

Admission Process



IntBusiness College offers a full range of Further and Higher Education courses leading to UK Bachelor's and Master's degrees.

You will receive a response from our Admissions Department within 7 working days of our receipt of your application and required documentation. You are not restricted to starting your studies in any particular semester; most of our programmes have 4-6 intakes of students each year. Therefore you can commence your chosen programme of study at a time that suits you best.

1

Step 1 - Submit your application

When you submit your application, remember to include your:

- Application Form [including recent photograph (not more than 3 months old)]
- Passport / Photo ID
- Resume / CV
- Qualification Certificates (Including Transcripts)
- Work Experience References (If applicable)
- Statement of Purpose (Why you want to do the course you want to apply for)
- Proof of address

Submit your application online by visiting www.intbusiness.co.uk or in person at our Bow Road centre. Alternatively, you can send it via email addressed to admissions@intbusiness.co.uk

2

Step 2 - Standard and non-standard entry

Depending on your previous qualifications and whether these fully satisfy the entry requirements of your chosen course, your application will fall in to one of the two following categories:

Standard Entry - The student meets all the academic entry requirements for the course

Non-standard entry - Students must show relevant work experience for the course they've applied for. Those without a level 2 English qualification will have to sit our in-house English exam

3

Step 3 - Information Processing

Standard Entry - The student will be provided with a conditional offer providing that:

- Finance is approved by relevant body / Self Finance
- Evidence of qualification is provided
- Awarding Body / Partner Organization approval

Non-standard entry - Academic interview and/or English exam. Students will be interviewed to discuss their relevant experience in relation to the course they have applied for. Students without Level 2 English will also need to take an English exam.

4

Step 4 - Confirmation letter

Letter sent to student confirming offer

If you have any questions about IBC or your application then email info@intbusiness.co.uk or call us at +44 (0)20 3002 0355s

IntBusiness College | +44(0) 203 0020 355 | www.intbusiness.co.uk | info@intbusiness.co.uk

