

Institute of Continuing Education

## **ADMISSIONS PROCESS**

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

September

October – Janua

Application Timeline
January - March

April – Ivia

June - Augu

- Review course information on the ICE website
- Review application and visa requirements
- Evaluate the financial obligations
- Research the College membership options available for this course
- Consider the research area or topic and review proposal guidance notes
- Contact us if you have any questions
- Schedule **language test** IELTS, TOEFL or Cambridge. All applicants require a recent test score

## Review

Preparation

Research &

- Attend the Virtual Open day October 2022
- 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
- Collate **education documents.** Official transcripts and certificates with certified translation, if they are not in English
- Update your CV or resume
- Contact two qualified people who will provide an **academic reference** OR one academic and one from a recent manager
- Schedule an online chat to discuss research proposal
- Complete the research proposal concept form

## Apply

- Create an account on the University of Cambridge **Graduate Admissions** website
- Prepare to pay application fee (approx. £80)
- Complete the application form accurately and save
- Provide all the required documents

## Selection Process

Post Offer

- The selection process will commence after the application deadline
- Shortlisted applicants will be invited to schedule an online interview and an additional language assessment administered by Cambridge University Language Centre
- · Unsuccessful applicants will be notified
- Offers will be made to successful applicants
- Candidates with offers must accept formally and ensure all admission requirements are met by the date specified in offer letter
- Candidates should attend the visa webinar. Details will be sent to offer holders
- Candidates will be issued a CAS for visa purposes by the International Student Office
- Candidates who require a **student visa** should start the application process
- Make arrangements to **pay tuition fees and for accommodation** via the links on the ICE website. A tuition fee payment plan will be provided
- Make travel arrangements and prepare for arrival to Cambridge