



# YOUR GUIDE TO DIRECT ADMISSIONS FOR UNDERGRADUATE AND POSTGRADUATE COURSES

# THIS GUIDE IS TO HELP YOU UNDERSTAND THE PROCESS FOR DIRECT RECRUITMENT TO DURHAM UNIVERSITY

Study Group will assess the application before it is submitted. Where Study Group finds the student is not ready for direct entry to the University, an offer for the International Study Centre will be issued (if appropriate).

All communication should be with Study Group and not the University:

- For undergraduate admissions enquiries: **DurhamdirectUG@studygroup.com**
- For postgraduate admissions enquiries: **DurhamdirectPG@studygroup.com**

To create a personalised undergraduate prospectus, click here <https://prospectus.durham.ac.uk/>

For a copy of the postgraduate prospectus, click here [www.dur.ac.uk/postgraduate/prospectus/](http://www.dur.ac.uk/postgraduate/prospectus/)

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# UNDERGRADUATE ADMISSIONS

## STEP 1(A) – FOR STUDENTS WITH AN EXISTING UCAS APPLICATION

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Email the following details to: [DurhamdirectUG@studygroup.com](mailto:DurhamdirectUG@studygroup.com):

- Student name
- Gender
- Date of birth
- Country of birth
- Degree applied for
- Firm or insurance choice
- Student UCAS reference number
- Any additional information around the status of their application to Durham University

Once all details have been provided, Study Group Admissions will confirm that the application is now registered under your agency.

**(Proceed to step 3)**

## STEP 1(B) – FOR STUDENTS WITHOUT A UCAS APPLICATION

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Email the following application materials to: [DurhamdirectUG@studygroup.com](mailto:DurhamdirectUG@studygroup.com):

- Completed Study Group's direct admission application form
- Passport copy
- Copies of any previous UK CAS/Visas
- Academic documents (including certified English translations if applicable)
- IELTS or other English qualifications (if obtained already)
- Academic reference
- Personal statement (guides on writing a personal statement can be found on the [UCAS website](#))

Once all required documents have been provided, Study Group Admissions will assess the student's application. Admissions may request additional documentation as required.

## STEP 2

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If the student is qualified or on track to be qualified, Study Group Admissions send instructions on how the application can now be made through UCAS to Durham University. Field 3F on the UCAS form is for college preference and this can be used to input the college preference of the student.

Complete the UCAS application + (OPTIONAL) ensuring the buzzword “StudyGroup” is entered (see appendix). This will link the application to our UCAS centre. Ensure that Durham is selected as the student's firm UCAS choice. Please note that without “StudyGroup” as the buzzword, we will be relying on you for information about the acceptance, results and confirmation status of the student, as these will not be visible to Study Group Admissions.

Study Group Admissions will review the UCAS application to ensure all fields have been completed correctly, and will let you know if amendments to the application are required. If the application is complete, Study Group Admissions will ‘submit’ on UCAS.

Durham University will send an acknowledgement of receipt of the student's application via email and successful applicants will receive a conditional or unconditional offer from Durham University within 2 weeks.

## STEP 3

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If the student would like to apply for pre-sessional English:

- As long as the student has an offer of a place they can apply for a place on the pre-sessional English programme. The application form link can be found here:

<https://www.dur.ac.uk/englishlanguage.centre/englishlanguage.courses/prospectivestudents/summer-pre-sessional/>

- If a student has a conditional offer and pre-sessional was not mentioned in the original conditions then the department must reissue a letter including pre-sessional as one of the conditions.

To accept and reserve the student's place at Durham University the following actions need to be taken:

1. Acceptance of the offer on UCAS.
2. Inform Study Group Admissions that the student is accepting their place.
3. The student must complete the AS-12 form online. This can be found at the link below which will be in their offer letter: [www.dur.ac.uk/undergraduate/study/apply/offer/as12/](http://www.dur.ac.uk/undergraduate/study/apply/offer/as12/)
4. The acceptance payment needs to be made. Instructions found here - [www.dur.ac.uk/treasurer/students/payingyourinvoice/](http://www.dur.ac.uk/treasurer/students/payingyourinvoice/)

The student will now be sent their CIS username and login which will enable them to enrol with Durham University and to begin their College and accommodation application.

Once enrolled the student is sent a College and accommodation offer. Colleges will not be re-allocated once initially allocated unless in exceptional circumstances such as disability.

- Accommodation agreements must be returned by the 1st of June in order to be guaranteed a university managed room.
- Colleges are assigned based on student's preference and the department/course for which they have applied. Preferences cannot be guaranteed.
- The exact College will be assigned within a few weeks of confirmation. All Undergraduate students are guaranteed a college place.

Further information about college and accommodation for undergraduate students at can be found at <https://www.dur.ac.uk/undergraduate/live/colleges/>

## STEP 4

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If the student holds a conditional offer at the time of confirming, they must provide evidence they have met all conditions on their offer before a CAS can be issued. For the English Language evidence, Durham University accept a number of alternatives to IELTS where suitable, more information:

<https://www.dur.ac.uk/learningandteaching.handbook/1/3/3/1/>

Please send any additional final documents once available to the Study Group Admissions team at **DurhamdirectUG@studygroup.com** and also ensure that the student uploads them via UCAS system.

Study Group Admissions will confirm as soon as possible if they have met the conditions (ie: students who are receiving qualifications outside of A-levels/IB do NOT need to wait until these examination results are released).

If the students have narrowly missed (defined as 1 or 2 grades) out on the academic conditions of their offer - students are considered in a series of strategic confirmation meetings which take place during the week of A-level results. Anything lower will not be considered as a near miss student and would be rejected (and referred to the ISC if suitable). Where the student has been rejected after paying a deposit, the following refund policy applies:

[https://www.dur.ac.uk/treasurer/students/student\\_debt\\_policy/](https://www.dur.ac.uk/treasurer/students/student_debt_policy/)

N.B. The University do not typically enter clearing, although some subjects may be still open during the clearing period, at standard entry requirements, for students who do not yet hold any offers (refer to University website for more details during clearing period).

## STEP 5

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Once the student has met all remaining conditions on their offer they will be issued their CAS Preview.

It is vital that the student has declared any previous UK study history to Study Group Admissions by this stage.

Please ensure the student carefully checks the CAS Preview before signing and returning the declaration form.

Once the University receives the completed CAS declaration, the final CAS statement will be produced and forwarded to the student to make their visa application. It normally takes up to 2-3 working days for your CAS to be issued. During the busy summer period the timeframe for issuing a CAS may increase, particularly in August when the largest volume of undergraduate applicant results are received.

When applying for the visa, students can input the Alternate Collection Location (ACL) code 2HE632 to pick up the BRP from the Palatine Centre: <https://www.dur.ac.uk/immigration/arrival/brpcollection/>

At peak times such as this we request that you do not contact the Admissions Team or the International Office about the status of your CAS if you have completed all of the steps outlined.

## STEP 6

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When your student receives their visa please send a copy to [DurhamdirectUG@studygroup.com](mailto:DurhamdirectUG@studygroup.com) along with flight/arrival details when available.

The University runs a Meet and Greet service for new international students (UG and PG) from Newcastle International Airport. More detail can be found via the link below, updated nearer the time: <https://www.dur.ac.uk/international/>

The standard late arrival acceptance is a maximum of 2 weeks after the start date, Durham Business School does NOT allow late arrivals.

The student and any family members wishing to use the service will be charged £25 per head (subject to yearly change) and will be delivered direct to their College. Further information will be sent to applicants who wish to book on-line for the service.

# POSTGRADUATE ADMISSIONS

## STEP ONE

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Please e-mail the following documents to: **DurhamdirectPG@studygroup.com**

- Completed Study Group's direct admission application form
- Passport copy
- Copies of any previous UK Visas
- Academic documents (including certified English translations if applicable)
- IELTS or other English qualifications (if obtained already)
- Two references – including names and addresses. This could include a work reference should the student be recently employed.
- Personal statement
- Examples of any previous work/portfolio

Once all required documents have been sent to Study Group Admissions the student's application will be assessed in line with Durham University entry requirements. Admissions may request additional documentation as required. **NOTE:** For Durham University Business School, a GBP60 application fee also needs to be paid, which will be charged every time they submit a new application and students can only be considered for one application at a time.

## STEP TWO

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If the student is at the required level or on track to meet requirements, Study Group Admissions will submit the student's application to Durham University who will provide feedback within 13 working days. Students may be issued a conditional offer or unconditional offer.

If the student would like to apply for pre-sessional English:

- As long as the student has an offer of a place they can apply for a place on the pre-sessional English programme. The application form link can be found here:

<https://www.dur.ac.uk/englishlanguagecentre/englishlanguagecourses/prospectivestudents/summer-pre-sessional/>

- If a student has a conditional offer and pre-sessional was not mentioned in the original conditions then the department must reissue a letter including pre-sessional as one of the conditions.

## STEP THREE

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To accept and reserve the student's place at Durham University the following actions need to be taken:

1. Study Group Admissions (durhamdirectPG@studygroup.com) need to be informed that the student is accepting their place.
2. The acceptance payment needs to be made (GBP1,000 or GBP2,000 for Business School ). Instructions can be found here - [www.dur.ac.uk/treasurer/students/payingyourinvoice/](http://www.dur.ac.uk/treasurer/students/payingyourinvoice/)

Once the student has accepted their unconditional or conditional offer they can begin their accommodation and college application.

Durham University offers an accommodation guarantee for all PG students who meet the following requirements/conditions:

- Student has accepted their offer to study at Durham University.
- Applied for accommodation using the online accommodation application form by 1st June 2017.
- Paid the £250 accommodation booking fee by 1st June 2017.
- Signed and returned the accommodation license agreement within the time period specified in the accommodation offer. Further information can be found at: [www.dur.ac.uk/postgraduate/accommodation/guaranteescheme/](http://www.dur.ac.uk/postgraduate/accommodation/guaranteescheme/)

## STEP FOUR

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If the student holds a conditional offer at the time of confirming, they must provide evidence they have met all conditions on their offer before a CAS can be issued. For the English Language evidence, Durham University accept a number of alternatives to IELTS where suitable, more information:

<https://www.dur.ac.uk/learningandteaching.handbook/1/3/3/1/>

Please send any additional final documents once available to the Study Group Admissions team at **DurhamdirectPG@studygroup.com**

If the students have narrowly missed (defined as 1 or 2 grades) out on the academic conditions of their offer - students are considered in a series of strategic confirmation meetings which take place during the week of A-level results. Anything lower will not be considered as a near miss student and would be rejected (and referred to the ISC if suitable). Where the student has been rejected after paying a deposit, the following refund policy applies:

[https://www.dur.ac.uk/treasurer/students/student\\_debt\\_policy/](https://www.dur.ac.uk/treasurer/students/student_debt_policy/)

## STEP FIVE

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Once the student has met all remaining conditions on their offer they will be issued their CAS Preview.

It's vital that the student has declared any previous UK study history to Study Group Admissions by this stage.

Please ensure the student carefully checks the CAS Preview before signing and returning the declaration form.

Once the University receives the completed CAS declaration, the final CAS statement will be produced and forwarded to the student to make their visa application. It normally takes up to 2-3 working days for your CAS to be issued. During the busy summer period the timeframe for issuing a CAS may increase, particularly in August when the largest volume of undergraduate applicant results are received.

When applying for the visa, students can input the Alternate Collection Location (ACL) code 2HE632 to pick up the BRP from the Palatine Centre: <https://www.dur.ac.uk/immigration/arrival/brpcollection/>

At peak times such as this we request that you do not contact the Admissions Team or the International Office about the status of your CAS if you have completed all of the steps outlined.

## STEP SIX

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When your student receives their Visa please send a copy to DurhamdirectPG@studygroup.com along with flight/arrival details when available.

The University runs a Meet and Greet service for new international students (UG and PG) from Newcastle International Airport. More detail can be found via the link below, updated nearer the time:

<https://www.dur.ac.uk/international/>

The student and any family members wishing to use the service will be charged £25 per head (subject to yearly change) and will be delivered direct to their College. Further information will be sent to applicants who wish to book on-line for the service.

# POSTGRADUATE ADMISSIONS - PhD

You may also send PhD applications, although these applications take a bit longer. Expect the process to take time (up to 3 months) and indicate on application if they have a government or corporate scholarship and any deadlines by which need an offer letter. An outline of the process is below, but please use the PhD guide which provides a lot more detail.

## Arts and SSH

1. Students should identify potential supervisor(s) on website and approach them with their CV.
2. Once they have made initial contact with a relevant potential supervisor, they should draft a research proposal and send this along with their transcripts to test whether they are able to/interested in supervising before submitting application.
3. On application, mention the names of supervisor(s) so that the application is forwarded to the staff who have already expressed an interest in their area of research.
4. At the point of application, students should complete a PhD applications form and send all of the other documents, including their research proposal to [durhamdirectPG@studygroup.com](mailto:durhamdirectPG@studygroup.com)

## Science/Engineering

1. Students here don't necessarily need the research proposal (although their chances of acceptance are much higher if they have one) but they do need to indicate which research group they would like to join.
2. Some departments advertise PhD areas on web site. e.g. Computer Science.

## Other departments

1. The applicant should identify research groups on website and then indicate which they are interested in on their application form.

# APPENDIX – How to apply through UCAS

Before you can complete your UCAS application, UCAS will require you to complete the following steps in order to confirm how you are applying. As Study Group admissions will be completing a pre-assessment of the students application, please follow the below steps in order to link the students application to the Study Group centre.

For the question “**How are you applying?**” Please select option 1 – Through my school/college?

In order for Study Group admissions to see the student’s application, please include the following **Buzzword** (as below): StudyGroup.

UCAS will then request confirmation that the students I registering through StudyGroup International. Please select “yes” then “next” to proceed with the students’ application.

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2017 apply < Log out

Initial UCAS questions: How are you applying?

What is Apply?  
Help  
Options/Opsiynau

Key  
Help

Initial UCAS questions

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive and should be entered exactly as supplied.)

Buzzword\*  ?

Your buzzword should have been given to you by your tutor or careers adviser. It is very important as it helps us establish which organisation you are applying from. It also allows your referee to attach your reference and to send your application to us once all parts of the application, including the reference, are complete.

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