

ESO



European School
of Osteopathy

International Student Guide 2017



This guidance is for the use of ESO applicants and students. It is a guide only and must be used in conjunction with the Home Office's Tier 4 Policy Guidance and all other webpages it makes reference to. The information in this guidance is given in good faith and has been carefully checked. The ESO accepts no legal responsibility for its accuracy.



Welcome to the ESO

The European School of Osteopathy welcomes applications from the EU and international students and we are proud of our international student population. Each year around 50% of our students are from overseas. This guide is intended for international students who are applying from outside of the EU and who will need a VISA to study in the UK.

As an international student, your key contact at the ESO is the Admissions Officer, Bernie Ranger. Bernie is responsible for the admissions, enrolment of our international students and will be able to help you with any questions in this regard.

Contact details:

Bernie Ranger
Admissions Officer
European School of Osteopathy
Boxley House
Boxley
Maidstone
Kent ME14 3DZ

☎ +44 1622 671 558

✉ bernieranger@eso.ac.uk

Author(s)	Vice Principal and Admissions Officer
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1. Application Process

a. Applying

International students should apply through [UCAS](#) Track, as described in the 'How to apply' section of ESO [website](#). UCAS is an online application service that administers the application process for most universities in the UK. UCAS is not involved in the selection process; this is undertaken solely by the ESO Admissions Team in line with its [Admissions Policy](#).

UCAS provides easy to follow guidance about applying, which is available in several different languages on its website: <https://www.ucas.com/ucas/undergraduate/getting-started/international-and-eu-students/international-guides>

b. When to apply?

The official UCAS deadline is 15th January 2017, but the ESO will accept applications until 30th June. Later applications are considered on a case by case basis and you will need to contact the ESO Admissions Team if you are thinking of applying after that date. Late applications are considered subject to places being available.

c. What happens next?

Once you have applied, a member of the Admissions Team will review your application and make an assessment of your suitability to the course, taking into consideration all the information you have provided in your application: e.g. your academic qualifications, relevant experience, references and the content of your personal statement.

d. Interviews

Successful applicants will be invited to interview. We strongly advise that all applicants attend the interview in person, so that they can take the opportunity to have a look around the school and meet some of the existing ESO students, to ensure that the ESO is the right choice for them. However, we do understand that it is not always possible. Skype interviews can be arranged on request, but applicants must have access to web-cam, as it is essential that we can see the applicant during the interview. Interviewees will be asked to provide scanned copies of all their qualification (as listed on the UCAS form), as well as a photocopy of the photo page of their passport, by email *prior* to the Skype interview taking place.

N.B: If your qualifications are not in English, we may ask that you provide a certified translation of your certificates, or, in some cases, a 'Statement of Comparability', that will enable us to compare your qualification with UK qualifications: The latter can be obtained from UK NARIC. [NARIC](#) is a company specialising in establishing the UK equivalences to qualifications from all over the world.

e. Receiving an offer

Unconditional

If your existing academic profile fulfils our requirements at the time of application, and you have been successful at interview, you will receive an unconditional offer from the ESO.

Conditional

In some cases we may place conditions upon your offer, such as obtaining a formal English language qualification, or, if you have yet to complete an academic qualification, then you

will receive an offer conditional upon you obtaining that qualification before the course begins.

As soon as you fulfil the conditions of your offer, it is important that you send us proof of this, so that we can make your offer unconditional.

f. Offer Decisions

You will be able to view our offer decision on UCAS Track within a maximum of 2 weeks from your interview. Please be aware that successful applicants will be given a date by which they must reply to their offer. It is important that you adhere to this - otherwise UCAS will decline our offer on your behalf (a process called Decline by Default (DBD)).

g. Payment of tuition fees

Tuition Fees for 2017:

The tuition fees for International students for the academic Year 2017/18 will be £10,500. Tuition fees are paid directly to Buckinghamshire New University (Bucks).

h. Deposit

In order to provide International students with a CAS (a document needed for VISA applications), the ESO requires a deposit of £3000. Details of how to pay this will be sent to you once you accept our offer. The deposit acts as part of the annual tuition fee and will be deducted from your tuition fee invoice, which you will receive from Bucks. The deposit is only refundable where the applicant provides evidence that the application for a student visa was not accepted for the year the academic offer was made.

i. Cost of Living

Along with being able to pay for your course, you will need money to support yourself during your studies. The UK Council for International Student Affairs ([UKCISA](#)) will give you an idea of general living costs in the UK and lots of other useful information to help you prepare for life as a student in the UK. You can also visit the [International Student Calculator](#) website for more information.

2. Applying for a VISA

a. Tier 4 (General) Student VISA

Once you have successfully completed the application process you will need to start thinking about applying for a visa. In the UK, student visas are institution-specific; this means that you have to decide where you want to study before accepting an offer or starting the visa application process.

b. Confirmation of Acceptance Study (CAS)

The ESO holds a Tier 4 sponsor licence from the UK Home Office Visa and Immigration department (UKVI). This enables us to issue International students with a Confirmation of Acceptance Studies (CAS) number- a unique reference number that you will need to obtain your UK entry visa under the Tier 4 (General) Points Based System (PBS).

The ESO will assign a CAS number to applicants:

- Once they have successfully completed the UCAS application cycle and met ALL the conditions of the offer to study at the ESO. This will include obtaining the

International Language Testing Service (IELTS) qualification with a score of at least 6.5 overall and no less than 5.5 in any one element from a UKVI approved test centre;

- If the ESO has reasonable grounds to believe that they will obtain a visa from the CAS provided;
- If it is not more than 3 months before the course start date;
- Who are able to prove academic progression from any previous course of study in the UK;
- Who have not studied in the UK for more than one year previously;
- Where we have no reason to believe that our issuing the CAS will, directly or indirectly encourage or facilitate abuse of the UK immigration system;
- Who have paid a deposit of £3000 (as above).

c. When to apply for a student visa

You must apply for the Tier 4 Student Visa in plenty of time – ideally at least six weeks before the start date of the course. This is because, although UKVI states that it will process 90 per cent of Tier 4 Student entry clearance applications within 15 working days, it often takes much longer than this for the whole application process. More information can be found on the UKVI [website](#).

If you make your application later than six weeks before the latest start date of the course you may not be able to obtain a decision on your application in time to arrive in the UK to start the course.

Please note, however, that you cannot apply for your VISA more than 3 months before the start of your course.

Important: The ESO will not refund your deposit if you left it too late to apply for your VISA and, as a result, your VISA is refused.

d. What you will need to obtain your VISA under the Points Based System (PBS)

The UK Border Agency requires you to score 40 points in total in order to provide you with a Study Visa under the TIER 4 system. These points will come from the following categories:

- 30 points- CAS reference number
- 10 points- proving you have sufficient funds to study in the UK.

e. Documents you will need to support your VISA application:

1. Your Confirmation of Acceptance for Studies (CAS) number, which we will send you once you have completed the application.
2. Any documents, such as academic certificates, that we have listed on your Confirmation of Acceptance for Studies. We will let you know in advance exactly what they are, by sending you a draft CAS statement.
3. Your bank statements, letter of official financial sponsorship or confirmation of an official loan (see below 'Evidence of funds').

4. Proof that you have paid a [Health Surcharge](#), so that you can have access to medical care once you are in the UK.
5. If you are from a country where English is not the main language spoken, then you will need to obtain a recognised English Language qualification in line with UKVI rules, but we will ask for this as part of your offer, if this is applicable to you.

It is essential that you submit all the required documents with the visa application form ([VAF9](#)).

Failure to do this is likely to lead to the application being refused. Documentation must be the original version.

ALWAYS complete the application form in conjunction with the [guidance notes](#).

f. Evidence of funds for tuition fees and living costs

The UKVI's Points Calculator is a useful tool, to help you check what you need before completing your [visa application form](#).

You will be asked to declare at the VISA application stage that you hold and will continue to hold the required maintenance funds to support yourself and pay for your course. You must show that you have enough money to pay the ESO tuition fees for the first year of your course (minus the £3000 you would have already paid as a deposit).

You must also provide evidence of your ability to meet living costs for one year of £1,015 per month (up to a maximum of 9 months). You must normally show that you have held this money for a 28 day period, ending no more than one month before your visa application. The documents must show the bank's name and the account number. The documents must be in English or they must be accompanied by official translations.

Under the current rules, the funds must be held in an account in the name of the student applying for the visa. Funds can also be held in a joint bank account, as long as one of the account holders is the student. Financial documents from parents may be used, but you will need to provide evidence of this relationship (for example your birth certificate) and a letter from you parents giving consent to you using their funds to study in the UK. Detailed information on financial requirements is available on the UKVI website.

It is a student's responsibility to ensure that they are in possession of an appropriate and valid visa to commence their studies with the ESO.

g. Visa refusal

The ESO is committed to ensuring that all eligible students, who have met their offer conditions, are successful in obtaining their VISA. Before we issue a CAS number we will therefore check with you to see if you have all the documentation you need to make a successful application. You must therefore be prepared to show us all the documents listed above. If your CAS is refused we will review the situation on a case by case basis and a new CAS number will only be issued if we believe that you have undertaken steps to resolve the grounds of your initial refusal.

3. Sponsorship duties

The ESO is required to ensure that Tier 4 international students are fully registered and attending their studies. UKVI legislation requires us to notify the UKVI if students are not in attendance.

a. Record Keeping

To maintain our Tier 4 Sponsor Licence the ESO has to undertake a number of record keeping duties. Sponsors are required to keep up-to-date records of their students. The ESO will keep on file:

A copy of your current passport pages showing all personal identity details (including biometric details), leave stamps, or immigration status documents including your period of leave to remain (permission to stay) in the UK and showing your entitlement to study in the UK:

- A record of your passport and expiry date with a 3 month “alert date”;
- A copy of your UK Biometric Card;
- Your contact details in the United Kingdom (residential address, telephone number, mobile telephone number). You must keep us updated of any changes and we will check this at least once a year. The ESO will keep a record of all your residential addresses for record;
- Details of your attendance at Boxley House and at the Clinic;
- The ESO will keep a record of your sick leave;
- Copies of all the documentation that enabled you to gain a place on the M.Ost Programme, such as academic certificates and references.

b. Other Sponsorship Duties

We will notify the UKVI if:

- you do not enrol during the enrolment period (normally the first week of the course);
- you defer your studies for any period of time (you will need to apply for a new CAS);
- you withdraw from the course or transfer to another university;
- you fail to attend classes and clinic;
- we become aware of any breaches made by you of the immigration rules.

c. How we ensure that we are able to comply with our duties

To enable us to comply with our duties, international students must co-operate with the following:

d. Registration

Registration will take place during the first week of the course.

We are legally obliged to keep copies of the documents you required for your VISA in your personal file for the duration of your studies. We also need to have, at all times, your up-to-date UK contact details on file.

e. Attendance monitoring

To ensure students are able to demonstrate a record of attendance, the ESO has implemented an attendance monitoring system in line with Tier 4 regulations

At Boxley: You must sign into the book on reception at least once a week when you have a lecture scheduled at the Boxley site.

At Clinic: The ESO Teaching Clinic Manager will keep a sessional record of your attendance. If you are absent for more than 3 scheduled clinic sessions in any 2 week period, you will be reported to the ESO Academic Registrar who will take action as required. Each unauthorised absence will be recorded.

Your attendance is logged and is monitored by the Student Attendance and Support Committee. Any unauthorised absences will be recorded. If there are issues with your attendance we will contact you for a progress meeting with the Academic Registrar. If your poor attendance persists and you are not communicating with the School, the UKVI will be informed.

The ESO will report to the UKVI, if you miss more than 10 expected contacts (a contact is a lecture, a failure to hand in course work, essays etc. without prior authorisation). Unauthorised absences are classed as an expected contact.

f. Submission of coursework and other assessments

Coursework must be completed and submitted on time. A missed assessment or coursework submission is recorded as an absence.

1. Your duties as a TIER 4 Student

You are expected to:

- Respond to all communication and requests from ESO staff;
- Have your documents re-checked each year or as when requested by the ESO's Registrar;
- Keep the ESO updated with any interim changes to your documents;
- Let us know if you have a new passport and bring it in so it can be copied for our records;
- Let us know if you have extended your visa (not through the University);
- Let us know if your immigration status changes;
- Attend lectures tutorials and clinic sessions and complete all compulsory elements of your course on time;
- Let us know by telephone or email (info@eso.ac.uk) if you are unable to attend lectures due to sickness or any other reason;
- You must keep the Student Welfare Officer or the Academic Registrar up to date on any issues that impact on your studies;
- Follow the School's procedures if you are planning to take a Leave of Absence or are intending to withdraw from your studies;
- Comply with the restrictions of your working hours as per your VISA (this does not affect your clinical training at the ESO);
- Keep up to date with the immigration rules and make sure that you are aware when your passport and visa are due to expire;
- Make sure that all your documentation and financial circumstances meet the immigration rules at the time of application;
- Maintain up-to-date term time contact details (via the ESO Academic Registrar) and inform the School immediately of any change in these details;
- Report to the Police Station within 1 week of arrival, if your VISA states that you must do so (Please feel free to come and see Bernie Ranger on arrival if you need directions).

2. Criminal Records Check

It is ESO policy that all students undergo a Disclosure and Barring Service check (DBS). This means that International students must provide evidence that they do not have a criminal record in their country. You will need to go to your local police station or contact your embassy and ask them to provide a document which may be called a 'Certificate of Good Conduct' or 'Good Behaviour Record' or 'A Police Clearance Certificate'. This needs to be in English. If your certificate is not in English you will need to bring a certified translation. You will need to obtain this before you leave your country to study in the UK, as we will ask to see it during the first week of the course.

If you have any questions about this, please contact the Student Welfare Officer.

3. Travel outside of the UK during holiday periods

There are no rules that prohibit you from travelling outside of the UK during holiday periods. However, you should let the Admissions Officer have, by email, your holiday contact details prior to your departure.

Before you go on your travels, you should obtain a form, which confirms that you have completed your studies for that term, from the Academic Registrar. This should help you avoid any problems when returning to the UK.

4. Outside of the UK during term time

All students are expected to take their holiday outside of term time. You will need special permission from the ESO to travel during term time. If, for exceptional reasons, you are required to take leave during term time, you should contact the Academic Registrar, by writing, explaining your reasons for taking leave. This will only be granted in extreme circumstances, such as family bereavement or sickness. Confirmation of this permission to leave during term time will be provided in writing and a record of this leave will be kept on your student file.

You will need proof for the UKVI that we have given you permission to leave the school during term time. This is because you will miss lectures and expected contacts. It may also be difficult for you to return to the UK without authorisation. You should never leave the UK during term time without consent. If you do take term time leave without permission, we can instigate student disciplinary procedures against you.

5. Pastoral Support

The ESO understands that moving to another country can be a daunting experience. You may have lots of questions and concerns. You will find answers to questions about healthcare, working in the UK etc. on the UK Council for International Student Affairs [website](#).

If you can't find the information you are looking for there, please [email](#) our Student Welfare Officer. We are happy to help.

We are looking forward to greeting you and registering you as an ESO student.

6. Useful ESO contacts

Name	Position	Areas for support	Email address
Bernie Ranger	Admissions and International Student Officer	<ul style="list-style-type: none"> Admissions and application process Guidance to applicants CAS 	bernieranger@eso.ac.uk
Erica Bell	Academic Registrar	<ul style="list-style-type: none"> Residential address update Attendance Monitoring Sick Leave Leave during term time (permission) Holiday (outside 	ericabell@eso.ac.uk

		UK)	
Jacqui White	Student Welfare Officer	<ul style="list-style-type: none"> • Academic studies support • Healthcare • Working in UK 	jacquiwhite@eso.ac.uk

10. Useful Links

UK VISA and Immigration (UKVI) main website

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Applying for an Adult (Tier 4) Student Visa

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/>

Visa application fees:

<https://www.gov.uk/visa-fees>

Visa processing times:

<https://visa-processingtimes.homeoffice.gov.uk/>

Visa Points calculator:

<https://www.points.homeoffice.gov.uk/gui-migrant-jsf/SelfAssessment/SelfAssessment.faces>

Visa Application form:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299663/VAF9-Personal_Details.pdf

Visa Application Guidance notes:

<https://www.gov.uk/government/publications/application-for-uk-visa-under-the-points-based-system-form-vaf9>

How to apply – UCAS guide for International Students

<http://www.ucas.com/how-it-all-works/international/how-apply>

How to apply - ESO website

www.eso.ac.uk/how_to_apply.html

UK council for International (student) affairs.

<http://www.ukcisa.org.uk/>