

## Course Entry Process

All candidates will be interviewed by North London College for ability to study and financial viability and to ensure they meet the following criteria:

- They can read and communicate clearly and accurately enough to succeed in their studies and the assessment tasks of their course;
- For those intending to study Health and Social Care, confirmation that they do not have a criminal record. Candidates entering the Health and Social Care workforce are legally required to undergo criminal record checks prior to taking up practical work placement.
- Mature students without the listed entry requirements but who have relevant experience may be considered following clearance from the relevant awarding body.
- Students on external degree programmes must first register with the University of their choice before they can be accepted by North London College.

### Duration of Courses

All courses are full-time with duration ranging from 1 to 4 years. Details for specific courses are available on request from NLC. All full-time courses are for a minimum of 17.5 hours per week. This does not include time on work placement, where necessary.

### Full Terms and Conditions

This document must be read in conjunction with NLC's terms and conditions of enrolment that accompany our application form.

### To become a student at the College you will need to go through the following process:

If you are from a country outside the European Union (EU) or European Economic Area (EEA), you must obtain a student visa. The rules are complex and you should read the information on the UK Border Agency website before applying.

#### 1: Apply for a course

- The course must be run by an approved education provider – North London College is an approved provider.
- The Home Office gives each college a licence to operate under the UK Border Agency Tier 4 sponsorship HT scheme. Your Confirmation of Acceptance of Studies (CAS) letter will contain the College licence number.
- You must be aged 18 or over on 31 August prior to the date you intend to join the College.
- You must be studying for a minimum of 15 hours per week organised daytime study (daytime study is 9.30am to 5.30pm Monday to Friday).
- You must show evidence of being able to pay for the course fee and sufficient income to live on while in the UK. (At the time of writing, the amount of income required by the UK Border Agency if you are living in London is £800 per month, £7,200 for courses lasting one year.)
- The courses that we offer are described on our website.

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- You must complete the College Course Application Form indicating the course you would like to apply for.
- Your qualifications must meet the entry criteria for the course – these are included in the course description. You will need to provide copies of relevant qualifications, with translations in English if necessary and a letter of comparability from the National Academic Recognition Centre - NARIC [www.naric.org.uk](http://www.naric.org.uk). This will show the equivalence of your qualifications related to the National Qualification Framework in the UK.
- You will need to demonstrate that your level of written English meets the requirements in the course entry criteria. The minimum level required by the UK Border Agency is CEFR (Common European Framework of Reference for Languages) Level B1 or B2 according to the level of your course.

### **2: We offer you a place on a course**

We check the documentation you have sent us to make sure that you are meeting the UK Border Agency requirements and the entry criteria for the course. If you have met these conditions we send you a Confirmation of Acceptance of Studies (CAS) letter.

### **3: Get your Student Visa**

To obtain a visa for entry clearance, i.e. permission to enter the UK as a student, you will need 40 points.

- Your Confirmation of Acceptance of Studies (CAS) letter from the College counts as 30 points.
- Evidence of having sufficient income to pay the course fees and for maintenance counts as 10 points.

Check on the UK Border Agency website where to apply for your student visa. If you are applying for a student visa from outside the UK, you should check with your local visa issuing post (also known as entry clearance post) to see how to apply in your country of residence.

Your student visa will have a start (valid from) and end (valid to) date. You will be able to plan when to enter the UK. The length of your visa must extend beyond the end date of your course.

Please note that the College has limited accommodation for international students but arrangements can be made with a local letting agency by the request of the student.

### **4: Inform the College when you have your visa**

When you have obtained your student visa, you must inform the College admissions office. Please read the pre-arrival information on our website.

### **5: Enrol at the College and pay fees**

You must come in to College to enrol on the specified date and pay any outstanding course fees at the start of your course.

The College is required to inform the UK Border Agency of any international learners who have been given entry clearance, following the issue of a Confirmation of Acceptance of Studies, and who do not enrol.

You are expected to attend your course regularly; the College will monitor your attendance and report to the UK Border Agency on your attendance.

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### Compliance

#### 1. On issuing of CAS

- a. You must tell the College the date scheduled for your appointment for VISA interview.
- b. You must inform the College of the outcome of the interview within seven days (7days).  
This is important as the College need to put some action in place; e.g. If there is refusal, a plan for refund will be activated and if you are successful, plans for your arrival reception will be activated.

#### 2. On successful outcome of student Visa application

- a. You must inform the College of your intended travelling date, departure time, Flight name, Flight number, time of arrival and port of entry.

#### 3. On arrival in UK

- a. You must report to the College within 48 hours of arrival in the UK.
- b. Attend the induction days set out for you; induction is a crucial part of beginning your learning journey in North London College.
- c. All new international students are required as an additional support to participate in a four week (4 week) academic writing orientation program alongside their course program. This is to ensure that each student is familiar with assignment layout, sentence structure, policy regarding plagiarism, referencing and writing at the right level.

#### 4. Changing College due to progression of study

After completion of a course, a student may desire to study a higher level of course not provided by our College. This may result in the student terminating their studentship with our College.

The College must be informed of your intention 30 days before your intended leaving date. Your forwarding address should be left with the college to ensure that correspondence can be directed accordingly.

#### 5. Leaving the Country

If the student intends to leave the country, the College must receive the student's notification of intention 30 days before leaving the country. A forwarding address must be left with the College.

## Course Entry Process

**Our intention is to match applicants to:**

- Area of interest
- Career intention
- Academic capability
- Ability to understand and follow instruction.

**We therefore seek to know candidates:**

- Current qualifications
- Work Experience
- Age
- Key skill needs

**A candidate's educational need will be matched to his/her:**

- Current qualifications
- Awarding body entry qualification requirement
- Level of classroom studies.

**An Overall comparison is made with the completed Enrolment Interviews.**

**Further information:**

- UK Council for International Student Affairs (UKCISA)
- UK Border Agency
- British Council
- NARIC
- Qualification Curriculum Framework (QCF)