

Your application to Nottingham Trent University

International students

Step 1

Our courses are popular and they fill up quickly. Choose your course as early as you can. You may like to talk to an official NTU representative in your country who can advise you on the University.



Checklist

-  Review our courses at www.ntu.ac.uk/courses or in our prospectus.
-  Check the entry requirements for your country at www.ntu.ac.uk/entryrequirements and our English language criteria at www.ntu.ac.uk/englishlanguage
-  Talk to an NTU representative if you need advice. Our agent network is published at www.ntu.ac.uk/agents



Step 3

If you're successful we'll send you a conditional offer. "Conditional" means there's at least one requirement you need to meet before you can be sure of a place on the course. The most common examples of conditions for international students are English language, providing qualification documents and / or making a payment of £3,000 (this is called the "advanced payment" or sometimes "the deposit"). As soon as you get your offer, review it and accept it. Accepting your offer means that you have reserved a place on the course. It does not mean that the place is guaranteed; you still need to meet your conditions (see steps 4 and 6).

Checklist

-  Watch our video on how to accept your offer at www.ntu.ac.uk/acceptvideo
-  Accept your offer on the NTU Applicant Portal or UCAS website.
-  Apply for a pre-sessional English course (if English is one of your conditions) at www.ntu.ac.uk/apply
-  Apply for a scholarship at www.ntu.ac.uk/international-scholarships
-  Start making friends with other NTU students by joining our International Network at www.facebook.com/NTUinternational

Step 2

Apply for your course as early as you can. You can apply directly to the University for all our courses or through UCAS if you want to apply for undergraduate courses at more than one university in the UK. Check your email regularly as we may need more information from you in order to assess your application.

Checklist

-  Watch the how-to-apply video at www.ntu.ac.uk/applyvideo
-  Prepare your personal statement – advice at www.ntu.ac.uk/personalstatement
-  Register to apply directly on the NTU Applicant Portal at www.ntu.ac.uk/apply or on the UCAS website at www.ucas.com
-  Complete your application and submit it online.
-  Upload your portfolio if you're applying for an Art and Design course. You'll find advice at www.ntu.ac.uk/letstalkportfolios
-  Check your email regularly for messages from us about your application.



Step 4

Next, it's really important to **upload any documents to support your conditions as soon as you have them**. These include qualification transcripts / certificates from your home school / university which show your grades (including your language test certificate, e.g. IELTS). We can't give you a CAS (Certificate of Acceptance for Studies) statement which allows you to apply for your visa until you have met all of your conditions, and have uploaded all the necessary documents to support them.

Checklist



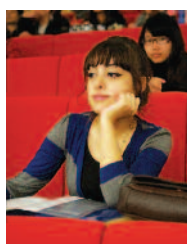
If you need a Tier 4 visa email **applications@ntu.ac.uk** to let us know.



Upload your documents on the NTU Applicant Portal using the 'My Documents' screen. If you are a UCAS applicant please email them to **applications@ntu.ac.uk**



Check your email regularly for messages from us about your application.



Step 7

For your visa, you need to show that you have enough money to study in the UK. You must **provide evidence of at least £820 for every month of your course**, up to a maximum of nine months, plus any outstanding tuition fees (for the first year of your course). This must be held in a bank account in your name or your parent's name for at least **28 days before you apply for your visa**.

Checklist



Provide evidence of your funds to study in the UK. Advice on how to do this is at **www.ntu.ac.uk/tier4** or you can email **intsupport@ntu.ac.uk** or contact your agent for more help.

Step 5

Start to **plan where you would like to live**. There's plenty of University accommodation to choose from on and off the campus and it's available to book from March onwards.

Checklist



Look at the University accommodation information and watch videos at **www.ntu.ac.uk/accommodation**



Contact the Accommodation Office at **accommodation@ntu.ac.uk** for help and advice.

Step 6

Usually the final condition you need to meet is to **make your advanced payment** and upload a copy of your passport. When you have done this and we've received your payment and all your supporting documentation (see step 4), we'll make your offer **unconditional**, which means you have a confirmed place on the course.

Checklist



Pay your advanced payment of £3,000 online at **www.ntu.ac.uk/advancedpayment**



Upload copy of passport on the NTU Applicant Portal. If you are a UCAS applicant email it to **applications@ntu.ac.uk**



Step 8

A really important time for your application is (approximately) **three months before the start of your course**. This is when we send you your CAS (Certificate of Acceptance for Studies) statement, which allows you to apply for your visa. So, in most cases this will be from July onwards. If your course starts in January, it will be from October onwards. We can only send the CAS when your offer is unconditional so check steps 3, 4 and 6 again to make sure you've sent us everything we've asked for. **Apply for your student visa as soon as you receive the CAS statement from us.**

Checklist



Check that the status of your offer says **unconditional** on the NTU Applicant Portal or UCAS website.



Check your email regularly for your CAS statement about three months before your course start date.



Go to **www.gov.uk/apply-uk-visa** to apply for your visa online.



As part of your application you will need to pay your visa administration fee and your health immigration charge.



Step 10

We will send you a **Welcome Guide** before you arrive, full of help and advice for settling in. For example, you may need to complete your enrolment or may have final accommodation arrangements to make. When you arrive, it's a great time to settle in to the University, find your way around Nottingham and make lots of friends on and off your course. Join in as many activities as you can during **Welcome Week** and don't miss out on the fun.

Checklist



Download a copy of the Welcome Guide at **www.ntu.ac.uk/welcomeguide**



Join in Welcome Week activities.



Collect your Biometric Residence Permit from the Post Office.



Complete enrolment.



Provide originals of supporting documents.



Pick up NTU student card.



Open UK bank account.



Teaching begins.

Step 9

Plan your journey to Nottingham. You may like to use our free airport pick-up service from Heathrow, which is available in September. It's really important that you **arrive in time to enjoy Welcome Week and attend your course induction** before your course starts. For most students this is in September.

For students on January-start courses the course induction will take place in January.

Checklist



Check your course induction date at **www.ntu.ac.uk/startingatntu** (available online from August, and from December for January start courses) and start your enrolment.



Visit **www.ntu.ac.uk/welcome** to read all about Welcome Week.



Visit **www.ntu.ac.uk/arrivalsguide** to plan your journey.



Book your flight.



Your application

This guide shows you the steps you need to take to apply for your course and get your visa on time to secure your place at NTU.

While we aim to make our deadlines as flexible as possible, we know that getting a visa and making arrangements to travel to Nottingham takes time. We hope you will find these steps easy to follow whether you are just thinking about applying to us, or have already received an offer to study with us.

Remember we're here to help you every step of the way – just email **international@ntu.ac.uk** with any questions.

Use the NTU Applicant Portal to apply directly.



www.ntu.ac.uk/apply

Apply with UCAS for more than one undergraduate course.



www.ucas.com



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