



SUSSEX CENTRE FOR LANGUAGE STUDIES

Please read the guidance notes on page 4 of this document before completing the application form.

Application for admission

English Language Courses

Pre-Sessional English / Intensive English / Summer at Sussex

Data Protection
The data on this form will be held and processed in accordance with the provisions of the Data Protection Act. It will be used for administrative and marketing purposes

Returning this form
Before you send your application, please use the checklist below to ensure all necessary information and documents have been included

- IELTS certificate
- Photocopy of passport photo page
- Copy of previous CAS or UK visa letter
- Financial guarantee or sponsor letter
- Proof of payment of deposit

Please send to efl@sussex.ac.uk

Sussex Centre for Language Studies
Tel +44 (0)1273 873234
www.sussex.ac.uk/languages

Section A About you

A1 Personal information

Family name
Other names
Nationality
Date of birth
Place of birth (as in passport)
Passport number
First language
Male <input type="checkbox"/> Female <input type="checkbox"/>

A2 Correspondence address

City
Country Postcode
Telephone
email

A3 Permanent home address (if different)

City
Country Postcode
Telephone
email

Section B Your course

B2 Intended course

Pre-sessional (Academic) English

Number of weeks:

40 28 16 10 5

Intensive (General) English

15 hours 21 hours

Term:

Autumn Spring Summer

Summer at Sussex (General English)

Start date _____

Number of weeks _____

B3 Future study

If you hold a conditional or unconditional offer of study at the University of Sussex please indicate:

School of study:

Level: BA / BSc MA / MSc PhD

Degree course:

Section C Next of kin

Relationship to applicant

Name

Occupation

Address

Telephone number

email address

I agree to the University of Sussex communicating with the above person about all aspects of my application to and studies at the Sussex Centre for Language Studies

Yes

No

Section D Education

Please give details of the most recent course of full-time education that you attended

Name of institution

Course / qualification

When did you graduate?

Section E Language level

E1 What is your English Language level?

Please give details and results of your most recent English language examination and attach a copy of your certificate.

IELTS: Listening Reading
 Writing Speaking
 Overall Date

E2 Date of test if not yet taken

Section F Visa

F1 Type of visa

I require a CAS to apply for a Tier 4 visa

Tier 4 visas are for English or academic courses of any duration. You do not need to return home after your English course. You do however need to meet minimum IELTS requirements.

I require a visa letter to apply for a Short-term study visa

For applicants who do not hold an English qualification with a high enough level. At the end of your English course you must return to your home country.

I do not need a visa for study in the UK

Reason _____

Details of further study since graduating (course, institution, country)

Have you ever studied in the UK on a Tier 4 visa?

Yes

No

F2 Previous UK study on a Tier 4 visa

Level of most recent Tier 4 course as stated on previous CAS:

Previous institution:

Dates of most recent course:

Total time spent in the UK on a Tier 4 visa:

Please attach a copy of your most recent CAS

Section G Accommodation

Campus accommodation

I will make my own accommodation arrangements

We will contact you a few weeks before the start of your course to check your accommodation preferences.

A deposit of £250 is required to secure your accommodation reservation

Section H Deposit payment

H1 Amount paid

I have made a deposit payment of:

£250 (tuition only)

£500 (tuition and accommodation)

£0 (sponsored or scholarship students only –
please attach proof of sponsorship or scholarship)

H2 Payment method

I attach a cheque, bankers draft or money order in sterling made payable to University of Sussex

I have made an online credit/debit card payment via <https://onlineshop.sussex.ac.uk> (please attach a copy of the electronic receipt you received by email)

I have made a bank transfer to the University of Sussex bank account (bank account details in guidance notes below – please attach a copy of the bank transfer document)

Section I Agent details

Agent's name

Agent's signature and stamp

I agree to the University of Sussex communicating with this agent regarding my application and studies.

Section J Declaration

Do you have an unspent criminal conviction in the UK? Yes No

I hereby apply for admission to the University of Sussex and if admitted I undertake to abide by the rules and regulations*.

Signature

Date

*Rules and regulations can be found at

www.sussex.ac.uk/ogs/govdocuments/regulations

Please note:

Late applications cannot be guaranteed a place on the course. University accommodation is available from 9am on the Sunday before the course begins. There can be no refund for late arrivals or early leavers. Deposit for both tuition and accommodation will be refunded only if cancellation notice is received 4 weeks (28 days) before the start of the course. In the case of a refund, an administration charge of £50 will be made. The University will be closed on UK public holidays and other University minimum service days. No teaching will take place on these days. For a full list see www.sussex.ac.uk/about/term-dates

We reserve the right to cancel courses if minimum enrolment numbers are not reached. In this case, a full refund of fees will be paid.

Disclaimer: Every effort has been made to ensure the accuracy of this information, but the University can accept no responsibility for errors or omissions.

Guidance notes for filling in your application form

Section A About you

Please provide all the details which are asked for. If you have an email address, you should include it as this allows us to communicate with you quickly. All documents such as offer letters and visa documentation will be sent to the email address in the correspondence section. Please complete all sections in clear capital letters.

Section B Your course

Please state the year that you wish to commence your studies at the SCLS. You should ensure that you choose a course which you are qualified for. Please refer to www.sussex.ac.uk/languages/english for more information about entrance requirements. Also let us know about any offers of degree level study you already hold from the University of Sussex. It is useful if you send us a copy of your offer letter.

Section C Next of kin

You should provide the name and details of the person who you would like us to contact in case of an emergency.

Section D Education

You should provide details of your secondary school or college or University and the name of the qualifications you have achieved.

Section E Language level

Applicants will normally be expected to take, or have taken, the International English Language Test (IELTS). We accept all SELTs (Secure English Language Tests) recognised by UKVI for Tier 4 visas. We also accept a wider range of English tests for Short-term study visas or students who do not require a visa. Please contact us for more details.

Section F Visa

Please indicate which type of visa you plan to apply for. To qualify for a Confirmation of Acceptance for Studies (CAS) for a Tier 4 visa you must plan to be in the UK for more than 11 months (this can include a subsequent course of study after your English studies) and you must have an IELTS certificate with a score of at least 4.0 overall and in each section. If you have previously held a Tier 4 visa then the course you are applying for must be at a higher level than your previous Tier 4 course. If you have had a Tier 4 visa before, let us know the details in this section and send a copy of your previous CAS. If you do not meet these criteria then you can only apply for a Short-term study visa. If you do not need a visa for full-time study in the UK then let us know the reason why (EU citizen, holder of a UK passport etc.)

You must read these notes before completing the application form. We cannot process your application if you do not send all the items on the checklist with your application. You should complete all the required information on the application form. The notes below correspond to the sections on the application form.

Section G Accommodation

We may be able to provide accommodation with or without a private bathroom. Please note that we cannot make a reservation for you until we have received the deposit payment of £250. For current accommodation prices please see:

www.sussex.ac.uk/languages/english/accommodation

Section H Deposit payment

Applications will not be processed until a deposit payment has been made. £250 is the minimum deposit payment and you will need to pay a further £250 if you require accommodation. Applicants with scholarships or sponsorships do not need to pay the deposit but must provide proof of sponsorship such as a financial guarantee letter.

Payments can be made online at <https://onlineshop.sussex.ac.uk> or by bank transfer to:

Barclays Bank plc,
University of Sussex Branch
Lewes Group of Branches, The Old Bank
High Street, Lewes, BN7 2JP
Account Number: 40880914
IBAN: GB26 BARC 2049 7640 8809 14
Sort code: 20 – 49 – 76
SWIFT Code: BARCGB22

Please state the student's name and that the payment is for SCLS in the payment reference. Please send proof of payment along with your application.

Section I Agent details

This section should be completed only if you are applying through an approved University of Sussex agent. If this is the case, please ask the agent to sign and stamp this section of the form.

Your application to join the Sussex Centre for Language Studies and information relating to it, is confidential data under the Data Protection Act. This means that we are unable to discuss your application or matters relating to it with anyone other than you, unless you consent to our doing so. By completing this section you are indicating that you wish to authorise the University of Sussex to communicate with this agency's representatives.

Section J Declaration

Please indicate whether you have a criminal conviction in the UK and then enter your signature and the date of your application.