

Studyabroad

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 for your Course

At the beginning of the year, we will email your coordinator with the application forms you will need to complete. Once you have done so, your coordinator will send us your form as well as your other documents.

To receive your offer, you need to have provided:

- Completed application form
- Transcript, both original and translation
- IELTS certificate

We will then send your documents to be processed and added to our system. This can take some time – please be patient!

Top Tips

- As registration will be done by other teams, we cannot give a definite time for its completion. It could take up to four weeks' time. 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.**

Step Two – Accepting your Offer

Once your application has been processed and added to our system, you will receive an email from our student office with your conditional offer. **Do not forget to reply to this email to confirm that you accept it.**

At this point your offer is either unconditional or conditional. If you have successfully submitted all your documents and if you have already met the English language requirement of an IELTS score of 6.5, with a minimum of 5.5 in each component, you will receive an unconditional offer. If not, your offer will remain conditional until you provide evidence that you have met this requirement.

Top Tips

- Your offer email will also tell you if there are any problems with the modules you have picked. It may be that certain modules are already full or are not running any more. If this is the case, you should pick a new module from the list for your pathway.

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

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 an IELTS score of 6.5 with 5.5 component minimum.
- 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

If you did not receive your unconditional offer to begin with, you should receive it within 2 weeks of sending us your IELTS certificate proof.

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 offer 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 **1st 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-sessional 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-sessional course, do not forget to apply for accommodation for your main course before the August 1st 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!