

Admission Procedure

Students are advised to read the prospectus carefully before filling in the Application form. Students are also advised to visit the ST PETERS COLLEGE website, www.stpeterscollege.co.uk to read the up to date information before completing the admission procedures.

Please state clearly the title of the course and month/year you wish to join (see website for courses & start dates). The completed Application Form must be returned with, copies of all relevant qualification certificates to full fill entry requirement of the course of study, and the registration and application fee to ST PETERS COLLEGE OF LONDON. Only duly completed application forms will be considered. (Application may be made online or by completing a 'Hard Copy').

In order to apply for a course at St Peters College of London, you need to submit your application form along with the following documents (verified / attached):

- Copies of your previous qualification certificates to satisfy the entry requirement
- Copy of Passport
- Two passport size photographs
- IELTS 5.5 (English Language Certificate Achieved) - your local agent and / or British council office can assist.

Once the admission office receives your application form, it usually takes 2-3 working days to process the application once it has been approved by the relevant Course Leader. Letters of Acceptance, Terms & College policies are dispatched to the student by special courier service.

● **Completing the application form**

You may download the application form from our website or please send e-mail to the e-mail address info@stpeterscollege.co.uk and college will forward you an application form.

All necessary information needs to be filled in as requested therein. Photographs need to be attached and copies of qualifications supporting the entry qualifications for the course applied need to be attached. A set of scanned copies of these qualifications, copy of the passport and the photograph must be forwarded by e-mail to admin@stpeterscollege.co.uk with reference to the application. If you do not complete this process that application will not be considered.

● **Conditional Letter of Acceptance**

Once we receive your completed application form and non refundable registration fee £200, you will be sent a Conditional letter of Acceptance stating that ST PETERS COLLEGE is offering you a place on the course subject to the payment of the tuition fee.

● **Fee policy letter**

After receiving your admission fee (which later on becomes a part of your total tuition fee) you receive letters which proves confirmation of admission at ST PETERS COLLEGE. Fee policy letter is the letter that shows fee structure and terms and conditions for the matter of fee payment. Upon receiving the Bank Draft towards tuition fees (minimum £2,500.00) – payable to St. Peter's College of London following documents will be issued to the student.

NOTE: If you have accepted the ST PETERS COLLEGE offer and paid in the necessary fees, it is treated that you have implicitly agreed and accepted all the ST PETERS COLLEGE Terms and Conditions relevant to Admission and will be abiding by same.

● **Admission Interview**

All applicants who have accepted the offer will be expected to present themselves for a web cam interview prior to the issue of confirmed admission. St Peters College will send you an email to inform you the date and time of the interview. The interview will cover all necessary aspects relating to the application and fitness for the course.

● **Confirmation of Acceptance of Studies (CAS) [Certificate of Enrolment]**

Upon receipt of aforesaid fee, ST PETERS COLLEGE issues a certificate of enrolment, CAS to its students with confirmed admissions, stating that a place has been reserved on the course and this letter may be used to obtain a student visa.

● **Confirmation of accommodation arrangement**

This letter ensures that a place in accommodation has been arranged for the student. This gets very helpful as after getting to the UK accommodation arrangement is one big problem faced by the students. Therefore it comes prudent if it has been arranged for in advance to the arrival, for a minimum period of 3 – 4 weeks. This letter will only be issued if you have requested this additional service, and have deposited any advanced payment as advised at the time of request.

Note:

All students who apply for the Student Visa at a British Embassy / High Commission using formal procedures are hereby advised that effective 1st April 2009, under PBS scheme, you are expected to submit all of the entry qualification documents (original) used to obtain the admission. It must be strictly noted that any form of discrepancies in this formality or any information added lately (not disclosed to ST PETERS COLLEGE at the time of admission offer) may lead to visa being rejected. In this regard, ST PETERS COLLEGE will take no responsibility

Pre-Departure Checklist for student

Documents Requires for students on Entry the UK.

1. Valid Passport
2. Valid UK Visa (Student)
3. Air tickets
4. College confirmation of place and start date
5. Verified / Assessed certificates or qualifications
6. Proof of acceptance from awarding of examination bodies (i.e. pre registration with OTHM)
7. Details of course subjects (aims, objectives, syllabus and date of examination)
8. Proof of financial status
9. Medical certificates (i.e. TB Certificate)
10. UK currencies and/or traveller cheque
11. Accommodation address
12. Name and contact details of person meeting you at the airport or port of entry.