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1. Before I apply for Preessional:

What is Preessional?

Our Preessional programme is split into several individual courses:

- Preessional for students who have a conditional offer for a UAL undergraduate/postgraduate main course
- Preessional for students who have an unconditional offer for a UAL undergraduate/postgraduate main course
- EPIC for students who have a conditional offer for a UAL undergraduate/postgraduate main course
- Pre-Foundation English for students who have a conditional offer for a UAL Foundation/Introduction to HE course

If you pass Preessional, you will automatically meet the English language requirement of your UAL main course offer and will not need to take another IELTS. Progression to your main course is not guaranteed for conditional offer students. If your main course offer is conditional on language, you will need to pass all of your end-of-course assessments during the Preessional programme in order to progress to your main course of study.

How do I know which Preessional course to apply for?

This depends on the entry requirements of the UAL main course you have an offer for and how much you need to improve your English level to meet the English language condition of your offer. Please refer to Entry Requirements information listed under the Preessional English pages on the [UAL website](#) for guidance.

Am I guaranteed a place for Preessional if I apply before the application deadline?

Applying for a course doesn't guarantee you a place on that course as places on Preessional are strictly limited. You must submit a complete application that shows you are eligible to join the course and that you meet the course entry requirements. Depending on availability at the time you apply, we may then offer you a place but it will not be guaranteed until you accept that offer and submit evidence of paying full course fees within the deadline detailed in your offer letter.

We expect applicants for our courses to be serious about the course they have applied for. Ideally you should be ready to pay full Preessional course fees and submit your receipt as soon as we have made you an offer for a place on a Preessional course.

We allocate places on Preessional courses to applicants based on two criteria:

1. The date on which an application to Preessional was submitted
2. Whether the application was complete

In the past few years our Preessional courses often fill-up before the official application deadlines. It is therefore extremely important that you do not wait until the application deadline to submit your application.

If you submit an incomplete application and we have to write to you to request additional information, it is possible that the course you wish to attend will be full before we are in a position to offer you a place.

Our best advice is to:

- Make sure you include as much relevant information in your application as possible, to make your situation clear to us and enable us to make a decision on your application
- Submit your completed application as early as possible and well in advance of application deadlines (we recommend that you submit your application at least one month before the application deadlines for our most popular courses: 13 week Preessional and 9 week Preessional)

Please note: submitting an application which is incomplete will not benefit your chance of being offered a place on Preessional. Wait until you are sure of which main course you want to study at UAL and which visa type you want to apply for before submitting an application for a Preessional course.

I will apply through an overseas representative office, who should I speak to about my application?

If you have applied through a representative office in your home country, please communicate via your representative office rather than directly contacting the Preessional team. Your representative office (if you have one) is your first point of contact and will be able to advise you. Please see website for our official representative contact details: <https://www.arts.ac.uk/study-at-ual/international/your-country>

How do I decide which visa to apply for?

Our [Preessional Visa Information 2019 document](#) includes clear advice to help you determine what visa type is right for you. Make sure to read it thoroughly before deciding which visa you want to apply for.

If you request a visa type that you are not eligible for, this will slow down your application being processed, as we will have to ask you to choose which visa you want to apply for again.

If you still are not sure which visa you should apply for, you are welcome to contact us for advice: preessional-applications@arts.ac.uk. Please also note that qualified visa advisers in our UAL Student Advice Service team are able to offer expert visa and immigration advice as needed. Contact them at: student.services@arts.ac.uk

Please note, we strongly recommend against seeking visa advice from external companies, e.g. visa application agencies in your home country. Only UAL visa advisers are qualified to advise you regarding your visa application.

I already have a UK visa that enables study - I want to study Preessional under this visa, am I allowed to do this?

If you have a current UK visa that you think you may be able to use to study Preessional, you need to ask us before making your application for Preessional. Please do not assume that studying Preessional is possible on your current visa as this depends on a number of factors. Email us at: preessional-applications@arts.ac.uk.

What is a CAS?

A CAS enables students to apply for a Tier 4 visa. Students must enter a valid CAS number when applying for a Tier 4 visa. Please refer to pages 2-3 of the [Preessional Visa Information 2019 document](#) for more information about CAS, Tier 4 and the alternative visa type available for Preessional.

How do I get a CAS and what happens once I've received it?

If you request to study under Tier 4 and you are eligible, you will receive your CAS by email. The email which accompanies your CAS will give further useful information and will confirm that you are now able to apply for your Tier 4 visa. Comprehensive guidance to help you apply for your visa (including a step-by-step guide to the UKVI visa application form) can be found on the UAL Student Advice Service webpage [here](#).

Please note: if you are applying for a Tier 4 visa, you must wait until you receive your CAS before applying for your visa. If you make a Tier 4 visa application without a valid CAS, your visa application will be refused.

I have previously studied in the UK, will this affect my application?

If you are an international student, need a visa for Preessional and if you have previously studied in the UK, it is vital that you provide full and clear information about your previous study. We need the dates of each of the previous courses you have studied, dates of any visas issued, course names and institutions, academic level of courses and type of visa issued for each course. We need this information to assess whether you're able to study under the visa type you wish to request for Preessional.

If your previous course was an English course and you studied this course under a Tier 4 visa, when you apply to Preessional you must provide us with the CAS from your previous visa application or the old IELTS you submitted with the visa application for your previous course (as well as the IELTS you are using to join Preessional).

If you want to study Preessional under Tier 4, your new IELTS (for Preessional) must have a higher overall score than your old IELTS, and you will need to evidence this on application to Preessional. We must confirm you meet UKVI academic progression rules before we confirm your eligibility to study Preessional under Tier 4.

If your UK immigration history is complicated, it is important that you make the information very clear so that we are able to understand your situation. We will refer to your main course record for immigration history information. If your UK immigration history is complicated we recommend that you submit additional information in your Preessional application form to clarify your situation and enable speedy processing of your Preessional application.

I have accepted a main course offer at UAL but I also have active application(s) for other UAL main courses - why will this complicate my Preessional application?

If you have additional main course applications which are ongoing at the time of applying to Preessional, there are a number of situations that may stop us progressing your application. Please see the situations listed below with the necessary actions to resolve them:

Situation 1:

I've accepted a UAL main course offer in the portal.

I have an additional application for another UAL main course, and this course has a different English language requirement as the main course offer I have already accepted in the portal.

You cannot apply in this situation - before we can progress your Preessional application, you must withdraw the other main course application(s) with different language requirements.

Otherwise you will need to withdraw your Preessional application.

Situation 2:

I've accepted a UAL main course offer in the portal.

I've requested a Tier 4 visa for Preessional only / Short Term Student visa / I don't need a visa.

As well as the main course offer I have accepted in the portal, I have additional, active applications for other UAL main courses and a decision has not been made about these applications yet.

All of my active applications are for UAL main courses with exactly the same English requirement as the main course offer I have already accepted in the portal.

You can apply to Preessional in this situation - we will assume that you intend to join the UAL main course you have accepted an offer for in your portal. If you get another offer for a UAL main course you would prefer to join later, you must inform the International Admissions team by email, as soon as possible after you obtain your new, preferred UAL main course offer.

Situation 3:

I've accepted a UAL main course offer in the portal.

I've requested a Tier 4 combined visa covering both Preessional and main course at UAL

As well as the main course offer I have accepted in the portal, I have additional, active applications for other UAL main courses and a decision has not been made about these applications yet.

You cannot apply to Preessional in this situation – if you request a combined CAS, we are only able to progress your application for Preessional if the only active offer in your applicant portal is the main course offer you have

firmly accepted. If you want to request a combined CAS you must withdraw any active main course applications or wait for the outcome of these applications before applying for Preessional.

Alternatively, if you decide the main course applications are more important than the visa type you have requested, you will need to contact us, or your representative, to request an alternate visa type.

Each of these situations can significantly delay a student's application for Preessional, which can result in you missing out on a place on Preessional. It is very important to avoid the above situations in order to give yourself the best chance of being able to be offered a place on the Preessional course you have applied for.

I have an offer for a UAL main course starting in January 2020, can I join a summer Preessional course?

If you have a conditional offer to study a course starting in January 2020, you are able to apply to any summer Preessional course apart from 9 week Preessional. If you need to improve your English level by only 0.5, we would welcome your application for our Winter Preessional course. Winter Preessional lasts 9 weeks and is a special course for January start applicants who need to improve their English level by 0.5 overall.

Can I use a combination of two IELTS results to meet the Preessional entry requirements?

We cannot accept multiple IELTS results for meeting Preessional entry requirements. To gain entry to a Preessional course, you must meet the entry requirements with one single English Language result.

I'm under 18, can I apply?

Applicants must be at least 16 years old to be admitted to any of our Preessional programmes. If you will be under 18 on the start date of the Preessional course you intend to apply for, and meet the course entry requirements, there are a number of further steps you must take in order for us to be able to process your application:

1. You must submit a completed Parental Consent Form (filled out by your parent/guardian) **by email** to preessional-applications@arts.ac.uk **before** you submit your application for Preessional. Until we receive a completed parental consent form by email, we will not be able to process your Preessional application.
2. If you are under the age of 18, you must book Hosts International [Homestay Accommodation](#) for the duration of your Preessional course and you must also book an airport pick-up with Hosts International. Please see link above for more information.

If you are offered a place on the Preessional course, at the point we make your offer for Preessional we will also request confirmation of the Homestay accommodation booking / for you to upload evidence of this booking to the applicant portal. You will then have 5 working days in which to provide this information and to accept your Preessional offer in the portal / submit evidence of payment for full Preessional course fees.

Please note that we cannot confirm your place on the Preessional course or issue your CAS / STS letter until you have provided confirmation of your Homestay accommodation booking and officially accepted your Preessional offer (by accepting in the portal and submitting evidence of full course fee payment).

Shortly after your Preessional offer has been confirmed, we will be in touch with a reminder to provide us with confirmation of your airport pick-up being booked (you won't be able to book an airport pick-up until you know your flight information)

If you have any questions, please contact us at preessional-applications@arts.ac.uk or (if you applied through a representative office), please ask your representative for advice.

I am a current UAL student, can I apply for Preessional?

If you are a current UAL student and would like to apply for Preessional, you will first need to check that your current course ends in time for you to be able to enrol for Preessional. Your current course must not prevent you from joining Preessional from the start of the Preessional course.

We will also need you to provide an English Language result achieved in 2019. Without this we cannot offer you a place on Preessional.

Additionally, depending on your situation, you may need to return home to make your visa application for Preessional. We recommend that all current UAL students get in touch with us for tailored advice before applying for Preessional at: preessional-applications@arts.ac.uk.

I have additional needs, is there any further information I should provide when applying?

The Preessional team aim for an inclusive learning environment, where disabled and dyslexic students can succeed.

If you have a disability or additional needs, you must make sure to select whichever option is most accurate in the application form when applying for Preessional. We will then prompt you to send us supporting documentation, in English, which gives us the information needed to identify what adjustments we need to put in place to support you fully for the duration of your course. The documentation must be issued to you by a medical professional who is able to detail what additional needs you may have.

After you submit your application, we will send you a request for further information through your applicant portal. Please upload your English translations of medical documentation, including any further information you feel is important to add, to the Preessional section of your applicant portal.

We strongly recommend that you provide full information about any additional needs you may have as soon as possible to ensure we put in place any necessary provisions from the beginning of your studies. If you don't give us enough notice, we may not be able to ensure that you are supported from the first day of your course.

I missed the application deadline for Preessional, can I apply to EPIC?

Eligibility to apply for our EPIC courses is strictly limited to students who weren't able to join a Preessional course for reasons beyond their control. As well as the English language requirements for EPIC, You will be required to submit proof of the reason you did not apply for Preessional.

Please note: we will only accept applications for EPIC from students who can demonstrate an accepted reason for asking to book EPIC from the reasons listed on the UAL website.

Where will the courses take place?

Preessional courses and Pre-Foundation English for 2019 will take place in Camberwell at:

Foundation Centre
1 Wilson Road
London
SE5 8LU

EPIC courses for 2019 will take place in Elephant & Castle at:

London College of Communication
Elephant & Castle
London
SE1 6SB

2. After I have submitted my Preessional application:

I have applied for Preessional but haven't heard anything about my application yet.

We aim to respond to applicants within 10 working days after their Preessional application submission. Make sure to check your email account's junk and spam folders to make sure you do not miss any emails from us.

If you applied well before the application deadline and submitted a complete application, including all the information requested from you in the online application form, we will likely be able to make you an offer as soon as we come to processing your application.

What happens if my application is incomplete?

If you submit an incomplete application and we have to write to you to request additional information, it is possible that the course you wish to attend will be full before we are in a position to offer you a place.

Please note: Each time we need to request further information from you to process your application, this can result in a delay of 5 working days to your application being processed.

How do I accept once I have an offer for Preessional and is there a deadline?

There is a strict deadline by which you must accept your offer. To secure your place you must do the following within 5 working days after receiving your offer:

- Firmly accept your conditional offer in the Preessional section of your applicant portal, under the 'my Application(s)' tab
- Submit evidence of payment for full Preessional course fees (see answer to 'How do I pay for my course and show evidence of this?' below)

After you have done these things, we will send you an email confirming your place on the course. This email guarantees your place on the course and acts as a receipt of your booking.

Please note: if you have not accepted your offer within 5 working days of receiving your offer, we can no longer guarantee your place on the course.

I have received a new IELTS result that qualifies for entry to a shorter Preessional course, can I switch?

Ideally you should not make an application for a Preessional course you do not intend to join. If you apply for a Preessional course we will assume this is the course you intend to join. For this reason, it is better to wait to apply for Preessional until you are 100% sure which Preessional course you want to join.

We are not able to switch students' applications from one Preessional course to another. Students who decide they wish to study a different Preessional course to the one they first applied for, will have to make a brand new application.

It is not guaranteed you will be able to swap as places may not be available for the new Preessional course you wish to apply for, so we advise against students requesting to swap courses. In this situation you will need to contact us at preessional-applications@arts.ac.uk (or your representative office if applicable).

Please note: If you have already received a CAS for the Preessional course you first applied for, we are **not** able to issue you a second CAS for a different Preessional course.

Can I request to switch visa type?

Before applying for Preessional, please be 100% sure which visa type you intend to apply for. If you change your mind during your application, you may not be able to change your choice.

Any requests to change your requested visa type need to be sent in writing to: preessional-applications@arts.ac.uk (or your representative office if applicable). You will also need to state in your email that you are fully aware of the differences between the visa type you first requested to study on and the visa type you now wish to.

Please note: once we have made you an offer for Preessional, you cannot change your requested visa type.

How do I pay for my Preessional course and show evidence of this?

You must provide evidence of having paid your Preessional course fees in full before we can confirm your place on the course and issue you a CAS/STS letter.

We recommend you make payment through UAL's online payment portal (Epay), or by Flywire (a secure online transfer service provider).

1. Paying through [Epay](#) is the best and quickest way available.

To evidence having made payment through Epay, we need you to provide a screenshot of the payment confirmation, or forward the confirmation email that you will receive after making payment. The evidence that you submit must show:

- The amount of money transferred to UAL (must cover the full fees for your Preessional course)
- OPN number (this is the Epay payment reference number)
- Date of payment
- Your UAL Student ID number

Please note: we need all four of these pieces of information to be able to verify your payment. If your payment evidence does not show all the required information, we cannot confirm your booking for Preessional.

2. Paying through [Flywire](#) is another quick and easy way to make payment.

To evidence having made payment through Flywire, we need you to provide a screenshot of the payment confirmation, or forward the confirmation email that you will receive after making payment. The evidence that you submit must show:

- 'Flywire Payment Confirmation' – this phrase confirms that the payment has been completed
- The amount of money transferred to UAL (must cover the full fees for your Preessional course)
- Date of payment
- Your UAL Student ID number

Please note: we need all four of these pieces of information to be able to verify your payment. If your payment evidence does not show all the required information, we cannot confirm your booking for Preessional.

We also accept payment via standard bank transfer, however we advise students not to pay in this way. If you pay by standard bank transfer, it will take longer for us to confirm your payment and your place on the course. It can take roughly two weeks for bank transfer payments to be verified by our Finance team. If you pay by standard bank transfer you may also have to add money to cover any additional bank charges (check with your bank before making payment).

If you decide to pay by standard bank transfer, you must provide a bank transfer receipt which evidences the following information in English:

- Date of payment
- Amount of money being transferred to UAL (must display UAL's bank details and cover the full fees for your Preessional course plus any additional bank charges)
- Your UAL Student ID number

If the bank transfer receipt does not display this information in English, verification of your payment is likely to take longer than two weeks and delay your place on the course being confirmed. This will also delay your CAS/STS letter being issued.

When do I have to pay my main course pre-payment?

If you have requested a Tier 4 combined CAS, you will not receive it until you have made your £2,000 main course pre-payment as well as your Preessional course fees. This is because a combined CAS covers study on both the Preessional course and your UAL main course. If you have applied for Tier 4 combined CAS, we recommend that you pay your main course pre-payment at the same time as paying for your Preessional course fees. This will make it quicker to receive your CAS.

If you have requested a Tier 4 CAS for Preessional only, or have requested to study as a Short Term Student, you still need to pay the main course pre-payment, by the deadline stated in your main course offer letter. We would strongly advise making payment well in advance of the pre-payment deadline to ensure you do not lose your place on your main course. If you miss the deadline for pre-payment, this could result in you losing your main course offer.

How can I withdraw my Preessional application?

If you have not yet had a decision on your application for Preessional and decide that you wish to withdraw your application, you can withdraw your application under the Preessional section of your UAL applicant portal.

If you have been made an offer to study Preessional and haven't yet responded to the offer, you can decline the offer under the Preessional section of your UAL applicant portal.

If you have already accepted your offer to study Preessional and now wish to decline it, you will need to contact us for assistance at preessional-applications@arts.ac.uk

Please note: if you decide to withdraw your application for any reason, at any stage in the process, please tell us as soon as possible by emailing: preessional-applications@arts.ac.uk

3. After my Preessional booking has been confirmed:

When do I get my CAS?

After you have received your Booking Confirmation email, we will issue your CAS (or Short Term Study letter if you are not applying for a Tier 4 visa) as soon as possible.

We cannot issue CAS any earlier than 3 months prior to the start of the Preessional course.

If you are still waiting for your CAS and are getting anxious about how much time you have left to apply for your visa, please be aware that we aim to issue CAS within 10 working days after you have received your Preessional Booking Confirmation email, to ensure each applicant receives their CAS with adequate time left to apply for a visa for studying at UAL.

When can I book accommodation for Preessional?

As soon as you have received your Preessional Booking Confirmation email, you can apply for UAL Halls of Residence accommodation. Please note you must be 18 or over to stay in UAL Halls of Residence. If you are under 18, you must book Homestay Accommodation as detailed above. Click [here](#) for further information about UAL accommodation.

Can I enrol late on to my Preessional course?

In order to have the best chance of passing Preessional you should aim to join your Preessional course on time, so as not to miss any of the course. Preessional courses are intensive and require you to attend a minimum of 90% of your course. If you miss any of the course, this might impact on your ability to pass the course.

Please see the enrolment deadlines for each course listed in the table below. If you can't get to the UK in time to attend the enrolment event for your Preessional course, you are allowed a short extension to enrol. If you intend to enrol within this short extension period, you will need to let us know as soon as possible by emailing: preessional-

applications@arts.ac.uk (or your representative office if applicable). Please note you will not be able to enrol for your course after this final enrolment deadline. If you become aware you won't be able to make the enrolment deadline, you will need to let us know as soon as possible by writing to: preessional-applications@arts.ac.uk (or your representative office if applicable)

Course	Enrolment / Course start date	Enrolment Deadline 2019
Pre-Foundation English	Mon 1 July 2019	Wed 3 July 2019
19 Week Preessional	Mon 15 April 2019	Thurs 18 April 2019
13 Week Preessional	Fri 31 May 2019	Wed 5 June 2019
9 week Preessional	Thurs 27 June 2019	Wed 3 July 2019
Unconditional Preessional	Mon 29 July 2019	Thurs 1 August 2019
EPIC 10 weeks	Mon 8 July 2019	Thurs 11 July 2019
EPIC 6 weeks	Mon 5 August 2019	Thurs 8 August 2019
Winter Preessional (9 weeks)	Mon 7 October 2019	Thurs 10 October 2019

Before applying for your visa, you will need to make sure you will have the visa in time to be able to travel to the UK and enrol on your Preessional course at UAL by the enrolment deadline. This may mean making an expedited visa application (check with your visa application centre to find out whether they offer this service).

How do I cancel my Preessional booking?

If you decide to cancel your Preessional booking for any reason, please tell us as soon as possible by emailing us at: preessional-applications@arts.ac.uk. We recommend against changing your mind so late in the process as once your Preessional offer is confirmed by us, it is likely that any CAS or STS letter you have requested is being produced. This can make it more complicated to cancel your booking and means you may be liable for charges to cover administration costs.

If I cancel my Preessional booking, will I get my money back?

If you decide for whatever reason that you no longer wish to, or are no longer able to study Preessional, you may be entitled to a full or a partial refund, depending on the criteria listed below, as per our [Terms & Conditions](#):

- If you send an indication in writing (this must be in writing) within 14 days of the date we sent your Booking Confirmation email, you are entitled to a full refund of tuition fees. We will deduct the cost of purchasing a CAS if the process of obtaining a CAS has already begun (this currently stands at £21).
- If we receive your written request for a refund any time **after** 14 days of Booking Confirmation email being sent, you are entitled to a refund of tuition fees, minus a £500 Administrative fee, plus the cost of purchasing a CAS if the process of obtaining a CAS has already begun (this currently stands at £21).
- If we receive your written request for a refund any time within 28 days of the start of your PAEP/EPIC course, you are not entitled to receive **any** refund whatsoever.

What happens if I get a visa refusal - can I get another CAS?

No, students will be given one opportunity to apply for a Tier 4 visa for Preessional, this means you will only receive one CAS for Preessional. Before you submit an application for Preessional, you need to be 100% sure:

- Which visa type you intend to request and that you are eligible to apply for it
- That you can meet the requirements for this type of visa

It is of crucial importance that you thoroughly read our [Preessional Visa Information 2019 document](#) before applying for Preessional. You can continue to refer to this document for advice on what supporting documents to

prepare for the visa application. When your booking is confirmed, we will also send you further information by email telling you how to make a successful visa application.

If you are not sure whether you are eligible for the visa type you want, check the guidance document linked above and if you still have questions after carefully reading this, you are welcome to contact us at: preessional-applications@arts.ac.uk

Is there anything I need to know about enrolment before I arrive at UAL?

Two weeks prior to your Preessional course start date, we will send you information about what you need to do before enrolment.

As part of the enrolment process, you'll be asked to confirm your personal details online before you arrive for your in-person enrolment event. We will inform you of what to do by email, when the time comes.

We will also inform you about how to activate your UAL email account.

4. After I have started my Preessional course:

What happens if I fail my Preessional course?

If you do not successfully complete your Preessional course you will not be able to progress to your UAL main course in academic year 2019/20. In this situation, we will give you tailored advice and one-to-one support to help you decide your next steps.

Depending on which main course you hold a conditional offer for, you may be able to defer your main course offer to the following academic year. In this situation you would need to ask the International Admissions team directly, whether this would be possible.

If you study Preessional under a Tier 4 visa, and do not successfully complete your Preessional course, you will have to return to your home country before your next visa application, in order to submit this in your home country. You will not be able to make a new visa application from inside the UK. This is due to UKVI academic progression rules. For more information please see the [UKCISA website](#).

What happens if I take an IELTS while studying Preessional?

We strongly advise against taking an IELTS exam whilst studying Preessional – this will only distract you from your studies. You should aim to focus on Preessional as the course is designed to benefit you beyond simply meeting the minimum English language level required to join your UAL main course.

If you take an IELTS during your Preessional course and then decide to withdraw this could have consequences for future visa applications.