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| International Admissions Policy and Procedures |
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# **Summary**

This document is provided supplementary to the university’s Admissions Policy. It gives detail and context to the admissions policy and process for international applicants.

# **Glossary of Terms**

# **Purpose**

The document provides policy and procedural guidance for international applications for entry to any programme at the university which is identified as open to international applicants, as indicated in the university’s prospectus publications

This document is intended to be a supplementary document to the Admissions Policy and to be considered in conjunction.

Edge Hill University holds a Student sponsor licence issued by UK Visas and Immigration (UKVI) and is subject to the associated regulations and Immigration Rules of the United Kingdom. This allows us to sponsor international students to study at the university. Edge Hill University is fully committed to complying with our sponsor duties and to support students to protect their immigration status. As a licence holder there are certain admissions criteria and requirements which must be applied to students requiring a visa for study in the United Kingdom. This policy and procedure gives details for those instances.

# **Submission of Applications**

Applications to the university from international applicants may be made in two ways to enable access and flexibility:

* via UCAS
* directly to the university

We work with a small number of agents who are also able to help applicants with the submission of applications and may forward these directly to us.

# **Selection criteria**

## Academic requirements

We welcome applications from international students and those who do not hold UK qualifications. Academic qualifications are assessed against standard academic admissions criteria for all applications. The Admissions team have extensive experience of assessing overseas qualifications and have access to resources including ECCTIS to establish equivalency. Academic entry criteria can be found in the university’s published entry requirements and may vary for specific programmes of study.

## English Language requirements

Proficiency in English Language must be demonstrated in order that students can access their learning as all of our provision is delivered in English. Some programmes may have specific requirements.

For applicants requiring Student visas we must ensure that the UKVI requirements are met. As such the minimum entry criteria for the majority of programmes is International English Language Teaching (IELTS) average score of 6.0 with no element below 5.5. Please be aware that some programmes, particularly postgraduate and professional programmes the requirements may be higher.

We do recognise a number of other secure English Language test (SELT) and other qualifications as equivalence for entry. These can be found at:

[English Language Requirements - Edge Hill University](https://www.edgehill.ac.uk/departments/support/international/english-language-requirements/)

These qualifications are assessed by the English Language Qualifications Working Group providing academic scrutiny and acceptability.

If an applicant has taken one of the non SELT qualifications more than 10 years from the date of application to the university they will be required to take IELTS or one of the equivalent SELTs identified by the English Language Qualifications Working Group.

# **Application processing**

## Initial application

Applications are assessed by the Admissions Team and any missing information or documentation required is requested from the applicant.

### Fee assessment

A fee assessment takes place to establish/confirm if the applicant is liable for international fees. This will take place at the initial application stage and may be very straightforward to assess as international for fees, requiring no further investigation i.e.:

* Born outside the UK and;
* Nationality outside UK and;
* Current address outside UK

However for all other applications from non UK nationals and for UK nationals with a period of time spent overseas a Fee Assessment questionnaire will be sent to the applicant for further information before a full assessment can be made.

Once completed a note is put against the applicant’s record identifying the outcome.

### Right to study check (RTS)

For all applicants who are identified as home for fees but who hold a non British passport, a right to study check takes place. This is completed by Admissions Team with support from Compliance and Immigration Manager, International Office. Completion of RTS will be noted on Admissions Plus along with Visa type held and expiry date as appropriate. For applicants who are assessed as not meeting the RTS requirements the Admissions Team will contact them to inform them and offer support as appropriate. For those meeting the requirements the application will proceed.

### Visa requirement assessment

This takes place as part of the initial application process and specific visa required is noted on applicant file.

* Study route
* Visitor route for those applying for a programme of less than 6 months

## Academic Technology Approval Scheme (ATAS)

To study certain courses in the UK, international applicants must obtain an Academic Technology Approval Scheme (ATAS) certificate. If this is a requirement, the immigration rules state that applicants must have obtained an ATAS certificate before applying for a Student visa or extension of stay. Students already holding other immigration permission that permits study, such as dependent visas, must obtain ATAS clearance before the start of the course. Further information is available at:

 [Academic Technology Approval Scheme (ATAS) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/academic-technology-approval-scheme)

## Offer making/acceptance

Where applications meet the standard entry criteria and do not require further consideration from Academic Departments the decision will be made by Admissions Team. However there may be instances where applications need to be referred to Academic Departments for further consideration before any decision can be communicated to the applicant.

The offer letter will contain any academic conditions, English Language requirements, offer of Pre sessional English if appropriate, confirmation of qualifications, copies of certificates/transcripts. This will also include information regarding payment of deposit as required.

For those who need an ATAS certificate we strongly advise beginning the ATAS application process as soon as possible after an offer has been made.

Visa required and information/guidance will be included.

The application status is updated as offer is accepted/declined and conditions are met.

All conditions are recorded and tracked as they are met.

Once all academic conditions have been met the application is updated to Unconditional Firm.

At this point those requiring a Visitor visa, a letter of confirmation will be considered and for those requiring a Student visa a Confirmation of Acceptance to Study (CAS) will be considered. Please note any deposit payment required must also be made and received by the university, and all visa requirements must be met, before consideration of any letter or CAS.

## Confirmation of Acceptance for Studies (CAS) issue

Once an applicant has accepted either an unconditional or conditional offer the applicant will will be contacted via CAS Shield, the software system used by the university to manage and assure the CAS issue process. All documentation required must be uploaded to CAS Shield and verified by the Admissions team, in built technology and by the Compliance and Immigration Manager against academic and UKVI required criteria prior to issuance of a CAS. Enhanced requirements may be in place for particular countries/regions.

Please see Confirmation of Acceptance for Studies (CAS) Issue Policy for further detail and information on when we will and will not issue a CAS.

Once we are happy that the applicant has provided all the evidence required the CAS will be issued and the applicant will be sent a contacted with guidance on how to apply for a Student visa.

# **Key to Relevant Documents and Useful Links**

UK Council for International Student Affairs (UKCISA) <https://www.ukcisa.org.uk/>

National Union of Students (NUS) <https://www.nus.org.uk>

UK Visas and Immigration (UKVI) <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

UK Visas and Immigration (UKVI) - Student sponsorship guidance [Student sponsor guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/student-sponsor-guidance)

Edge Hill University English Language qualification information

[English Language Requirements - Edge Hill University](https://www.edgehill.ac.uk/departments/support/international/english-language-requirements/)

Academic Technology Approval Scheme (ATAS)

Academic Technology Approval Scheme (ATAS) - GOV.UK (www.gov.uk)

Edge Hill University Admissions Policy <https://www.edgehill.ac.uk/documents/admissions-policy/>

# **Endmatter**

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