

## Overseas Recruitment Partners – Guidance from the Admissions Office

- Quote the application reference number in all communications, so we can quickly identify the student.
- Ensure that the student's (permanent) email address on the Application Portal is correct and is accessible by the student.
- If you have access to the Application Portal, check it for offer status – this will tell you whether offer conditions are still outstanding. You shouldn't need to telephone or email the Admissions Office.
- Upload final documents via the Application Portal – this is the quickest way for us to receive and check them, and confirm a student's place.
- If documents are uploaded, don't email or telephone the Admissions Office to tell us that you have done so – we have robust processes in place to identify and act on uploaded documents quickly.
- Ensure that the applicant's current passport is uploaded via the Application Portal, for the CAS.
- If you wish to send Admissions an email – just send it to [pgtaught@lboro.ac.uk](mailto:pgtaught@lboro.ac.uk) There is no need to send the same email to multiple email addresses – this slows the process down.
- Plan ahead of the English language [pre-sessional deadlines](#), and don't leave applications to the last-minute [the latest application deadline for Course C is **12 June 2018** and Course D is **17 July 2018**].
- Remember that the last date for submission of new applications or final results is **Thursday 6 September**. Any new applications or final results submitted after this date will only be considered if:
  - Places remain on the programmes.
  - In the Admissions Office opinion, there is sufficient time to process the application and for the student to obtain a visa in time for the start of term.

22 May 2018