

## FAQS for International Students

### **Do I need to visit the campus?**

No. Enrolment can be completed online. To enroll, please go through the steps below. Once you have completed all the enrolment steps, your enrolment has been completed, and you'll receive confirmation of this via email.

#### **Step 1: Complete your online enrolment form.**

- Click on this [link](#),
- Log in using your **9-digit** application reference number and the password you set up at the application stage,
- Click “myApplication” at the top of the page,
- Select the green “Enrol” button and follow the instructions on the screen.

It is important that you fill in your own information in **one session**, it will take you 15 to 30 minutes.

Once you're done, you will receive your University User ID and password via email. It will give you access to all university systems once you join us, and **you will need this for step 2**.

*Forgot your password? Click [here](#) to reset it.*

#### **Step 2: Upload your photo for your Student ID card**

- Click on this [link](#),
- Read the page,
- Log in using your University User ID, it should start with b\*\*\*\*\*, and the password received from step 1,
- Upload a photo following the instructions on the screen.

**Once this step is completed**, we will print your Student ID card and will let you know when it is ready to collect.

*For guidance to upload your photo, click [here](#).*

#### **Step 3: Create a UKVI account to get access to your eVisa.**

This is **mandatory** to study in the United Kingdom.

- Click on this [link](#),
- Read the page,
- Click the “Start now” button,
- Follow the instructions on the screen.

*For guidance to create an account, click [here](#).*

You should receive your eVisa within 48 hours, the notification will come directly from UK Visas and Immigration (UKVI). You will be able to generate a share code; it proves your right to study in the UK and **is needed for step 4**.

#### **Step 4: Update your CAS Shield.**

You need to update your information on your CAS Shield account.

- Click on this [link](#),
- Log in using the details you used when you created the account,
- Upload any outstanding immigration documents,
- Upload your eVisa share code, it should start with S\*\* \*\*\* \*\*\*,
- **Add your date of arrival in the UK.**

*For guidance to generate a sharecode, click [here](#).*

#### **Step 5: Download your University apps.**

Click [here](#) to download all the applications that you will need for your studies with us.

*For technical support, you can raise your enquiry [here](#).*

If you're in the UK and having trouble with any part of the enrolment process, you can book a one-to-one support session with us.

We'll be sharing more details soon, so please keep an eye on your emails.

### **I am Having trouble completing my online enrolment due to fee issues.**

You must pay 50% of your tuition fee before you can complete your online enrolment.

Remember: it can take up to 14 working days for international bank transfer to be allocated to your student account. During this time, you will not be able to complete your online enrolment.

Therefore, we recommend making the payment as soon as possible to ensure your access is granted before your campus. Doing this will speed up your enrolment process and reduce any additional waiting and processing time.

## **Fee Information**

As stated above, you must pay 50% of your tuition fee before completing your enrolment process. For further information regarding international fees and methods of payment, please click [here](#).

The remaining 50% of your tuition fee can be split into five equal monthly instalments. If you are eligible for the five-instalment payment plan, this will be automatically identified when you complete your enrolment online.

For further information on the five-instalment payment plan, click [here](#).

Additionally, our tuition fee and refund policy can be accessed by clicking [here](#).