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Congratulations on being accepted to study at the University of Southampton! This guide is to help you understand the application process. If you have any questions at any point, please contact your coordinator at your university or refer to this excellent online guide:

<https://www.southampton.ac.uk/welcome/index.page>

## Step One – Applying Online

You now need to apply online via the University of Southampton website. The link for this is as follows: [https://studentrecords.soton.ac.uk/BNNRPROD/bzsksrch.P\\_Search](https://studentrecords.soton.ac.uk/BNNRPROD/bzsksrch.P_Search)

Information on how to apply can be found here: <https://www.southampton.ac.uk/courses/how-to-apply/postgraduate-applications.page>

When you apply, you will need the following:

- Personal statement
- 2 references on university headed paper signed by referees
- Copy of degree certificate
- Transcript, both original and translation
- IELTS certificate

## Top Tips

- Do not apply as soon as you are approved in China! We will email your coordinator once we have added the list of accepted students to our system. Your coordinator will tell you when it is possible for you to apply.
- It can take **up to two weeks** to process your application and receive an offer. Emailing the admissions team does not speed up the process, and in fact slows it down as they have to respond to you! If you have any concerns about your application **please contact your coordinator first**.
- Please attach **all** of the documents above, even if you think your coordinator has already sent them to the university. You **must** include all of the listed documents to get your offer.

## Step Two – Accepting your Conditional Offer

If you have applied with all of the correct documents, you should receive your conditional offer within two weeks. This will include a 'reply to offer' form, which you have 60 days to complete and return. You should return this form as soon as possible to confirm that you accept the offer.

If you have not replied within 30 days, a reminder email will be sent. Another will be sent after 20 more days, and finally your application will be withdrawn after 60 days. **Do not forget to reply!**

At this point your offer is conditional. This is because you have not got your marks for your second semester. In addition, if you haven't already you must meet your IELTS requirements. For most courses this is an overall score of 6.5, with a minimum of 5.5 in each component. For certain courses, such as Mathematics, the requirement is 6.5 overall with 6 in each component. **Check your offer carefully!**

### Top Tips

- You can track the progress of your application using the same link you used to apply. This is usually available 1 working day from you applying for the course. It will show a log of what requirements you still need to meet for your unconditional offer.
- Your offer cannot be made unconditional without the semester two transcripts from your home university. Please do not email the admissions team at this point asking why you are not unconditional! As always, if you have any questions or concerns, please speak to your home university coordinator.

### Optional Step – Applying for a Pre-Sessional Course

If you have done your IELTS and not achieved the required scores, you have two options. You can either retake your IELTS and resubmit, or you can apply for a pre-sessional English course. More information about the courses as well as information on applying can be found here:

[https://www.southampton.ac.uk/humanities/postgraduate/taught\\_courses/taught\\_courses/our\\_courses/pre\\_sessional/general\\_postgraduate.page](https://www.southampton.ac.uk/humanities/postgraduate/taught_courses/taught_courses/our_courses/pre_sessional/general_postgraduate.page)

There are two courses available, an 11 week and a 6 week, and each has different entry requirements. You can apply for a pre-sessional course as soon as you have your conditional offer. As long as you've met your other offer requirements, they will send you an unconditional offer which you can use to get your visa.

### Top Tips

- When applying for a pre-sessional course, **only UKVI IELTS certificates are valid**. If your IELTS is not UKVI, you will not be able to use it to apply. If you think you will need to take a pre-sessional course, make sure you take a UKVI IELTS test. This does not apply if you have met your IELTS requirements.
- The 11 week course requires that you have an overall score of 5.5 with a minimum of 5 in each component, and the 6 week course requires you to have 6 overall with a minimum of 5 in each component.

### Step Three – Receiving the Unconditional Offer

Once your marks have been released for your second semester at your home university, you must send them to our admissions office at [PGTapply.FSHS@soton.ac.uk](mailto:PGTapply.FSHS@soton.ac.uk). As long as you have met all of your other requirements, you should receive your unconditional offer within 2 weeks of us receiving the documents.

Once you have your unconditional offer, within 1 week you will receive an email from our visa team sending you a CAS questionnaire. Make sure to fill this in as soon as possible – you will need this CAS number to apply for your visa.

### Top Tips

- Your coordinator will be able to help you with the visa process. If you have any issues with the process, or if you have not received your CAS questionnaire within 1 week of receiving your unconditional offer, please speak to them.
- We usually recommend to leave 6 weeks to apply for the visa. Make sure you reply to your CAS questionnaire email as soon as you receive it as depending on when your marks are released time could be tight.

### Step Four – Applying for Accommodation

As soon as you have replied to your conditional offer on UCAS and confirmed that the University of Southampton is either your first or second choice you can apply for a place in our University halls. Information about the different halls available as well as a link for applying can be found here: <https://www.southampton.ac.uk/uni-life/accommodation/halls.page>

As long as you apply for your place in halls before the deadline of **1<sup>st</sup> August** you are guaranteed a place. There are always more students than there are places, so it's very important that you do this – otherwise you may have trouble finding somewhere to live when you arrive!

### Top Tips

- If you are taking a pre-session course, you will need to apply for accommodation for the duration of this course as well. When you continue onto your main degree course you will need to apply for halls again. Even if you are in Southampton on your pre-session course, do not forget to apply for accommodation for your main course before the August 1<sup>st</sup> deadline.
- It is possible to stay in halls for the whole of your course if you do not want to move in to rented accommodation after the first year. See the linked accommodation website for more details.
- There are always more students applying than available rooms. Rooms are allocated as fairly as possible, but there's still a chance you may not get your first choice of accommodation.

### Step Five – Meet and Greet Service

Once you have a confirmed conditional offer you can also apply for our Meet and Greet service. Once you have signed up, as long as you arrive on one of the designated days at either Heathrow or Gatwick airport you will be collected by coach and driven to your accommodation in Southampton.

More information about the service including the correct days to arrive and the form for applying can be found under 'Getting to the University' on this website:  
<http://www.southampton.ac.uk/welcome/index.page>

### Top Tips

- The dates for the pick up change each year, and information will be emailed to your coordinator. If you have any questions, please ask let them know.
- Even if you choose to live in private rented accommodation, Meet and Greet will pick you up from the airport and take you to your new home.
- As part of the Meet and Greet service, University halls are open for students to move in earlier than they would be able to otherwise. If you are not signed up for the Meet and Greet service, you will not be able to move in until halls officially open for all students – usually the following weekend. Again, this date changes each year.

### Step Six – Set Up your IT Account

Before you arrive, you must set up your new University computing and email account. You will be asked to provide:

- Your student ID number (found in your offer email)
- Your family name
- Your date of birth

The link for doing this is as follows: <https://subscribe.soton.ac.uk/>

### Top Tips

- Once you have set up your account you will begin to receive lots of emails from the university and from the IPO office. Make sure you check your emails regularly!

### Step Seven – Paying Tuition Fees

When you have an unconditional offer you can pay your tuition fees. Often, if you do this before a certain deadline (usually the start of October) you will receive a 1% discount as well as the 10% discount you already get for being a partnership student. The link for paying your fees is as follows: <https://student.globalpay.wu.com/geo-buyer/southampton#!/>

Due to the way our system works, the 10% discount is not added to your account until after you formally enrol at Southampton. This means that if you do choose to pay early, you will see an incorrect figure for your fees due. You should either subtract 10% plus 1% from the international fee yourself and pay that much, or pay in full and be refunded once term has begun. The 1% early payment discount may not apply every year – your coordinator will tell you whether the discount applies for you.

### Top Tips

- Refunds take time to process, and the start of term is a very busy time for our fees team. In the past it has taken up to three months for the refunds to be processed. If you can avoid overpaying, please do so.

We hope that this guide has been helpful! If you are ever concerned about anything, just remember:

- Your coordinator probably has the answer to your question, and will be able to answer quicker than we can. Always ask them first!
- It can be good to get advice about living in the UK from fellow students or from students who have come to Southampton already – **but always read your guide or speak to your coordinator if you have any questions about the application process.** Things may have been different in previous years – your coordinator will always have the best information!

We look forward to seeing you in Southampton very soon!