

**Post Offer** 

your offer pack

Institute of Continuing Education

## **ADMISSIONS PROCESS**

**Advanced Diploma in Research Theory and Practice in English: Business Management or Engineering - IPM** 

Research & Review	<ul> <li>Review course information on the ICE website</li> <li>Review application and visa requirements</li> <li>Evaluate the financial obligations</li> <li>Research the College membership options available for this course</li> <li>Consider the research area or topic and review proposal guidance notes</li> <li>Contact us if you have any questions</li> <li>Schedule language test IELTS, TOEFL or Cambridge. All applicants require a recent test score</li> </ul>	July - August	September
Preparation	<ul> <li>Attend the Virtual Open day - 26 September, 2019</li> <li>Financial preparation. Ensure funds are readily available in your bank current account, not a savings or investment account. Funds should include tuition fee, maintenance costs, accommodation and all application fees</li> <li>Collate education documents. Official transcripts and certificates with certified translation, if they are not in English</li> <li>Update your CV or resume</li> <li>Contact two qualified people who will provide an academic reference OR one academic and one from a recent manager</li> <li>Schedule a Skype chat to discuss research proposal</li> <li>Complete the research proposal concept form</li> </ul>	September – November	S October – January
Apply	<ul> <li>Create an account on the University of Cambridge Graduate Admissions website</li> <li>Prepare to pay £60 application fee</li> <li>Complete the application form accurately and save</li> <li>Provide all the required documents</li> </ul>	Early Application Timeline December	Standard Application Timeline January - March
Selection Process	<ul> <li>The selection process will commence after the application deadline</li> <li>Shortlisted applicants will be invited to schedule an online interview and an additional language assessment administered by Cambridge University Language Centre</li> <li>Unsuccessful applicants will be notified</li> <li>Offers will be made to successful applicants</li> <li>Candidates with offers must accept formally and ensure all admission requirements are met by the date specified in offer letter</li> </ul>	January - February	April – May
Post Offer	<ul> <li>Candidates should attend the visa webinar. Details will be sent to offer holders</li> <li>Candidates will be issued a CAS for visa purposes by the International Student Office</li> <li>Candidates who require a Tier 4 visa should start the application process</li> <li>Make arrangements to pay tuition fees and for accommodation via the links on the ICE website. A tuition fee payment plan will be provided with</li> </ul>	June - August	June - August

• Make travel arrangements and prepare for arrival to Cambridge

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