

**Application and Registration Procedures for
Oxford Tutorial College (OTC)**

1	Complete and submit the registration form. On line registrations can be found at www.otc.uk Answer the questions as fully as you can.
2	Your application will be considered and further details will be requested if necessary.
3	<p>The Registrar will issue an offer letter. This will request:</p> <ul style="list-style-type: none"> • A copy of your passport and your current visa if you have one • A non-refundable Registration Fee of £150 • A Visa Support Fee of £200 • An Academic Deposit of £2,000 • Evidence of the level of your English language. <p>To apply for a Tier 4 visa your English Language must be a minimum of IELTS 4.0 (or equivalent) in all four disciplines, issued within the last two years. However, this requirement may change. Please go to http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/english-language/ and read the list of Approved English Language Tests downloadable from that page to ensure that you have the correct and up to date information.</p> <p>At OTC, to commence A level study we require a minimum IELTS score of 5.5 (or equivalent) in all four disciplines.</p>
4	We will interview you, or to set up an interview via Skype. You will need to show your passport as proof of identity before the interview begins. The interview will be held by one or more members of our Academic Team.
5	If your interview proves successful, we will ask you to pay your first year's tuition fees.
5	If your application for a visa proves unsuccessful, we will refund all except the Registration Fee.
On receipt of the above, you will be considered an accepted student of Oxford Tutorial College	
VISAS AND IMMIGRATION	
<p>If you are a national of a country which is not in the European Economic Area (EEA) or Switzerland you will need to have permission to study in the UK. To obtain a visa you will need an educational sponsor who must be registered with the UK Border Agency. Oxford Tutorial College (OTC) has Highly Trusted Sponsor status.</p> <p>Following changes to the UK immigration system in 2009, OTC will no longer be issuing visa letters for students to obtain entry clearance. We will now be issuing a Confirmation of Acceptance for Studies (CAS) to any non EEA student who has an unconditional offer of a place on our A level course.</p>	
<i>Type of Student Visa for Students at OTC</i>	
<p>To ascertain which visa you require, please go to http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/quick-guide/</p>	

TIER 4 GENERAL STUDENT

If you are over 16 on the date of application and intend to study with us for more than six months, you have to apply as a **Tier 4 General Student**.

If you are already in the UK, please go to

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/applying-inside-uk/>

which will guide you through the process. The Tier 4 General Student Visa application form is downloadable from this page.

or

If you will be applying for a visa in your home country, please go to

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk/>

which will guide you through the process. You will need to complete form VAF9 as well as form VAF9 Appendix 8 for CAS assigned after 21 April 2011 both downloadable from this page.

For students applying to study with us for less than six months:

If you are under 18 years old, you may apply for a Child Visitor Visa; if over 18 years old you should apply for a Student Visitor Visa. We will issue you with an acceptance letter which you can use to apply for your visa.

<http://www.ukba.homeoffice.gov.uk/studyingintheuk/student-visitors/>

Oxford Tutorial College is NOT licensed to teach students with Tier 4 Child Visas.

However, if you currently hold a Child Visa but are aged 16 or over, we can issue you with a CAS to change this to a **Tier 4 General Student Visa**.

What is a Confirmation of Acceptance for Studies (CAS)

The CAS contains a unique reference number that you will need when you make your visa application. It confirms that you have an unconditional offer of a place on a course at OTC, and that OTC will be your Tier 4 sponsor.

We will send you an email with a **CAS Statement** attached. The CAS statement contains your CAS number and confirms all the personal and course information that we sent to the UK Border Agency (UKBA) to generate your CAS. The information on the CAS will help you to complete your visa application.

The CAS statement does not need to be an original document.

When will I get my CAS number?

To receive a CAS you will need to have accepted an offer of a place to study at OTC. Each CAS is only valid for six months, and when it is created it is given an expiry date. You will not be able to use the CAS after the expiry date. You can apply for a visa any time from 3 months before the start of the course and we advise you to apply in good time.

Where should I apply?

For further information about how and where to apply from outside the UK, please enter your current location on this page:

<http://www.ukba.homeoffice.gov.uk/>

For further information about how and where to apply from inside the UK, please see this page:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/applying-inside-uk/where-to-apply/>

What documents do I need to submit with my visa application?

When you apply for your visa you will need to enter the CAS number on your application form, and submit **originals** of any documents, such as academic certificates or English Language results, that are listed in the CAS statement. You will need to take a test to prove your level of English language.

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf>

You will also need other documents depending on your circumstances including evidence of your relationship with your parent or guardian and proof of their willingness and ability to offer you financial support throughout the proposed period of study in the UK. Financial documents must be dated no more than one month before you apply. Sufficient funds need to be in your account for a minimum of 28 days prior to the date of your statement.

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/evidence/money/>

Students under 18 on the date of application must also submit a parental consent letter confirming their agreement to the application and to the living and travel arrangements in the UK.

What else do I need to submit with my visa application?

Photographs and passport

To ensure that you submit the correct photographs and passport, go to

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/evidence/photographs-and-passport/>

Visa application fees

As these fees are adjusted from time to time, please ascertain the most recent costs at

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/visa-fees/>

Evidence of funds to cover tuition fees and accommodation/ maintenance

It is important to check the current guidance on funds requirements in the Immigration Rules.

- **FEES:** The College will already have entered information in your CAS about your fees. It is important that you use these figures, shown on your CAS Statement, when filling in your application form.

(NOTE: Fees paid to the College in advance for tuition fees can be deducted from the amount you will have to show in your own or your parent's bank account).

- **LIVING COSTS:** You will have to show that you have sufficient funds to cover the Course Fees for one year and your accommodation/maintenance costs.
- **BANK DOCUMENTS – Extract from UKBA current Visa Application Guidance:**

Funds **must** be held in your personal bank account or your parent(s)/legal guardian's bank account for a consecutive 28 day period, (finishing on the date of the closing balance) ending no more than 1 month before your application.

Am I tied to one school or college?

Your permission to stay in the UK is 'tied' to the education provider whose CAS you use to apply for your visa. Once you have been awarded your visa, you will find the OTC reference number on the vignette in your passport or on your UK identity card for foreign nationals.

If you have a CAS issued by another school or college it will be automatically marked as obsolete by the UKBA as soon as you activate your CAS by applying for a visa to study at OTC.

If applying from outside the UK, you will not be permitted to start your course until you have a valid visa to study at OTC.

However, if you apply to transfer from a previous sponsor to OTC, you may commence your studies as soon as we have evidence that you have applied for your visa transfer.

Accommodation

Please note that, if you have requested that we arrange your accommodation, we will not do this until your visa has been granted and we have evidence of this. In the accommodation section of your application, you will need to put down that our Student Officer is arranging this on your behalf.

Discipline

We accept you as a student of our College on the condition that you abide by the regulations we lay down. We ask that you attend all your classes and arrive on time, and complete all work set. You will attend weekly meetings with your Personal Tutor who will monitor your progress carefully. We reserve the right to withdraw our sponsorship from any student we consider is not complying with these rules. Should this occasion occur, we will inform the UK Border Agency who, unless you find an alternative sponsor, will revoke your visa and you will have to leave the country.