



Nottingham Trent University

# Applying to Nottingham Trent University

## Your application

This guide explains the steps you need to take to apply for your course, and to 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 travel arrangements to Nottingham takes time.

You'll find these steps easy to follow whether you're just thinking about applying or you've 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](mailto:international@ntu.ac.uk) with any questions.

Visit [www.ntu.ac.uk/myapplication](http://www.ntu.ac.uk/myapplication) for more information.

Use the NTU Applicant Portal to apply directly.

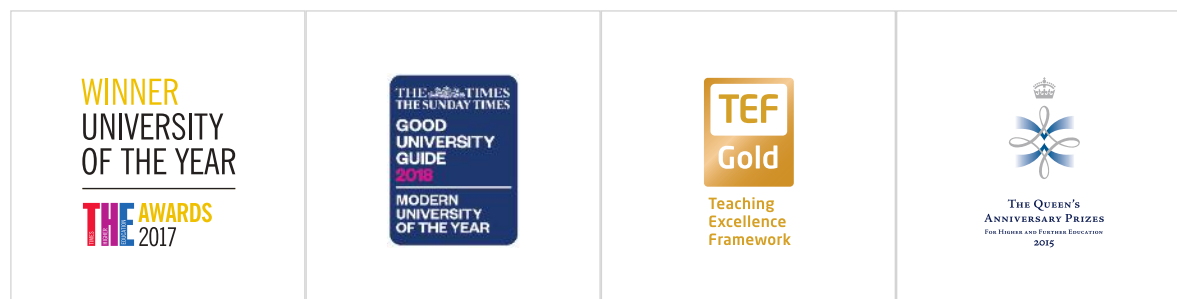


[www.ntu.ac.uk/apply](http://www.ntu.ac.uk/apply)

Apply with UCAS for more than one undergraduate course.



[www.ucas.com](http://www.ucas.com)



### Enquires

[international@ntu.ac.uk](mailto:international@ntu.ac.uk)  
+44 (0)115 848 8175

[www.ntu.ac.uk/international](http://www.ntu.ac.uk/international)

### Campus information

International Development Office  
Nottingham Trent University  
50 Shakespeare Street  
Nottingham NG1 4FQ

### Connect with us



This information can be made available in alternative formats.

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## Step 1: PLANNING

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](http://www.ntu.ac.uk/courses)
- 📄 Check the entry requirements at: [www.ntu.ac.uk/entryrequirements](http://www.ntu.ac.uk/entryrequirements) and our English language criteria at [www.ntu.ac.uk/englishlanguage](http://www.ntu.ac.uk/englishlanguage)
- NTU Talk to an NTU representative if you need advice. Our agent network is published at: [www.ntu.ac.uk/agents](http://www.ntu.ac.uk/agents)
- 📝 Prepare your personal statement. You can find advice at: [www.ntu.ac.uk/personalstatement](http://www.ntu.ac.uk/personalstatement)



## Step 3: ACCEPT YOUR OFFER

If you're successful we'll send you a conditional offer. "Conditional" means there's at least one requirement you need to meet.

The most common examples of conditions for international students are English language, providing qualification documents and / or making an advanced payment.

As soon as you get your offer, review it and accept it. Accepting means you've reserved a place on the course. It does not mean the place is guaranteed; you still need to meet your conditions (see steps 4 and 6).

### Checklist

- ✓ 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](http://www.ntu.ac.uk/apply)
- 📝 Apply for a scholarship at: [www.ntu.ac.uk/international-scholarships](http://www.ntu.ac.uk/international-scholarships)
- 📱 Join our social networks to keep up to date with the latest news from NTU. Search **NTU International** to find us.



## Step 2: MAKE YOUR APPLICATION

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.

Visit [www.ntu.ac.uk/myapplication](http://www.ntu.ac.uk/myapplication) for the most up to date admissions information.

### Checklist

- NTU PORTAL Register to apply directly on the NTU Applicant Portal at: [www.ntu.ac.uk/apply](http://www.ntu.ac.uk/apply) or on the UCAS website at: [www.ucas.com](http://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/portfolioadvice](http://www.ntu.ac.uk/portfolioadvice)
- 📧 Check your email regularly as we may need more information from you in order to assess your application.

## Step 4: ACCOMMODATION

Start to plan where you'd like to live. There's plenty of University accommodation to choose from and it's available to book from January onwards.

### Checklist

- 📄 Look at the University accommodation information at: [www.ntu.ac.uk/accommodation](http://www.ntu.ac.uk/accommodation)
- 📧 Contact the Accommodation office at: [accommodation@ntu.ac.uk](mailto:accommodation@ntu.ac.uk) for help and advice.



## Step 5: MEET CONDITIONS

Next, it's really important to upload any documents to support your conditions as soon as you have them. These include qualification transcripts and / or certificates from your home school or university that show your grades (including your language test certificate, e.g. IELTS).

We can't give you a Certificate of Acceptance for Studies (CAS) statement which allows you to apply for your visa until you have met all of your conditions, and uploaded all the documents to support them.

### Checklist

- 🌐 If you need a Tier 4 visa, email [applications@ntu.ac.uk](mailto: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](mailto:applications@ntu.ac.uk)
- 📧 Check your email regularly for messages from us about your application.



## Step 7: PREPARE FOR YOUR VISA

For your visa, you need to show that you have enough money to study in the UK.

You need to show that you have £1,015 available each month for nine months (or for each month of your PEAP course), for living costs. You will also need to show any outstanding course fees for the first year of your course. You must save this money in a bank account in your name (or your parents' name) for at least 28 days before you apply for your visa.

### Checklist

- £ Prepare your financial evidence. Visit [www.ntu.ac.uk/tier4finance](http://www.ntu.ac.uk/tier4finance) for more advice. You can also contact us at: [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk) or your agent for more help.

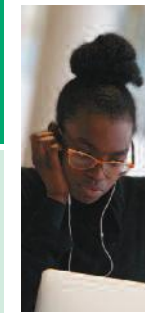
## Step 8: APPLY FOR YOUR VISA

A really important time for your application is approximately three months before the start of your course. This is when we send you your Certificate of Acceptance for Studies (CAS) statement, which allows you to apply for your visa. 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, 5 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 your CAS statement.

### Checklist

- NTU PORTAL Check that your offer is unconditional on the NTU Applicant Portal or UCAS website.
- 📧 Check your email regularly for your CAS statement about three months before the start date of your course.
- 🌐 Go to [www.gov.uk/apply-uk-visa](http://www.gov.uk/apply-uk-visa) to apply for your visa online.
- £ You'll need to pay an administration fee and your health immigration charge.



## Step 10: ARRIVE AT NTU

We'll send you a Welcome Guide before you arrive, full of helpful and practical advice for settling in.

When you arrive, it's a great time to 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 your Welcome Guide at: [www.ntu.ac.uk/welcomeguide](http://www.ntu.ac.uk/welcomeguide)
- 📄 Provide originals of supporting documents including your passport, visa and qualifications.
- ✓ Collect your Biometric Residence Permit (BRP).
- 📄 Pick up NTU student card.
- 📄 Complete your enrolment.
- NTU Join in Welcome Week activities.
- £ Open UK bank account.
- 🎓 Teaching begins.
- 📄 Register with the police (if required).



## Step 6: ADVANCED PAYMENT

Usually the final condition is to make your advanced payment and upload a copy of your passport. When we've received your payment and all your supporting documentation (see step 5), 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 or by GlobalPay. See [www.ntu.ac.uk/advancedpayment](http://www.ntu.ac.uk/advancedpayment) for more details.
- 📄 Upload a copy of your passport on the NTU Applicant Portal. If you're a UCAS applicant, email it to: [applications@ntu.ac.uk](mailto:applications@ntu.ac.uk)



## Step 9: PREPARING TO JOIN NTU

Plan your journey to Nottingham. You may like to use our free airport pick-up service from Heathrow, which is available in September and January.

Make sure you arrive in time to enjoy Welcome Week and complete your course induction before your course starts. For most students this is in September, but for January start students this will be in January.

### Checklist

- 📄 Check your course induction date at: [www.ntu.ac.uk/startingatntu](http://www.ntu.ac.uk/startingatntu)
- NTU Visit [www.ntu.ac.uk/welcome](http://www.ntu.ac.uk/welcome) to read all about Welcome Week.
- 📄 Visit [www.ntu.ac.uk/myjourney](http://www.ntu.ac.uk/myjourney) to plan your journey.
- ✈️ Book your flight.
- 📄 Start your enrolment online and make arrangements to pay your fees.