

# Cherwell College Oxford

## Pre-University Tutorial College

### Admission Guidance: non-UK nationals

#### 1. Abbreviations

Cherwell College Oxford (the “College”)

Confirmation of Acceptance for Studies (the “CAS”)

Regulated Qualification Framework (the “RQF”)

UK Visas & Immigration (the “UKVI”)

#### 2. Introduction

If you are a non-UK passport holder you may need to obtain a visa before you can come to study in the UK.

In order to obtain a UK student visa you will need an education provider who must be registered as a licensed Student Sponsor with UKVI (Home Office).

Cherwell College is a licensed Student Sponsor and is authorised to accept students, who are non-UK passport holders for short term or full time academic programmes in the UK.

Short term academic programmes are for example pre (I)GCSE, pre A-Level and other pre-sessional courses which do not exceed more than 6 months in duration.

Full time academic programmes are the UK-curriculum courses such as (I)GCSEs and A-Levels, which are usually completed over the course of 1 or 2 years.

If you are planning to come for a short period of study (6 months or less), you will need to follow a less rigid application process. This guidance provides a full admission process to be followed by students who are planning to study full time academic programmes.

In addition, short term students do not require to obtain a Student or a Child Student visa but will need a Standard Visitor visa (unless they are exempt depending on the country of their nationality: <https://www.gov.uk/check-uk-visa>).

#### 3. Admissions Stage I: Introduction

- Please complete website enquiry form or send your request in the email form to our Admissions Secretary ([secretary@cherwell-college.co.uk](mailto:secretary@cherwell-college.co.uk));

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- Please also attach copies of any recent academic reports or exam results with translation in English (where required).

Your application will be reviewed and further information will be requested where necessary. E.g. recent academic transcripts/evidence of your level of English (IELTS Academic for UKVI certificate or similar)/exam results from your previous place of study along with your personal statement. **NB** For A-level study you are required to show English language proficiency of at least Level B1 of CEFR scale, provided you had not previously studied and completed an academic course in the UK under your current UK student visa.

You can find a list of the UKVI approved English tests via <https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt>

### 4. Admissions Stage II: Invitation for an interview

Your application will be reviewed and if thought appropriate, the Academic Team will issue a letter inviting you for an interview with the Principal and will request the following:

- A copy of your passport and your current visa, if you have just completed a course in the UK;
- Copies of recent academic progress reports from your previous place of study (if not already supplied)

**NB** If your progression to the new course is evident (i.e. an (I)GCSE student has just successfully completed the course in the UK and looking for an A-Level study), the Principal might consider an offer letter subject to the interview only. However, you must be ready to present your most recent academic reports and/or statements of previous examination results for the purposes of your visa application.

### 5. Admissions Stage III: Interview

After an assessment of a student's previous academic progress, the College will interview you in Oxford or set up a Teams/Zoom interview, which will be with the Principal and member(s) of our Academic Team.

The interview will include an informal conversation with the Principal and/or written assessments on your selected subjects of study if the Academic Team considers it appropriate (i.e. to identify the areas of weakness if student's academic reports from previous school show inconsistent progress).

For students based overseas, we will arrange the assessments at the British Council office or similar accredited institution.

The Principal in conjunction with Academic Team will evaluate a student's academic ability and decide whether the candidate is suitable for the selected course of study.

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### 6. Admissions Stage IV: Issuing an offer letter

Following a successful interview an offer letter will be issued.

The student and their parents must respond to the offer letter by completing and signing the following documentation:

- Registration Form;
- Acceptance Letter;
- Medical Form;
- Parental Consent Forms.

Upon the receipt of the above documentation, the College will then request a payment of registration fee, deposit fee, first term's tuition and accommodation fees (where applicable).

**NB** If later during the enrolment stage a student is refused a visa to the UK and there is an evidence of negligence on behalf of the student or their family to comply with the rules governing the issuance of a particular visa category, none of the fees are subject to a refund. However, the College will assist you in your second attempt. Please note that any Student/Child Student visa refusal has negative repercussions on the College's accreditation with UKVI.

### 7. Admissions Stage V: CAS statement

The CAS is issued as a result of the following criteria being satisfied:

- Student has provided the College with the proof of academic eligibility;
- Student has provided appropriate proof of their English language proficiency;
- Student or their parent/guardian has read and signed the necessary admission forms and terms & conditions;
- Student has paid the registration, deposit, tuition fees and accommodation fees (where applicable);
- Student has provided the College with a sufficient proof/assurance that any other documentation required for the visa application is in order and they understand the UKVI rules in relation to their visa category.

The CAS statement allows non-UK passport holders students to apply for a student visa to study in the UK.

The CAS contains a unique reference number that students require when they make their UK student visa application.

The CAS confirms that you have an unconditional offer of a place at the College and that the College will be your Student Visa Sponsor.

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The College will send an email to the student or their parent/legal guardian with the CAS statement attached. The CAS statement contains a unique CAS number and confirms all the personal and course information that the College uploads to the UKVI (Home Office) system which generates the CAS number. The information on the CAS is necessary to complete your student visa application form.

Each CAS is only valid for 6 months, and when it is assigned it is given an expiry date. You will not be able to use the CAS after its expiry date. You can only apply for a visa at the earliest, 3 months before the start date of your course and the College advises students to apply in good time.

**NB** Your permission to stay in the UK is 'tied' to the education provider whose CAS you use to apply for a student visa. When you receive your visa, you will find the College's Sponsor number on the vignette in your passport or on your BRP card.

If you apply from outside the UK, you will not be permitted to start your course until you have a valid UK student visa to study at the College.

If you apply from within the UK, you will first need to make an application before commencing your programme with us. You may commence your studies as soon as we have evidence that you have applied to extend or switch to a new student visa.

The College has an in-house student visa advisor who will be able to guide students on the visa application process both for short-term and long term student visas.

*Latest Review September 2023*

*Next review September 2024*