



Queen's University  
Belfast

Admissions and Access  
Service

We are exceptional

## Guidance Notes for International Applicants

### INFORMATION FOR 2016-17 ENTRY

These guidance notes provide an outline of the next stages of the admissions procedures together with other useful information for postgraduate international applicants.

It is important that you read the notes carefully and ensure that you take appropriate action within the deadline dates indicated in order to avoid delays in processing your application. The notes are divided into five sections:

**Section 1:** Admissions procedures for either accepting or declining an offer of a place to study at Queen's University

**Section 2:** Advice on the support services available to Queen's students together with information on English Language tuition and the Welcome and Orientation Programme

**Section 3:** Tuition fees and financial details, registering as a student at Queen's and the semester dates for 2016-17

**Section 4:** Immigration Procedures

**Section 5:** A list of useful contact numbers and email addresses

### MPhil/PhD/MD/MCh and Professional Doctorate Applicants

Links to the Study Regulations for Research Degree Programmes, the Code of Practice for Research Degree Programmes, the online Student Handbook and other guidance material are available at:

<http://go.qub.ac.uk/CoPResearchDegrees>

### Taught Masters/Diploma Applicants

Applicants for the above programmes should refer to the 'Postgraduate Taught Student Handbook' which provides regulations specifically for students undertaking postgraduate taught programmes. This is available on the University's website at:

[www.qub.ac.uk/home/TheUniversity/GeneralServices/Informationfor/Students/StudentHandbook/](http://www.qub.ac.uk/home/TheUniversity/GeneralServices/Informationfor/Students/StudentHandbook/)

#### Admissions and Access Service

Lanyon North, Queen's University Belfast  
Belfast, BT7 1NN, Northern Ireland, UK

T: +44 (0)28 9097 5022 E: [intl.student@qub.ac.uk](mailto:intl.student@qub.ac.uk) W: [www.qub.ac.uk/ado](http://www.qub.ac.uk/ado)

## SECTION 1 – ADMISSIONS PROCEDURES

### 1. Your Offer of Admission

The only official letter confirming your offer of a place to undertake a postgraduate programme of study is that issued by the Admissions and Access Service.

An offer of admission does not constitute an offer of money to fund your studies. If you are not in receipt of financial support you should ensure that you are fully aware of the financial commitments and that you have the necessary resources to cover the cost of fees and maintenance for the duration of your studies.

### 2. Before Accepting your Offer of a Place

All students must agree to conform to the Statutes of the University:

'We, the students of Queen's University Belfast, on admission do hereby promise that we will conform to the Statutes of the University and to all regulations, rules and orders from time to time made by the authorities of the University for the proper conduct of its business and due maintenance of discipline, that we will refrain from words or acts prejudicial thereto or from any conduct or activity which conflicts with the University's policies on Equality and Diversity, and Student Anti-Bullying and Harassment (including harassment on the grounds of age, religious belief, political opinion, race, gender, colour, ethnic origin, sexual orientation or disability), that we will refrain from injury to the property of the University and will endeavour to promote its interests and studies and will not engage in any conduct liable to bring the University into disrepute.'

Prospective students should be aware of this obligation before deciding to accept the offer of a place.

### 3. Conditional Offers – Notification of Examination Results

If your offer is conditional upon the completion of a degree or other qualification such as an English Language test, you must upload scanned copies of your examination result(s) and official final transcript/degree award certificate to the online application portal. This also applies to students who are currently studying at Queen's University since the Admissions and Access Service does not receive notification of degree results. Where applicable, confirmation of your qualifications must be officially translated into English.

Please submit your results even if you have not exactly met the condition(s) of your offer, as it may

be possible to exercise some flexibility if places are available.

If you do not provide this information your application cannot proceed to the next stage of the admissions cycle and more importantly, it will not be possible to send you the appropriate letters to support your student visa application – see Section 4 – Immigration Procedures.

### UK Visas and Immigration English Language Requirements

The University will continue to accept the IELTS Academic and TOEFL internet-based tests for direct admission to postgraduate degree programmes. If your offer is conditional upon the completion of an approved English Language test, please note that for immigration (visa) purposes, you will be required to obtain the following minimum scores in each element of the test:

**IELTS\***: an overall score of 6.0 or 6.5 or 7.0 (depending on course requirement) normally with a minimum score of 5.5 in each element.

**TOEFL\***: (internet-based test only) a minimum overall score of 80, 90 or 95 (depending on course requirement) normally with minimum scores as follows: Reading 18; Listening 17; Speaking 20; Writing 17.

*\* IELTS (Academic) and TOEFL tests must have been taken within two years of the date when a Confirmation of Acceptance for Studies (CAS) is issued for visa purposes.*

These are the minimum standards acceptable and demand for places may mean that applicants will require higher grades in order to be competitive and some programmes will require higher scores in the individual test components. If so, this will have been specified in your offer letter. INTO Queen's University Belfast offers a wide range of English Language courses designed specifically for international students – please see Section 2.

**Important Note** – you will be required to bring **original documentary evidence** of your degree qualification(s) (and a certified English translation, where applicable) to registration in September. Documentary evidence of English Language qualifications (if appropriate) will also be required at registration.

### 4. Unconditional Offers

If you meet all the admission requirements for your chosen course of study, you will receive an unconditional offer letter which you may use as evidence that you have been accepted on to the course.

## 5. Replying to an Offer of Admission

This is an important step in the admissions process since it enables the Admissions and Access Service to track the progress of your application and for those applicants who accept an unconditional offer of a place, the information is required to enable a CAS number to be assigned to you for visa purposes – see Section 4 Immigration Procedures.

To accept or decline an offer of a place, you should reply **online** following the links through the Direct Applications Portal – <https://dap.qub.ac.uk/portal/>. This should be completed **as soon as possible, ideally within 14 days** of receipt of your offer letter.

If you have applied and been offered a place on more than one course/programme of study, you must indicate whether you wish to accept or decline the offer against each course/programme.

Given that your final course choice may be dependent on funding and/or other factors, you may initially decide to accept more than one offer of a place. If you initially accept a place and subsequently wish to decline the offer, please email [intl.student@qub.ac.uk](mailto:intl.student@qub.ac.uk) to let us know.

For some high demand courses, waiting lists are in operation and an early response would enable us to offer the place to another applicant.

## SECTION 2 – SUPPORTING YOUR STUDIES

### 1. English Language Tuition

INTO Queen's University Belfast offers a wide range of English Language courses designed specifically for international students, including 10, 6 or 4 week pre-sessional courses. Applicants who have satisfied the other course entry requirements and who achieve the required level of performance in the pre-sessional English course, will be permitted to progress to their postgraduate degree programme without having to re-take the IELTS or TOEFL test. **Please note** that for admission to a pre-sessional English course, applicants must normally hold a Secure English Language Test (SELT) approved by the UK Visas and Immigration (UKVI). A list of approved SELT tests and providers effective from 6 April 2015 is available from the UKVI website at <https://www.gov.uk/tier-4-general-visa>.

Further details are available from the website at: [www.intohigher.com/queens](http://www.intohigher.com/queens)

See Section 5 for contact details.

Please note that you must meet the University's English Language requirement before being permitted to register on to your postgraduate programme of study.

### 2. Disability Services

Disability Services co-ordinates a range of services to support students with disabilities, including School and exam support. If you have declared a disability, special needs or a medical condition on your application form you should have received further details and a questionnaire with your offer letter. If these details were not included or you wish to receive further information please contact the Admissions and Access Service. Please see section 5 for contact details.

### 3. University Student Accommodation

The University offers a wide range of accommodation with options to suit different lifestyles. Willow Walk is new purpose built accommodation ideally suited to the needs of international and postgraduate students. The accommodation offers a mix of studio and 1, 2, 3 and 4 bedroom apartments each with their own front door. A limited number of apartments are available for postgraduate students accompanied by partner and dependants.

Information regarding Queen's Accommodation will be available online from May 2016 at [www.stayatqueens.com](http://www.stayatqueens.com) together with details of how and when you can apply online. It is recommended that you submit your application before 1 August.

It is provisionally anticipated that student accommodation will be available from 17 September 2016 or during the previous week if you are attending the Orientation Programme for International Students.

Any queries about accommodation should be addressed to Elms Village Reception Office. See Section 5 for contact details.

If you intend bringing your spouse/family, you are strongly advised to arrive by yourself in the first instance. You can then make suitable arrangements for your family to arrive later.

### 4. Welcome and Orientation

You are required to attend the Welcome and Orientation programme for new students prior to the beginning of the academic year. The programme covers basic academic and practical matters and enables you to familiarise yourself with the University and living in Belfast before you commence your studies. Full details of the programme, along with details of support services available to international students will be available online to applicants from July 2016 at the International Student Support website at: <http://www.qub.ac.uk/sites/iss/>.

The website contains a range of useful guidance on preparing to leave for the UK, arrival in the UK, immigration advice, living in Belfast, studying at

Queen's and other general information. This will be updated for 2016 entry. However, for information purposes, the **International Student 2015-16 Pre-Arrival and Post-Arrival Handbooks** can be downloaded from the University's website at: [www.qub.ac.uk/sites/iss](http://www.qub.ac.uk/sites/iss) - click on *Living in Belfast*.

## 5. International and Postgraduate Student Support

The University provides dedicated support to international and postgraduate students and provides many aspects of information, advice and guidance.

In line with the University Vision 2020, a new **Graduate School** specifically designed to meet the needs of postgraduate students was established in April 2015. The School provides an enriched environment of learning, support facilities, research and innovation in which postgraduate students can prosper and develop. The School is the base for the Postgraduate Skills Training Programme. Courses are specifically designed to give you the skills needed to be successful academically and personally on your course, as well as equip you for future employment.

The Student Guidance Centre is home to **International Student Support**, which specialises in immigration advice for international applicants and students as well as support while you are in Belfast – see Section 5 for contact details. Staff members in this office are the only staff at the University who are permitted to give you immigration advice and will liaise closely with the Admissions Service to ensure you have the proper documents to be able to study at Queen's.

## SECTION 3 – TUITION FEES, SCHOLARSHIPS AND FINANCIAL ARRANGEMENTS

### 1. Scholarships and Funding

The International Office administers a wide range of fee reductions and scholarships for international students, and details of these arrangements for 2016 entry will be made available on the website at: [www.qub.ac.uk/internationalscholarships](http://www.qub.ac.uk/internationalscholarships)

Information on other possible funding opportunities specifically for postgraduate students is available from the Graduate School, see Section 5 for contact details or visit the website at: [www.qub.ac.uk/postgraduate](http://www.qub.ac.uk/postgraduate)

Funding scholarships, not administered by the Graduate School or the International Office, may be offered by individual Schools in the University. It is therefore recommended that applicants check the relevant School website for details. Please use

website [www.qub.ac.uk](http://www.qub.ac.uk) and follow the link to 'Schools and Departments'.

### 2. Tuition Fees

Information about the tuition fee payable is included in your offer letter. The fee will remain the same for the normal duration of your degree programme. This means that there will be no increase for subsequent years.

Details of the tuition fees for international students can be found at the following website: [www.qub.ac.uk/TuitionFees](http://www.qub.ac.uk/TuitionFees).

### 3. Financial Arrangements/Payment of Fees

International students will be required to fulfil certain financial arrangements to the satisfaction of the University as outlined below.

Applicants are advised to consult the University's Student Finance website for full details of the procedures for the payment of tuition fees at: [www.qub.ac.uk/TuitionFees](http://www.qub.ac.uk/TuitionFees)

A summary of the requirements which are in place for 2016 entry is outlined below.

As part of the registration and enrolment process and, before commencing your studies, you will have to either:

- provide official evidence of sponsorship or scholarship from a government or other official organisation; or
- pay the total tuition fee at or prior to enrolment. Please note that cash will not be accepted; or
- pay by Direct Debit: a minimum amount of 25% of the total fees must be paid at or prior to enrolment. Direct debits are taken in three equal payments at the end of November, January and March, or within four working days of each date. The direct debit facility is only available to those students who have a UK current bank account (not savings account) which is recognised by the Direct Debit Scheme. A Direct Debit Mandate form must be completed by 14 October 2016 to avail of the option; or
- provide evidence that you are in receipt of an award from the University or funding administered by the University.

The following may also be requested:

- provide the Director of Finance with satisfactory evidence of your financial standing before commencing your second or subsequent years of study;

- pay in advance the annual fees for tuition and University residential accommodation if requested;
- obtain any necessary currency permits to enable you to meet your obligations in full on arrival at the University.

#### 4. Mandatory Tuition Fee Deposits for Postgraduate Taught Courses

If you have met all the course entry requirements and have accepted an **unconditional** offer of a place to study on a **one-year postgraduate taught** course, **please note** that we **require** such applicants to pay a deposit towards their tuition fees before a Confirmation of Acceptance for Studies (CAS) for visa/immigration purposes can be issued – see Section 4.

**CAS details will not be issued earlier than six months before the start of your degree programme.**

When you pay a deposit towards your fees, you will receive a receipt which you should present with your documents when you apply for your student entry visa to the UK. This information will also be included in your CAS Statement – see enclosed leaflet - 'Studying at Queen's: Visas and the Points Based System'.

The arrangements for payment of deposits for 2016 entry are:

- the minimum deposit level is **£2,500**, however you can make a higher payment of fees if you wish;
- the deposit can be paid by Bank Draft in pounds sterling, drawn on a UK bank, or Bank Transfer or Credit Card;
- you must complete the **Deposit Payment Form** attached (**Appendix 1**) and return it to the Student Finance Office by email to [studentfinance@gub.ac.uk](mailto:studentfinance@gub.ac.uk) or by mail to the address stated on the form together with a copy of your offer letter;
- the Student Finance Office will process your payment and send you a receipt;
- the deposit **will only be refunded** if you fail to obtain entry clearance from the UK immigration authorities to enter the UK as a student to undertake study at Queen's University. You must provide documentary evidence of your failure to obtain entry clearance.

**International applicants who are in receipt of a full tuition fee scholarship are not required to pay the**

**mandatory tuition fee deposit (evidence of the scholarship must be provided to Admissions).**

#### 5. Voluntary Tuition Fee Deposits for Postgraduate Research Courses

If you have met all the course entry requirements and you have received an **unconditional** offer of a place to study on a **postgraduate research** degree, you should note that we provide a facility for applicants to pay a **voluntary** deposit towards their tuition fees.

If you pay a deposit towards your fees, you should present the receipt with your documents when you apply for your student entry visa to the UK. This information will also be included in your CAS Statement – see enclosed leaflet 'Studying at Queen's: Visas and the Points Based System'.

The arrangements for payment of voluntary deposits for 2016 entry are:

- the minimum deposit level is **£2,500**, however you can make a higher payment of fees if you wish;
- the deposit can be paid by Bank Draft in pounds sterling, drawn on a UK bank, or Bank Transfer or Credit Card;
- you must complete the **Deposit Payment Form** attached (**Appendix 1**) and return it to the Student Finance Office by email to [studentfinance@gub.ac.uk](mailto:studentfinance@gub.ac.uk) or by mail to the address stated on the form together with a copy of your offer letter;
- the Student Finance Office will process your payment and send you a receipt;
- normally, the deposit **will only be refunded** if you fail to obtain entry clearance from the UK immigration authorities to enter the UK as a student to undertake study at Queen's University. You must provide documentary evidence of your failure to obtain entry clearance.

#### 6. Additional Course Costs

For some courses, students may be required to purchase specialist equipment or attend field courses and any costs involved will be additional to the tuition fees indicated in your admissions letter.

#### 7. Cost of Living

The NatWest Student Living Index 2015 names Belfast as the most affordable city in the UK for students, with the lowest cost of living overall. The survey looked at the cost of essentials, sports and fitness, socialising, and hobbies and interests. It is

estimated that you will require a minimum of £8,500 (excluding tuition fees) to cover the cost of living expenses for a calendar year e.g. rent, heating, food etc.

However, this sum of money does not take account of funds necessary to support any dependants who may accompany you whilst you are studying. The overall cost of attendance will vary depending on your lifestyle. Further information about the cost of living in Belfast can be found at:

<http://go.qub.ac.uk/costoflivingtables>

**Note** – please refer to the enclosed leaflet – ‘Studying at Queen’s: Visas and the Points Based System’ – to check the minimum amount of money you are required to have in place when applying for your student visa – see Section 5 for International Student Support contact details.

## **8. Registering as a Student at Queen’s**

You will be required to complete enrolment and registration procedures when you arrive at the University.

All international students will be required to bring their original passport and visa to the International Student Support team in order for a Right to Study check to be carried out before you can complete your enrolment – see Section 4.

### **Research Programmes**

Registration and enrolment for the academic year 2016-17 will commence during September 2016.

Further details will be sent by Student Services and Systems to all applicants who have firmly accepted an unconditional offer of a place – see Section 5 for contact details.

### **Taught Courses**

Successful applicants will be required to attend for registration and enrolment by the relevant School Office during September 2016. If you have any queries regarding registration you should contact the School direct – see Section 5 for the individual School contact details.

## 9. Orientation Programmes/Semester Dates (Provisional)

### International Welcome and Orientation 2016

Wednesday 14 September 2016 - Friday 16 September 2016

### Welcome Week 2016 (all students)

Monday 19 September 2016 - Friday 23 September 2016

### Semester Dates 2016-17

The Semester Dates for the academic year 2016-17 will be:

<b>Autumn Semester</b>		
Weeks 1-12	Teaching	Monday 26 September - Friday 16 December 2016
3 weeks	Vacation	Monday 19 December 2016 - Friday 6 January 2017
Weeks 13-15	Assessment	Monday 9 January - Tuesday 24 January 2017
	Inter Semester Break	Wednesday 25 January - Friday 27 January 2017
<b>Spring Semester</b>		
Weeks 1-10	Teaching	Monday 30 January - Friday 7 April 2017
3 weeks	Vacation	Monday 10 April - Friday 28 April 2017
Weeks 11-12	Teaching	Monday 1 May - Friday 12 May 2017
	Revision	Monday 15 May - Wednesday 17 May 2017
Weeks 13-15	Assessment	Thursday 18 May - Saturday 3 June 2017

Summer Graduation Week: Week commencing 3 July 2017

## SECTION 4 – IMMIGRATION PROCEDURES

### 4.1 Points Based System (PBS) Tier 4 (General) Student Visa

The Points Based System (PBS) is the visa route for the UK Visas and Immigration (UKVI) immigration rules. Under PBS, international students who wish to enter the UK must apply under Tier 4 (General) Student Visa.

The enclosed leaflet – ‘**Studying at Queen’s: Visas and the Points Based System**’ outlines the procedures in more detail. However, if you have any questions please do not hesitate to contact **International Student Support** – [iss@qub.ac.uk](mailto:iss@qub.ac.uk)

These immigration rules are subject to change and it is your responsibility to check the UK Visas and Immigration website:

<https://www.gov.uk/visas-immigration>

As a Tier 4 visa applicant and visa holder, it is your responsibility to be aware of, and comply, with the requirements of your visa. When you apply for a Tier 4 visa you must include a **Confirmation of Acceptance for Studies (CAS)** number. The University will assign your CAS number through the UKVI system.

The CAS number will be included in a letter called a ‘**CAS Statement**’ which will be sent to you by the Admissions and Access Service, **no earlier than 6 months before the course start date**. This will have important information that you need for your visa application. Before the CAS can be issued, you must provide details of any previous study in the UK, along with scanned copies of your passport and previous immigration stamps/permissions.

#### **Important note:**

A CAS Statement (including a CAS number) will only be sent to those applicants who have **firmly accepted an unconditional offer of a place**. It is important, therefore, that you inform the Admissions and Access Service as soon as possible whether you wish to accept or decline your offer.

**Check your CAS statement carefully when you receive it.** If you notice any errors with any element of your CAS statement, please inform the Admissions and Access Service as soon as possible. This includes errors with course start and end dates, course titles and level of the course.

**Applicants for postgraduate taught programmes must pay a tuition fee deposit (see section 3, part 4) before a CAS can be issued.**

**Note** – you will be required to bring your (original) passport and visa to International Student Support at Queen’s when you arrive for a **Right to Study** check before you can complete your enrolment. A photocopy of these documents will be taken at this point.

### 4.2 Extension of Leave – Students who are currently studying at Queen’s

If you are currently studying as a student at Queen’s and need to extend your visa you should contact International Student Support at [iss@qub.ac.uk](mailto:iss@qub.ac.uk) who will advise on the procedures and the appropriate forms to complete.

If you have completed the course for which your visa was granted and will be moving to a new course at Queen’s, please contact International Student Support **before your current course ends** so we can provide you with information about applying for a visa for your new course, including the amount of money you will need to show in maintenance, and the timeline for making an application.

### 4.3 Extension of Leave – Students who are currently studying elsewhere in the UK

If you are studying at another educational institution in the UK and you want to extend your visa to study at Queen’s University, you will need a CAS. A **CAS Statement** will be sent to those applicants who have firmly accepted an unconditional offer of a place, and provided a copy of their passport and previous immigration permissions/stamps. Please note that if you are hoping to extend your visa from within the UK then you **MUST** send your application using the services of International Student Support. If you do not do this, then you will not be permitted to enrol until you have received your new visa. You must contact International Student Support at [iss@qub.ac.uk](mailto:iss@qub.ac.uk) for further advice.

Please note that the UKVI has very specific guidelines relating to the length of time an applicant may study in the UK, and what types of ‘academic progression’ must be demonstrated when starting a second course in the UK. Please see the most up to date Tier 4 Policy Guidance for details: (<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>)

### 4.4 Extension of Leave – Migrants already in the UK who wish to study at Queen’s

Depending on the type of visa you currently have, it might be possible for you to study without switching (changing) to a student visa. If you are not sure about your visa and whether you can study please contact [iss@qub.ac.uk](mailto:iss@qub.ac.uk).



#### 4.5 Academic Technology Approval Scheme (ATAS)

Non-EU/EEA students who intend to undertake postgraduate research in Science, Engineering or Technology disciplines, or study for postgraduate taught Masters (but not postgraduate Diploma) courses in Materials Science, Materials Technology, Chemical, Process and Energy Engineering, Aerospace Engineering, Mechanical Engineering or Physics are required to obtain an ATAS Certificate.

This is a requirement for **most immigration categories**, even those who do not require a Tier 4 visa, but who may have been granted another form of time-limited leave to remain eg. as a dependant, family member, or refugee. The only exception is for applicants holding Indefinite Leave to Enter/Remain or other form of unlimited leave.

Non-EU/EEA nationals who require a Tier 4 student visa must obtain ATAS clearance **before an application for the Tier 4 visa** can be made i.e. it will be a mandatory part of the immigration process.

An ATAS Certificate is valid for 6 months from the date of issue by the Foreign & Commonwealth Office. You can apply for an ATAS Certificate up to 6 months in advance of the beginning of your degree programme. For example, if your programme begins on 14 September 2016, you may apply for your ATAS Certificate at any time after 14 March 2016.

If you require ATAS clearance you should apply in good time. **Please do not wait until your offer becomes unconditional**, as your visa application could be delayed while you are waiting for ATAS clearance to be granted.

If you require an ATAS Certificate, an attachment will be provided with your offer letter. This will include your personal and programme details, the JACS code for your area of study, and a brief description of your proposed research topic or in the case of taught programmes, a list of the modules you will be studying. This important document is required when you are completing your application for ATAS clearance and also later when applying for a visa/entry clearance. The University reference number which you will be asked for is your application number provided in the offer letter and on the attachment.

For applicants to areas where ATAS clearance is not required but where we feel there may be some doubt on the part of entry clearance officers, a short attachment will be provided and the JACS code for your programme of study will be included. This should help to simplify the entry clearance process for you.

Full details about the scheme, including the online ATAS application, can be found at [www.fco.gov.uk/atas](http://www.fco.gov.uk/atas).

## SECTION 5 – USEFUL CONTACTS AT QUEEN’S

### ADMISSIONS AND ACCESS SERVICE

Lanyon North  
Queen’s University Belfast  
Belfast BT7 1NN  
☎ +44 (0)28 9097 5022  
Email: [intl.student@qub.ac.uk](mailto:intl.student@qub.ac.uk)  
Web: [www.qub.ac.uk/ado](http://www.qub.ac.uk/ado)

### STUDENT FINANCE OFFICE (tuition fee payments)

Student Guidance Centre  
Queen’s University Belfast  
Belfast BT7 1NN  
☎ +44 (0)28 9097 2767  
Email: [studentfinance@qub.ac.uk](mailto:studentfinance@qub.ac.uk)  
Web: [www.qub.ac.uk/directorates/sgc/finance/](http://www.qub.ac.uk/directorates/sgc/finance/)

### INTERNATIONAL STUDENT SUPPORT (student visas and immigration advice and International Welcome & Orientation)

Student Guidance Centre  
Queen’s University Belfast  
Belfast BT7 1NN  
☎ +44 (0)28 9097 3820  
Email: [iss@qub.ac.uk](mailto:iss@qub.ac.uk)  
Web: [www.qub.ac.uk/sites/iss](http://www.qub.ac.uk/sites/iss)

### QUEEN’S ACCOMMODATION AND HOSPITALITY

Elms Village  
Queen’s University Belfast  
Belfast BT9 5BW  
☎ +44 (0)28 9097 4525  
Email: [accommodation@qub.ac.uk](mailto:accommodation@qub.ac.uk)  
Web: [www.stayatqueens.com/](http://www.stayatqueens.com/)

### STUDENT SERVICES AND SYSTEMS

Student Guidance Centre  
University Road  
Belfast  
BT7 1NN  
Tel: +44 (0) 2890 97 2727  
Fax: 02890 97 2828  
Email: [s.records@qub.ac.uk](mailto:s.records@qub.ac.uk)  
Web: [www.qub.ac.uk/directorates/sgc/srecords/](http://www.qub.ac.uk/directorates/sgc/srecords/)

### THE GRADUATE SCHOOL (funding enquiries)

Queen’s University Belfast  
Belfast BT7 1NN  
☎ +44 (0)28 9097 2585  
Email: [graduateschool@qub.ac.uk](mailto:graduateschool@qub.ac.uk)  
Web: [www.qub.ac.uk/sites/graduateschool/PostgraduateFunding/](http://www.qub.ac.uk/sites/graduateschool/PostgraduateFunding/)

### INTERNATIONAL OFFICE

Lanyon North  
Queen’s University Belfast  
Belfast BT7 1NN  
☎ +44 (0)28 9097 5088  
Email: [international@qub.ac.uk](mailto:international@qub.ac.uk)  
Web: [www.qub.ac.uk/ilo](http://www.qub.ac.uk/ilo)

### INTO QUEEN’S UNIVERSITY BELFAST (English Language enquiries)

Lennoxvale  
Queen’s University Belfast  
Belfast BT7 1NN  
☎ +44 (0) 28 9097 6850  
Email: [into@qub.ac.uk](mailto:into@qub.ac.uk)  
Web: [www.intohigher.com/queens](http://www.intohigher.com/queens)

### DISABILITY SERVICES

Student Guidance Centre  
Queen’s University Belfast  
Belfast BT7 1NN  
☎ +44 (0) 28 9097 5251  
Email: [disability.office@qub.ac.uk](mailto:disability.office@qub.ac.uk)  
Web: [www.qub.ac.uk/disability](http://www.qub.ac.uk/disability)

## UNIVERSITY SCHOOLS

### Faculty of Arts, Humanities and Social Sciences

SCHOOL	TELEPHONE NUMBER (correct at time of print)
Creative Arts	+ 44 28 9097 5337
Education	+ 44 28 9097 5941
English	+ 44 28 9097 3320
History and Anthropology (including Institute of Irish Studies)	+ 44 28 9097 5101
Modern Languages	+ 44 28 9097 5363
Law	+ 44 28 9097 3451
Queen's Management School	+ 44 28 9097 4200
Politics, International Studies and Philosophy	+ 44 28 9097 5028
Sociology, Social Policy and Social Work	+ 44 28 9097 5117
Institute of Theology	+ 44 28 9097 3612

### Faculty of Engineering and Physical Sciences

Chemistry and Chemical Engineering	+ 44 28 9097 5418
Electronics, Electrical Engineering and Computer Science	+ 44 28 9097 1194
Geography, Archaeology and Palaeoecology	+ 44 28 9097 3350
Mathematics and Physics	+ 44 28 9097 6005
Mechanical and Aerospace Engineering	+ 44 28 9097 4147
Planning, Architecture and Civil Engineering	+ 44 28 9097 4006
Psychology	+ 44 28 9097 5445

### Faculty of Medicine, Health and Life Sciences

Biological Sciences	+ 44 28 9097 5787
Medicine, Dentistry and Biomedical Sciences	+ 44 28 9097 2619
Nursing and Midwifery	+ 44 28 9097 2233
Pharmacy	+ 44 28 9097 2086

## IMPORTANT INFORMATION

The Admissions and Access Service at Queen's University has made all reasonable efforts to ensure that these guidance notes are accurate and up to date when compiled, but can accept no responsibility for any errors or omissions.

The University reserves the right to revise, alter or discontinue courses of study and to amend the Statutes and Regulations at any time without notice. It may prove necessary to vary the content or availability of some courses before or after students have been admitted. Entry to courses may be restricted by number or quality of entrants.

**Admissions and Access Service**  
**Updated January 2016**

## Tuition Fee Payment Methods

Applicants holding unconditional offers can make a Deposit Payment by one of the three following methods.

### 1) Bank Transfer (TT)

#### Directly to Queen's University Bank Account

Please ensure when making a payment by this bank transfer method that:

1. Your Bank quotes your full name and application number, and
2. You complete and sign the **Deposit Payment Form** (Appendix 1) and return it to [studentfinance@qub.ac.uk](mailto:studentfinance@qub.ac.uk)

Bank Address: Ulster Bank Limited  
91/93 University Road  
Belfast  
BT7 1NG  
Northern Ireland  
United Kingdom

Sort Code: 98-01-55

Account Number: 30090175

Account Name: The Queen's University of Belfast - Tuition Fee Account.

Swift Code: ULSBGB2B

IBAN No: GB52 ULSB 9801 5530 0901 75

Or

#### Using PaytoStudy

Queen's University Belfast has engaged with PaytoStudy, a specialist provider of international payment services, to offer non-UK students the ability to make tuition fee payments using secure bank transfers in their local currency.

Please refer to <http://www.qub.ac.uk/home/TuitionFeesandStudentSupportArrangements2015-16/PaymentOptions/> for details of how to make the transfer

### 2) Bank Draft

Please ensure when making payment by bank draft that you send the completed **Deposit Payment Form** (Appendix 1) to the following address along with your bank draft and a copy of your offer letter.

Address: Student Finance Office  
Student Guidance Centre  
Queen's University Belfast  
Belfast  
BT7 1NN  
Northern Ireland  
United Kingdom

### 3) Credit Card

If you wish to make a payment by credit card, please call the Student Finance Office: +44 (0)28 9097 2767. You will be required to quote your student application number (please see your offer letter). Please note we do not accept American Express or Laser Cards.

If paying by credit card please complete and sign the completed **Deposit Payment Form** (Appendix 1) and return it to [studentfinance@qub.ac.uk](mailto:studentfinance@qub.ac.uk)



Deposit Payment Form (Appendix 1)

This form is for students who have accepted an unconditional offer of a place on a one-year postgraduate taught course who are required to make a mandatory deposit payment towards their tuition fees. The form may also be used by students who have accepted an unconditional offer of a place on a postgraduate research course who wish to make a voluntary payment towards their tuition fees. Deposit payments must be received before a CAS is issued.

If you require a receipt, you should complete all sections of this form and send, along with a copy of your offer letter, to the email address above. If you do not send this form with full details, we will not be able to provide a receipt.

You can enclose the receipt as proof of payment with your application for a student visa. If paying by Bank Transfer, you must tell your bank to quote your Student Application number, your full name, and 'Deposit Payment'.

Payment may be made by bank draft drawn on a UK bank, bank transfer, or credit card. If paying by bank draft, please attach this form to the draft.

Payment Method: (please tick box) Bank Draft Bank Transfer Credit Card

Family Name:

Given Name:

Date of Birth: Nationality:

Course qualification: (please tick box) MSc MA LLM Graduate Diploma MPhil PhD

Course Title:

Student application number: (Check your offer letter)

Address:

Email:

Amount of fees paid in advance (£): (£2,500 minimum)

Signed: Date:

Once the University has received your payment, a receipt will be sent to the address given.