

# Application Form for International Students

**Please complete all sections**

**Note:** Personal information may be disclosed to third parties such as government agencies at the college's discretion, and with students' consent. Such information will only be disclosed where the college considers it appropriate to do so, having taken into consideration the interests of the student and the reason for the disclosure.

## 1. Personal Details

Mr  Mrs  Miss  Ms

Family Name	First Name
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Nationality	Country of Birth
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Address in your home country
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**Are you living in the UK?** YES  NO  If YES, please complete the box below:

When did you enter the UK? .....
UK Address: .....
UK Telephone: .....

Date of birth	Age on 31 August 2016
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Telephone Number
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**Reminder** – If you change your mobile number please inform the International Office.

Male  Female

## Emergency Contact

Relationship to Student	Telephone Number (add country code where applicable)
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Address (either in the UK or home country)
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Do you have a disability, medical condition or specific learning difficulty? YES  NO

If YES, please give details on a separate sheet of paper and let us know if you use or require any particular equipment or support with regard to you disability, medical condition or specific learning difficulty. We will be able to give you the cost associated with this additional support.

Do you have a criminal conviction? YES  NO

You are required to state whether you have any criminal convictions. If you answer YES, you may be required to provide details of any convictions.

## 2. Visa Details

Have you been living in the UK/European Economic Area for the last 3 years? YES  NO

Do you hold or have you applied for a visa? YES  NO

If YES, what is your visa type? Please copy what is written on your visa:

Type	Valid from	Valid to

Please write down contact details of the institution who issued your visa letter:

## 3. Course Details

Which course would you like to apply for?

a. English Language course

When would you like to start?

How long would you like to study? Full academic year  Other (please state number of weeks/months or end date  .....

b. Vocational/Academic course (e.g A-Level, HND etc)

Preference	Course Name	Course Level (e.g. A-Level, BTEC, HND etc)	When would you like to start?
1st Choice			
2nd Choice			

## 4. Qualifications

a. English Language

Please provide evidence of your English language level and enclose photocopies of your certificates. You will need to bring the originals when you enrol.

Date on Certificate	Examination (e.g. IELTS, TOEFL...)	Grade				
		Overall	Writing	Speaking	Listening	Reading

b. Academic qualifications and results

Please write clearly details of qualifications and results. Start with most recent qualifications and attach copies of certificates and transcripts. You must bring all original documents when you enrol. All documents must be translated into English and certified.

Dates	Institution's Name (City and Country)	Subject	Qualifications	Grade (if applicable)

## 5. Payment information

### a. Payment of fees

Please provide us with a name and address of your sponsor, that is the person paying your fees. (Yourself, family member, employer, other). Please note, if someone else is paying for your fees, you will need to provide a consent letter from the person paying.

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### b. Condition of Booking

A deposit of 50% of fees is required when you have been accepted on the course. If you decide not to take up the offer, you need to confirm your decision in writing to the college within 28 days. Please note there will be an administration charge of £500. If you are withdrawing your application due to a visa refusal, please see section 'What if my visa is refused?' on page 1. **Refunds will only be paid in exceptional cases.**

The balance of fees is payable in full before a CAS is issued. Fees should be paid by bank transfer. It should be noted there are sometimes charges incurred by the college bankers which must be borne in full by the student. Overseas students applying for full-time courses cannot change to part-time status either on arrival or during their studies at college. Other conditions of booking may apply depending on the course you apply for. Please refer to your course details on our website.

### c. Declaration

I hereby certify that the statements on this application form are correct and I apply for admission to the full time course indicated. I undertake to abide by the college regulations/requirements and to pay the fees due before the agreed date or dates as required by the college.

Applicant's signature		Date	
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Parent/carer's signature if applicant is under 18		Date	
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## 6. How did you learn about Sunderland College?

British Council  Internet  Friend  Agent  Previous student  Other  .....

Thank you for completing this form. The International Office will contact you with a decision about your application.

Tel: +44 191 511 6453

Email: [international@sunderlandcollege.ac.uk](mailto:international@sunderlandcollege.ac.uk)

Web: [www.sunderlandcollege.ac.uk](http://www.sunderlandcollege.ac.uk)

Address: Washington Campus, Stone Cellar Road, Washington, NE37 2NH

# International – Application Notes

**PLEASE READ THIS SECTION BEFORE COMPLETING THE APPLICATION FORM.**

## Application Process

When we receive your application along with your passport and copies of the certificates, it will be used to consider you for a place on your chosen course. If your chosen course proves to be unsuitable, the college may recommend an alternative course for you, where possible. After processing your application form, we will write to you to offer you a place. We will request a deposit of 50% of your fees at this stage.

## Accepting your offer

You must confirm you accept the terms and conditions of the conditional offer by email or in writing. When we have received this and your deposit, we will confirm your place on the course. Once we have received all documents listed below and remaining 50% deposit, we will issue an unconditional offer.

## Short-term student Visa (up to six months)

You can apply for this Visa if you intend to come to the UK for a short period of time to study (maximum 6 months). Applicants applying for this Visa will be issued with a supporting Visa letter from the college. Please visit [www.gov.uk/study-visit-Visa](http://www.gov.uk/study-visit-Visa) for full details.

## Apply for a short-term student Visa (up to 11 eleven months)

This Visa option is suitable for students over 18 years old who intend to come to the UK to study an English course for up to 11 months. Applicants applying for this Visa will be issued with a supporting Visa letter from the college. Please visit [www.gov.uk/study-visit-Visa](http://www.gov.uk/study-visit-Visa) for full details.

## Applying for a UK Tier 4 (General) student Visa

To enter the UK as a student on an academic course, or an English course of more than 11 months, you will need to apply for a Tier 4 Student Visa at the British Embassy or High Commission in your country. Anyone applying for a Tier 4 Visa must produce a list of the documents on the checklist, shown below. Please note that you can only study for 2 years at an F.E. College. Please ensure that the International Office is informed of all of your previous study time in the UK.

## Other Visas

Under 18 year old prospective students can choose to apply for Short-Term Student (Child) Visa or Tier 4 General Visa depending on the course they apply for. Please contact the International Office for more information. If you already hold a Visa or Biometric Card, please send a copy to the International Office.

## What if my Visa request is refused?

If your application for a Visa is refused you must submit a copy of the refusal letter within 28 days of your Visa refusal, to the International Office, by post or email. We will consider the reasons for the refusal and where appropriate, we will refund the fees, less £500 for administration.

## TB Screening

As part of your visa application, you might be required to take an appointment in a Tuberculosis Screening Centre and bring your results at the time of applying for a visa. To check if this applies to you, please consult the UK Visas and Immigration website ([www.gov.uk/browse/visas-immigration](http://www.gov.uk/browse/visas-immigration)).

## Need more information?

For further information about the location, services and resources at our college, clear and accurate information on costs, as well as detailed information about courses, objectives and levels, please refer to our website [www.sunderlandcollege.ac.uk](http://www.sunderlandcollege.ac.uk)

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## Document Checklist

**You must provide the documents below with your application:**

- Application form completed in full
- Applicant Statement of Intention completed in full
- A copy of your Visa/passport pages
- Copies of your bank statements (in English) covering 28 consecutive days or a copy of the Sponsorship Letter from Embassy (students sponsored by their Embassy)
- Contact information of your previous institution if you currently hold a valid Tier 4 or a valid Student Visitor Visa not issued by Sunderland College
- A copy of your Tuberculosis Test (if applicable)

**If you are applying for an academic course, please also submit:**

- Copies of your certificates/references
- Translated documents where applicable
- If the student is under 18, we will need to receive a letter of consent from the student's parents
- Failing to submit the documents listed above may result in the application being delayed

Enquiry No. ....

# International Applicant Statement of Intent

Please complete all sections. This is a requirement by the UKVi, so we cannot accept any applications without this form.

## 1. Personal Details

Applicant Full Name	Date of Birth
Course applied for	

## 2. Why have you chosen to study at Sunderland College?

## 3. Why have you chosen this course of study?

## 4. Have you previously studied in the UK? YES NO If YES, where?

## 5. Explain how this course will help you with your future study/employment?

## 6. What will you do after completing the course?

Return to your home country  Apply to study for a higher level course in the UK

Other (please specify)  .....

## 7. Are you aware that your attendance is compulsory and you should maintain a minimum 90% attendance level throughout your course? YES NO

## 8. Have you been informed about which visa you will need to apply for and your responsibilities linked to this visa?

Yes – I will apply for a Short-Term Student Visa     Yes – I will apply for a Tier 4 Visa

Yes- I will apply for another Visa. Please specify: .....

No – Please send me more information     N/A – I already have a visa. Please specify: .....

9. Who is financing your studies (your sponsor, yourself...)? How much do you estimate you will need to cover your living expenses? Please explain.

10. Please tell us more about your visa history – have you ever had a visa to study or visit the UK? (Full details must be disclosed at time of application)

11. Have you ever been refused a visa to enter the UK or another country? If so, under what circumstances (Full details must be disclosed at time of application)?

12. Any other comments that could help us assess your application?

13. I confirm that the above information is true and accurately represents my intention to study in the UK at Sunderland College?

Applicant's signature		Date	
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14. If applying through an overseas agent/representative

Agency Name	Interviewed by
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Agency Signature	Country
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Position	Date
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By signing the application Intention Statement, the applicant and agent (if applicable) confirm that they believe the information to be true and understand the risk posed to both the applicant and agent of including false information.

**Thank you for your application**

Please return this form to: Sunderland College, Washington Campus, Stone Cellar Road, Washington, NE37 2NH