

Points Based System – Tier 4 Application Check List

Applicants must provide the following documentation and information. For overseas students, ALL this information is mandatory, in line with the UK Border Agency’s rules for student visa applications. Documents provided must be originals. Where the original documents cannot be sent, notarised copies or attested copies are acceptable. The documentation required must be clear, legible and where necessary translated into English language by an approved translator.

All Applicants:

	Applicant to Tick	Office Use
For conditional offers, information in sections 1 & 2 lower are required:		
1) Personal & Identification		
<ul style="list-style-type: none"> • Fully completed Application Form (signed & dated) • Copies of current valid passport id pages (clearly showing photo and signature). Where a student does not have their passport at the point of application, copies of the passport pages can be provided later. Without this, the College will be unable to issue the CAS. • Copy of national ID card (where available) 		
2) Academic & Professional		
<ul style="list-style-type: none"> • Comprehensive CV/resume • High School education and transcripts • Statement of Purpose (SOP) – explaining reasons for choosing St Patrick’s and how the course will be of benefit • IELTS or TOEFL test result sheets 		
For unconditional letters (CAS), the information specified lower is required:		
3) Financial		
Students need to pay the College their full fee for the 1 st year, or where they are enrolled for 18 month courses, the full fee.		
3a) Additionally, if sponsored by a Government, an organisation or the British Council		
<ul style="list-style-type: none"> • Affidavit of sponsorship • Clear explanation of applicant’s relation to sponsor 		

Applicants for Second Year Entry (HND), Final Year (BA/BSc) and All Postgraduate (PgD/DMS/MBA) Courses:

Professional courses (e.g. CIMA, CIM etc) parchments/certificates and transcripts/mark-sheets		
Tertiary education certificates and transcripts (further education, college, university)		
Employer reference letters		

OFFICE USE ONLY Registry/Admissions Tutors

Check list: Complete incomplete, details:

Application Received by: Date:

Comments.....

