

IMPORTANT INFORMATION FOR OVERSEAS APPLICANTS

This document sets out relevant information for overseas applicants in addition to the information provided in the main Terms and Conditions document.

ENTITLEMENT TO STUDY IN THE UK

1. It is your responsibility to determine whether you require a Student Visa in order to study at the University. **NOTE:** The University will assume that a Student Visa is required until/unless the applicant demonstrates that it is not.

STUDENT PORTAL

2. If your application is successful, a Student Portal ([OASIS](#)) will be created for you. Only you should be able to access your portal. This should not be accessed by anyone else on your behalf.

PAYMENT OF TUITION FEES

3. **50% Prepayment** – must be paid in accordance with the conditional offer. Payment can be made through our international payment system (Flywire) in the MyFinance tab on [OASIS](#).
4. **Abertay Scholarship** - If you have received an email advising that you are eligible for the Abertay Scholarship, you need to formally accept this in MyApplications on [OASIS](#). The Scholarship will then be deducted from the remaining 50% of your tuition fees.
5. **Remaining Tuition Fees** – must be paid before or during registration, which must be completed before classes start. **NOTE:** You will not be able to complete registration until your tuition fees are paid in full. We are not able to offer extensions or instalments under any circumstances, so you must take steps to ensure payment is made on time.

CONDITIONAL OFFER

6. You must complete the conditions by the deadline as stated on your offer letter:
 - Make a tuition fee prepayment of 50%
 - Upload required documents as set by UK Visa & Immigration to CAS shield (if required)
 - Accept the offer in MyStudent (My Personal Information) on [OASIS](#).
7. Once you have met all the conditions of your offer, you will be asked to provide information in Abertay CAS Shield. We will use this information to undertake a UKVI credibility assessment. If we decide to sponsor you, we will send you a CAS statement with the CAS reference number, which you will need to apply for a Student Visa.

STUDENT VISA

8. Before you apply for a visa, please read the [guidance](#) and ensure that you have all your documentation and finances in order so that your visa application is straight forward. Further information about the UKVI can be found [here](#).
9. You should allow plenty of time to organise your visa and ensure you are aware of all your responsibilities under the terms and conditions of your visa. It is also important to check all immigration requirements regularly and before travelling, as they can change.
10. Within 10 days of arriving in the UK you must collect your biometric residence permit (BRP) from the local Post Office (not the University). Our local Post Office is at 30 Whitehall Street, Dundee, DD1 4AF. You need to have picked up your BRP before we can register you as a student.
11. Once you have paid your tuition fees in full and complete registration, you must engage with your academic studies. Your engagement will be monitored regularly by the University and non-compliance on your part will be reported to the UKVI. Further guidance on the responsibilities of

both you as a student, and the University as a sponsor, can be found [here](#). All students holding a Student Visa must attend a briefing meeting when you arrive to start your studies.

12. If for any reason your visa application is refused, please notify the Admissions team immediately.

ACCOMMODATION

13. There is student [accommodation](#) available close to the University which you can apply for after you have accepted your offer. We recommend that you apply as early as possible in order to secure a room as spaces are not guaranteed.
14. You must live locally or in the travel-to-work area to comply with your student visa conditions. Failure to do so will result in withdrawal of your student visa sponsorship by the university.

DEFERRALS OF OFFER

15. If you are unable to take up your offer of a place, you may apply to the Admissions team to defer your place for no longer than 12 months from the start date on your original offer. Deferral will only be approved where the offer is Unconditional and the prepayment has been made. The prepayment will be carried forward. Beyond 12 months from the original start date, a new application and prepayment will be required. Deferred entry is subject to programme availability or availability of appropriate research supervision.

WITHDRAWAL

16. **Before Registration:** If you decide not to take up your place after paying the prepayment but before registration, 10% of the full tuition fee will be retained in all cases except where a Student Visa has been refused.
17. **After Registration:** Tuition fees will be charged as per the [Student Refund Policy](#).
18. **Refunds:** Any monies due to be refunded can take around 1 month to complete and will be refunded to the account that the payment was made from. If a refund has not been requested by 31st May following the programme start date, no refund will be given. **NOTE:** If you have already arrived in the UK, you will also need to provide evidence that you have returned home before any refund can be made.

CONTACTING THE UNIVERSITY

19. You can track the progress of your application through [OASIS](#). You will also be updated by email as you complete each stage of the application process.
20. It is important that we are able to stay in touch with you, so any changes in your contact details should be communicated to the Admissions team without delay.
21. If you have a question or need more information about the University, you can contact our Student Recruitment Office at sro@abertay.ac.uk.
22. If you have a question or concern about the application process or your offer, please contact the Admissions Team at admissions@abertay.ac.uk.