

## **TCPS Admission Policy and Procedure**

Thames College of Professional Studies has designed a very simple and straightforward two step admission procedure for students. Students applying within or outside the UK need to complete the basic application form which can easily be downloaded from our website <http://www.tcps.co.uk/>. The two step admission process is self explanatory:

### **Step 1:**

Applicants complete the application form and attach the following documents with their application.

- 1) Passport copy
- 2) Academic qualifications
- 3) English test report from Secure English Language Test (SELT) for all international students within or outside the UK
- 4) International students in the UK are required to produce a progress report and attendance from previous institute of study
- 5) If certificates are not in English then translated copies should be sent
- 6) Equivalency certificate from UK NARIC (If required)

Once TCPS has received the document, the admissions officer will assess the application. If successful, an offer letter will be issued to the student stating the course details, course duration with start and end dates, course fee, methods of payment and other terms & conditions.

### **Step 2:**

Students have the choice to accept or reject the offer. If the offer is accepted, students are required to send the agreed tuition fees. After the fees are received, students will be issued with a Confirmation of Acceptance for studies (CAS) letter. This (CAS) letter will be used to obtain a visa from the British High Commission from overseas or UKBA from within the country

### **Note:**

To speed up the admission process, students' have the option to send their tuition fees along with the application form and other documents. For successful applicants, TCPS will send a Confirmation of Acceptance for Studies (CAS). For unsuccessful applicants, TCPS will refund the total fee without any deduction. But please note student are liable to pay bank transfer charges or any other applicable fees.