

CTL Students: Frequently Asked Questions



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UNIVERSITY OF WALES
Trinity Saint David

About Transferring to the University of Wales: Trinity Saint David

- 1. I have a University of Wales: Trinity Saint David (from hereon 'the University') student number and am taking a University programme of study at the College of Technology London ('CTL'). Why do I have to apply for a transfer to the University?**

The University of Wales is the awarding body for the degree programmes of many CTL students. However, you are currently CTL students because:

- Your contractual agreement is with CTL;
- You pay fees to CTL;
- CTL sponsors your visa.

The agreement between the University and CTL has been terminated and, following the February 2012 progression and award board, University programmes will no longer be delivered at CTL. Students who wish to complete the University's academic programmes will need to apply to re-locate to the University's London Learning Centre or campuses in Wales, if appropriate. You will also need to apply for a new visa to remain in the UK.

- 2. I have sent my details to the University and would like to apply for a transfer. What do I need to do next?**

If you are currently registered on a University programme, have declared that you wish to transfer to the University and have provided your personal contact details, you will now have to attend an interview (in London) with the University during registration week, which will start on **5th March 2012**. The interview will assess whether you meet University and UKBA requirements. You will receive an e-mail from the University shortly, providing more information about registration week and what you will need to bring with you to the interview.

- 3. When will I find out how to apply for transfer to the University?**

If you have already sent your details to the University, you will receive an e-mail from the University shortly providing more information about the application requirements, the registration week, and what you will need to bring with you to the interview during registration week.

4. What details do I need to send to the University?

If you have not already provided your contact details to the University, please email London@tsd.ac.uk with your personal contact details. This will permit the University to contact you with further information about applications to transfer.

5. What English-language qualifications will I need to apply for the University?

Students from non-majority English-speaking countries will be required to provide evidence that they have achieved specified levels of competence in English through undertaking an approved Secure English Language test (SELT). The most common form of test used by the University is the International English Language Testing System (IELTS), but others can be acceptable (examples are given on the UKBA website).

For direct entry to an undergraduate degree course, applicants must show evidence of English language proficiency at, or exceeding, an average IELTS score of 6.0 (or equivalent in any other approved test), with no score less than 5.5 in each individual component of the test (CEFR level B2).

For direct entry to a Postgraduate Taught degree course, applicants must show evidence of English language proficiency at, or exceeding, an average IELTS score of 6.5 (or equivalent in any other approved test), with no score less than 5.5 in any components of the test.

6. What is the deadline for transfer applications? Can I apply after February 2012?

Teaching will start during the week beginning 12 March 2012. Students wishing to transfer will need to be registered as a University student by this date and must also have provided evidence to the University that they have made an application to the UKBA for a new visa.

The University is currently in the process of registering its London Learning Centre with the UKBA and obtaining an increased number of Confirmations of Acceptance for Studies (CAS's) for transferring students. The transfer of students to the London Learning Centre is dependent upon the success of this application. Once the London Learning Centre has been successfully registered, students wishing to transfer will be issued with a new CAS and will be able to apply for a new visa. The University is doing all it can to ensure that the London Learning Centre is registered as soon as possible.

7. What do I do if my application for transfer is rejected? Can I continue on my current programme of study at CTL?

No. You cannot continue on any of the University's programmes at CTL after the end of February 2012.

8. Can I apply for transfer to the University's campuses in Wales?

Yes. However, there is only one starting point each year, which is in October.

9. Where in London is the University's Learning Centre?

The UW: TSD London Executive Academy (the University's Learning Centre) is located in Islington, London. The exact address will be made known to you when you are invited to register.

10. I don't have a University student number, although I applied for a University course with CTL. Can I still apply for transfer to the University?

If you are not already registered with the University, you will not be able to transfer.

About Your Programme of Study

11. I have just completed my final assessments / re-assessments at CTL and have finished my programme of study. Do I need to apply for transfer to the University?

There is no need for you to apply for transfer to the University. Provided you have successfully completed the assessments or re-assessments, you will graduate in July 2012 with a University of Wales award.

12. I am an undergraduate student who is about to start the last term of my BA programme. Do I need to apply for transfer to the University?

Yes, you need to apply for a transfer in order to continue your final term with the University.

13. I am an MBA student currently working on my dissertation under a CTL supervisor, and I am submitting it in February 2012. Do I need to apply for transfer to the University?

No, there is no need for you to transfer to the University. Provided you pass your dissertation, you will graduate in July 2012 with a University of Wales award.

14. I have attended assessments for Part I of my MBA in January 2012. I still need to complete my dissertation to finish the MBA. Do I need to apply for transfer to the University?

You need to transfer to the University if you wish to stay in the UK whilst completing your dissertation. However, if you wish to return to your home country to complete the dissertation there, under a University supervisor, you will need to obtain permission from the University. If the University is satisfied that you will be able to complete your dissertation from your home country there will be no need for you to transfer to the University, as you will not need a new CAS and visa. You will, however, need to register with the University as an overseas distance learner.

15. Can I work on my dissertation in my home country?

Yes, but before you go you must inform the University, in writing, of your intention to do so.

16. If I transfer to the University, will the end date of my programme change?

In some cases, the transfer may result in an extension to your programme end date. You will be informed, during the registration interview, if this applies to your programme of study.

About Student Visas

17. Will I need a new visa to study at the University? When do I need to apply for this?

Yes, you need to apply for a University CAS number and new visa. The UKBA have stated that students who wish to transfer to the University **must** apply for a new Tier 4 Student visa. The only exceptions are those few students who applied for their Entry Clearance for Study between 31 March 2009 and 4 October 2009. For these students, a Tier 4 'Permission to Switch' application form should be used.

Teaching will start during the week beginning **12th March 2012**. If you wish to transfer you will need to be registered as a University student, and have applied for a new visa, by then.

18. What English-language qualifications will I need for a new visa?

See Question 4, above.

19. How much will a new visa cost?

Visa application fees are given at the following website:

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

20. If I successfully transfer to the University, can I work under a University sponsored visa?

Yes, general Tier 4 study visas sponsored by the University permit you to work for **up to 20 hours a week** during term-time. However, you should always ensure that you have a signed Contract of Employment which confirms that your hours of work do not exceed this limit.

21. My visa expires in January / February 2012 and I want to apply for transfer to the University. Can the University help me apply for a new visa in the next few weeks?

Students who informed the University that their visa was due to expire in January / February 2012 have already been contacted. However, if there are further students in this category who have not yet made their circumstances known to the University they should contact us immediately via London@tsd.ac.uk.

22. My visa doesn't expire for a long time. Can I apply for transfer to the University under my current visa?

No, because your sponsor will change. If you successfully transfer to the University, you will need to apply for a new visa.

23. If I travel home, will I still be able to re-enter the country on my current visa?

If you are not transferring to the University, before travelling you must ensure that your current visa remains valid beyond the planned duration of your trip. You should also confirm with CTL that they will support your trip and will not withdraw their sponsorship of your visa while you are away.

If you successfully transfer to the University you will need to apply for a new visa. If you apply from the UK, you will be required to send your passport to the UKBA and will be unable to travel home while your application is being considered.

24. I applied for my visa in 2009. Do I need a new visa if I apply for transfer to the University, or can I use a Tier 4 'Permission to Switch' form?

For those few students who applied for their Entry Clearance for Study between 31 March 2009 and 4 October 2009, a Tier 4 'Permission to Switch' application form should be used to facilitate their transfer to the University.

25. My dissertation is due on 24 February 2012. Will the results be published in time for me to apply for a Post Study Work (PSW) visa?

Every year the University holds examination boards in February/March, June and October. An examination board is scheduled for the end of March 2012. However, it takes a significant amount of time to complete all the necessary formalities and procedures before the results can be published. Whilst the University will make every effort to publish the results as soon as possible, there is no guarantee that a specific time frame can be met. The University cannot and will not compromise its standards and quality assurance processes and procedures in any way.

26. How much money do I need to have in my financial evidence to successfully obtain my visa?

The amount of money an applicant must have depends on where you are studying in the UK, whether or not some or all of your course fees have already been paid and if you already have an 'established presence' studying in the UK. For UKBA purposes, the new London campus of the University is considered to be an 'Inner London' location.

Please carefully read the following document, and **especially paragraphs 141-170**, when preparing your application:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>

27. I wish to transfer to the University but my current visa has expired. I have remained in the UK and not yet made an application for a new visa, can I still do so?

The University cannot provide immigration advice to students and specific advice should be sought from the UKBA. However, if you do not make a valid application for a new visa before the expiry date of your current visa, and continue to remain in the UK after that date, you are considered an 'overstayer'. The University understands that the UKBA will not accept an application within the UK for a new visa after the previous visa's expiry date. 'Overstaying' may also affect any subsequent visa application that you make from outside the UK.

About Tuition Fees

28. I have already paid all my programme fees to CTL. Will I need to pay more fees if I apply for transfer to the University?

You will need to provide documentary evidence to support your claim that you have paid all, or any, of your fees to CTL. If this evidence is accepted you will not have to pay any further fees to the University to complete your current programme of study.

29. I have not paid all my fees to CTL yet. Will the University charge the same fees?

Yes, the University will charge the same fees. However, you need to give the University evidence of the total fees payable to CTL and any or all fees paid by you to CTL so far. The University intends to charge fees to students from the date of transfer. If any student wishes to be given credit for fees already paid they will need to provide evidence of the fees they have paid to date, for the University to consider what to charge on an individual basis.

30. I have been excluded from CTL because I have not paid all my fees / my re-sit fees. Will the University accept an application for transfer from me?

In most cases, students who have been excluded from CTL will also have been withdrawn from their University programme and will not be able to apply for transfer to the University. If students have **only** been prevented from attempting their assessments in January 2012 due to non-payment of fees, they will not yet have been formally withdrawn from University programmes and **may** be able to apply for transfer. Any students in this position should contact London@tsd.ac.uk for further information.

If you have a question that is not answered here, please send it to London@tsd.ac.uk.