

Application Guidelines for International Students – online form

Thank you for your interest in Northumbria University. These notes are designed to help you complete your application for admission to the University.

THINGS TO CONSIDER BEFORE YOU START COMPLETING THE ONLINE FORM

Have you already made an application through UCAS?

Please note if you have already made an application to us through UCAS for an Undergraduate programme we cannot accept a separate direct application from you, and any decisions or offers made through the UCAS process take precedence.

Have you scanned your documents ready for upload?

Our application form enables you to provide proof of your academic and English Language qualifications, passport, visa details and references. These should be in pdf format and should be no more than 2MB for passport, visa, and references and no more than 10MB for your academic and English language qualifications.

Deadlines for Applications and Confirmation of Acceptance for Studies (CAS) requests

We strongly recommend that you apply as early as possible to allow enough time to complete all the preparations you need to make for studying in the UK. After receiving an offer it can take several months to arrange your finances and apply for a visa and it is important that you arrive in good time for our International Enrolment session. **The deadline for applications for Semester 1 intake is 31 July and the deadline for Semester 2 entry is 2 December.**

Please note, we cannot guarantee that applications received after these dates will be processed in time for you to start your chosen course.

These deadlines apply to most of our courses, however please check the course information on our website or contact the International Office as there are some courses which may have an earlier deadline and some courses may close admission earlier if all places are filled. If you wish to benefit from an early payment discount, you need to have made your fee payment in full by the Early Payment deadlines advertised on our website.

Once you have met all our conditions and paid your deposit, you should submit your Offer Acceptance and CAS request to the International Office **by 2 September for Semester 1 entry and 10 December for Semester 2 entry.**

If you accept your offer and request a CAS after these deadlines please note that we cannot guarantee to process a CAS for you in time for your visa application.

COMPLETING THE ONLINE FORM

This online application form can be saved at any point and you can return to complete it by using your login and password.

It is essential that you provide your live personal email address when creating your login as we will send important information regarding your application, payments and accommodation to this address

- You must complete the application form **yourself** and in English. If you miss out any important information, the University may not be able to process your form and your application will be delayed. If you fail to provide the information required by the University, or provide false or misleading information, the University reserves the right to reject or withdraw your application, revise your fees status or cancel your registration.
- Once you have submitted the form, we recommend that you print a copy of the final summary for your own reference; however the completed form can be viewed at any time by logging in.
- Once the form has been submitted you will not be able to make any changes to it and if you need to supply us with any changes in your details please email these to us so that we can amend your application record.

Applying for more than one course

If you wish to apply for more than one course, you can do so by selecting the Apply Online option on the Course details page on our website and entering the login (your email address) and password you chose for your previous application.

Section 1 - Personal Details

It is important that the names you give are the same as those on official documents such as your passport and qualifications certificates. If you receive an offer of a place, the University will send you a letter or email addressing you by the names you provide on your form and these details will also be used when we issue your CAS which you will need for your visa application. Applicants may find their visa application is delayed or refused if the name on their CAS does not match the name on their passport.

Do you consider yourself to be an international student?

If you are from outside the UK/EU, we would consider you as an international (overseas) applicant. Clicking this box will prompt other essential fields to appear which are relevant only to overseas applicants. If you consider that you should be assessed as eligible for home fees, (but are from overseas) you should still complete the form as an overseas applicant, but also contact us for a Fee Query Form.

Agent Field

If you are making your application with the support of one of our authorised Educational Agents, you should indicate this in the agent field. Simply start typing the name of the agent in the search box and a list will appear of those with the same or similar names for you to choose from. Please also provide your Agent's email address in the box provided.

Immigration History

If you have previously held a visa for study in the UK, we need to confirm that study on your new course represents academic progression or complements previous studies when we sponsor you with a new Confirmation of Acceptance for Studies. Please tick the relevant box and upload a copy/copies of your previous visas (if appropriate) to your application.

Section 2 - Education

It is important that the details in this section are completed correctly. You should include all qualifications for which you have received an award and those which you are currently studying.

You should upload copies of your academic qualifications/transcripts as part of your application. These **MUST** be in **ENGLISH**. If the originals of these documents are in your own language, then you must include a certified translation.

To select an institution or a qualification you can search by entering key words in the Institution and Qualification search boxes. If your institution or qualification does not appear in the search results, you can enter them manually in the extra boxes given below the search options.

English Language Proficiency

If you have already taken an English test, such as IELTS, Pearson or TOEFL in the past two years you should upload a copy of your results in this section. If you have any academic qualifications which the University might consider in lieu of IELTS you can upload them in the qualifications section. Details of the qualifications the University accepts can be found on our website at

http://www.northumbria.ac.uk/brochure/international/eng_lang/?view=Standard

Section 3 - Work Experience

Please include details of any relevant work experience here. If work experience is not a requirement for your course, and if you do not have any work experience you may leave this section blank.

Section 4 - Personal statement

Please include your reasons for your choice of course at Northumbria, what you hope to do in your future career and explain how the course is relevant to your plans. Also mention any achievements/experiences you feel would be relevant to your application. These may include social, sporting and other interests. If you lack relevant formal qualifications, you should use this space to outline any relevant experiences that may be taken into account.

Section 5 - Additional Information

Please indicate the major source of funds for your studies here, and how you heard about Northumbria University (this is very useful information for us and helps us plan future marketing events and publications).

Criminal Convictions

The University has a duty of care to its students and staff, and to help reduce the risk of harm or injury to them caused by the criminal behaviour of other students, the University must know about any **relevant** criminal convictions that an applicant may have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph below).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you **MUST** tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind over orders. For these courses, you may need an 'enhanced disclosure document' from the Disclosure and Barring Service (DBS) (previously CRB) and the University will send you the appropriate documentation to complete. Further details about the DBS can be found at <https://www.gov.uk/disclosure-barring-service-check/overview#>. You may also be required to complete documentation and maintain registration with the Independent Safeguarding Authority (ISA). The ISA scheme is designed to allow universities to identify any individual that is barred from working with children and vulnerable adults, including elderly or sick.

Section 6 - References

If you already have obtained references you can upload them. Alternatively you can supply the names of one or two referees in the appropriate boxes and when you submit your application an email requesting a reference will automatically be generated to your referee (s).

Your reference should be from someone who has taught you or who knows you in a professional capacity. Friends, family members or representatives (agents) cannot be given as referees. Most of our courses require you to supply one reference however we may ask you to supply another one if the course leader requires it.

Section 7 - Declaration

By ticking the Declaration box you are confirming that you have completed the application form yourself and that the information you have given is correct and complete and that you agree to abide by the rules and regulations of the University.

IMPORTANT NOTE

The University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the University interfere with its ability to provide such services, the University undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The University does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a student of the University, this notice shall be a term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

THE DATA PROTECTION ACT 1998

The information that you give on your application form will be used for the following purposes only:

1. To enable your application for admission to be considered.
2. To enable the University to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
3. To enable the University to initiate your student record.

By submitting your application you are consenting to your data being processed by Northumbria University (as Data Controller) and Hobsons PLC (acting as Data Processor). Your data will be used for the purposes of handling your application and sending you information about Northumbria University relevant to your application. Neither Northumbria University nor Hobsons PLC will pass your details on to any third party except for any intermediary as referred to above. As a Data Subject you can opt-out of communications from Northumbria University and Hobsons PLC at any point by writing to International Development, Northumbria University, 22 Ellison Place, Newcastle-upon-Tyne, NE1 3ST or emailing 'international@northumbria.ac.uk'

If you apply to the University via an intermediary such as an agent, representative or educational institution the University will communicate with you about your admission via the intermediary. The University also reserves the right to pass information about your admissions and enrolment status and about your programme attendance, and to send a copy of your Confirmation of Acceptance for Studies to the intermediary which referred your application.

What happens next?

Once you have completed all of the sections of the application form and submitted it, you will see a summary page which we recommend you should print and keep for future reference. You will also receive

an email confirming that you have submitted your application, and another email confirming your Northumbria Student ID (this may be a few days after your application has been submitted).

Once we have processed your application, if we are able to make you an offer you will receive an email giving you details on how to login to MYNORTHUMBRIA which will allow you to make an accommodation application and also will give you the facility to check any payments you have made to Northumbria under the MYFINANCE tab.

What should I do if I can't use the online form?

If you do not have access to a reliable internet connection you also have the option to make an application on our PDF International Application Form which can be downloaded from

<http://www.northumbria.ac.uk/brochure/international/howtoapplyint/>

You can complete this form, save and email it to the relevant Northumbria University Admissions offices detailed below.

Your Country	Where to send your PDF/Paper Application
Thailand Vietnam Myanmar Indonesia Pakistan	<p>Thailand Office Northumbria University 283/43 Home Place Bldg 9Fl. Sukhumvit 55 (Thonglor 13) Bangkok 10110 THAILAND</p> <p>Tel: (+66) 2 712 7338 Fax: (+66) 2 712 7339 Email: application@northumbria-asia.com</p>
Malaysia Singapore The Philippines Brunei Hong Kong Taiwan	<p>Malaysia Office Northumbria University A-8-3, 8th Floor, Block A Northpoint Midvalley City 1, Medan Syed Putra Utara 59200 Kuala Lumpur MALAYSIA</p> <p>Tel: (+60) 3 2287 8080 Fax: (+60) 3 2287 8282 Email: malaysiaoffice@northumbria.ac.uk</p>
India Nepal Bangladesh	<p>India Office Northumbria University Liaison Office Spaze I – Tech Park, 832, 8th Floor, Tower B Sector 49, Sohna Road, Gurgaon - 122002, Haryana INDIA</p> <p>Tel: (+91) 124 421 6245/ 46 / 47 Fax: (+91) 124 421 6245/ 46/ 47 Email: indiaoffice@northumbria.ac.uk</p>
P.R.China	<p>China Office: Northumbria University Room 1503, Block B, Winterless Centre Jia 1, Xi Da Wang Road Chaoyang District Beijing 100026 P. R. CHINA</p> <p>Tel: (+86) 10 6538 8135/7/9 Fax: (+86) 10 6538 8136 Email: chinaoffice@northumbria.ac.uk</p>

If you are applying from a country which is not listed above, please send your application direct to the International Admission office at the following addresses:

Applications to Northumbria's Newcastle campus:

Northumbria University

International Office
21/22 Ellison place
Newcastle-upon-Tyne
NE1 8ST
UNITED KINGDOM

Tel: (+44) 191 227 4274

Fax: (+44) 191 261 1264

Email: international@northumbria.ac.uk

Applications to Northumbria's London campus:

Northumbria London Campus:

110 Middlesex Street
London
E1 7HT
UNITED KINGDOM

Tel: +44 (0)121 616 7451

Email: london.admissions@northumbria.ac.uk

Visas

If you require information about applying for a visa, you can find details about this process at the following websites:

<http://www.northumbria.ac.uk/brochure/international/pbs2/?view=Standard>

www.ukba.homeoffice.gov.uk

www.ukcisa.org.uk