

Application process

Step 1

Send the completed application package, including supporting documents, to your representative or to:

INTO Newcastle University LLP
Old Library Building (Level 4)
Newcastle University
Newcastle upon Tyne
NE1 7RU
United Kingdom

Telephone: +44 (0)191 222 7535

Fax: +44 (0)191 222 5239

Email: into@newcastle.ac.uk

Web: www.ncl.ac.uk/into

For academic courses the application package must include:

- completed application for enrolment form, signed by the student applicant or the legal guardian;
- copy(ies) of relevant academic certificate(s) or transcript(s) in English, or a certified English translation;*
• for the Pre-Master's programme students must complete the Newcastle University postgraduate application form and include this with their application to INTO Newcastle University. Please print and complete the form. This should be sent directly to the INTO Newcastle Admissions Office with the student's INTO application form.

Do not send directly to the University.

Students can access the University's postgraduate application form at www.ncl.ac.uk/postgraduate/apply/pg.pdf

*Translated copies may be certified by the following authorities:

- Official Records Department of the issuing institution;
- Justice of the Peace or Public Notary;
- Authorised INTO Newcastle University education agent or representative;
- British Overseas Diplomatic Mission;
- British Council.

The INTO Admissions Office will process only complete applications.

Step 2

If the application is successful, you will receive:

- an offer of a place indicating the course of study offered;
- an acceptance form;
- confirmed course dates;
- Uniplan Insurance coverage details;
- an invoice.

Step 3

To confirm the place at INTO Newcastle University you should then sign and return the acceptance form and send it together with the tuition deposit of £1,000 (to be deducted from the balance of fees) or full tuition fees (if lower than £1,000), plus the Uniplan Insurance fee (calculated from the fee table on page 31) or evidence of an alternative accident and medical insurance policy, to the INTO Newcastle University Admissions Office.

Once payment has been received INTO will issue documentation to support the UK student visa application:

- confirmation of enrolment letter;
- visa support letter;
- Uniplan Insurance policy document (where applicable).

Step 4

You should obtain your visa, pay the fee balance and give your flight details to the INTO Newcastle University Admissions Office.

Step 5

Once the INTO Admissions Office has received payment, you will receive confirmation of accommodation details, airport pick-up arrangements and joining instructions.

Payment of deposit, tuition and accommodation fees

INTO recommends that the payment of all fees is made in pounds sterling via Telegraphic Transfer (TT) and marked with the student's name as shown on their passport and their student reference number, shown on their Confirmation of Enrolment document.

INTO Newcastle University bank account details are:

Bank name: Barclays Bank PLC
Address: 5-7 Red Lion Street, Norwich
NR1 3QH
Account name: INTO Newcastle University LLP
Sort code: 20-62-53
Account number: 63237710
SWIFT code: BARCGB22
IBAN number: GB92 BARC 2062 5350 4431 15

Any bank charges incurred will be charged to the applicant's account. Credit card payments will be accepted upon request.

Course fees

- Course fees include:
- tuition fees;
 - handouts;
 - 24 hour emergency phone number.

Course fees do not include:

- accommodation fees;
- airport pick-up;
- text books;
- external examination fees;
- excursions.

Accommodation fees

University residence fees include:

- single study bedrooms;
- shared bathroom
- internet access in study bedroom;
- self-catering;
- electricity, central heating and water;
- full student support from INTO Newcastle University student services and Residential Tutors.

University residence fees do not include the following, all of which are available on campus:

- meals;
- laundry;
- bedding, towels, cooking utensils.

Bedding packs containing a single bed quilt, one quilt cover, one pillow and one pillow case and a single sheet will be provided on arrival to all INTO students for £25.

Homestay accommodation fees include:

- two meals, seven days per week;
- a reasonable amount of weekly laundry.

Homestay accommodation fees do not include:

- daily travel costs to and from INTO Newcastle University.

A key deposit of £200 will be added to the invoice (or final invoice for longer courses) for any accommodation booked. This deposit will be returned after you vacate your accommodation and keys are returned. See terms and conditions for details.

Accommodation bookings normally start on the Sunday immediately before the start of the course and finish on the Saturday immediately after the end of the course.

Social programme and excursions

Full day excursions normally cost £25-£30 each. Other social programme activities are charged at variable rates.

Uniplan Insurance for international students

To complete the INTO range of student protection and support services, Uniplan Insurance is a comprehensive insurance policy prepared especially for international students in the UK.

Full medical and travel insurance is mandatory for all INTO Newcastle University students, therefore Uniplan Insurance will automatically be added to course fees unless proof of suitable alternative cover is provided.

Please supply details of travel arrangements so Uniplan cover can be arranged to include travel to the UK. If you do not know your flight details at the time of paying your insurance premium, INTO will arrange cover to start one week prior to the start of your course and end one week after the end of your course.