

Admission Procedures

1. Make an application

Just visit our website, click Apply Online, and fill in the Online Application Form. Or else download a copy of the Application Form, fill it in on paper, and post it to the College. Then follow up immediately by email, fax or post with copies of:

- Two passport-sized photographs
- Evidence of the qualifications you claimed in your application
- Evidence of work experience (if applicable)
- When choosing a course, please make sure that your qualifications meet the entry requirements stated for that course and that you can pay the fees.

2. Receive an 'Offer of Place' letter

The College's Application and Assessment Board (AAB) will review your application. If it approves a course for you (which may sometimes be an alternative from what you requested), we will email you an acceptance letter called 'Offer of a Place', detailing:

- Your approved course or a programme title, and its duration plus start and finish dates
- Fees you must pay before we can go further – the Minimum Tuition Fee
- Fees we suggest you pay to help your case, but not compulsory for the process:
- Accommodation Booking Fee – gives you a definite address to go to on arrival
- Express Delivery DHL Fee – for fast, reliable delivery of your Admission letter
- Airport Pickup/Transfer – if you need a pre-arranged taxi service to take you to your accommodation on arrival at the airport.
- Any additional Information to assist in your next step of preparation.
- A paper copy of the "Offer of a Place letter" will follow by post unless you tell us you do not need it.

3. Make payment and send documents

Take your 'Offer of a Place' letter to a local bank and tell them how much you wish to pay to the College for

your application. Some banks may ask you for additional documents such as your qualifications or proof of identity. Nowadays we recommend International Bank Transfer (also called a wire transfer or Electronic Funds Transfer, EFT). The College is still happy to receive international payments the old way on paper (Banker's Draft) but paying electronically is generally best, because you can more easily chase up any delays in the banking system.

Please make sure that payment is made to Anglian College London, not to anyone else. If you pay a third party or an agent, we will not accept that you have paid your fees. Once the payment is made, please do not forget to send us a copy of the transaction receipt. Use email address admissions@angliancollege.co.uk (or fax) to send the copies of your photo, qualifications, and bank receipt to the College. There is no need to use registered or express delivery when sending copies of these documents. After a week or so you may start checking with us if we have received them and have sent you the admission letter. Our online system lets you check 24 hours a day on the progress of your application, by clicking on the 'Check Your Application' link on our website, then entering your ACL reference number and date of birth in the form provided.

