

# Application process

## Step 1

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

INTO Admissions Office  
University of East Anglia  
Norwich, Norfolk NR4 7TJ  
United Kingdom

Telephone: +44 (0)1603 592977  
Fax: +44 (0)1603 250200  
Email: INTO@uea.ac.uk

For academic courses the application package must include:

- completed application 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 Pre-Master's English course applicants, a completed postgraduate supplementary information application form.

\*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 University of East Anglia 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 University of East Anglia 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 £1000), plus the Uniplan Insurance fee (calculated from the fee table on page 48) or evidence of an alternative accident and medical insurance policy, to the INTO University of East Anglia 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 University of East Anglia 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 University of East Anglia's bank account details are:

Bank name: Barclays Bank PLC  
Address: 5-7 Red Lion Street, Norwich  
NR1 3QH  
Account name: INTO University of East Anglia Ltd  
Sort code: 20-62-53  
Account number: 00664901  
SWIFT code: BARCGB22  
IBAN number: GB46BARC20625300664901

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

### INTO 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.

Supplements for students on the University Year Abroad who take University undergraduate units in University of East Anglia Schools of Study: £1000 for 2 units  
£600 for 1 unit

All lessons are 55 minutes duration. The 18-lesson courses are 16.5 hours per week. The 24-lesson courses are 22 hours per week.

### INTO accommodation fees

#### University halls of residence fees include:

- en-suite single study bedrooms;
- internet access in study bedroom;
- shared cooking facilities;
- electricity, central heating and water;
- full student support from INTO University of East Anglia student services and Residential Tutors.

#### University halls of 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, one pillow case and one fitted sheet will be provided on arrival to all INTO students for £20.

#### 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 University of East Anglia.

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.

Residential accommodation bookings will all commence on the Thursday preceding the course start date except in September when bookings will commence on the Tuesday preceding the courses start date so students can attend Orientation.

Homestay bookings will all commence on the Saturday preceding the course start date except in September when bookings will commence on the Tuesday preceding the course start date so students can attend Orientation.

All accommodation bookings will finish on the day following the last day of the course.

### Other fees

#### University of East Anglia Sportspark

- If enrolled on a course of 24 weeks or more, free access to the Sportspark and the lowest level of activity charges apply.
- If enrolled on a course of less than 24 weeks, you may join the Sportspark for a fee of £25 payable on arrival.
- For more detailed information on using the Sportspark, please visit [www.sportspark.co.uk](http://www.sportspark.co.uk)

#### One-to-one tuition

The hourly rate is £30.

#### Excursions

Full day excursions normally cost £20-£25 per full day excursion.

#### 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 University of East Anglia 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.