

Institute of Continuing Education

#### **ADMISSIONS PROCESS**

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

# September

Application Timeline January - March

- Review course information on the ICE website
- Review application and visa requirements
- Evaluate the financial obligations
- Consider the research area or topic and review proposal guidance notes
- Contact us if you have any questions IPM@ice.cam.ac.uk
- Schedule language test IELTS, TOEFL or Cambridge if required. All applicants require a recent test score.

# Preparation

Research &

Review

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

## **Apply**

- Click on **Apply Now** to begin your application
- Prepare to pay application fee (approx. £75)
- Complete the application form and save, once ready click Submit
- 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** 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
- 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