



The Lord College

Admission & Enrolment Procedure



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Admission Procedure

At The Lord College we believe in education for all, we do not discriminate any prospective students on the grounds of Age, Color, Culture, Disability, Ethnic origin, Gender, Marital Status, Nationality or Religion.

Any prospective student wishes to study at The Lord College can download an application from the college website and submit the same with the following documents

- Completed Application form
- **Passport size picture**
- Copies of all qualifications
- Experience certificates (if applicable)
- Copy of Passport / Travel document
- CV of the student

Upon receipt of the above documents the student can have a personal interview with the Administrator who will assess the student's qualifications and experience and discusses the future plans of the students. Students are offered with a Conditional offer letter which provides the course details, start date, end date, total fees and advance fees details.

Upon accepting the conditional offer the student pays the advance fees directly to the college by the way of bank draft or bank transfer the details can be requested from the college office.

On receipt the admin department sends the student with the following document to the communication address provided by the student during the admission.

- Unconditional offer
- Enrolment letter
- Fees Receipt



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- Entry Clearance officer letter
- Accommodation (if applicable)

Upon receipt of the above documents the students fill up the Visa form (Entry Clearance form) obtained from their local UK Embassy and apply for entry clearance with all the following documents

- College documents
- Sponsor / Financial documents
- Educational qualifications
- Work Experience
- Passport
- Passport pictures
- Necessary Visa fees

Enrolment Procedure

Student enrolls in the college before the course start date, Students are provide with a welcome pack which include a student hand book and pre arrival guide. Students are expected to attend the induction session in which the students will be briefed about the UK Life and system, College rules & regulations.

The students are introduced to the Student Welfare Officer, Admin Team and the Academic Team of their courses. They are also provided guidance about opening bank account, registering with GP and National Insurance.