

International Student Application Form 2024-25

How to apply for a course at the college:

1. Complete all details on this application form.
2. Provide the following information in support of your application to the college:
 - Copy of passport
 - Copies of any transcripts for qualifications you have already achieved, in a minimum of 5 subjects
 - A teacher's reference and/or recent school report
 - Personal statement
 - Additional documentation relating to a specific course, for example player footage for Elite Football or Art Portfolio examples for Fine Art
 - (For ESOL applicants only) Copy of any current or previous UK visas if you have been to the UK before

How your application will be processed

- Stage 1** Your application will be acknowledged upon receipt.
- Stage 2** A member of the Global Engagement team will contact you to arrange a Zoom or Skype interview with the appropriate curriculum or careers team members, based on your course choices and desired career destination or preferred study experience.
- Stage 3** After the interview, providing both parties agree they wish to pursue with the application, City of Portsmouth College will issue an offer letter that outlines the courses chosen, payment schedule and forms to be returned (Acceptance of Offer and Parental Consent). If you have an agent then we will issue these documents to them for your action.
- Stage 4** You return the completed and signed Acceptance of Offer and Parental Consent forms along with an Accommodation Request form (if required) within 28 days of the offer being made.
- Stage 5** If you are a direct applicant or ESOL applicant, you will need to make a deposit payment of 25% of the student fee, plus a deposit of 4 weeks accommodation (if required).
- Stage 6** In order to study on an ESOL course, we will issue you with a final confirmation letter which you can use for your short-term student visa application.
- Stage 7** For ESOL applicants, please notify the college when your visa has been issued and we will communicate with you to confirm travel arrangements, accommodation logistics, enrolment and orientation.
- Stage 8** Remaining balance of the student fee for the year must be paid prior to enrolment taking place. Remaining balance of the first term for accommodation (if required) must also be paid prior to enrolment. If you have an agent then this will be completed in communication with them.

If at any time throughout the application process you require any advice and/or support, please email global@copc.ac.uk

Please note that the College does not accept responsibility for costs incurred by any part of the visa application process completed by the applicant.

1. Personal details

Forename(s): Mr Mrs Miss Ms Dr Mx
Surname: Preferred name:
Date of birth: / / Legal sex (as per your passport): Female Male
Age at time of applying: Country of Permanent Residence:
First Language: Second Language:

2. Address and contact information

Address:
Postcode: Email:
Home telephone: Mobile telephone:
Correspondence in UK (if applicable):

3. Next of Kin contact details

Please provide details of your 'next of kin'. This person is your closest living relative and for many students will be your Mother or Father, or Legal Guardian.

Name: Relationship to you:
Email: Telephone number:

3. Courses Applying For (Maximum of 4 Subjects)

Course title	Type (A Level or Vocational)
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.....
.....
.....

Please state the length of study you are applying for (Semester, Term or ESOL (1 Year))

5. Nationality and Residency

Nationality:

Have you been living continuously in the UK or Ireland for the last 3 years? YES NO

Do you need to apply for a Short Term Study Visa? YES NO

All ESOL 1 Year applicants will need to apply for a Short Term Study Visa (11 months). All other Term or Semester students may or may not need to apply for a Short Term Study Visa (6 months) depending on your nationality and the pre-existing immigration arrangements in place between your home country and the UK government.

6. Disability, Learning Difficulty and Health

Do you consider yourself to have a learning difficulty, disability, medical or health condition? YES NO

If YES, please provide details:

7. Criminal convictions

To help us meet our responsibility to safeguard all members of the College community, please declare whether you have any relevant* unspent convictions or current proceedings against you: YES NO

*Relevant proceeding or criminal record are those of a violent or sexual nature, or involving unlawfully supplying controlled drugs or substances. Failure to declare may result in the College withdrawing you from the course.

8. Accommodation Requirements

Host Family: £160 per week – Half board: Breakfast and Dinner provided between Monday and Friday, 3 meals provided on both Saturday and Sunday.

Own arrangement – You will be required to provide full details of your own arrangements, including a letter from your parent/guardian to confirm this.

9. Agent Details (if applicable)

Name of Agent:

Email: Telephone number:

10. Declaration

I hereby declare that the information given on this form is correct and I will notify the College immediately of any changes.

Giving false or misleading information to complete this form may lead to immediate suspension. I agree to abide by College rules and regulations I confirm that, to the best of my knowledge, the information provided on this form is accurate and truthful. I understand that any offer made by the college is subject to the validation of all documentation.

How and why we store your personal information

City of Portsmouth College ensures all personal data is collected in accordance with the General Data Protection Regulations (GDPR). For more information, please view our Privacy Statement.

Please read the consents below and tick the ones you are happy to agree to. Please note that any agreements marked with * are required if you want to study with us.

Consent

I am indicating my consent to participate in the application process and I understand that I can withdraw my consent at any time.

I understand that my contribution will be confidential and that there will be no personal identification in the data.

Applicant Signature: Date:

Parent/Guardian Signature: Date:

11. Application Checklist (please ensure you have included all relevant information)

- Enclosed copy of your passport ID page
- English Language Certificate, if applicable
- Evidence of Academic Qualifications and/or Academic Transcripts
- Completed Application Form
- Teacher's Reference and/or School Report
- Personal statement
- Additional documentation relating to a specific course application

Also required for ESOL applicants:

- Current and Previous UK Visa(s)
- Previous CAS statement(s)

Please send your completed application form to your agent or direct to us at global@copc.ac.uk

For general enquiries please call +44 (0) 23 9234 4408

For information about our cancellation terms please email global@copc.ac.uk