

Procedure relating to student admission & enrolment.

The admission procedure at THAMES COLLEGE OF TECHNOLOGY has 3 stages, which is detailed below. Any prospective students are interviewed by the Administrator before the stage starts. To enable this interview process the students must provide the following documents

- Completed Application form (Can be downloaded from www.thamescotech.co.uk)
- **Passport size picture**
- Copies of all qualifications
- Experience certificates (if applicable)
- Copy of Passport / Travel document
- CV of the student

Stage I

Upon receipt of the above documents the student can have a personal interview with the course counsellor who will access the student's qualifications and experience and discusses the future plans of the students.

Students are also assessed on their level of English, Thames College recommends their students to pass necessary English qualifications like IELTS, ESOL etc before making an application. The Minimum English score should be 6, students who need extra coaching in English will be provided with 1 month free English training.

Students are offered with a Conditional offer letter which provides the course details, start date, end date, total fees and advance fees details.

Stage II

Upon accepting the conditional offer the student pays the advance fees directly to the college by the way of bank draft or bank transfer the details of the bank is available in college prospectus or can be requested from the administrator.

On receipt the admin department sends the student with the following document to the communication address provided by the student during the admission.

- Unconditional offer
- Enrolment letter
- Fees Receipt
- Entry Clearance officer letter
- Accommodation (if applicable)

Stage III

Upon receipt of the above documents the students fill up the Visa form (Entry Clearance form) obtained from their local UK Embassy (Details of the local embassy can be found in the following website <http://www.fco.gov.uk/en/about-the-fco/embassies-and-posts/find-an-embassy-overseas/> and apply for entry clearance with all the following documents

- College documents
- Sponsor / Financial documents
- Educational qualifications
- Work Experience
- Passport
- Passport pictures
- Necessary Visa fees