

INTO | UK Application Process Overview

- This guide walks you through INTO's UK Admissions process, providing you with the steps needed to get quick admissions decisions for your students
- Please note this guide is for agent-sourced applications only

Teams that Support the Admissions Process

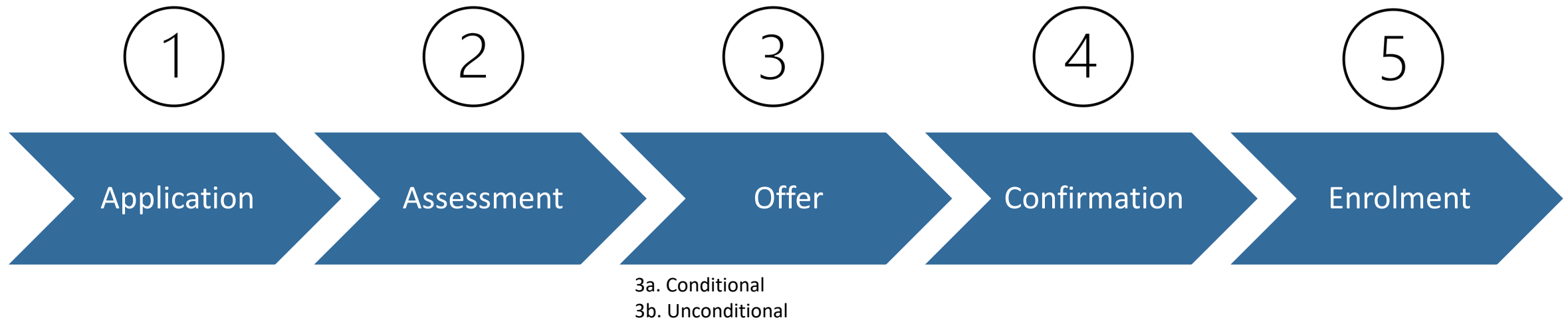
Team	Description
UK Partner Admissions (UKPA)	<ul style="list-style-type: none">• This team handles INTO's UK partner admissions processes.• Their focus is on INTO UK pathway programmes; however, they support direct entry programmes to a certain extent.
University Admissions Team	<ul style="list-style-type: none">• For direct entry programmes, admissions decisions and certain parts of the process are owned by INTO's partner university and not the UKPA team.
INTO Regional Office (RO)	<ul style="list-style-type: none">• This is INTO's recruitment and sales team.• The RO will always be your one point of contact for all things INTO-related.• They can help guide you to the right team or person when you have questions, or they can help provide answers where applicable.
INTO UK Compliance Team	<ul style="list-style-type: none">• INTO has an in-house UK Compliance Team which provides support and guidance as it relates to international students studying in the UK.• As a value-added benefit of working with INTO, this team provides visa credibility interviews where needed, and supports financial and English requirement queries in relation to UK student visas.



INTO UK Pathway

Admissions process for INTO UK pathway programmes

High Level Process | UK Pathway Application Overview



UK Pathway | Application to Offer

1

Application

- All agent applications will be submitted through Partner Portal.
- Agents must submit all required information and documents before the application will be assessed by UKPA.
- If an incomplete application is received, this may cause delays in getting an assessment.

2

Assessment

UKPA will check whether the application is complete and then make an assessment. Three outcomes can happen depending on qualifications:

Outcome	Description
Offer	Student receives an offer of admissions.
Borderline case	UKPA refers case to centre for a decision (2 working days). Students will either receive an offer or denial.
Unqualified	UKPA offers an alternative centre or course (if able), or student is denied admissions.

3

Offer

If the application is successful and the student meets entry and application requirements, they will receive an offer of admission.

There are two types of offers based on qualifications:

- Unconditional: they have met all conditions
- Conditional: they must meet certain conditions

The major difference between the two is that students must be 'unconditional' at the point of confirmation in order to apply for a visa and enrol in their programme.

UK Pathway | Offer to Enrolment

3

Offer

Depending on the type of offer, the student will have to complete different steps to confirm and enrol.

3a. Conditional Offer

Students must meet all conditions listed on their offer in order to apply for a visa and enrol in their programme. They can confirm their place even if they have a conditional offer, however they cannot move forward with a visa and/or enrol.

3b. Unconditional Offer

If a student has met all conditions listed on their offer, they can confirm and apply for a visa (if required).

4

Confirmation

A student is considered 'confirmed' once they:

- Pay deposit
- Sign and return their acceptance form
- Submit any other required information

Confirmation steps will always be listed on a student's offer.

At this stage, students typically begin the visa process if applicable.

5

Enrolment

Arrival details are captured prior to a student enrolling in their programme. This can include:

- Airport pickup requests
- Accommodation requests

For students who need a visa, they should have the appropriate visa prior to arriving in the UK.



INTO Direct Entry Partners

Admissions process for INTO Direct Entry partner programmes

High Level Process | UK Direct Entry Application Overview



- INTO has a few UK partners which allows contracted agents to apply for direct entry programmes.
- It's important to note, these applications for the most part are owned and assessed by the respective university. This means that Service Level Agreements (SLAs) and INTO services in general, will be different than the handling of INTO pathway programmes.
- **Service levels for Direct Entry and INTO Pathway programmes are different.**

UK Direct Entry | Application to Enrolment

1

Application

- There are two ways INTO-contracted agents can apply for Direct Entry programmes with INTO.
- For the most up-to-date and detailed information, please ensure you contact your Regional Office representative.
- **It's important you follow the directions to apply as it could affect commission payments and tagging of applications directly to an agency.**

	Partner Portal	University Website or UCAS*
Eligible Programmes	Any direct entry programme that is listed and available on INTO's Apply form should be submitted via Partner Portal.	<ul style="list-style-type: none">• If a programme is not available on INTO's Apply form, there are certain instances where an agent can apply via the university's website or UCAS.• There are specific steps and guidance around eligible programmes and university partners. Each partner university may have different steps to apply and tag an application to an agency.• Please check with your INTO RO staff prior to submitting an application for the first time.

UK Direct Entry | Application to Enrolment

2

Assessment

At the assessment stage, direct entry applications almost always go to the university admissions team for evaluation. This means that UKPA would not be evaluating the application and making an admission decision.

This is important to note as queries will be routed to a different team. Additionally, service levels will be different and thus agents should help manage student expectations accordingly.

Outcome	Description
Offer	Student receives an offer of admissions.
Borderline case	Assessment will take slightly longer. Students will either receive an offer or denial.
Unqualified	In some cases, UKPA offers an alternative centre or course (if able), or student is denied admissions.

3

Offer

If the application is successful and the student meets entry and application requirements, they will receive an offer of admission. This typically comes directly from the university itself.

Depending on the type of offer, the student will have to complete different steps to confirm and enrol.

3a. Conditional Offer

Students must meet all conditions listed on their offer in order to apply for a visa and enrol in their programme. They can confirm their place even if they have a conditional offer, however they cannot move forward with a visa and/or enrol.

3b. Unconditional Offer

If a student has met all conditions listed on their offer, they can confirm and apply for a visa (if required).



UK Visa Steps

UK Direct Entry | Application to Enrolment

4

Confirmation

Confirmation steps will be different for each university. It is important to follow the steps listed on the student's offer letter or from communications sent directly from the university. At times, universities will send comms directly to the student's email address so please be aware of this as you support your students through the confirmation process.

In general, a student is considered 'confirmed' once they:

- Pay deposit
- Sign and return their acceptance form
- Submit any other required information

At this stage, students typically begin the visa process if applicable.

5

Enrolment

Arrival details are captured prior to a student enrolling in their programme. This can include:

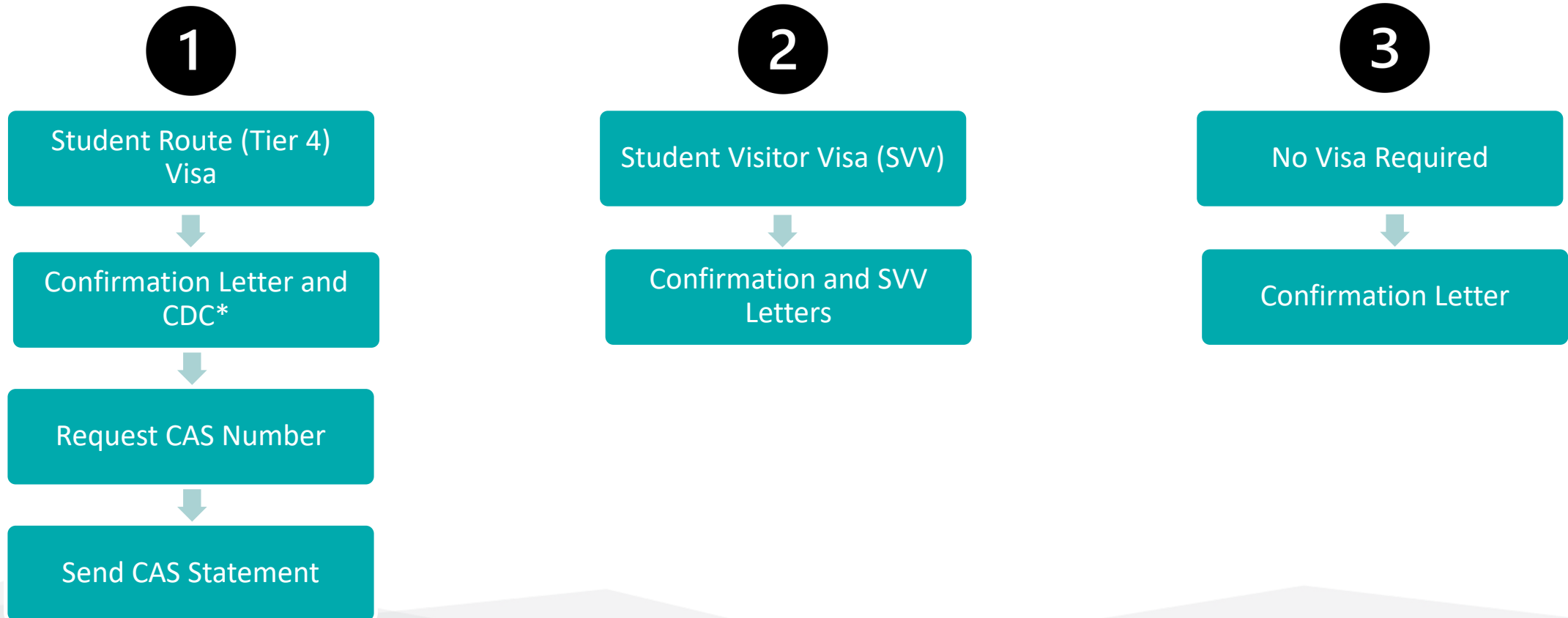
- Airport pickup requests
- Accommodation requests

Much like the Confirmation stage, at the Enrolment stage, universities may reach out directly to the student with important pre-arrival details. It's important your student is checking their emails during this time.

For students who need a visa, they should have the appropriate visa prior to arriving in the UK.

UK Student Visa Steps

- Students will need to follow different steps depending on the type of visa they need (or don't need).
- Below are three options depending on a student's situation once they are an unconditional offer holder or have unconditionally confirmed for their programme.





FAQ

FAQ

Application Stage

How do I know which documents are required for a particular programme?

- Entry requirements and required documents are located on Partner Portal under the specific university and programme pages.
- INTO's Apply Form also automatically populates required documents and information based on programme and university applied for.

Assessment Stage

Under what circumstances would a student's application be referred to centre to make an admissions decision?

- Applications would be referred to centre under the following circumstances: Entry requirements request it; Student falls just below set entry requirements but is close enough to believe they should be considered; There is no set entry requirements for that country and/or qualification; Visa reasons.

How will I know if an application I submitted has been referred to centre?

- INTO will notify the agent. For INTO's pathway programmes we have a 2-business day SLA.

Is there a service level agreement (SLA) for UKPA to issue pathway offers?

- Yes, within 2 business days of receipt of a completed application.

Can an agent challenge an admissions decision in the case of a denial?

- Yes, please contact your RO who can request a referral for a student's application on behalf of the agent. The INTO centre will review the referral and either accept, reject, or ask for further information.

Offer to Enrolment Stages

When can my student get their CAS Data Check?

- Students must first be unconditional and have confirmed their place before receiving their CAS Data Check.

Is there an SLA for UKPA to issue CAS numbers?

- UKPA will issue a CAS number to a student by the close of business on the second working day after receipt of the accurately completed CAS Data Check (CDC). This does not apply to cases where a student has had a prior visa refusal, and they were at fault.