



Document Title	International Students Admissions Policy
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<u>Description</u> This document is intended to inform staff and students about Amity's policy on international students' admission. The process outlined in the policy aims to ensure that Amity complies with all immigration requirements as set by UK Visas and Immigration (UKVI).	

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Admission Policy for International Students

1 Introduction

1.1. Amity University [in] London is committed to admitting students on the basis of their merit and potential to succeed and who will contribute to our welcoming, supportive, inclusive and culturally diverse community. Amity University's Admissions Policy is directly aligned with the University Strategic Plan (2021-2026).

1.2 This policy applies to the admission of international students to full time undergraduate and postgraduate programmes taught at Amity University [IN] London.

1.3 The policy is intended to inform staff and prospective students about Amity's procedures for the recruitment and admission students. The process outlined in the policy aims to ensure that Amity complies with all immigration requirements as set by UK Visas and Immigration (UKVI).

2. Legislation and regulation

2.1 The policy considers the following relevant legislation; (a) Age Discrimination Act 2006; (b) Data Protection Act 1998; (c) Disability Discrimination Act 2005; (d) Equality Act 2010; (e) Freedom of Information Act 2000; (f) Human Rights Act 1998; (g) Race Relations Act 1976; (h) Race Relations Amendment Act 2000; (i) Rehabilitation of Offenders Act 1974; (j) Sex Discrimination Act 1975; (k) Special Education Needs and Disability Act 2001

2.2. The policy is consistent with the expectation of the UK Quality Code for Higher Education (the Quality Code) published by the Quality Assurance Agency for Higher Education (QAA), good practice in the high education sector, OFS regulations, the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 and Home Office Immigration Rules relating to student visa route in addition to related guidance documents and any subsequent amendments

3. Policy statement

3.1 The University is committed to the following Admissions Principles: (a) Selection of students based on academic and personal merit (b) Transparency (c) Consistency (d) Reliable and credible selection methods (e) Reducing barriers to admission (f) Professionalism.

3.2 Amity aims to provide a clear, fair, and transparent admissions process for all students. We aim to ensure that the procedures related to the international student application process are clear and that an applicant is aware of the stages of the application process, including legislative requirements. Amity ensures that promotional material accurately reflects the programmes offered and that recruit is undertaken responsibly. The recruitment and selection processes aim to ensure that all successful applicants will benefit from and complete the programme to which they are enrolled, by taking into the account each applicant's academic background, motivation and commitment.

4. Management and governance

4.1 The policy is approved by the Academic Board and reviewed by the Quality Review and Assurance Committee. The policy observes Amity's policies on data protection, equality and diversity and students with disabilities. The policy also ensures that Amity meets its obligations under the Tier 4/Sponsor Route visa arrangements for international students.

4.2 The Head of Admission and Recruitment has the overall responsibility for the implementation of this policy. The admission of international students to Amity University [in] London is managed by the Admissions Department, working in close collaboration with International Students Compliance Officer. The Admissions Committee, overseen by the Amity Executive Team, monitors admissions procedures within the University. Admissions procedures are reviewed annually as part of the annual policy review strategy and are updated where external or internal changes demand.

5. Responsibilities

5.1 The Admissions Department works closely with the Academic Department to ensure the delivery of a fair, effective and professional recruitment and admissions service. The Compliance Officer makes sure any changes to regulations related to international students are reflected at every stage of the Admissions process.

5.2 *Admissions Department* will: (a) Co-ordinates the admissions process; (b) Works with the Amity Compliance Team/ International Student Compliance Officer to ensure all UKVI regulations are followed; (c) Ensures the effective implementation of the admissions policy and associated procedures; (d) Promotes the institution through a range of promotional activities; (e) Provides information, advice and guidance to the Academic Department, Student Services Department and applicants; (f) Assesses applications to decide whether to offer a place or reject the application; (g) Works with the Academic Department to implement the setting of entry requirements and maintain appropriate admissions processes; (h) Provides training sessions for all staff involved in recruitment and admissions activities

5.3 *Academic Department* will (a) Provides programme information to other departments to inform the recruitment and admissions processes; (b) Participates in promotional activities such as open days and recruitment fairs; (c) Works with Admissions Department to assess the quality of the applications and establish the intention and ability of the applicant to complete the programme; (d) Analyses the quality of research proposals during the application process for Level 8 applicants; (e) Assesses applications and makes recommendations

5.4 *Amity Compliance Team* will; (a) provides current information related to the UKVI regulations related to sponsorship of international students; (b) provide advice to the admission team and potential candidates related to the UKVI requirements to obtain a student visa ;(c) provide support to the Admission Department related to the admission of international students.

6. Training

6.1 Amity University [in] London is committed to ensuring that all admissions staff are trained to be fully aware of all recruitment and admissions procedures and are kept up to date with changes in current legislation, UKVI, OFS regulations and QAA Code of Practice. The University has a budget allocated annually for training and personal development of the staff in the Admission Department

6.2. The Admission Committee has the remit to oversee and monitor staff development within this department.

7. Admission Process

7.1 Equality of Opportunity

7.1.1 Amity University [in] London aims to ensure that there is equality of opportunity for all applicants, regardless of nationality, age, gender, ethnicity, disability, sexuality, marital status, political or religious belief or other unjustifiable grounds.

7.1.2 Amity University [in] London promotes widening participation and encourages access to all individuals consistent with their aspirations, and their ability to meet the academic demands and professional requirements of the programme of study.

7.1.3 Applicants with a disability or specific educational need are considered using the same entry requirements as for all other applicants. Such applicants are strongly encouraged to disclose the nature of their disability or special educational needs on their application form or to contact Amity University's admissions team in relation to any concerns or special requirements regarding disability.

7.1.4 The specific requirements of students who disclose a disability or specific educational need on their application form or to the admissions team are referred to the Special Educational Needs advisor for an assessment of their specific needs and to enable Amity University [in] London to make any reasonable adjustments to enable the applicant to study with Amity University.

7. 2 Entry requirements and selection Process

7.2.1 Amity University [in] London has clear entry criteria for each programme of study that is offering. The admission of any individual applicant to a particular programme is assessed against the entry criteria for that programme of study.

7.2.2 Typical entry requirements are published in program specification, in the university prospectuses, website, UCAS. To study at the University, each applicant needs to meet the general entrance requirements. Some courses may have subject and/or grade specific requirements

7.2.3 All applications are assessed on an individual basis and admission to a programme of study is based on an assessment of the applicant's relative merits and abilities. The principal academic criterion for determining a candidate's suitability for admission to a programme is that there is a reasonable expectation that he/she will be able to fulfil the learning outcomes of the programme and achieve the standard required for an award.

7.2.4 Amity University [in] London will look for evidence of academic achievement as well as personal and work/professional experience that provide an indication of ability to meet the academic demands and any professional requirements of the programme.

7.2.5 Specific entry criteria are specified in terms of the Framework for Higher Education Qualifications (FHEQ), Chapter A1 of the QAA's Quality Code and the prior study requirements for the relevant programme of study. They may include educational qualifications (including minimum grades to be achieved) and the knowledge and skills required for admission. Where applicable, entry criteria may also include criteria defined by a Professional, Statutory or Regulatory Body (PSRB).

7.2.6 The applicant must be aged 18 or over on the start date of their course. Amity University [in] London publishes details of the entry criteria for each programme of study it offers. Applicants for admission to a programme of study must provide evidence that they have satisfied the entry criteria

7.2.7 *For undergraduate programmes*, the University considers a wide range of UK, EU and international qualifications for entry and applicants can be assured of flexible and individual consideration of their qualifications profile. Details of entry requirements can be found in the prospectus or the relevant course overview page of our website. Typically, undergraduate applicants require between 104-112 UCAS tariff points, equal to BCC at A Level.

7.2.8 *For postgraduate programmes*, applicants are normally expected to hold a first- or second-class honours degree from a British university or equivalent. Applicants are expected to have at least two years of postgraduate work experience in a managerial or professional role.

7.2.9 Doctoral study is normally available only to students holding a master's degree (first class) in a subject area relevant to the PhD research proposal. However, Amity may consider applications from candidates with extensive relevant professional experience or non-master's degree qualifications on a case-by-case basis.

7. 3 International Equivalencies

7.3.1 Admissions Team assess international qualifications and make decisions on appropriate international equivalencies. These equivalencies are based on market information provided by the UK national agency for international qualifications and skills (UK ENIC), the National Agency responsible for providing information on academic, vocational and professional qualifications. Equivalencies will be reviewed annually.

7.3.2 The University is under no obligation to make an offer of admission even if the applicant has met the entry requirements. The following information will be given consideration when making an admissions decision: (a) Educational qualifications achieved or in progress (b) Personal statement (c) Reference (d) Written work (if applicable) (e) Interview (f) English language (g) Work experience (if applicable) (h) Professional requirements (if applicable)

7. 4 Previous Study in UK

7.4.1 The University has a licence to sponsor international applicants who require a visa to study in the UK. UK Visas and Immigration (UKVI) are the UK government body which has responsibility for who has the right to study in the UK. The University as a licence holder can only sponsor students to study at the University who meet the conditions as set out in the relevant UKVI guidance. Applicants requiring a Student Route visa must declare all previous periods of study in the UK.

7.5 Applicants with a Criminal Conviction

7.5.1 In the majority of cases, a prior criminal conviction will not preclude a candidate from being offered a place at Amity University [in]London. Such applications will, however, be scrutinised in accordance with University Principles and Procedures for the Admission of Students who have a Criminal Conviction in order to ensure that none of the following will be put at risk: (a) Amity University's students, staff or the wider Amity University community; (b) The integrity of the programme; (c) The integrity of Arden University's processes. (d)Reputation.

7.5.2 Amity University [in] London reserves the right to withdraw an offer of a place, if the outcome of a disclosure indicates that such a risk exists or that the applicant will not be able to successfully complete the programme.

7.6 Accreditation of PRIOR learning (APL) AND PRIOR experiential learning (APEL)

7.6.1 Applicants to a programme may be eligible for admission with credit through the accreditation of prior learning (APL) or accreditation of prior experiential learning (APEL). Applicants wishing to apply for APL/APEL must contact Amity University's admissions team and complete the appropriate forms for the case to be judged. Applications for APL/APEL will be considered in accordance with Amity University Quality Assurance Document: APL/APEL policies and Procedures.

7.6.2 A student who has exited a programme with an interim award because s/he has not fulfilled the requirements of a higher award, or who has been withdrawn from the programme

on the grounds of academic failure may not be readmitted to the same programme, within a period of 3 years.

7.6.3 A student who has been previously withdrawn from a programme of study, for any reason other than expulsion or academic failure, may exceptionally be considered for readmission to the same programme on a case-by-case basis. In the case of international students this will be subject to; a) a written case being made, and an interview being conducted by the relevant

7.6.4 Admissions Tutor. b) full consideration of the student's circumstances in relation to UKVI regulations relating to academic progression and study time limits by Head of Quality and Compliance. Department.

7.6.5 Where readmission is sought (as above) with credit, cases will be considered in accordance with the University's normal regulations regarding the Accreditation of Prior Learning. A student excluded due to Unfair Practice offences or disciplinary matters will not be considered for readmission to any Amity University [in] London programme.

7.7 Academic assessment

7.7.1 Amity will consider a variety of documentation when assessing the academic background of the applicant. These include qualifications (certificates/transcripts), work experience, references, a personal statement and performance at interview.

7.7.2 Applicants will be required to attend an interview with designated academic staff to assess their suitability for the course. Applicants that have indicated learning support requirements on their application will be interviewed by academic staff and a member of the Student Services Department. Interviews will be arranged by the Admission Department and the applicant will be informed within 10 working days of the receipt of the application.

7.7.3 International qualifications are converted into their UK equivalent using ENIC.

7.8 Assessment of intention to study

7.8.1 To assess intention and ability to study, Amity will consider the applicant's situation, including:

(a) Do we have information about the applicant's recent circumstances –study, work or other, for at least the past 5 years? (b) Has the applicant previously been refused a UK visa or entry and if so, why? (c) has the applicant been to the UK before on a student visa? If so, details of UK studies/visas(d) Why has the applicant chosen to study in the UK? (e) Why has the prospective student chosen Amity University [IN] London? (f) What does the applicant intend to do once he/she has completed the course?;(g) What is the relevance of the course/qualification to their future career? Does the applicant want to bring his/her dependants with him/her? (h) Does the applicant have any relatives settled in the UK? (j) What support will the applicant need on arrival in the UK?

7.9 Academic progression

7.9.1 International students must show academic progression if they are not applying for their first course in the UK. To show academic progression the new course needs to be above the level of the previous course for which they have been granted permission to stay in the UK. However, progression may involve further study at the same level if the new course complements the previous course.

7.10 English Language

7.10.1 For candidates whose first language is not English, evidence is required of spoken and written ability in English through a UKVI approved Secure English Language Test (SELT). Approved providers are listed at: <https://www.gov.uk/government/publications/guidance-on-applying-for-ukvisaapproved-english-language-tests>.

7.10.2 Required levels are as follows; (a) For an undergraduate programme an overall IELTS score of 6.0 is required, with a minimum of 5.5 in each component. (b) Post graduate programmes require an overall score of 6.5, with a minimum of 6.0 in each component ;(c) Doctorate Programmes require an overall of 7.0 with at least 7.0 in writing and at least 6.5 in other components.

7.10.3 Only English language tests taken within the last two years (i.e., prior to the proposed programme's start date) are valid for entrance purposes

7.10.4 Should it come to the University's attention that a student is unable to engage with their academic studies due to English language capabilities, Amity University [in] London reserves the right to re-test the student. If the student is unable to improve their English language skills to the required standard, Amity University [in] London reserves the right to refuse enrolment or withdraw the student from their course

7.10.1 Exemptions to English language requirements

7.10.1.1. Students who are nationals of majority English speaking countries or have completed academic qualifications (at Level 6 or above) in a majority English speaking country do not need to provide a Secure English Language Test certificate. Please refer to the UKVI website for more information on the majority English speaking countries.

7.10.2 English language interview

7.10.2.1 In addition to having to provide a Secure English Language Test certificate, non-UK students will be interviewed by a member of the Admission Department to assess their English Language capabilities. The admissions staff should follow the interview transcript, the interview will be recorded and added to the applicant's file. The interview will be an important element of the decision-making process. The admissions staff will be asked to give an assessment of the applicant's English language abilities prior to a decision being made.

7.11 Academic Technology Approval Scheme (ATAS)

7.11.1 Applicants from outside the UK, EEA or Switzerland who wish to study certain subjects may require applying for an Academic Technology Approval Scheme (ATAS) Certificate. The University will advise applicants whether they are required to apply for this certification.

7.11.2 If ATAS certification is denied and an applicant is in receipt of a conditional offer, then the University will reject the applicant on failure to meet a condition of offer. Any applicant who has ATAS certification rejected will not be admitted by the University to an alternative programme of study

7.12 International student finances

7.12.1 International students are required to show that they can support themselves during the entirety period of their course of study without having to use public funds. International students must meet the maintenance requirements as defined by the Point Based Immigration System.

7.12.2 All applicants are asked to indicate how they intend to meet the cost of tuition fees for the full duration of the programme. Applicants in receipt of scholarship funding should where possible provide confirmation of this. Details of Amity University [in] London funding and scholarships are available on the university web site. The offer of admission will confirm the fees to be charged based on the programme of study and the applicant's fee status.

7.12.3 We will also ask that the applicant either pays a tuition fee deposit, or show acceptable evidence that the applicant is officially sponsored by a body recognised by UKVI, and can satisfy the financial and Immigration health surcharge requirements.

7.12.1 Maintenance

7.12.1. Applicants need enough money to pay for course fees and living costs while in the UK. The Home Office refers to this as the maintenance requirements. Maintenance must be in the form of cash funds. Applicants cannot use evidence of other types of finances, such as shares, bonds or a pension fund. Applicants also cannot use an overdraft facility.

7.12.2 The amount of money an applicant needs to have to satisfy the maintenance requirement depends on the length of the course and must take into account London as the location of study. This sum must be available at the time of making the application.

7.12.3 Unless you are using a loan letter, your financial documents must show that the full amount of money that you need has been in the account for 28 consecutive days up to the date of the closing balance. This means that the account must not have dropped below the amount that you need to show at **any time** during the 28-day period. If it does your immigration application is likely to be refused. In addition, the final date of this 28-day period must not be more than 31 days old on the date that you submit your application.

7.12.4 The applicant must have a fixed amount of money to cover their living costs. As the applicant intends to study in inner London, they will need £1,334 for each month of their course, up to a maximum of nine months. This means that if they will be studying for a course lasting nine months or more, the minimum amount that they will need for living costs is £12,006. If the applicant has paid some of their course fee in advance, that amount is deducted from the required maintenance funds.

7.12.5 If the applicant has previously studied in the UK, they may be allowed to have a lower amount of money. The Home Office calls this having an "established presence". Please see the UKVI guidance for more information.

7.12.6 Any evidence of money for living costs must be held in the applicant's name or in their parent's or legal guardian's name (written permission and a proof of relationship are needed if evidence for the money is in the parent's name). Applicants cannot use evidence of money held in any other person's name, even if they have their permission to do so.

7.12.7 Evidence of the applicant's money must meet specific requirements. If it does not, the application will be refused. As evidence of the money students must use: (a) Personal bank or building society statements, or (b) a building society passbook, or (c) a letter from your bank, or a regulated financial institution, confirming funds, or (d) a letter from a regulated financial institution confirming that the student has a loan that is provided by the national government, the state or regional government or a government sponsored student loan company, or that is part of an academic or educational loans scheme. Any loan from another source, such as a personal bank loan, would need to be shown as funds held in the student's name (or a parent's name) using one of the other forms of evidence listed above.

7.13 Verification of documents

7.13.1 Amity requires applicants to provide satisfactory evidence of all aspects of the admissions process and reserves the right to verify all documents., in accordance with the

University Verification Policy. If an applicant is unable to fulfil the requirements to the satisfaction of Amity University [in] London, we reserve the right to withdraw the application.

7.13.2 Amity University [in] London will check qualifications, personal statements, and research proposals provided as part of an application for potential fraud or plagiarism. Amity will also want to ensure that applicants have provided complete information. Amity reserves the right to reject an application on the basis of lack of integrity in an application or supporting documents, and to cancel or withdraw any offer made on the basis of an application. Any student found to have been admitted on the basis of fraudulent, plagiarised or withheld information may have their studies terminated.

7.13.3 If an application contains misleading information or has left out any relevant information this may lead us to question the validity of the information provided to the University. The University may take any necessary steps to check with the applicant and other parties declared on the application, including previous schools, colleges, and examination and awarding bodies whether the information provided is accurate or complete.

7.13.4 The University retains the right to cancel an application or rescind an offer without refunding an application fee if the University has determined, having carried out any necessary checks and due diligence, or has reasonable belief, that an application contains false information

7.13.5 If an applicant has any reason to believe that information the University holds about an applicant is not true, complete or accurate, the applicant must tell us by writing to admission @london.amity.edu

7.13.6 If the University needs to verify an applicant's identity, the University may check details in the application by using any official, publicly available or commercially available identity checking services. If any adverse information is revealed about an applicant, the University will write to the applicant by email so that the applicant has an opportunity to respond

7.13.7 Information contained on application forms is normally treated as confidential within Amity University [in] London and will only be used by Amity University [in] London for the purpose of making a decision on admission. Amity University [in] London reserves the right, however, to inform other relevant parties for the purposes of preventing fraud and impropriety e.g., Police, UKVI.

7.13.8 Amity University[in] London may, at its discretion, vary its standard offer, considering the individual circumstances of applicants

7.14. Fraudulent or plagiarised applications

7.14.1 The University will not admit individuals based on fraudulent or plagiarised applications or documents and will investigate any persons found to have submitted any fraudulent material as part of their application, even when this information comes to light after an offer has been made or an individual has matriculated. In such instances the University would investigate under Misconduct Policy.

7.14.2 The selection process should take account of the student academic profile as well as UKVI immigration requirements. Each application is discussed within the Admissions Department, Academic Department and Amity Compliance Team and an agreement is reached.

7.15 Information and Advice to applicants

7.15.1 Amity University [in] London is committed to providing clear, accurate, complete and accessible information on its programmes, relevant entry requirements and associated admissions procedures. The University strives to ensure that clear, accessible information is

made available regarding any non-academic requirements for entry to its programmes. Where additional methods of assessment (e.g., interview or portfolio submission) are used to select candidates, this will be explicitly stated for the benefit of applicants in Amity University's brochures and on Amity University website.

7.15.2 Entry criteria are published in Amity University[in] London's brochure and on the University website. Changes to any of Amity University's programmes involving significant restructuring or discontinuation will be communicated to applicants affected by such changes at the earliest possible opportunity. The Admissions team is responsible for co-ordinating the process of communicating with applicants affected by changes to programmes and ensuring that appropriate advice is given to applicants.

7.15.3 The University recognises the importance of ensuring that applicants are kept informed throughout the application process. All key decision during each stage of the application process will be communicated to the applicant. All communication will be timely.

7.16. Decision on an application

Successful applicants

7.16.1 Successful applicants will receive a formal offer letter from the Admissions Unit. The offer of admission will either be conditional on the basis that further documentation is required from the applicant, or unconditional meaning that all necessary requirements for admission have been met and all the necessary documents have been submitted.

7.16.2 All successful applicants will be issued with a formal offer of admission to Amity detailing: (a)the programme of study being offered; (b)Year of entry;(c) Duration; (e) Tuition fee status and tuition fees; (f) Details of how to respond to the offer;(h) Offer conditions (if applicable)

7.16. 3 We are committed to meeting our requirements as a sponsor of Tier 4/Student Route students. In the event of changes to immigration legislation, or if information becomes available that might impact our ability to sponsor a student, the University reserves the right to amend or withdraw an offer of admission

Alternative course offers

7.16.4 The University may decide that it is unable to offer admission to the original programme to which an applicant has applied but is able to make an offer for an alternative programme. In this case Amity will contact the applicant to confirm that they wish to be made the offer for the alternative programme.

Unsuccessful applicants

7.16.5 Amity University [in] London will provide feedback to applicants who have not been offered a place in Amity University program. If the application is rejected the student will be sent a refusal letter stating the reason for refusal.

Responding to offers

7.16.6 Successful applicants are required to respond to the offer within 10 days using the 'respond to offer' letter attached to their Conditional or Unconditional Offer. Once the offer is accepted the applicant must pay the tuition fee as set out in the offer before a CAS is issued. The conditions of any offer should be fulfilled four months before the start date of the course to ensure that an international applicant has time to apply to the Home Office.

7.17 Confirmation of Acceptance for Study

7.17.1 A Confirmation of Acceptance for Study (CAS) statement will be completed once an unconditional offer is accepted and the necessary tuition fee payment has been confirmed. If

a Conditional Offer was made a CAS will not be issued until the conditions have been fulfilled. The CAS checklist should be completed by the Admissions Department to ensure all the conditions for issuing a CAS have been met.

7.17.2 The CAS must be issued by the Level 1 User on the SMS system. Any CAS issued must comply with the current immigration legislation and the UKVI sponsorship guidance. The Level 1 User should ensure that all the relevant details are completed on the SMS system

7.17.3 The relevant details to add on the SMS system are as follows:(a) Students personal details; (b)Course level;(c) Start and end dates;(d) Place of study;(e)Information about fees;(f) Evidence provided in the application process including: (g) How we assessed the students English Language abilities; (h)How we assessed the students ability to follow the course; (j)How the course represents academic progression; (k)The course fees and how much of the fees the student has paid

7.17.4 A CAS is valid for only six months from the date it is assigned and if it is not used during this period it expires. A CAS can only be used to support one application whether or not the application is successful. If the application fails and the applicant wishes to reapply a new CAS must be assigned. A CAS number is required by the applicant to apply for a visa. For more information, please refer to the University CAS Policy.

7.17.5 After the CAS has been issued a CAS statement with the details and CAS number is sent to the applicant so he /she can apply for a Student Route visa. If the visa is accepted the applicant must send a copy of their visa stamp or biometric card to Amity to be added to their student file. If the visa is rejected the applicant must send a copy of the visa rejection letter to university.

7.17.6 Part of the University compliance with Immigration rules, any refused visa will be reported on UKVI- SMS within 10 days of Amity University [in] London being informed (for further information please see Student Route Compliance Policy)

7.18 Appeals and Complaints

7.18.1 Where an applicant believes that their application has not been dealt with fairly, or in accordance with Amity University [in] London 's policies, principles and procedures, they should first put their case in writing, addressed in the first instance, to the Head of Admissions. If the above cannot resolve the matter, then applicants should follow the Amity University Complaints and Appeals Procedure for Applicants available on the University web site.

7.18.2 Amity University will normally respond to all matters relating to appeals and complaints about admissions within 28 days. For more admissions information and advice, please contact admissions@london.amity.edu.

8. Enrolment and induction

8.1 International applicants who were assigned a CAS and who have been issued a Student Route visa will be enrolled as part of the induction programme. The induction programme takes place one week before teaching is scheduled to commence. Full information about the enrolment and induction process is available in the Student Pre-Arrival Guide, which is provided to the students prior to enrolment.

8.2 According with the UKVI regulations, the University is required to hold a copy of the student visa for reference. International applicants are required to report to the Admissions Department prior to the induction process in order to provide their original passport and a visa to cover their period of study. After arriving in UK, the student will be issued with a BRP that need to be collected from the Post office within ten days of their arrival in UK. The University requires to see this document and a copy of this BRP will be kept in the student file.

8.3 Part of the compliance duties, Amity is obliged to report any applicant that has been assigned a CAS to use to get entry clearance into the UK but fails to attend enrolment or who has notified Amity of a delay.

8.4 Any student enrolled on a programme of study at Amity University [in] London who is subject to UK immigration control, may have their enrolment revoked if they are found to be in breach of UK immigration requirements or immigration law.

8.5 If information connected to immigration status in the UK has been falsified or withheld during the student's admission or enrolment process, information may be shared with other appropriate bodies such as UKVI, UCAS, Student Finance England / Student Loans Company so that further action may be taken where required.

8.6 Where the student is in breach of UK immigration law and/or they have falsified or withheld information supplied to the University regarding their immigration status, the University reserves the right not to accept future applications from that student.

9. Review and monitoring

9.1 The University takes its admissions policy and its obligations very seriously and is keen to know if any aspect falls below the standard expected. Feedback is welcomed from applicants, academic and professional staff. The policy is reviewed on annual basis or as often as it is required.

10. Further information

Website

10.1 Specific information about Amity University [in] London is available at <https://www.amity.ac.uk/>

Relevant publications

10.2 Amity publishes an undergraduate and postgraduate prospectus which is available online or by request.

Contact details

10.3 For further information regarding this policy or admissions at the Amity University [IN] London please contact:

Address: Admissions Unit
Amity University [IN] London
24 Bedford Square
London
WC1B 3HN

E-mail: admission@london.amity.edu

Tel: +44 (0)207 631 0190

Fax: +44 (0)207 637 1993

Appendix 1

Student Files

For international Students the student file is to be forwarded post enrolment to the Compliance Officer in order to be kept securely and made available to the UKVI for audit purposes. The student file must contain the following:

1. The completed application form
2. Student photo
3. Payments and receipts
4. Student Visa Checks Form
5. Bank statement (approved by the UKVI)
6. CAS statement
7. Unconditional offer letter
8. Response to offer letter
9. Proof of English (SELT) (Minimum Level B2)
10. Academic Transcripts
11. ENIC verification
12. ATAS certificate (if applicable)
13. Photocopy of each page of student passport
14. Biometrics / visas
15. Reference letters
16. Interview notes
17. Previous CAS / enrolment letter if applicable
18. 60 days letter if applicable
19. Change of circumstances form
20. Research proposal (if applicable)
21. Student attendance / engagement

International students are obliged to meet Immigration sponsorship requirements whilst studying at Amity University [in] London. International students will be provided with documentation stating their obligations that must be met in order to maintain sponsorship. International students will be monitored closely during their studies at Amity

Appendix 2 Student Visa Checks Form

International Applicants at All Levels



Please take care to ensure legibility. All dates are to be written in DD-MM-YYYY format. If you need guidance when completing this form, please contact the Admission Office (+44 20 7631 0190 or admission@amity.ac.uk).

APPLICANT DETAILS	
Surname	Date of birth
Given names	
Course title	

QUESTION 1
Have you ever been refused a visa for any country, or had a visa curtailed?
<input type="checkbox"/> YES
<input type="checkbox"/> NO (if no, skip to question 3)

QUESTION 2
For which country was your visa refused or curtailed and why? Please give as complete an account as possible.
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.....
.....

QUESTION 3
Have you ever lived or studied in the UK?
<input type="checkbox"/> YES
<input type="checkbox"/> NO (if no, skip to question 5)

QUESTION 4						
In order to establish whether you meet the UKVI academic progression requirement and have enough time under the 5-year cap to complete your course, we need you to list your complete UK visa history in the table below.						
Please submit copies of all documents related to your previous stays in the UK – such as visas, CAS letters and certificates – alongside this form.						
Visa issue date	Visa expiry date	Visa Type	Sponsoring institution	Qualifications/studies undertaken	Course finished?	Documents attached?
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

QUESTION 5
Do you have any dependants in the UK, or do you intend to bring any dependants to the UK?
<input type="checkbox"/> YES
<input type="checkbox"/> NO (if no, skip to question 8)

QUESTION 6
Please list your dependants and, for each, state whether or not they are already in the UK.