

A) The application Process for all students:

1. Read the FAQs http://bit.ly/gse_FAQ.
2. Complete this Application Form and send it to info@glasgowschoolofenglish.com. Or complete the Online Application & Payment process at http://bit.ly/gse_applynow. Make sure you read and agree to the terms and conditions.
3. Complete our Online Placement Test. Instructions on How to login to the Placement Test can be found at <http://tinyurl.com/3fss4ay>.

B) Students who require a visa to come to the UK:

1. Send a scan of your passport by email to info@glasgowschoolofenglish.com.
2. If you wish to apply for a Tier 4 General Student Visa (GSV) please send a copy of a UKVI approved Secure English Language Test (SELT). Details of the approved tests can be found at: <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>. GSV applicants must also send us a completed Student Assessment Questionnaire which can be found at <http://tinyurl.com/3rabnno>
3. If you wish to apply for a Short Term Student Visa and you are from any of the countries listed at <http://tinyurl.com/3e5cd73> you must also complete our online speaking test and send us a completed Student Assessment Questionnaire. The instructions for the speaking test can be found at <http://tinyurl.com/3pgyse2>. The Student Assessment Questionnaire can be found at: <http://tinyurl.com/3rabnno>

C) Pay the appropriate course deposit:

1. All EU students must pay a £150 deposit. If your course fee is less than the relevant deposit, pay the full fee.
2. If you require a General Student Visa, pay a £400 deposit plus a £25 CAS fee (payable to UKVI). If you are from one of the countries listed at <http://tinyurl.com/3e5cd73> you will need to pay a deposit of the full gross course fees plus the £25 CAS fee.
3. If you require a Short Term student visa, pay a £150 deposit. If you are from one of the countries listed at <http://tinyurl.com/3e5cd73> you will need to pay a deposit of the full gross course fee.

D) Pay the appropriate accommodation deposit if required:

1. Pay the accommodation deposit of £150. If you are from one of the countries listed at <http://tinyurl.com/3e5cd73> you must pay full gross fee.
2. Pay the accommodation booking fee of £35. This is non-refundable.
3. If your accommodation fee is less than the deposit, pay the full fee.
4. If you book a full time course of 12 or more weeks, the accommodation booking fee of £35 is **FREE**. A full time course is one of 15 hours or more per week.

E) Confirmation

1. If your requested course and accommodation are available, the school will send you a **Confirmation of Booking** showing the course details, the fees you have paid and the remaining fees. If you have been successful in your CAS application with the school, we will send your CAS number.
2. If your requested course or accommodation is not available, we will suggest new dates for your course and/or accommodation. Students who are funded by an overseas government must follow all the steps above. We require a financial guarantee letter from your sponsor addressed to the school. You must pay the course fees yourself until we receive this letter. After we receive this letter we will return all the fees you have paid that are covered by the financial guarantee letter – this usually excludes accommodation, airport transfer and teaching materials.
3. Read the school rules which are located at <http://tinyurl.com/3b2nsca> and also pre-arrival information which can be found at <http://bit.ly/gse-pre-arrival>.

F) English Language Course Application

Personal Details			
Title <i>Mr, Miss, Mrs, Ms</i>		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
First Name(s) *			
Family Name *			
Address <i>Town or City</i> <i>Post Code</i> <i>Country</i>			
Date of Birth		Nationality	
EU ID card or Passport Number		Country of Birth	
Email			
Mobile Telephone Number			

What type of visa do you require?	
<input type="checkbox"/> I do not require a visa to study in the UK	<input type="checkbox"/> short Term Student Visa (child)
<input type="checkbox"/> General Student Visa	Other: which?
<input type="checkbox"/> Short Term Student Visa (6 or 11 months)	<input type="checkbox"/> I already have a visa: which type?

Course Details		
Full Time Courses (15 hrs/week or more) <input type="checkbox"/> General English AM <input type="checkbox"/> General English PM (Summer only) <input type="checkbox"/> General English Intensive <input type="checkbox"/> IELTS Preparation AM <input type="checkbox"/> IELTS Intensive preparation <input type="checkbox"/> General English Plus Please circle (TOEIC, Business English, Academic English or introduction to medical terminology) <input type="checkbox"/> IELTS Plus Please circle (Academic English or Business English)	Part Time Courses (7.5 hrs/week) <input type="checkbox"/> General English PM <input type="checkbox"/> Academic English <input type="checkbox"/> Business English <input type="checkbox"/> TOEIC Preparation <input type="checkbox"/> Trinity preparation Please circle (GESE 2 or GSE 5) <input type="checkbox"/> Introduction to Medical Terminology	Work Programmes (E/EEA only) <input type="checkbox"/> Internship (unpaid) <input type="checkbox"/> Private tuition (1-1) Group Courses <input type="checkbox"/> English plus Golf <input type="checkbox"/> English for Nursing <input type="checkbox"/> Cambridge Teacher Knowledge Test (TKT) course
Start Date		
Duration	weeks	
Hours/week (for private 1 to 1 lessons)	hours per week	
What is your current Level of English?		

Who is paying for your course?
<input type="checkbox"/> Myself or my family <input type="checkbox"/> Saudi Arabian Cultural Bureau <input type="checkbox"/> Libyan Embassy <input type="checkbox"/> Other: who?

How did you find out about our school?
<input type="checkbox"/> Agent: who? <input type="checkbox"/> Other: who?

G) Accommodation Application

Residential Accommodation	
Select a Residence & Room Type	<input type="checkbox"/> Liberty PARK– Single room <input type="checkbox"/> Liberty PARK – Double room <input type="checkbox"/> Liberty PARK– Shared double room (summer only) <input type="checkbox"/> Liberty HOUSE – Single room
If sharing a room, who are you sharing with?	
Check In Date (Sunday)	
Check Out Date (Sunday)	

Host Accommodation	
Arrival Date (Sunday)	
Leaving Date (Sunday)	

About You		
1. Do you smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Do you like pets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are you vegetarian?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do you like living with children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do you have any allergies or a special diet?		
5. What are your hobbies / interest?		
6. Are you a student? What do you study?		
7. What is your job? Where do you work?		

H) Airport Transfer Application

Airport Transfer	
Airport	<input type="checkbox"/> Glasgow International <input type="checkbox"/> Glasgow Prestwick <input type="checkbox"/> Edinburgh International
Journey	<input type="checkbox"/> One way (arrival only) <input type="checkbox"/> Return (arrival and departure)
Arrival Date	
Arrival Time	
Flight Number (if known)	

I) Medical Conditions & Disability

Medical conditions	
Do you have any medical conditions?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please explain
Disability	<input type="checkbox"/> No <input type="checkbox"/> Yes, please explain

- I confirm the information given above is true.
- I confirm that I have read and understood the Glasgow School of English application process and the terms and conditions of booking, including the refund and cancellation policy.

Student or Agent Signature

Date