



Queen's University
Belfast

CONNECTING YOU
TO A WORLD OF
OPPORTUNITY

We are exceptional

ADMISSIONS

GUIDANCE NOTES
FOR INTERNATIONAL
UNDERGRADUATE
APPLICANTS 2017

Guidance Notes for International Applicants for 2017

Contents

Page

03	Accommodation
03	Examination Results
03	English Language Requirements
04	Additional Information required for Immigration and Visa Purposes
05	Confirmation of offers through UCAS
05	Issue of Confirmation of Acceptance for Studies (CAS)
05	Pre-Sessional English Language
06	Criminal Record Check / Health Check (Medicine, Dentistry, Pharmacy, Nursing courses only)
06	International Students' Welcome and Orientation Programme
06	Information for Parents/Guardians
06	International Student Pre-Arrival Guide and Entry Clearance Guidance
07	Enrolment and Registration - documentation required
07	Financial arrangements for international students
08	Semester dates
08	Applicants with disabilities
09	Meningitis
09	Tuberculosis screening
09	Student pre-departure briefings

Queen's Web:

General Information:

www.qub.ac.uk/new-students

UCAS Decisions:

<http://go.qub.ac.uk/int-ucas-decisions>

Clearing and Adjustment Vacancies:

www.qub.ac.uk/clearing

Admissions and Access Service:

Tel: +44 (0) 28 9097 5022

Fax: +44 (0) 28 9097 5151

Email: intl.student@qub.ac.uk

Introduction

Most of you will now have completed examinations and we hope that these have gone well. The purpose of this publication is to provide you with comprehensive information and guidance on the various procedures which will operate between now and the beginning of the academic year.

It is intended for applicants holding either a firm or insurance offer through UCAS or as a direct applicant for admission to Queen's. (Please note that, for those applicants holding offers for deferred entry in September 2018, this is largely for information only. Up to date information will be provided to you again next year, as appropriate.) There is a short time between the release of examination results and the start of the first semester so the timescale for completing the various steps, including immigration procedures, is very tight. I would therefore ask you to study the contents carefully.

For your convenience, our contact details and web addresses are given on this page. If you do have to get in touch, please remember to quote your UCAS Personal ID, or your University application number.

Jennifer Dwyer

Head of Admissions and Access Service

1 Accommodation

The information you require on 'Where to Stay at Queen's', can be viewed at the following website: **www.stayatqueens.com**. Your accommodation will be available from 16 September for a 38 week contract, or 9 September for a 39 week contract, if you are attending the International Students' Welcome and Orientation Programme – see paragraph 9 below.

You should apply online for accommodation at **www.stayatqueens.com**. As an international student your accommodation is guaranteed. Your application should be completed and submitted as soon as possible, and we would strongly recommend not later than **1 August 2017**.

Queen's Accommodation guarantees a place to all students coming from outside Northern Ireland and will allocate accommodation from 25 July 2017 if you have a Conditional Firm (CF) or Unconditional Firm (UF) offer. An offer of accommodation will be sent by email to the address you used to register with the accommodation website and you should therefore ensure that you continue to have access to this email address. If you are UF with Queen's and have not heard about your accommodation by 25 August 2017, you should contact the accommodation office as follows:

Queen's Accommodation
Elms Village Reception
78 Malone Road
Belfast BT9 5BW

Tel: +44 (0) 28 9097 4403

Email: **accommodation.international@qub.ac.uk**

Web: **www.stayatqueens.com**

2 Examination results

2.1 Students taking A-levels in the United Kingdom (UCAS Applicants)

The University receives results from the examination boards for students taking examinations in the United Kingdom. Such students are not therefore required to notify the University of their results.

2.2 Students taking qualifications overseas

It is essential that the results of overseas qualifications, including A-levels, International Baccalaureate, STPM and Diplomas, are sent to the Admissions and Access Service as soon as they are available. Delay in doing so will mean that a decision cannot be taken on your application. Results can be communicated to the Admissions and Access Service by post, email (**Intl.student@qub.ac.uk**) or fax (+44 (0) 28 9097 5151). **Notification of results by email (attaching a scanned copy) is preferred.** The timescale for universities to confirm decisions is short and it is therefore essential that the results are sent to us without delay. **You should quote your UCAS Personal ID number or University application number, and course code.**

3 English Language Requirements

3.1 Acceptable qualifications

The UK Visas and Immigration (UKVI) requires the University to assess English Language competency and to vouch that a student has achieved a minimum of B2 Level on the Common European Framework of Reference for Language (CEFR) in all four elements, ie Reading, Writing, Speaking and Listening. This can be done by means of a Secure English Language Test (eg IELTS for UKVI test) or by an alternative method selected by the University. Those who are nationals of a majority English Language speaking country (as specified by the UKVI) are exempted from this requirement. Those who have completed a degree in one of these countries may be exempted at the discretion of the University.

Further details are available on the UK Visas & Immigration (UKVI) website at:

<https://www.gov.uk/tier-4-general-visa/knowledge-of-english>

In terms of the **IELTS for UKVI** SELT, the UKVI minimum requirements are as follows:

- IELTS 5.5, with a minimum of 5.5 in all four elements of the test.

Please note that the University will normally require a higher level of performance overall or in individual components, as specified in your offer.

Although they are no longer listed as Secure English Language Tests, the University will also accept the **IELTS Academic** test and the **TOEFL iBT** (internet-based test) for direct entry to University degree programmes. IELTS and TOEFL tests must have been completed within the past two years.

The University will also accept a range of other qualifications including GCSE/IGCSE, UCLES/CIE 1119, Indian Grade XII/ HKDSE English Language Grade 4 with not less than 3 in each component, and the West African Examination Council Senior Secondary School Certificate of Education for the purposes of satisfying the UKVI requirements. These do not have to have been completed within the past two years. Applicants holding IGCSE should obtain evidence of the Speaking and Listening component scores from their school, or else request the Supplementary Certifying Statement from Cambridge International Examinations - details can be found on their website at <http://www.cie.org.uk/programmes-and-qualifications/cambridge-secondary-2/cambridge-igcse/recognition/>

A full list of acceptable English language qualifications may be found at: <http://go.qub.ac.uk/EnglishLanguageReqs>

3.2 Submission of English language qualifications

All applicants, who have not already done so, should forward verification of English Language qualifications which were already completed at the time of submission of their application and listed on the form. In all cases the University needs this

and will not be able to issue a Confirmation of Acceptance for Studies (CAS) without it. However, please note that you will not be required to submit verification of your English Language qualifications with your visa application provided that the University has been able to undertake an assessment of the qualification you hold. This will apply in most cases but otherwise you should include the original certificate for all the entrance qualifications listed on your CAS under Evidence Used to Obtain Offer.

4 Additional Information required for Immigration and Visa Purposes

Enclosed with this letter is a supplementary form which all students must complete, regarding previous UK study. If you have not already done so, you **must** complete this and return it to us before we can issue your Confirmation of Acceptance for Studies (CAS). The form can also be downloaded at: <http://www.qub.ac.uk/sites/NewStudents/Undergraduate-International/HowdoloobtainmyCAS/>

In addition, if you have applied through UCAS, please enter your passport details on UCAS Track as soon as possible, since we require this information to assign your CAS. To ensure that all details are correct, it is important that you scan and email to the Admissions and Access Service a copy of the personal details/photo page from your passport, and copies of any previous visa stamps for study in the UK, with a note of your UCAS Personal ID (if applicable).

If your course requires ATAS Clearance, **you must provide evidence to the Admissions and Access Service that you have already submitted an application for ATAS clearance, prior to the issue of your CAS.** This should be in the form of a screenshot from your application record on the ATAS online application system. Please also see paragraph 12 below.

5 Confirmation of offers through UCAS

5.1 UCAS Applicants

The University will make decisions on all applications which are conditional (Firm and Insurance) on an ongoing basis as results are received and will notify UCAS formally. If you have been successful, you will receive an **AS12** notification from UCAS confirming your place. Please follow the instructions to let us know whether you wish to accept or decline the offer of a place by completing the online form at **www.qub.ac.uk/as12**

5.2 Direct applicants

Applicants who have applied directly, and have been successful in meeting the terms of their offer, will be contacted by email to confirm their place. Please ensure that you respond to this email to let us know whether you wish to accept or decline the offer of a place.

6 Issue of Confirmation of Acceptance for Studies (CAS)

6.1 Candidates holding unconditional offers

Applicants who have already:

- firmly accepted an Unconditional Firm (UF) offer, and
- provided verification of English Language qualifications, details of previous UK study and their passport details (see sections 3, 4 and 5 above)

will receive an explanatory note together with a Confirmation of Acceptance for Studies (CAS) Statement by email. The Statement includes your CAS number, which will be required when submitting your Tier 4 (General) student visa application. It is your responsibility to check all the information very carefully and advise us of any errors immediately. International Student Support (**iss@qub.ac.uk**) will then contact you with further information and advice on applying for your Tier 4 visa.

6.2 Candidates holding conditional offers

If you were originally made a conditional offer and this is updated to Unconditional Firm (UF) following receipt of academic and/or English Language results, an explanatory note together with a Confirmation of Acceptance for Studies (CAS) Statement will be emailed to you normally within 2 working days of the final decision being made, assuming you have:

- firmly accepted the Unconditional Firm (UF) offer, and
- provided verification of English Language qualifications, details of previous UK study and your passport details (see sections 3, 4 and 5 above)

To avoid any delays, it is important that you return this information now, in advance of publication of exam results. Your CAS statement will include your CAS number, which will be required when submitting your visa application for entry clearance.

As soon as you receive your CAS Statement it is essential that you check all the information very carefully and advise us of any errors immediately.

7 Pre-Sessional English Language and Study Skills at INTO Queen's

Students wishing to develop confidence in using English in an academic environment are advised to attend a four week pre-sessional course at INTO Queen's University Belfast. This 20-hour per week course concentrates on academic English and prepares you for university study. The four week course runs from Monday 7 August until Friday 1 September 2017. For further information please **email psequb@intoglobal.com** or visit **www.intostudy.com/queens**. If you decide to enrol for this, please advise the Admissions and Access Service as soon as possible so that we can make any necessary changes to your CAS, before you apply for your visa.

8 Criminal Record Check / Health Check

Applicants for courses in **Medicine, Dentistry, Pharmacy and Nursing** will receive (under separate cover) important information regarding the requirements in relation to a Criminal Record Check/Health Check. You should return the requested information to the Admissions and Access Service without delay. You may not be permitted to commence your studies until these requirements have been fulfilled. In the case of a few applicants, two or more criminal records checks will be required as these have to be provided from the authorities in each of the countries where you have ever lived for one year or longer. For example, if you are normally resident in Malaysia, but have taken A-levels in the UK, both an Access NI Enhanced Disclosure check and a Certificate of Good Conduct from Malaysia will be necessary.

9 International Students' Welcome and Orientation Programme

The International Welcome and Orientation Programme will include many different types of sessions and activities aimed at getting you settled into life in Belfast and at Queen's. It is an extremely valuable time to meet new people and make friends. You are expected to take part in the programme and we look forward to getting to know you during the event which will be held from **13 - 17 September 2017**. You will then take part in the University's main Welcome programme which takes place from 18 – 22 September 2017. You can register for the International Welcome programme online at www.qub.ac.uk/sites/iss. Registration will be available from **1 August 2017**.

University accommodation will be available from 16 September for a 38 week contract, or 9 September for a 39 week contract, for students wishing to attend the Orientation Programme.

In September International Student Support will be sending their welcome team to Belfast City and Belfast International airports to meet new students

and provide a warm welcome! The team will be there to provide you with important information and to assist you in booking a taxi or getting a bus to Elm's Village, Queen's University. The welcome team will be at both Belfast airports from **Sunday 10 September to Tuesday 12 September**, 08:30 - 21:30 each day. To make use of this service, you should submit your arrival details to International Student Support by registering online at www.qub.ac.uk/sites/iss.

10 Information for Parents/Guardians

If your parents intend to travel with you to Queen's, we would like to invite them to attend a Reception for Parents, which is provisionally scheduled to be held on Sunday 17 September. This event will give your family the chance to meet University representatives.

11 International Student Pre-Arrival Guide and Entry Clearance Guidance

You will receive these documents from International Student Support along with information on how to apply for your visa once you receive your CAS Statement, including information about the Immigration Health Surcharge and how to pay this. The Pre-Arrival Guide is designed to help you prepare for your departure and to ensure that your travel to and arrival in Belfast proceeds as smoothly as possible. Please read it carefully. It is particularly important that you familiarise yourself with the information on immigration procedures, as this details the steps you should take in order to obtain the required clearance to enter the UK.

Further information about immigration is available at: <http://www.qub.ac.uk/sites/iss/VisasandImmigration/AdultStudentsTier4General>

Further information about the Immigration Health Surcharge is available at: <https://www.gov.uk/healthcare-immigration-application/overview>

12 Enrolment and Registration - documentation required

The Welcome Guide will be emailed to the email address given in your application form from Friday 25 August. The Welcome Guide will contain your Username and Password information which will enable you to access your Queen's email account, and the Queen's Student Information System (Qsis) in order to enrol on classes and complete online registration. Welcome Guides will also be available to collect from the Student Guidance Centre on your arrival, if required. Please note that it is possible to enrol on classes from **Monday 11 September 2017**; however you will not be given access to the Registration Wizard until you have completed a Right to Study check with International Student Support.

It is essential that you bring all the required documentation with you when you register on-site in September, as you will not be fully registered as a student until you have completed each part of the Enrolment and Registration Wizard and have provided the supporting documentation. The University must hold copies of various documents and make them available to the UKVI on request. The following documentation must be provided to the University as soon as possible after your arrival:

- **Passport**

As part of the Points Based Immigration procedures you will be required to produce your original passport and visa during the Enrolment and Registration process, in order to verify your identity and because the University is required to retain a photocopy or scanned copy of both the personal details/photo page and the page showing your entitlement to study in the UK (the visa page) with your student record. You will not be permitted to enrol until this check has been completed. On request, these have to be made available to the UKVI.

- **ATAS certificate (where appropriate)**

If you were required to apply for an Academic Technology Approval Scheme certificate, you will need to show the original certificate. If you require an ATAS certificate, the University will send you information about this separately.

- **Original documentary evidence of school and all other academic qualifications.**

Original parchments, certificates or transcripts must be provided irrespective of whether copies have previously been supplied to the Admissions and Access Service. Students with qualifications in languages other than English must provide the original and a verified translation.

13 Financial arrangements for international students

Please refer to the statement from the Finance Department which will be sent to you separately. It should be noted that students will not be permitted to commence their studies until the first instalment of their tuition fees has been paid and the financial arrangements fulfilled to the satisfaction of the University. You may wish to pay a voluntary deposit towards tuition fees in advance of arrival.

14 Semester dates

International Students' Welcome and Orientation Programme

Wednesday 13 September 2017 to Sunday 17 September 2017

Welcome Week

Monday 18 September 2017 to Friday 22 September 2017

Weeks 1-12

Monday 25 September 2017 to Friday 15 December 2017

Winter vacation

Monday 18 December 2017 to Friday 5 January 2018

Weeks 13-23

Monday 8 January 2018 to Friday 23 March 2018

Spring vacation

Monday 26 March 2018 to Friday 13 April 2018

Weeks 24-30

Monday 16 April 2018 – Friday 1 June 2018

15 Applicants with disabilities

Applicants who have indicated a disability or long term condition should have received a questionnaire, provided by the Admissions and Access Service, to identify their support needs. If you have not received a questionnaire, please contact the Admissions and Access Service (intl.student@qub.ac.uk). The questionnaire should be completed and returned as soon as possible, to help the University respond to your support needs.

The University is committed to a policy of equal opportunity and seeks to ensure that students with a disability or long term condition have equitable access as far as reasonably possible to all aspects of university life. Support is provided to students with a wide range of needs, including physical and mobility difficulties, sensory impairments, medical conditions, specific learning difficulties such as dyslexia, Autistic Spectrum Disorders and mental health difficulties. Applicants who have disclosed their disability or long term condition will be contacted by the University's Disability Services during the summer months to arrange a meeting to discuss their needs and offer the opportunity to register with the Service to receive support. In some cases this may be prior to confirmation of a place, depending on the support requirements. In the meantime, further information on the support available can be found at www.qub.ac.uk/sgc/disability.

16 Meningitis

The Admissions and Access Service has been asked by the University's Occupational Health Service to bring the following information to your attention.

Although Meningitis continues to occur in relatively small numbers in University students in the UK, each incident presents significant risks to the student and fellow students. Students aged up to 25 years and starting university for the first time this year, should get the Meningitis ACWY vaccine prior to commencing studies. The Meningitis ACWY vaccine will increase protection against four Meningitis groups (A,C,W and Y). **This recommendation applies to local, EU and international students.**

17 Tuberculosis screening

Nationals of some countries are required to obtain a certificate from an International Organisation for Migration (IOM) accredited clinic showing that they are free from infectious tuberculosis (TB), before they apply for a visa.

Please refer to the following UKVI website to check if nationals of your country are required to obtain a certificate and, where this screening is a requirement, to obtain details of the clinics and fee in your country: **www.gov.uk/tb-test-visa**

18 Student pre-departure briefings

Some British Council overseas offices hold pre-departure briefings for students who will be coming to the UK to commence their studies. The briefings inform students about issues relating to living and studying in the UK. Please contact your local British Council Office for more information about briefings in your country:

<https://www.britishcouncil.org/organisation/our-global-network>

We look forward to welcoming you to Queen's in September and in the meantime, if you have any questions or there are any changes in your arrangements, we would encourage you to contact the Admissions and Access Service as quickly as possible.