, on the FCDO 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.

Programme	CAH3 Code / Subject	Supervisor/HoD
Master of Physics (Honours)	CAH07-01-01 Physics	Richard Binns
Master of Physics (Hons) Physics with Astrophysics	CAH07-01-01 Physics	Richard Binns
MEng (Hons) Mechanical Engineering	CAH10-01-02 Mechanical Engineering	Laurent Dala
MSc Mechanical Engineering	CAH10-01-02 Mechanical Engineering	Laurent Dala

MSc Mechanical Engineering Advanced Practice/Study Abroad	CAH10-01-02 Mechanical Engineering	Laurent Dala
MSc Renewable and Sustainable Energy Technologies	CAH10-01-09 Chemical, Process and Energy Engineering	Laurent Dala
MSc Renewable and Sustainable Energy Technologies Advanced Practice/Study Abroad	CAH10-01-09 Chemical, Process and Energy Engineering	Laurent Dala