

Admission Process

➤ Our Admission process involves the following main phases:

Initial Application

It is strongly recommended that all initial applications are received at-least 8 to 10 weeks before a particular intake and no later than 6 weeks. Late applications will automatically be considered for the next possible intake.

Following documents must be submitted to the College during the initial application phase:

- ✓ A completed application form, along with 2 passport size photographs.
- ✓ Scanned Copies of the relevant pages of the passport
- ✓ Scanned copies of recent academic qualifications. (original)
- ✓ Copies of Student bank statements.
- ✓ A reference from the Head of Department and the other from a recent employer.
- ✓ A separate personal statement from the student detailing the reasons as to why he or she wishes to come to UK for higher education.
- ✓ Proof of proficiency in English Language. (IELTS or other appropriate test)

In addition to the above criteria, we may assess your application in line with the 'Best Practice Guide' developed by the College as per the guidance provided by the UKBA. You may request a copy of this Guide from our International Office.

English Language Proficiency

Candidate should have reasonable level of English level Proficiency to ensure that the candidate may cope with the learning process. Following proofs may be acceptable:

- IELTS score 5.5 or above. (Certain courses have a minimum requirement of 6.0)
- Other UKBA approved test at the appropriate CFER level.

Borderline candidates will be required to attend supplementary English language classes to ensure that their comprehension is up to the required level. A Skype interview may also be arranged.

Registration on the course

In case of successful application, the admission department will send out a 'conditional offer' via email to the applicant. A copy of this letter will also be emailed to the agent. At this point the student will need to submit a fee of £50 (non-refundable) to complete his/her registration on the course. The onus is on the student to make sure that the registration with the

professional body is also initiated without delay after receiving their conditional offer from the College. Most of the professional body registrations can now be carried out online.

The fee could be sent by either sending us a Banker's Draft payable to 'Hammersmith Management College' or by remittance of funds directly into the College Bank account.

Bank Details are as follows:

Deposit Account name: Hammersmith Management College

Bank:	HSBC	A/c N.O:	42398842
Branch:	46 Ealing Broadway	Sort Code:	40-02-26
	W5 5JZ		

Confirmation of Acceptance of Studies

Once the applicant has arranged at-least 80% deposit of their course fee, a CAS will be issued by the College.

- i. Under the PBS rules such a document from a licensed education provider carries 30 out of the total 40 points and is needed to process the entry clearance application. Remaining ten points are for financial viability. The main requirement is to demonstrate one year living expenses plus one year fee either in the student account or held by the student in a joint account with the sponsor.
- ii. Any remaining balance of the course fee (where applicable) must be remitted to the college by the student, once he/she has obtained the VISA to study in the UK.

Collection of fees and submission to the College

At the time of payment of fee to the College all students and financial sponsors (parent/guardian) must sign the 'terms and conditions' declaration regarding fee refund. One copy of the signed declaration must be sent to the College.

Terms and conditions forms are provided with College application form. An application form will not be accepted if NOT accompanied by a signed declaration as per our terms and conditions.

The applicant may send the fees by banker's draft payable to "Hammersmith Management College" or by remitting the appropriate amount in the college bank account.

Bank Details are as follows:

Account name: Hammersmith Management College

Bank:	HSBC	A/c N.O:	42398842
Branch:	46 Ealing Broadway	Sort Code:	40-02-26

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