

COLLEGE OF
NORTH WEST
LONDON

International Student Office

College of North West London
Dudden Hill Lane
London NW10 2XD
United Kingdom

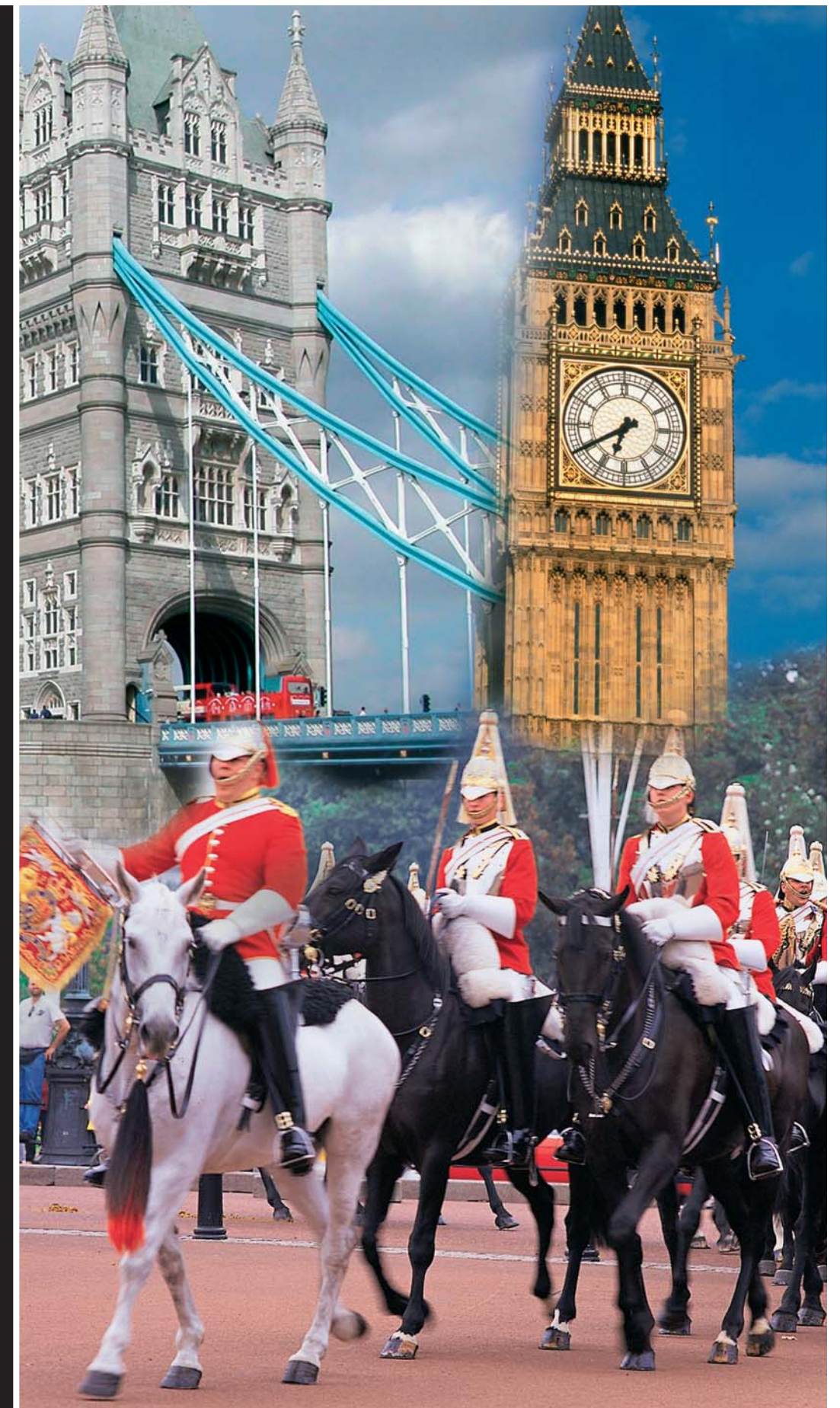
Call: +44 (0)20 8208 5157

Email: international.admin@cnwl.ac.uk

Fax: +44 (0)20 8208 5151

Web: www.cnwl.ac.uk

Helping you study in London



You are on your way

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Introduction

Thank you for your interest in becoming a student at the College of North West London. Making the decision to study abroad involves a great deal of thought. We want to help you make the best decision you can about studying in the UK.

We know that many students, such as yourself, will have questions that need answering. This booklet answers many of those questions. It deals with all aspects of finances, accommodation, immigration, etc.

Please take the time to read it carefully as it will help you in your quest to become an International Student. We hope you find it useful but should you have further questions, please contact:

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Tel No: +44 (0)20 8208 5157
E-mail: international.admin@cnwl.ac.uk
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Best wishes and good luck with your study plans

Completing the Application Form

How should I complete the application form?

- Please read the International Prospectus carefully before completing the application form. When you have decided which course you wish to apply for, make sure that you meet all the entry requirements for the course.
- If you meet the entry requirements for the course, enter the full title of the course in section 1 question 1 on the front page of the form. e.g. GNVQ Advanced Computer Studies and not just Computing as there are many different computing courses.
- If you are applying from abroad please put your address in question 11. If you know where you will be staying when you arrive in the UK, please put this address in question 12.

This form is not for ASYLUM SEEKERS or REFUGEES

COLLEGE OF NORTH WEST LONDON

International Student Application Form

Please read the Prospectus and International Student Pre-Arrival Pack before completing this form. Please note your application will only be considered if you have included:

- copies of your examination certificates
- a completed personal statement (section 6)
- a reference (section 9)

Please ensure that you meet the entry requirements for your chosen course. Please complete all sections of this form in **BLOCK CAPITALS**, using blue or **black ink**.

- **This form must be completed by the applicant**

SECTION 1

| | |
|--|---------------------------------|
| Academic Year | 10. What is your first language |
| _____ | _____ |
| 1. Name of course(s) that you are applying for | 11. Home/Permanent Address |
| A. _____ | _____ |
| _____ | _____ |
| B. _____ | _____ |
| _____ | _____ |

Above is a visual image of the front of the International Student Application form. The form can be found at the front of the prospectus or can be downloaded from the web site at: www.cnwl.ac.uk/docs/international/internat_stat_app_form.pdf

Completing the Application Form

- • Section 2 asks you to list details of your education and qualifications. Please be sure to list all the exam subjects that you have studied and the grades that you obtained. You must include copies of your examination certificates with your application form.
- • Section 6 of the form gives you the opportunity to tell us more about yourself and why you would like to study at the College. Please complete this as fully as possible and use an extra sheet of paper if you run out of space on the form.
- • We need you to provide a reference in support of your application. This will assist the tutor who looks at your application form and makes the decision on your application to come to the College. Your referee could be your current or most recent teacher, college lecturer or your employer. Please ask your referee to complete section 9 of the application form.
- • Prospective overseas students who are in the UK may not have to complete section 9. You must indicate when your stay in the UK expires so that, if possible, an interview can be arranged for you with the course tutor while you are in the UK.
- • Before you send your application form to us make sure that you have completed all the sections on the form including your personal statement, (section 6), and that your referee has completed section 9.
- • When every section of your application form has been completed, send it, and copies of your examination certificates, to the International Student Office.
- • Please note that there is a closing date for all new applications which for the coming year is **31 May 2007**.

What happens next?

When your application form is received, the International Office will send you a letter acknowledging receipt of it. This will be posted to you within two days of receiving your form.

The office will record your application details and send it to the appropriate course tutor. The course tutor will consider your application and decide whether they are able to offer you a place on your chosen course.

You will be informed of the outcome within one month of your application. Occasionally, during peak times it may take longer than a month but please be assured that we are working on your application. If you are successful you will be sent a letter offering you a place at the College and an acceptance form. You must return this acceptance form, with your deposit, to the International Student Office.

On receipt of your acceptance form and deposit the office will write to you confirming that your place is reserved. At this stage, they can help you make your visa arrangements.

Please note that if you have indicated that you have a UK contact then all correspondence will be copied to them also.

Course Regulations

How many hours do I have to study for Student Visa applications?

To satisfy the entry clearance officer that you have been accepted on a full-time course you will have to show that your course is a **minimum of 15 hours of daytime study a week**.

- The prospectus lists all the courses on offer at the College. All the courses are 15 hours or more a week.

When do I need to arrive to start my course?

Most of the College courses begin in September so you are advised to seek entry clearance early to arrive, ideally by late August, in time to enrol on your course. The International Office will tell you when you need to enrol.

What if I cannot start on time?

If you are unable to arrive to enrol and start your course at the end of August you must contact the International Office. Only in exceptional circumstances can you start a course later than the proper start date. Therefore, if you are unable to start this time, it is advisable to consider starting the course at the next possible start date which may be the following September.

How do I enrol on my course?

At enrolment you will meet with one of your tutors to complete an enrolment form. If you were given a conditional offer on assessment then you may need to take an English/numeracy test to assess your standard and to determine what level course you should join.

What do I need to bring?

You will need to bring with you originals of the following items, photocopies are not allowed:

- your certificates/proof of previous qualifications (original copy if applicable)
- money to pay your fees

At the end of enrolment you will receive your student identity card and your National Union of Students

Immigration Requirements

(NUS) card. At this point you will be ready to start your classes.

Will I need Entry Clearance?

Before travelling to the UK to study you should visit the Entry Clearance Officer (ECO) at the British Consulate or High Commission in your own country to see if you require entry clearance. This can be a visa, an entry clearance or a letter of consent, depending upon which country you come from.

Generally though, you need to first decide whether you are:

- • A European Economic Area National (EEA)
- • A Visa National
- • A Specified National or
- • Neither a Visa National nor a Specified National

You can find this out on page 16/17

European Economic Area and Swiss Nationals who have been accepted on a course of study are entitled to enter the UK freely and have a right of residence for the duration of their course.

Students from Visa National Countries (e.g. countries where visas are required to enter the UK) will need to obtain an appropriate student visa before travelling to the UK.

Specified Nationals who want to travel to the UK for a maximum of six months and who want to work are advised to get entry clearance before travelling.

All nationals of non member states who want to travel to the UK for more than six months will need to obtain entry clearance before travelling.

If you are neither a visa national nor specified national and you want to travel to the UK for any length of time then it is up to you to choose whether to apply for entry clearance before you travel to the UK or when you land in the UK. However, it is always advisable to obtain entry clearance although it is not absolutely necessary.

How should I prepare for an interview with the Entry Clearance Officer?

- In order to obtain entry clearance, you will need to provide the ECO with:-
 - • A letter of acceptance on a full time course of study (involving at least 15 hours per week of organised, day time study).
 - • A letter from your parent/guardian or sponsor (unless you are funding your own studies) guaranteeing to pay your fees and maintenance costs for the duration of the course.
 - • A letter from a bank or an accountant stating that your parent/guardian, sponsor or you have the necessary funds to fulfil this commitment.
 - • A valid passport and two recent passport size photographs.
 - • All relevant educational diplomas and certificates showing your ability to follow your intended

Immigration Requirements

course.

- Your intention to leave the UK at the end of your course of study.
- An entry clearance fee must be paid in local currency. If you are refused entry clearance, do not travel to the UK as you will almost certainly be refused entry.

To be granted entry clearance or a visa you must first be able to convince the ECO that you have a genuine interest in becoming an international student and that you have the necessary resources to be one. To do this you should be able to provide the items listed above.

For further assistance, consult our booklet entitled 'Help with your visa application'. It should be enclosed in our pack of information from the International Office.

What are the most common reasons for refusal?

The Course

You should be able to demonstrate that you know what course you are going to study and how that course will be able to help you with your career plans when you return home.

You should be able to identify the level of the course, the course content and what the course leads to. It is important to show that you have met the entry criteria for the course. The immigration officer will need to know that the course is full time (i.e. involves 15 hours or more of day time study). If the course is offered in your own country, you will need to explain why you have chosen to study abroad.

For the interview with the ECO it may be useful to take with you an outline of the course and receipts for any payments made towards your course.

Finances

You will have to show that you or your sponsor have enough money to pay for your course fees and living expenses without your needing to work in the UK. This does not mean that you cannot work in the UK but it means that you cannot rely on the work to support your financial costs while you are here.

If you intend to bring any dependents (i.e. a spouse or children) with you then you must also show that you have enough money to finance them.

Accommodation

You should be able to show the ECO that you know where you will be staying when you arrive in the UK. If

Immigration Requirements

you do not have family or friends to stay with then you can contact the organisation listed on page 11.

What happens if I am refused a visa?

If you are refused a visa you will usually be informed of the reason and of your right to appeal against the decision. If you decide to appeal you will have to do so within a certain time limit (normally 3 months). You will be given an appeal form to complete and send to the Entry Clearance Officer. All the appeals are heard in the UK.

For any concerns about your visa including initial applications, extensions and appeals please contact Simply Visas. They can be contacted by phone on +44(0)20 8209 1999 or +44(0)20 8209 3066

How do I change my status having arrived in the UK?

As of 1 October 2005 if you are from a visa or specified national country and you want to extend your stay in the UK as a student then you can only do this if your current visa is a student one (e.g. student, prospective student, student nurse, exchange student). In this case you would make an application to the Home Office in the UK. If you arrived on some other status such as visitor then you would leave the UK and apply to re-enter as a student.

Visitors who arrive after 1st July 2006 and prospective students without 'entry clearance' are now unable to switch to a student visas

If you are eligible to extend your stay then you will need to apply on a particular Home Office application form (FLR(S)) which can be obtained directly from the Home Office or from the International Student Office at the College or it can be downloaded from the internet. You would require the following documents:

- • A recent passport sized photograph of yourself
- • Your unexpired passport
- • Your Police Registration Certificate (if applicable)
- • Evidence of enrolment on the course
- • Evidence of financial resources
- • A letter from your sponsor (if applicable)
- • A fee of either £250 (if your application is posted) or £500 (if your application is made in

Finances

person).

You should not travel to the UK or begin a course of study without making sure that you have enough money to cover all your academic fees and living expenses. It is virtually impossible to make arrangements for financial support once you have left your own country. Also, the immigration authorities will not normally allow you into the UK unless you have evidence that you can cover the costs of your proposed study.

How much can I expect to pay for my course fees?

The fees for 2007/8 for a 15 hour course are £4050.00. You should not have to pay any more additional money. You will be told the fee when you receive your acceptance letter.

If you are studying on a Higher National Diploma the fees are approximately £6200. You will be informed of the fee in your offer letter.

Fees remain the same for both years of a two year course. If you progress on to the next level you will have to pay a new fee. Fees rise by about 3% a year.

Please note: You will have to pay 100% of your fees before you arrive in the UK

How much will I be expected to pay for my living expenses?

In addition to your course fees, you will also need to have enough money to cover your living expenses such as accommodation, food, bills, travel, etc. The British Council Guidelines suggest students require between £7,800 and £9,700 per annum for maintenance and living expenses in the UK. This breaks down to the following approximate costs:

| | Per Month |
|---|-------------|
| Accommodation (single room shared facilities including gas/electric/water bills) | £400 |
| Food (single person) | £120 - £200 |
| Travel (depending on where you live) | £43 - £100 |

On top of this you will have clothes, stationery, books & entertainment costs to consider.

Finances

If I didn't start my course, could I get a refund?

For one reason or another you may not be able to start the course you have accepted. You may then request a refund of your fees.

To request a refund you need to contact the International Student Liaison Officer (whose details are outlined on page 1) to request a refund form. This form must be filled out and returned with all the necessary details required e.g. the original receipt, the refusal letter from the entry clearance officer (if applicable), evidence of the reason for not starting, bank details of where the money is to be refunded etc. The finance department will deal with the refund, which may take up to six weeks to process after receipt of your refund request form.

- **Please note:**

The College reserves the right to withhold £100 for administration

The College reserves the right to withhold £250 if you transfer to another College

If you attend College for a short time and then withdraw you may be asked to pay one term's fees

A refund will only be paid to the original person who made the payment

Are there any scholarships I could apply for?

If you are experiencing financial difficulties you should contact your own Ministry of Education or Education Department and the nearest British Council office in your own country. These institutions should be able to provide you with details of scholarship schemes available to you.

Please note that for many scholarship schemes, it is necessary to apply well in advance of the start of the course, often at least one year. Remember the competition for scholarships and grants to study in the UK is very strong.

Please note: The College of North West London does not offer scholarship programmes

Can I open a bank account?

It is quite difficult to open a bank account in the UK. We suggest that you open an account at an international bank e.g. Barclays Bank Plc; HSBC Bank Plc before you leave your own country. For more information, you should be able to find details on the internet or by visiting your local branch. It will then be easier to either transfer your account or access your account from the UK. You should try and open your account at least six months before entering the UK.

Accomodation

Can the College help me to find somewhere to live?

The College of North West London has no halls of residence. The average cost of a single private rented room with shared facilities (e.g. bathroom, kitchen, lounge and possibly garden) is approximately £100 per week. In most cases this will also include your gas, electricity and water bills.

If possible, you should arrange your long-term accommodation before you leave your home country. Alternatively you should ensure that you have a place to stay for at least two weeks.

You can also lists of hostels available from The British Council Office in your home country. The British Embassy will give you the address of the British Council Office.

The following agency will make provisional bookings (subject to availability) of accommodation if you write to them several weeks before you leave your home country:

International Students House

229 Great Portland Street
London W1 5HD
Tel: +44 (0)20 7631 8300

Employment

Will I be allowed to work in the UK?

It is an important condition of your stay in the UK that you have enough money to support yourself without recourse to public funds. You should be able to show that you do not need to work to earn money to support yourself or your dependents. However, many international students are allowed to work part-time and during vacations as long as it does not interfere with their studies and if there is no suitable person from the UK to fill the post.

All European Economic Area (EEA) nationals including Switzerland but excluding the 'A8' countries (see page 17) are free to take up employment without having to obtain permission to work.

From 1 May 2004, most EEA nationals of the new member states (except Cyprus and Malta) who wish to work for more than one month for an employer in the UK need to register under the 'Worker Registration Scheme' for a one off fee of £70.

Once you have worked legally in the UK for 12 months without a break of no longer 30 days you will have full rights of free movement as a worker, and no longer need to register on the 'Worker Registration Programme'.

At this point you can apply for a residents permit confirming your right to live and work in the UK.

Other than this you can tell from the stamp in your passport whether you are allowed to work or not. This stamp will identify any conditions about work. It will indicate either a restriction or prohibition on employment.

What is the difference between a restriction and a prohibition?

Most international students will be given a restriction on the right to work. This means that you can work part-time.

However, if your passport is stamped with an employment prohibition, it means that you cannot work. As a full-time student you can apply to the Home Office to have this stamp changed to a restriction. In this circumstance you should contact the International Office for advice.

Religion

Will I be able to practice my faith?

To some students their spiritual well-being is as important as their physical and emotional well being.

The College of North West London is fortunate to be based in a multi-cultural area called Brent. Places of worship of various denominations are readily available in Brent and throughout London. Whatever faith you hold, you can receive many benefits from attending a church, mosque, temple, synagogue, etc.

If you want to uphold your religious festivals/practices and develop your faith, you can expect to be able to do this while studying at the College.

They can offer:

- a place to worship
- spiritual development
- a community of people who share the same beliefs and values as yourselves
- a source of support (socially, emotionally, spiritually, etc)
- a place to obtain information and so on

Living in London

What is living in London really like?

London is a relatively fast, exciting metropolitan city. There are many social activities going on all the time. The centre of London is well known for its nightlife which includes theatres, nightclubs, street entertainment, cinemas, restaurants, late night shops, etc. During the day there are places to visit such as museums, art galleries, markets and the main tourist attractions (Buckingham Palace, Trafalgar Square, The Tower of London, Covent Garden, etc.).

It is a multi-cultural city with people visiting and staying in London who originally come from many other countries. The centre of London is easy to get to as all major buses and trains pass through it. London can be expensive but as you move more to Greater London (away from the centre), you will find things become cheaper.

Throughout the year trips to visit the sights of London are organised by the College for international students.

Weather

The British weather can seem very harsh to those students who come from warmer climates. It is generally unpredictable and very changeable, but the period between December and February is extremely cold. Cold, windy and wet weather can occur at any time.

A good way of keeping warm is by “layering” your clothes. That is, wearing t-shirts or shirts under woollen jumpers, with a warm jacket or coat over the top, depending on how cold it is. Waterproof clothing, strong shoes/boots and an umbrella are useful or perhaps essential in the rain.

If you arrive in August or September you should find that the climate is still reasonably mild so you can decide what clothing to buy when you get here.

Food and shopping for food

London has many shops which specialise in foods from around the world. Prices differ considerably so shop around and look out for special offers. As a rule, supermarkets will be cheaper than the corner shop and street markets will be cheaper than the supermarkets. You can expect to spend at least £35 a week on groceries. Each of the College centres have places where meals, snacks and hot drinks are available throughout the day.

General

Should I take out insurance?

Travelling aboard to study can be costly. Apart from the course fees you may have to pay for your accommodation, travel, bills, laundry, books, course materials, healthcare/treatment etc. You will be travelling with important documents such as your passport, tickets, cash and travellers cheques. In the event that you should lose any of them or have them stolen or fall ill you may decide that it is useful to take out travel insurance cover to help reimburse you.

There are insurance companies who offer policies at a cheaper rate to students. You may want to take insurance out before you leave your country or once you arrive in the UK.

You should insure your personal property against loss or theft as soon as possible after arriving.

Endsleigh Insurance (www.endsleigh.co.uk)

Just a note of caution. Do shop around and ask questions about the cover offered for the best deal before parting with any money and signing any forms.

Culture Shock

Culture shock is sometimes known as homesickness. It is not unusual for students to miss their family, friends and country months after arrival in the UK. New people and new situations often bring new challenges that can sometimes seem too much to cope with. Most students experience culture shock to some degree but as time goes on, they begin to feel more settled and better able to manage how they are feeling and what is happening. It is important to be aware of it and to seek help if you need it. The College have experienced and professional staff who are able to help you through it.

Medical Certificates

On occasion you may be asked to produce a medical certificate from your own doctor confirming that you are in good health and are fit to travel to the UK.

You are advised to check with the British High Commission or British Embassy when applying for your visa

Tuberculosis Screening

Applicants for UK Visas valid for longer than 6 on this in certain countries now require a certificate to show that they are free from infectious tuberculosis (TB).

This currently applies to all students coming to study at the College of North West London for 6 months or longer, and their dependants from the following countries:

- Bangladesh
- Sudan
- Tanzania
- Thailand (including Cambodia and Laos)

Please note that with the exception of children under the age of 11, all dependants are required to be tested.

General

You must carry your certificate and chest x-ray in your hand luggage. If you do not you may be delayed on arrival in the UK.

There is a cost for this screening of between GBP30 and GBP35 per test and it is your responsibility to meet this cost.

For more information on tuberculosis screening in your country, please contact the British Embassy/High Commission website in your own country.

It is important to note that TB screening has been planned to be introduced to other countries such as China, Ghana, India, Indonesia, Kenya, Malaysia, Nigeria, Pakistan, Philippines, Russia, South Africa, South Korea, and Zimbabwe, throughout 2006 so check the British Embassy/High Commission website in your own country before applying for your visa.

Listed Visa Countries

Visa National Countries

| | | |
|--|----------------------|-----------------------|
| Afghanistan | of the Congo (Zaire) | Lebanon |
| Albania | Djibouti | Liberia |
| Algeria | Dominican Republic | Libya |
| Angola | Ecuador | Macedonia |
| Armenia | Egypt | Madagascar |
| Azerbaijan | Equatorial Guinea | Malawi |
| Bahrain | Eritrea | Mali |
| Bangladesh | Ethiopia | Mauritania |
| Belarus | Fiji | Moldova |
| Benin | Gabon | Mongolia |
| Bhutan | Gambia | Morocco |
| Bosnia-Herzegovina | Georgia | Mozambique |
| Bulgaria | Ghana | Myanmar (Burma) |
| Burkina Faso | Guinea | Nepal |
| Burma | Guinea-Bissau | Niger |
| Burundi | Guyana | Nigeria |
| Cambodia | Haiti | Oman |
| Cameroon | India | Pakistan |
| Cape Verde | Indonesia | Palestinian Authority |
| Central African Republic | Iran | Peru |
| Chad | Iraq | Philippines |
| People's Republic of China (unless you hold a passport issued by Hong Kong Special Administrative Region or Macao Special Administrative Region) | Ivory Coast | Qatar |
| Columbia | Jamaica | Romania |
| Comoros | Jordan | Russia |
| Congo | Kazakhstan | Rwanda |
| Cuba | Kenya | Sao Tome e Principe |
| Democratic Republic | Kirgizstan | Saudi Arabia |
| | Korea (North) | Senegal |
| | Kuwait | Sierra Leone |
| | Laos | |

Listed Visa Countries

| | | |
|------------|--|----------------|
| Somalia | Hong Kong (unless you are a British National (Overseas)) | Malta |
| Sri Lanka | Japan | Netherlands |
| Sudan | Malaysia | Norway |
| Surinam | New Zealand | Poland |
| Syria | Singapore | Portugal |
| Taiwan | | Slovakia |
| Tajikistan | South Africa | Slovenia |
| Tanzania | South Korea | Spain |
| Thailand | USA | Sweden |
| Togo | | United Kingdom |

European Economic Area Countries

| | |
|--|----------------|
| Turkey | Austria |
| | Belgium |
| Turkish Republic of Northern Cyprus | Czech Republic |
| Turkmenistan | Cyprus |
| Uganda | Denmark |
| Ukraine | Estonia |
| United Arab Emirates | Finland |
| Uzbekistan | France |
| Vietnam | Germany |
| Yemen | Greece |
| Zambia | Hungary |
| Zimbabwe | Iceland* |
| | Ireland |
| The territories formerly comprising of Yugoslavia excluding Slovenia | Italy |

Specified (National) Countries

| | |
|-----------|----------------|
| Australia | Latvia |
| Canada | Lithuania |
| | Liechtenstein* |
| | Luxembourg |

This information was correct as of March 2006

Croatia removed from Visa National list on 22 March 2006.

