



academic studies application form 2013

Before you complete this form, please look at our international student prospectus or our website, or consult our local agent or representative.

- 1. We can only consider your application if you include all the required information, including the personal statement, additional documents and details of your academic or work referee – see checklist, section J
2. You must complete all sections of this form
3. Outside the UK, you must apply at least 4-6 weeks before the start date, or 6-8 weeks if there is a UK holiday period between application and start date

Agency use only table with columns for Agency, Contact Name, and E-mail

A Course Details name(s) of course(s) that you are applying for

Form with two rows for course details, labeled 1) and 2)

Start Date [ ] January / February [ ] March / April [ ] September Year \_\_\_\_\_

If you are applying for our A/AS level programme, please list your chosen Subjects

Form with two rows and three columns for listing subjects, labeled 1) through 5)

B Contact & Passport Details

Large form for contact and passport details with fields for Family Name, First Name, Title, Date of Birth, Nationality, Country of Birth, City, Country of Residence, First Language, Passport Number, Place & Date of Issue, and Expiry Date

You must send, with your application, a scan or copy of the personal identity page(s) of your passport

Contact Details form with fields for Address Line 1-3, City, Postcode, Country, E-mail, and Telephone

Emergency Contact form with fields for Family Name, First Name, E-mail, Telephone, and Relationship

## C Qualifications & Experience

This section of the form must give us complete information about what you have done for at least the past 5 years; (including study, work, helping a family business, looking after family members)

### Education, Training, Qualifications & Results from age of 13 to now, (add extra page if needed)

From	To	Name of School/College/University	Qualification	Subject(s)	Date	Grade/Score

- Enclose a transcript or outline of course content for your most recent studies
- You must send officially certified photocopies or scans of your most recent certificates
- Visual Arts / Design / Media / Music / Performance / Hair & Beauty courses: also send samples of previous work - see Section K

### Examinations / Qualifications you are waiting to receive results for

Qualification Name	Examining / Awarding Organisation	Date Expected

- Send certified copies or scans of certificates to us as soon as you receive them

### English Language - give details of score / grade obtained in a UKBA approved English Language Test (SELT)

Qualification	Awarding Organisation	Grades / Scores	Date

- Send photocopies or scans of relevant certificate(s) with your application - these must be officially certified copies

### Employment or Work Experience (Paid or Voluntary)

- You can also give us information about this in your Personal Statement, especially anything that is particularly relevant to the course you are applying for (in some cases, we may then ask for references to support your application)

From	To	Name of Employer, Position held and Main Duties of the position	Full / Part Time

### Other Activity or Experience - Paid or Voluntary

- You can also give us information about this in your Personal Statement, especially anything that is particularly relevant to the course you are applying for

From	To	Details of Activity	Full / Part Time

## D Academic Reference

- Part 1 must be completed by your current or most recent head-teacher or principal (or employer, if you have no recent studies)
- This person must provide the reference requested in part 2, and send it to the College (either with this application or separately)

### 1 - Contact Details for Referee

Family Name		First Name	
Name of Organisation			
Title / Position of Referee			
Address			
City		PostCode	
		Country	
E-mail		Telephone	

### 2 - Instructions for Referee

Please send the College (Contact Details on last page of form) a **CONFIDENTIAL REFERENCE**, on official letterhead of your organisation, clearly indicating the name of the applicant and the course(s) applied for.

Please comment on the following aspects of the applicant's character and academic performance.

Attach further documents or statements if necessary:

1. suitability for course and ability to complete course
2. personal qualities
3. any particular Learning Needs that s/he may have and might need help with
4. comments in relation to: academic potential; academic achievement; written expression; spoken expression; study habits; team work; problem solving; energy; independence; determination; motivation, dependability; attendance; punctuality; conduct

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## E Payment of Fees

Who will be responsible for payment of your tuition fees?

- a.  I will      b.  Parent / Guardian      c.  Company      d.  Government / International Agency  
e.  Other: please specify

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## F Personal Statement / Statement of Purpose

On a separate piece of paper, write a statement (250 - 300 words) to support your application.

You must convince us why we should offer you a place and agree to sponsor you for a study visa:

Describe your background, and give information about your interests and activities, particularly those relevant to the course.

Describe your career plans and ambitions.

Tell us why you want to take this course, and what you plan to do when you finish this course.

Explain why you want to study at South Thames College London and in the UK.

Describe what challenges you expect to face, on the course and by coming to the UK, and how you plan to deal with them.

You must do this without correction or help from a friend, relative, agent or the internet.

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## G General

■ How did you learn about this course and South Thames College London ?

- British Council       Friend or Relative in UK       Education Agent or Consultant  
 Current or Former Student at South Thames College London       Friend or Relative in your country  
 Current Place of Study       Internet       Education UK  
 Other, please specify:

## H Additional Application Information

The UK Border Agency (UKBA) requires us to check the entitlement to study and UK leave to remain of all students.

As a Tier 4 Sponsor, we need to confirm to the UKBA that a student who we agree to sponsor for study:

1. is able to successfully complete the study programme
2. intends to remain in the UK for the purpose of taking this study programme

We will also put some of this information in a confidential student file that your academic department and tutors will create.

### UK Visa and Study History

1. Have you had a previous UK visa ?                      Yes       No

If Yes, please answer questions 2-4 in this section

If No, please go to question 5 in this section

2. Please list all UK visas (Tier 4 Student/GSV, SVV, ESVV, Visitor or other) and periods of study to date:

Visa Type	From	To	Course Name	Course Level: QCF / CEFR	Sponsor / College	Qualification achieved / expected

We must receive details of all previous periods of study in the UK.

In addition to the information in the table above, you must give us:

- a scan of each visa or biometric card
- a scan of each CAS or visa letter issued by your Sponsor or place of study

**If you have more previous UK visas and periods of study, or need more space, please add a separate list with all the required details**

scans of all visas provided?                       Scans of all CASs / visa letters provided?

3. If you want to change your institution / sponsor before your current visa expires / current course finishes, explain why

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4. You must give us a letter to confirm your attendance at your current or most recent school / college  attached

5. Do you have any failed immigration or visa applications ?      Yes                       No

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_

### Reasons for Current Study Choice

6. What do you expect to learn in your chosen study programme at STCL ?

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7. What was your most recent course or study programme in your country?

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8. Why have you decided to apply for this STCL study programme now ?

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9. Is a similar course available in your country ? Yes  No  If yes, why do you want to study in the UK ?

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10. Have you applied to any other College or University ? Yes  No

If yes, please give details and explain why are you also applying to STCL? \_\_\_\_\_

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11. What do you plan to do when you complete your study programme at STCL ?

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12. How many hours per week do you expect to study ? \_\_\_\_\_

(study time = classes + group work + preparation for classes + homework / assignments / projects)

### Financial Situation

13. How much do you think you will need to spend, per month, while studying in the UK ? £ / GBP \_\_\_\_\_

14. How do you plan to pay your course fees and living expenses in the UK ?

Bank Loan  Amount: £ / GBP \_\_\_\_\_

Own Finances  Amount: £ / GBP \_\_\_\_\_

Parents Savings / Sponsorship  Amount: £ / GBP \_\_\_\_\_

Family Savings / Sponsorship  Amount: £ / GBP \_\_\_\_\_

Government / Other Sponsorship  Amount: £ / GBP \_\_\_\_\_

If you plan to finance yourself, what is your occupation or other source of funds ?

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If you will get financial help from parents or family, what is their occupation, business or other source of funds ?

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**We may ask you to provide documents to confirm these finances, either to us or to our agent.**

15. If you are applying for a loan or any kind of external funding to cover your studies and living in the UK, please give details.

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16. How much do you plan to bring with you for living expenses when you arrive in the UK ? £ / GBP \_\_\_\_\_

17. Do you plan to cover part of your expenses by working part-time while studying ? Yes  No

If yes, how many hours per week do you intend to work while studying and how much do you expect to earn ?

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## Personal and Family Situation

18. Do you plan to bring dependents with you to the UK while you study ? Yes  No

If yes, who ? \_\_\_\_\_

If you plan to bring children, how many, and how old are they ? \_\_\_\_\_

If you bring children, what childcare arrangements have you organised or will you be able to use ?

\_\_\_\_\_

19. Is there any medical or personal condition or situation which may affect your ability to study or to successfully complete the study programme in the specified duration, or which may require special consideration, support or facilities?

All such conditions must be notified to us in advance.

Yes  No

If "Yes", please give a short description (we may ask for more details) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Medical / Personal Conditions and Additional Support

The College is able to help learners with a range of support requirements, such as dyslexia, autism and asperger's syndrome, attention deficit and hyperactivity disorder, a physical disability, epilepsy, mental health issues, or who are deaf or partially hearing, blind or partially sighted. There may be extra costs associated with this additional support.

### Students aged 16-17

Before we can accept a student under 18 years of age, parents must confirm UK guardianship details, complete a medical information form and sign a consent form authorising nominated STCL staff to act on behalf of the parent ("in loco parentis") in an emergency. Forms will be sent with offer documents. No CAS or visa letter will be issued until these forms have been completed, signed and returned to STCL.

## Relatives and Friends in the UK

20. Do you have relatives or friends in the UK? Yes  No  If yes, where do they live ? (specify town / city)

\_\_\_\_\_

21. Do you plan to stay with relatives or friends when you arrive ? Yes  No

If Yes, for how long do you plan to stay with them? \_\_\_\_\_

and, give the full postal address: \_\_\_\_\_

\_\_\_\_\_

If you plan to stay with friends or relatives who live a long distance from south-west London, travel to STCL can take a long time, may be expensive, and may cause problems for your punctuality and attendance. In this case, you must arrange accommodation closer to STCL.

## General Background

22. Have you lived away from home, or in another country, before ? Yes  No

If yes, give details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

23. What do you know about the UK; how did you get this information ? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## J Checklist

Tick

- 1) Ensure that your contact details, especially e-mail, are correct and clear (section B)
- 2) Complete ALL sections of this Application Form, and provide all documents required in sections C and H
- 3) Enclose a scan or copy of the ID page of your passport (section B)
- 4) Enclose your Personal Statement (section E)
- 5) Enclose certified photocopies of Certificates for your qualifications or examinations listed in section C
- 6) Enclose evidence of an appropriate English Language Qualification.   
 You must have an acceptable level of English – speaking, listening, reading and writing – and a UKBA approved Secure English Language Test (SELT) for the course that you want to take.  
 Details for each course are in course information. The minimum level we require for most academic courses is IELTS overall 6.0 (minimum 5.5 in each section) or IELTS 5.5 (minimum 5.0 in each section), or equivalent
- 7) Arranged for your Referee to send a reference to the College, as required in section D
- 8) **Visual Arts / Design / Media / Music / Performing Arts / Hair & Beauty**  
 You must send us, or send a link to, a **portfolio or examples** of your previous work: drawings, photographs, video, audio, multimedia work, things made / produced or other items. Digital / scan versions are usually acceptable  
 Your portfolio must show us your imagination, creative potential and technical skills (even if at a basic level)  
 List here what you have included:
- 9) Sign in section K, and, if necessary, obtain the signature of your parent, guardian or sponsor

## K Declaration(s)

- Please read the following statements, then sign below to accept them:

I apply for admission to South Thames College London - STCL

- I confirm that all information I have given (on this form and on any additional documents) is complete, accurate and up-to-date
- I confirm that any work provided as evidence is my own, and that the certificates and documents I have provided are genuine
- I understand that if the above statements are false, STCL may transfer me to an alternative course or level if this is possible or may cancel my enrolment and / or cancel my CAS (and inform UKBA)  
 I recognise that STCL cannot be responsible for any problems that may result
- I understand that STCL has no obligation to offer me a place, to enrol me as a student of the College, or sponsor me for the purpose of study
- I accept that STCL will decide which course or level is appropriate for me, and that STCL may move me to a different course or level following assessment at the start of my studies if STCL considers that a change is appropriate
- I confirm that I intend to come to the UK for the purpose of study
- I confirm that if STCL offers me a place, I am able and ready to apply for a Visa for the study programme offered
- I confirm that there is no medical or personal condition or situation which may affect my ability to study or to successfully complete the study programme in the specified duration
- I understand that information about me may be given to UKBA and other official bodies on request or as required by regulation

Signature	Date
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- If you are under 18, your parent or guardian must also sign below:

I support this application and confirm the declaration made above

- I confirm that I will be responsible for course fees and other expenses
- I confirm that there will be someone in the UK who will be responsible for the applicant and that, if a place is offered, details of this UK guardian will be provided to the College so that details can be included on a CAS or visa letter

First & Family Name	Relationship to Applicant
Signature	Date

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