

Belfast Metropolitan College International Student Application Procedures Brief Guidance 09/10

Stage 1. Apply

Please fill in the International Student Course Application Form, and provide the following documents to support your application (together with your application form):

- 1) a copy of the exam transcript (or up-to-date exam transcript if you have not completed of your study) from your senior secondary high school, or universities/colleges (if applicable).
- 2) documentation to approve your English level (if English is not the first language), e.g. a copy of the IELTS/TOEFL result. For English Course applicants, for Tier 4 student visa applicants, the minimum English level before you make application is CEFR B1. For Student Visitor Visa Route, there is no restriction of the minimum English entry level.
- 3) a copy of your passport.
- 4) The minimum age to apply for Belfast Metropolitan College is 16 years old.

(It is important you provide the above documents, otherwise the processing of your application will be delayed)

The completed application form and the supporting documents can be emailed back to us at:

Email Address: internationaloffice@belfastmet.ac.uk
or Central Admissions Office at: Central_Admissions@belfastmet.ac.uk

OR send the hard copy to:

International Office
Brunswick Street Building
Belfast Metropolitan College
Belfast
BT2 7GX
UK

Stage 2. We evaluate your application and make decision. It will normally take 1-2 weeks or process your application.

If you are a suitable candidate, we will send you a **place offer letter** either by email or fax.

Stage 3. Pay Deposit

You are required to pay £1000 minimum deposit to Belfast Metropolitan College to reserve your course place. The deposit will be part of your tuition fee when you come to Belfast. We will provide a detailed guidance about how to do this and the account number in the place offer letter.

For full time English course applicant, you will need to pay the full English Course tuition fees, otherwise you won't be able to get a VISA.

Stage 4. Formal offer letter supporting your VISA application

As soon as we receive your deposit, we will buy a CAS (Certificate of Acceptance of Study) for you from UK Border Agency, and send/email you the Visa letter, to support your VISA application. We will also include accommodation information within this package.



Stage 5. You apply for VISA & Accommodation Arrangement

You need to inform us as soon as you obtain the VISA, and also need to inform us if you need to arrange accommodation or airport pickup. We can offer various accommodations: e.g. Homestay, University Hall.

Stage 6. If you are rejected for VISA

Only for the above reason (visa rejection), we will refund your full deposit you paid except keep £100 for our Admission Charge.

Stage 7. You arrive to Belfast Metropolitan College and enrolment arrangement

Please bring your passport, and the original education certificates/exam transcripts, and the receipts of deposit that you paid on the enrolment day. The remainder of the tuition fees must be paid at your enrolment.

- 1) For the students who have applied for English course, you will be invited to join a paper assessment before enrolment. Only based from this paper assessment result, you will be allocated to the relevant English class.
- 2) To join our International Students Induction Programme.
- 3) To meet with tutors and other students.

If you have questions or need further help, please do not hesitate to contact us at:

internationaloffice@belfastmet.ac.uk

Stage 8. Course Cancellation Policy:

The college will make every endeavour to run courses and programmes which are advertised. However, all courses are required to have a minimum number of students in order to contribute to operating costs. In some circumstances classes may be combined to improve class sizes and the College regrets that in other cases, classes may have to be cancelled due to lack of demand. We will offer applicants for alternative choice of courses if possible.

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