

University of Surrey International Study Centre 2015/16 Application Form

International Foundation Year

www.surrey.ac.uk/isc

Application for enrolment

Please print clearly in English and in BLOCK letters and return your application to your local representative or directly to the Admissions Centre. Please tick boxes where appropriate. Alternatively you can book online at www.surrey.ac.uk/isc. Please note all sections are compulsory. We will be unable to issue an offer unless we have full details of the student applying for the programme.

Local representative information

Representative name	Student Connection International	Branch	Dhaka
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Student details

Family name		Other names	
Title	Date of birth (dd/mm/yyyy)	Age	Gender: M <input type="checkbox"/> F <input type="checkbox"/> Nationality
Country of birth			
Home address			
Country		Zip/post code	
Country you currently live in (if different from home address)			
Email			
Home telephone number (including country code)		Mobile telephone number (including country code)	

Parent/alternative contact details

Name	Relationship to student
Home address (if different from student address)	
Country	Zip/post code
Home telephone number (including country code)	Mobile telephone number (including country code)
Email	

Payment of tuition fees

Self <input type="checkbox"/>	Parent/guardian <input type="checkbox"/>	Company sponsor <input type="checkbox"/>	Government sponsor <input type="checkbox"/>	(please tick)
Please give full name of sponsor				

Accommodation

Do you require accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>	(please tick)
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The Accommodation Team will contact you following your acceptance of the offer using the email address you have provided in this form. Further information about the available accommodation options can be found at: isc.surrey.ac.uk/accommodation

Student insurance

You are required to have an adequate insurance policy in place as part of our Terms and Conditions. If you would like to purchase our StudyCare Insurance priced at £8 per week (inclusive of Insurance Premium Tax) please tick YES box below. Otherwise please provide proof of alternative adequate insurance cover.

Do you require StudyCare insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>	(please tick)	If No, please provide proof of alternative adequate cover when you confirm your place.
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Medical/disability/special needs

Do you have a disability, impairment or long-term medical condition which may affect your studies? Yes <input type="checkbox"/> No <input type="checkbox"/>					(please tick)
If yes please indicate the area/s of impairment:					
Hearing/Deaf <input type="checkbox"/>	Learning difficulties <input type="checkbox"/>	Physical <input type="checkbox"/>	Mental illness <input type="checkbox"/>	Mobility <input type="checkbox"/>	(please tick)
Medical condition and supporting requirements (please provide details)					

Additional information

Do you have any criminal convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>	(please tick)	If Yes, please provide details on a separate sheet.
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Previous education and course selection

Please give details of your current or most recent school, college or university.

Please include full transcripts of all your relevant academic qualifications, translated into English.

Institution	Date attended (mm/yyyy)	
<input type="text"/>	From <input type="text"/>	To <input type="text"/>
Have you ever had a previous Tier 4 visa?		
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, you will need to provide details of your previous place of study and a reference letter from your previous school when you confirm your place.		
English language proficiency: What is your current level of English?		
IELTS <input type="text"/> (enter score)	Pearson <input type="text"/> (enter score)	Awaiting <input type="checkbox"/>

For Undergraduate pathways please select your route and state your university degree choice

In order to process your application, **you must nominate a university degree choice**. Progression to a degree is subject to achieving the required grades.

Please note that progression degrees and grades are subject to change. For a full list of available degrees, visit www.surrey.ac.uk/isc

If you are applying to study at undergraduate level, please complete **Section A**.

If you require additional English language training, please complete **Section A and B**.

Section A: Undergraduate pathways

When would you like to start? September 2015 February 2016 September 2016 (please tick)

For the International Foundation Year, please select your route and then state your university degree choice

Engineering, Science and Mathematics Route Business, Economics, Law and Politics Route

University degree choice* (eg BSc Accounting and Finance)

At the end of the International Foundation Year, you are required to take an IELTS test and obtain 6.5 with minimum of 6.0 in all components in order to progress to a degree at the University of Surrey. Costs will be covered by yourself and paid directly to the IELTS Test Centre. You will also need to achieve the relevant academic grades on all modules.

*For a full list of available degrees, visit www.surrey.ac.uk/isc

Section B: English language training

When do you want to start your ELP programme? June 2015 September 2015 June 2016

If you have an IELTS level of 5.0 (minimum of 4.5 in all components) or equivalent, you will need one term of ELP. If you have an IELTS of 4.5 (minimum of 4.0 in all components) or equivalent, you will need two terms of ELP. You are required to take an IELTS test and obtain 5.5 overall with minimum 5.0 in all components in order to start the International Foundation Year. Costs will be covered by yourself and paid directly to the IELTS Test Centre.

Please turn to page 5 to sign the declaration

Recommendation form

(to be completed by the local representative only)

We encourage all representatives to make use of our new 24 hour offer process to secure offers for their students. By selecting the 24 hour option, you are confirming that you have fully assessed the student's application and are able to recommend him or her for a (conditional) agent-assessed offer. Please be aware that the application will still need to be fully assessed by the Admissions Team if the student chooses to accept the offer. If you would like to submit an application for full assessment by the Admissions Team, we are happy to assess the student and issue a conditional or unconditional offer.

When you have received the applicant's documents, simply complete this form and select the appropriate offer rate based on your recommendation, then return it by email with the accompanying documents to your regional application inbox.

Further information on this application route, including entry requirements and other useful documents can be found at this link: www.studygroup.com/partners

Representative name	URN
Highest academic qualification e.g. Year 12 transcript 80%	
Highest English qualification e.g IELTS 5.5 overall	

Decision	Rate	Tick one box only
Agent/Representative assessment based on published academic entry requirements for course I confirm I have assessed this student's academic background, English language ability, age, previous UK study/Visa history. Please issue a fully conditional offer of a place, note that full assessment will be carried out by ISC Admissions Team only when confirmation deposit has been received.	24 hour offer	<input type="checkbox"/>
Request ISC admissions team assessment Agent/Representative is unable to make a full assessment of academic documents for a specific conditional or unconditional offer, and requests assessment by admissions team.	48 hour+ offer <i>(requires IAC assessment which can take up to five working days)</i>	<input type="checkbox"/>
Does not meet published entry requirements – recommend for exceptional case I have assessed this application, the student does not meet the minimum entry requirements for the course, please consider as an exception. Please contact your local agent/representative to arrange an interview with the student.	Not applicable	<input type="checkbox"/>

Included documents

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|--|---|--|
| <input type="checkbox"/> Application form (student contact details) | <input type="checkbox"/> Valid SELT (IELTS, PTE) | <input type="checkbox"/> Previous UK visa/s if applicable |
| <input type="checkbox"/> Proof of alternative insurance policy (if relevant) | <input type="checkbox"/> Copy of relevant pages of valid passport | <input type="checkbox"/> Signed declaration form (if relevant) |
| <input type="checkbox"/> Final academic transcripts | <input type="checkbox"/> Sponsor letter | |

Fees list

Tuition

Fees are normally reviewed in September each year, but in exceptional circumstances may be revised at any time. Notice of any change will be given in advance.

Programme	Route	Fee
International Foundation Year	Business, Economics, Law and Politics	£14,500
	Engineering, Science and Mathematics	£15,435
English Language Preparation – per semester (June 2015)		£4,510
English Language Preparation – per semester (September 2015/June 2016)		£4,767

University Accommodation

Providing you have confirmed your place and completed the online accommodation application process by the accommodation deadline, you will be allocated a room subject to availability. You may be required to pay a deposit in order to secure your room. In the event of there being no available rooms, we will provide you with information about the alternatives. See isc.surrey.ac.uk/accommodation for more information.

2015/16 guideline rents only (per week – based on 2014/15 pricing)	
Band A (shared and single rooms without washbasin)	£65.00
Band B (single rooms with washbasin)	£82.50
Band C (modernised single rooms with washbasins)	£98.00
Band D (single rooms with en-suite shower)	£121.50
Band E (enhanced en-suite rooms)	£148.00
Band F (studio apartments)	£182.00

Airport transfers

You must arrive 24-48 hours prior to the start of your course. We can arrange to meet you at the airport and provide a taxi transfer to your accommodation. Further information will be sent with your confirmation documentation.

London Heathrow £65*	London Gatwick £85*	London Stanstead £125*
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**Guide prices only and are subject to change.*

Confirmation procedure

Once you have sent your application form to the Admissions Centre, we will send you an offer of a place. In order to confirm your place, you must return the signed Acceptance Form and pay the required confirmation payment as below. **This payment can be combined with the CAS payment below:**

Enrolment fee (non-refundable)	£170
Deposit (refundable at the end of the course)	£1,000
Fees in advance (deducted from the balance of fees)	£500

Additional Payment to obtain CAS Statement

On receipt of your signed acceptance form and the confirmation payment, we will send you your confirmation pack. When you wish to request a CAS in order to apply for your visa, you will need to make a **further** payment as below:

A minimum of first term's fees**
StudyCare (where applicable)

***Please note in some cases you may be required to pay three terms' tuition fees. Details of your payment plan are included in your offer of a place.*

Payment may be made by telegraphic transfer, debit card, Visa, Mastercard or American Express.

For further information regarding payment, please refer to your Offer letter.

Declaration

How did you hear about us?

Choose one of the following:

Agent <input type="checkbox"/>	Educational Fair <input type="checkbox"/>	Friend/relative recommendation <input type="checkbox"/>	Other <i>(please specify)</i>
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Fee status

Please tick the box below to confirm that you have been living outside the EU for the last 3 years. If you have been living in the EU or are unsure please leave it blank.

I confirm that I have been living outside the EU for the last 3 years ☐

For more information on fee status, please refer to the UKCISA website:

www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/England-Higher-Education

Undertaking – by the student (if over 18), parent, legal guardian or sponsor

I apply to enrol the person named as a student of University of Surrey International Study Centre (SISC). I undertake to pay all tuition and accommodation fees incurred by the student as they become due in accordance with the SISC Terms and Conditions and, where relevant, either to give the required notice of cancellation or to pay the required fees in lieu of notice.

☐ By ticking this box I confirm the following:

- I am the student, or their parent or legal guardian (if the Student is under 18 years of age), or have the full and express authority and consent of the Student to submit this application on their behalf.
- All information submitted in the admission process – including this application and any other supporting materials – is factually true and honestly presented.
- I have advised you of any medicines currently being taken, or any on-going medical condition.
- I understand that I may be subject to a range of possible disciplinary actions should the information I have confirmed above be false.

Full name *(signatory)*

Date *(dd/mm/yyyy)*

Before sending the application form, please check that you have:

- ☐ completed the form in full including the degree aim and your email and telephone number and checked for accuracy
- ☐ if choosing StudyCare, please confirm that you have read the policy document at www.studygroup.com/studycarepolicy and the Status Disclosure document at www.studygroup.com/StatusDisclosure
- ☐ enclosed proof of alternative insurance policy, if relevant
- ☐ enclosed full transcript of all your relevant qualifications, translated into English
- ☐ enclosed a Certificate for a Secure English Language Test such as IELTS, Pearson Test of English or Pre-Arrival English Test
- ☐ enclosed a copy of the relevant pages of your passport
- ☐ enclosed your sponsor letter
- ☐ enclosed a copy of any UK visas and evidence of previous academic study in the UK (if applicable)
- ☐ enclosed a signed declaration form (applicable for students from China and Bangladesh only)

Any Offer will be made subject to acceptance of our terms and conditions.

The current terms and conditions can be viewed at isc.surrey.ac.uk/contact/terms-and-conditions

A.E.Q. Siddique
Managing Partner
Student Connection International