

Northumbria University

Your Offer - what to do next:

This guide is designed to help you understand the steps you need to take once you have received an offer from us. Please read this information carefully and send the required forms and documents to the email address which you received your offer from. If, however, you have applied through a Northumbria University agent please send all documents via your agent.

Step 1: Terms and Conditions

Please read the University's Terms and Conditions of offer which can be found here:
<https://www.northumbria.ac.uk/international/international-admissions/application-forms-guides/>

Step 2: Accepting your Offer

If you have received an **Unconditional** offer and you wish to accept it, please complete, sign and return the Offer Acceptance form (please see page 3). By signing the Offer Acceptance form you are confirming that you intend to study at Northumbria University and that you agree to the Terms and Conditions of offer.

It is important that you **confirm your current personal email address** on the Offer Acceptance form and notify us immediately if your email address changes before the start of your course. We use this email address to communicate vital information regarding your admission, enrolment and your studies.

If you have received a **Conditional** offer, please ensure you provide us with relevant evidence to demonstrate that you have met the conditions set out in the offer letter as soon as possible. If you wish to accept our offer, please complete, sign and return the Offer Acceptance form. By signing the form you are confirming that you intend to study at Northumbria University and that you agree to the Terms and Conditions of offer. Once the conditions have been met we will be able to provide you with an **Unconditional** offer.

Step 3: Deposit

Please pay your deposit of £5,500 as early as possible to secure your place and to allow enough time for your payment to clear. We advise you pay your deposit in one single payment. The quickest method of payment is via Bank Transfer. Please see the bank transfer form on page 5.

When you pay your deposit you must also complete the Deposit Payment form (please see page 4) at the time of payment. **You must quote your Student Reference Number**. Once completed please sign and return the form to the email address which you received your offer from.

Please note that you may pay your deposit whether your offer is **Unconditional or Conditional**. If you wish to pay your deposit in advance of the date shown in your letter you may be eligible for an early payment discount. Please refer to the Terms and Conditions or you can visit this webpage for details:
<https://www.northumbria.ac.uk/international/fees-scholarships-discounts/>

Step 4: Essential Information

You must send us the following:

- Completed and signed Offer Acceptance form – see page 3
- Completed Deposit Payment Confirmation form – see page 4
- A copy of the personal details page of your passport
- A copy of any previous UK visas (issued for the purpose of study)
- A copy of your current visa (if applying for a Tier 4 (General) student visa from within the UK)
- Evidence of your English language ability
- Evidence that you have met the conditions of the offer (if conditional offer was made)

The University must hold a **current home address** for you at all times – we need this for visa purposes and also in case of emergency. If your home address changes during the course of your application **you must notify us immediately** by email. Please ensure you quote your student reference number – this can be found on your offer letter.

Step 5: Confirmation of Acceptance for Studies (CAS)

Before you apply for a Confirmation of Acceptance for Studies (CAS) you must have an **Unconditional** offer from us. Please request a CAS on the Offer Acceptance form if you are applying for a Tier 4 (General) student visa. The University must receive your deposit and relevant documents, as set out in Step 4, before we can issue a CAS. Please provide all the information that we have asked for to avoid any delays in issuing a CAS. We cannot guarantee to process CAS requests which are submitted late in the cycle in time for your visa application (please refer to the Terms and Conditions of offer for deadlines).

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 carried out.

Please be aware that the UK Visas and Immigration (UKVI) have imposed a time limit to the number of years a student can study in the UK on a Tier 4 (General) student visa; therefore if you have previously studied in the UK, it is advisable for you to check that you have enough time remaining for you to complete your studies. Please see the UKVI website for details: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Step 6: Applying for a Tier 4 (General) Student Visa

For more information about how to apply for a visa please go to: <https://www.gov.uk/government/organisations/uk-visas-and-immigration> and <http://www.ukcisa.org.uk/>.

For further information around your responsibilities and those of Northumbria University in the complete Tier 4 Visa application process please see the following:

https://www.northumbria.ac.uk/sd/central/stud_serv/sws/int_adviser/visa_info/?view=Standard and <https://www.northumbria.ac.uk/static/5007/sspdf/T4Resp>

Sponsor Letter Requirements

If you are being sponsored for your fees, then the University requires a sponsor letter to confirm your sponsorship status. **This needs to be on the Company's / Sponsor's letterhead.**

The following information must be included in the letter:

1. Student number
2. Student name
3. The amount or the percentage of the sponsorship
4. The academic year / years, the sponsorship applies to
5. Relevant contact person and their e-mail address in the Company
6. Any purchase order or reference, that the sponsor would like to be quoted by the university when we request for payment
7. A VAT registration number if the company has one, if not, this must be stated in the letter
8. Full address of organisation

This letter can be sent to the university as a scanned e-mail attachment to fc.internationalponsors@northumbria.ac.uk.

Please note that it is your responsibility to hand in a sponsor letter in time. If the university does not receive a sponsor letter, the student will be invoiced and would be held liable for paying the fees.

Payment Terms – **All invoices should be paid in 30 days of the invoice date.** Delay in making payments could lead to students losing access to the university facilities.

Offer Acceptance Form

Family Name:	Given Name:
Student Reference No:	Date of Birth: (DD/MM/YYYY)
I would like to accept the offer of a place on the following programme	
Programme Name: (as stated in your offer)	Start Date: (MM/YYYY)
Personal Email Address:	Entry Year/level: (e.g. Year 1/2/ final year etc.)
Immigration Details (Please complete as relevant) I request a Confirmation of Acceptance for Studies and <input type="checkbox"/> I intend to apply for a Tier 4 (General) student visa from my home country <input type="checkbox"/> I intend to apply for a Tier 4 (General) student visa from within the UK and have supplied a copy of my current visa Or I do not currently require a CAS for the above programme because <input type="checkbox"/> I am a national of a country that does not require a visa to study in the UK <input type="checkbox"/> I hold another type of visa which is valid for study in the UK	
Previous study in the UK <input type="checkbox"/> I have previously studied in the UK on a visa and have supplied copies of my previous visas (issued for the purpose of study) <input type="checkbox"/> I have not previously studied in the UK on any kind of visa	
Applicants Declaration 1. I have read, understand and accept the University Terms and Conditions of Offer 2. I have read and understood Tier 4 Visa Responsibilities: https://www.northumbria.ac.uk/static/5007/sspdf/T4Resp.pdf%20 3. I have read and understood Get Ready for Northumbria: https://www.northumbria.ac.uk/media/6673465/373320-get-ready-for-northumbria.pdf 4. My up to date details are shown on this form 5. I confirm that I have the financial resources necessary to cover my tuition fees, accommodation, other living expenses and the cost of any visa renewal whilst studying at Northumbria University, including costs associated with a change of sponsor visa application where I currently hold a visa for another UK institution. 6. I have paid my deposit and have completed and the Deposit Payment Confirmation Form (see below) 7. I have submitted a copy of my current passport (if not already provided with my application) 8. I have provided my own personal email address and I understand that my Confirmation of Acceptance for Studies (CAS) and all other correspondence from the University will be sent to this address. 9. If any of the above details change I will advise the University immediately 10. If I made my application through an agent, representative, educational institution or any other intermediary, I authorise the University to send information regarding my admission, enrolment and a copy of my CAS via that intermediary. 11. I authorise the University to make any enquiries to UKVI as necessary in relation to my immigration status and eligibility to study in the UK.	
I confirm that the information above is accurate Signed:	Date:

Please return this form to the University email address which issued your offer letter, or via your Northumbria Agent

Deposit Payment Confirmation Form

- As soon as you have paid your deposit please complete this form and return it as soon as possible with your completed Offer Acceptance Form
- Send both forms to the Northumbria office address on your offer letter or to your Northumbria agent if you applied through an agent. If you do not know your applicant reference number please ask
- If paying by **bank transfer** please attach the Bank Transfer page of your offer letter to this form
- If paying by **online by credit or debit card**, send the completed form as soon as you have made payment
- If paying by **bank draft**, please attach the draft to this form

Family Name:

Given Name:

Date of Birth:

Nationality:

Course Offered:

Your applicant reference number: / - - - - -

Agent company name:

(if you have applied through an agent):

Address for forwarding receipt:

E-mail address:

£ _ _ _ _ - _ _ Minimum Deposit Amount (as stated in your offer letter)

£ _ _ _ _ - _ _ Additional Pre-payment

Total Amount of fees paid (£):

Method Paid : Bank Bank Credit/
 Transfer Draft Debit
 (attached) (attached) Card

Date of Payment: / /

If paid on-line by credit /debit card provide us with the Payment Order Number (you will receive this number online when you pay):

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 Applicant's Signature: Date ____ (day) / ____ (month) / ____ (year)

Please return this form to the University email address which issued your offer letter, or via your Northumbria Agent

Bank Transfer Form

1. Essential Information which your bank MUST send with your transfer to ensure your tuition fees are correctly allocated to your account

Amount Transferred (GPB £):

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Student Name: _____

Student Reference Number:

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Course: _____

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2. Northumbria University Bank Account Details:

Bank Name Barclays Bank Plc
Address City Office, Percy Street, Newcastle, NE1 4QL, UK
Account Number 00909297
Sort Code 20-59-42
Account Name University of Northumbria at Newcastle No. 1 a/c
IBAN Code GB63 BARC 2059 4200 909297
SWIFT Code BARC GB22
BIC Code: 8030

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Home Office credibility interviews for Tier 4 visa applicants

- There are two types of credibility interview. The first type will take place at the same time as your biometrics are taken at the Embassy or designated agency. This initial interview should only take five minutes and will be via video link with the Home Office in the UK. The focus of this interview will be your reasons for choosing the UK, Northumbria University and your particular programme of study. You may also be asked questions on the content of your course and how it fits into your career aspirations. The Home Office will record the interview and send a summary to the Entry Clearance Officer who will decide if a second, more detailed, interview is needed.
- The Home Office expects most applicants to be able to prove they are genuine at the first stage and that this will in fact speed up the decision process because fewer documentation checks will be required.

Typical questions may include:

Q: *Why did you choose Northumbria University?*

Answer preparation: Think about why you chose the UK rather than your home country, other English-speaking country or country which other students of your nationality choose to study in. You should study the Northumbria University website which contains information on the university and the city of Newcastle and its region.

Answer honestly and say why you chose Northumbria University above others. It is not a trick question and there is no right answer but the interviewer wants to hear evidence that you have thought about your choice and you know why you made it. You may want to mention that the city of Newcastle was a deciding factor, for example, and if you do you will be expected to display a level of knowledge about the city; for example its location, geography, the relatively low cost of living compared to other UK cities and any other information which influenced your decision to study in Newcastle.

Q: *Why did you choose your programme?*

Answer preparation: There will probably be many programmes in the same subject area as the one you plan to study at Northumbria. The interviewer wants to hear why you chose this course above all others. You should re-familiarise yourself with your course description so that you know all of the important details. Questions will probably include the name and content of modules, course structure (i.e. when modules are studied, how many credits each module is worth etc.) the total number of credits, academic calendar, likely career opportunities and progression. This is not an exhaustive list and you should ensure you know as much as you can.

If you have family living or studying in the UK, you may be asked if this has influenced your choice of destination. It might be helpful to explain that, whereas their presence would offer you support, if needed, it was not the primary factor in your decision of where to study. This was your chosen course, the reputation of Northumbria University and future career prospects.

Q: *How do your studies fit into your career plans?*

Answer preparation: Think about what your plans are after you graduate - how will the knowledge and skills you gain from your programme of study help you with the type of work you hope to do? Does your course lead to any professional qualifications and are these recognised in your country? Do you know what others graduating from the course you will be following went on to do? If the course you plan to study is at a similar academic level to previous studies you have undertaken, be prepared to explain how it represents progression and whether it has a vocational focus?

Q: *If the costs of pursuing your course of study are higher in the UK than in your home country, why have you decided to incur the extra costs involved with studying in the UK?*

Answer preparation: Think about the advantages that a degree from the UK might give you and why you and/or your family are prepared to make this investment. Have you made a realistic assessment of all the costs involved and how you plan to pay for them? Remember that these costs include accommodation and costs of living.

Q: *You have previously studied in the UK - why have you chosen to return?*

Answer preparation: Think about how the new programme relates to previous studies and how it might build on your previous learning.

Q: *You have had a long break in your studies, why are you returning to study now?*

Answer preparation: Think about how you explain your decision in the context of your long-term career plans. What did you do during your break in studies? Do you have a job now? Does this new course complement previous studies or will it enable you to do your current job better?

Q: *Do you plan to work whilst you study in the UK?*

Answer preparation: You cannot rely on funds from working to pay your course fees and living costs so you need to be aware of this. The main purpose for being in the UK is your studies so, if you do hope to work, think about how this would enhance your academic studies. You also need to demonstrate an understanding of the hours you are allowed to work (maximum of 20 hours per week) and typical rates of pay.

Q: *How will you fund your studies?* (This is normally asked only at a second interview)

Answer preparation: The purpose of this question is to check that your funds are genuinely available to you for your studies. As part of your application you will have submitted proof of your finances - ensure that you are very clear about the source and availability of these funds, also how you plan to pay for subsequent years' fees if your programme is more than a year in duration. If you have official financial sponsorship make sure you are aware of the amounts and exactly what is covered. If you have a loan, how will you afford to pay this back? How much will your accommodation cost and are you clear about the cost of living in the UK?

The interviewer will also be checking your ability to converse well in English, if there is any issue with hearing them clearly e.g. via the video link, you should ensure that you raise this so that they are aware that it is a technical issue not one of comprehension.