

INTERNATIONAL APPLICATION PACK



Thank you for your interest in studying at Newcastle College. Please make sure you read the below information carefully to ensure that you understand the admissions requirements for your chosen course. All applications require the same basic set of documents, however, depending on your chosen level of study, there may be specific requirements you need to meet.

When you have familiarised yourself with this information, please complete the application form at the end of this document and return it to international@ncl-coll.ac.uk with your supporting application documents (see below).

Documents required:

- **Copy of valid passport (all personal details pages)** – If your passport expires during your course, you will need to confirm to us if you plan to apply for a new passport before you travel to the UK or after you have arrived in the UK.
- **Colour copies of your highest academic qualifications** – this could be your high school qualification, your degree, etc. Copies should be clear and legible, and show all document corners, edges, and information. If any information is cut off, you will be required to re-submit new copies. We require copies of official final certificates **and** transcripts of grades. Please note that provisional results and certificates cannot be accepted. You do not need to submit your final certificate at the point of application, but before the deposit deadline. If you will not obtain a final certificate before the deadline, we will require a signed “award letter” from your awarding institution that confirms your name, the course you studied, that you have successfully completed the programme, and the date of the award.
- **Evidence of your English language proficiency** – All international students are required to submit evidence of their English language proficiency. Evidence you can use to meet this condition depends on your chosen level of study and nationality. Full details are given later in the document. Make sure to check the requirements carefully.
- **Copies of any previous UK Visas or visa applications** – If you have previously held a UK visa, (including visitor visas), please include a copy of your Entry Clearance vignette that would have been in your passport, and copies of any BRPs (Biometric Residence Permits) if you have had these. If you have ever had a visa refusal for the UK, please also submit copies of any documentation you have regarding this, such as the decision letter.

For applicants who have been out of education for more than 5 years

If you completed your previous qualification more than 5 years before the start date of your chosen course, we will also need to assess your rationale for returning to study after a long gap. If this applies to you, please also submit the following:

- A CV/resume detailing your work experience and job responsibilities since completing your previous qualification.
- Employer’s references to cover the full period since graduating.
- A short statement of purpose detailing specifically why you wish to return to education after a significant study gap.

We may not be able to progress your application until we receive this information.

English Language Requirements

English Language evidence for below Degree-Level courses

Courses that are considered “below degree-level” are RQF levels 3-5. This includes but is not limited to our Access to Higher Education Programmes, Level 3 Diplomas, and Foundation Degrees (FdSc, FdA, FdEng etc.). If you require a student visa, you cannot study a course below Level 3.

If you require a student visa, you **must** submit a UKVI approved Secure English Language Test (SELT). This is a requirement set by the UK Home Office and is not something that can be waived by Newcastle College. The only exception to this rule is if you are a citizen of a UKVI recognised “Majority English-Speaking Country.” You can find the list of these countries here: [Student visa : Knowledge of English - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/student-visa-knowledge-of-english)

Newcastle College accepts the following SELTs:

- **IELTS Academic for UKVI**
 - For Level 3 courses, you must obtain an overall score of 5.5 with no less than 5.0 in each component.
 - For Level 4-5 courses, you must obtain an overall score of 6.0 with no less than 5.5 in each component.
- **Pearson PTE Academic UKVI**
 - For Level 3 courses, you must score at least 43 in each component.
 - For Level 4-5 courses, you must score at least 59 in each component.

We may at our discretion accept other SELTs – please contact us if you would like to discuss this.

Many language test providers offer both the SELT and non-SELT versions of their exams, so please take care if you are booking a test to ensure you are booking the correct one. You do not need to submit your SELT at the point of application, as it can be included as a condition of offer. However, you will need to submit your SELT results in good time before your deposit deadline to ensure you have enough time to complete the admissions process and make your student visa application.

If you are unsure of the RQF Level of your chosen course, please contact international@ncl-coll.ac.uk for guidance.

English Language evidence for Degree-Level courses and above

Courses at degree level are RQF Level 6 and above. This includes full 3-year Bachelor’s Degrees, Bachelor Top-Up Degrees, and Master’s Degrees. Newcastle College does not currently offer any Level 8 PhD courses.

For courses at this level, you will still need to provide evidence of your English Language proficiency, but it is not mandatory for you to provide a SELT. Newcastle College accepts the following non-SELT English languages tests:

- **IELTS Academic:** Overall score of 6.0 with a minimum of 5.5 in each component. Please note we do not accept IELTS Online.
- **Pearson PTE Academic:** Minimum 59 in each component. Please note that we do not accept the online version of this test.
- **Cambridge English Assessment (FCE, CAE or CPE):** Overall score of 162 – 230

Other accepted qualifications:

- **GCSE or AS-Level in English Language:** Grade C/Grade 4 and above, when awarded within 5 years of the course start date.
- **A-Level in English Language:** Grade D and above, when awarded within 5 years of the course start date.
- **West African Senior School Certificate:** Grade C6 or higher in English language, when awarded by the West African Examinations Council (WAEC).
- **Senior School Certificate:** Grade C6 or higher in English Language, when awarded by the National Examinations Council Nigeria (NECO).

Evidencing other skills

For certain courses, you may be required to evidence your proficiency in other skills, such as mathematics. Some courses, such as our Access to HE courses, generally require students to have the equivalent of UK GCSE English and Maths. Newcastle College can assess your previous qualifications to let you know if they meet this requirement.

For some programmes, such as our Engineering courses, you may have to undertake a formal mathematics assessment or submit a recognised Mathematics Skills exam. The international office will make you aware if this is necessary and provide you with information on acceptable tests.

Other documents that are not mandatory but may help support your application include:

- A CV/resume
- A personal statement outlining why you are interested in your chosen course, why you think you are a good fit for the course including any relevant experience and skills you have, and your goals and aspirations upon completion of the programme.

Newcastle College may request the above non-mandatory information at any point in order to complete your application assessment.

Student Route Visa Requirements

It is your responsibility to read and understand the full requirements of the Student visa route if you require one, Newcastle College can provide advice and guidance on anything you are unsure of. Below are some of the main points that you need to consider or provide with a student Route visa application:

- **Evidence of Funds:** You must be able to demonstrate to the UKVI that you have sufficient funds to support your study. Currently the UKVI maintenance requirement for courses at Newcastle College is £10,539.
- You must show you have the course fee (minus any deposit paid) **and** the maintenance funds readily available to you in the form of a bank statement or loan letter. The bank statement or loan letter can only be in the name of the following people:
 - You
 - Your legal parent/guardian
 - Your spouse

Financial documents in the name of anyone else, even if they are a family member, will not be accepted by the UKVI.

- Applicants from certain countries must also provide a valid UK Pre-Departure Tuberculosis Detection Programme Medical Certificate. You can find more information here: <https://www.gov.uk/tb-test-visa>

Full details of Student Route visa requirements can be found here:
<https://www.gov.uk/student-visa>

You can access further information regarding admission to Newcastle College here: [Newcastle College](#)

Using an Agent

Newcastle College has a license to sponsor international students under the name of NCG. We work with approved agents in various countries to offer advice and guidance to students and applicants. We are committed to the [Agent Quality Framework](#) to enhance the experience of our students and maintain the highest standards of agent management.

What to expect if you use an agent

Our approved agents will help you to find the best course for you and our International Development Officers, based in the International Office at the College, work closely with our approved agents to make sure they have the most up-to-date information about our courses, application process and UKVI requirements.

Newcastle College provides ongoing training to our approved agents to maintain the highest standards. If you use one of our approved agents to apply and enrol at Newcastle College, we pay commission to the agency. Using an agent to apply won't affect your chances of being accepted for a course.

We expect our agents to act with integrity and to be honest and accurate with the information they communicate about the College.

Things to be aware of

- Agents can assist you with your application and provide advice and guidance on different courses. They can also submit your application and supporting documents.
- While the agent can assist you in this process, you have overall responsibility for your application and any associated visa applications and you should conduct your own detailed research.
- Agents will be given permission to discuss all aspects of your application with Newcastle College.
- In some instances, our agents may work with other agents (sometimes referred to as sub-agents). We do not have contracts in place with these partners, and do not support them in the same way that we work with our approved agents.
- Some agents charge students a counselling fee and we advise you to clarify all charges in advance.
- You should pay any course deposits or tuition fee payments directly to the College (NCG trading as Newcastle College) and not to an agent.

Complaints

The Agent Quality Framework (AQF) is a set of tools to enhance the experience of international students working with education agents and counsellors to apply to study in the UK.

It is designed to ensure agents and counsellors have the right knowledge of the UK as a study destination and understand the integrity of the UK visa and immigration system, to uphold the UK's reputation as a world-class study destination,

As part of the AQF, we are required to provide students and applicants with a clear channel for lodging a complaint if you are unhappy with your experience of using a specific education agent.

If you would like to submit a complaint please use this form

<https://www.ncl-coll.ac.uk/support/international-support/contact-our-international-team/>

Contacting our approved agents

If you are a prospective student or an applicant, you can find details of the agents we work with on our country pages.

For further guidance, please refer to the [British Council student and parent guide to choosing an education agent](#).

International Student Application Form

Please complete the form in full and return it, with any supporting documents, including copies of your passport and visa (if applicable) to the International office by email:

international@ncl-coll.ac.uk

This application form has 4 pages. Please ensure you complete all sections and pages in full.

Section 1: Personal Details

First name:	Family Name:
Date of birth (day/month/year):	Nationality:
Telephone:	
Applicant Email:	
What is your first/native language?:	

Do you have a disability or learning difficulty that you would like us to know about? If yes, please give details:

If yes, do you require additional support with the disability or learning difficulty? Yes No

Section 2: Course details

Course Name:
Course start date/intake:

Section 3: Education History

Previous/Current Qualifications

Date of Award	Name of Qualification	Grade/Result	Name and country of institution

Section 4: Immigration History

Do you require a Student Visa to study in the UK?	Yes	No
Do you currently live in the UK?	Yes	No
Date of entry to the UK:		
Have you previously lived or studied in the UK?	Yes	No

If you currently live/have previously lived or studied in the UK, please provide a list of all previous visas and validity dates in the table below.

1. Visa Type	2. Visa Type	3. Visa Type
1. Visa dates	2. Visa dates	3. Visa dates
From:	From:	From:
To:	To:	To:

Have you ever had a visa to enter the UK refused?	Yes	No
Have you ever remained in the UK after the expiry date of your visa?	Yes	No

Please include copies of any previous visas, BRPs, CAS statements or refusal letters with your application documents.

Section 5: Accommodation

Newcastle College does not have its own accommodation. The international office can signpost you to accommodation providers in the area, however it is ultimately your responsibility to arrange suitable accommodation within a reasonable distance from the College.

Have you arranged your accommodation in the UK?	Yes	No
If no, would you like advice or assistance finding local accommodation?	Yes	No

Section 6: Additional Information

Why have you decided to undertake this course? (E.g. Career development, University studies, personal interest etc.).
How do you plan to finance your tuition fees and living costs while studying in the UK? Please be aware that the maintenance requirements are currently £10,539 for courses at Newcastle College and see the guidance document for more information.
What are your goals upon completion of this course?

Please note that as of January 2024, Newcastle College students requiring a student visa will no longer be eligible to bring their dependents with them to the UK.

Section 7: Additional Skills/Work Experience

Please give details of any additional skills or training that would support your application, or that is relevant to your chosen course.

Section 8: Declaration

The requested tuition fees for your programme must be paid in full prior to enrolment. Newcastle College may be able to offer a tuition fee instalment plan, however the College reserves the right to remove this provision at any point. Please see [International Fees and Refunds Policy](#).

Any unauthorised absence whilst studying at Newcastle College could lead to your withdrawal from the course and reporting to the Home Office. Please see [International Attendance and Engagement Policy](#).

I hereby give permission for UK Visas & Immigration (UKVI) to share information about my immigration history in the UK with Newcastle College.

I hereby declare that the statements on this application form are correct to the best of my knowledge. I understand that by signing this form I agree to the statements listed above and to the terms of [Newcastle College's International Admissions Policy](#).

For students applying through an educational agent: I hereby give permission for Newcastle College to share information about my enrolment, including fee payment and attendance information, with my educational agent for the full duration of my course.

I confirm that I have read and understand the accompanying information and entry requirements provided in this International Application Pack.

While Newcastle College can provide advice and guidance, I understand that it is ultimately my responsibility to understand and meet the requirements of my chosen immigration route.

Newcastle College reserves the right to disclose information given in your application form to outside agencies such as the Police, the Home Office (UKVI) and local authority if requested.

This application form supersedes and replaces all previous applications which are deemed void immediately.

How did you hear about us?

Our website	A friend/relative	An agent	Other (Please state)
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Applicant Name:	Applicant Signature:	Date:
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Section 9: Agency use only (if applicable)

Agency Name:	Agency Stamp
Tel:	
Email:	
Contact Name:	

I can confirm that this agency is representing the applicant in their application to study at Newcastle College, and we have fully advised the student on course details, fees, attendance, and visa application information.

Marketing and Communication Preferences

We'd love to contact you by email, phone, SMS and post with information on courses and events which may be of interest to you. Please let us know if you would like to continue to receive this information via:

Email:	Phone:	SMS:	Post:
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We want you to know exactly what we do with your data and why we need the above information to process your enquiry. You can read our Privacy Policy at www.ncl-coll.ac.uk.