

APPLICATION DOCUMENT CHECKLIST

In order to ensure a quick decision on your application, we ask you to provide the documents mentioned below, as to avoid a delay in your application. **You will also need to provide the original documents at induction, if an offer of a place has been given.**

List of documents to provide

Before you start your application, please ensure that you have all the required documents to hand, ready to be uploaded onto our system. This will save us and yourselves time, and ensure that your application is processed quickly and efficiently as possible. Below is a list of documents you will need for an Admissions Officer to assess your application and come to a decision.

- A. Application Form
- B. Copy of valid passport/National ID
- C. Visa documentation (if applicable)
- D. Academic transcripts/mark sheets (translated to English if applicable)
- E. Evidence of English Language Qualification (if applicable)
- F. Personal Statement
- G. Copy of your National Insurance Number (NIN)
- H. Your CV
- I. Accreditation of Prior Experiential Learning (APEL)
- J. Proof of address (documentation should not be older than 3 months)
- K. Bank Statement/Funding Confirmation/Sponsorship Letter

A. Application Form

Please complete the LCIBS application form and send it, along with all accompanying documents (list above) via email to admissions@lcibs.co.uk.

B. Copy of valid passport/National ID

Please provide a copy of the cover and the photo page of your valid passport or National ID card (EU citizens). If this is not included, it may cause a delay in processing your application.

C. Visa Documentation

If you are an international student, but have an "Indefinite Leave to Remain" status in the UK, please provide us with the necessary proof of documentation such as UK Residence Card or official letter from UKVI. Please note that we are unable to support any Tier 4 visa applications to UKVI and will not supply a Certificate of Acceptance (CAS) to those that require a Tier 4 visa to study in the UK.

D. Academic transcripts/mark sheets

It is required that you provide a scanned transcript and certificate for each qualification you have listed within the education section.

The Admissions Board decision to admit a prospective student to LCIBS is based on academic merit, whether they meet the LCIBS entry qualification and English language requirements for their preferred programme and the availability of space on a course. The entry criteria for each LCIBS programme can be found in the LCIBS Admissions Policy available on the college's website along with other LCIBS policies and forms.

LCIBS recognise prospective students relevant work experience and has an Accreditation for Prior Learning Policy in place. Prospective students may wish to apply their relevant work experience as part or fully against the entry qualification requirements for their preferred programme of study. Academic team will advise or will appoint appropriate trained staff member(s) to advise prospective students on the procedural side of applying APL criteria and required documentation/evidence.

EU/International student qualifications – **If your documents are not in English, it is required that you have them translated by an accredited translator** (e.g. a solicitor or the British Council). Please ensure that the scanned documents are clear and legible and the reverse of your transcript are scanned if the mark scheme is explained there. Failure in this will result in a delay in your application.

Pending qualifications – Your transcript or mark sheet must include a list of subjects that you have studied and the grades that you have obtained to date. You may still apply if you are awaiting any examination/assessment results. **You must however, have completed your previous course and obtained the grades by the time you have started at LCIBS, if given an offer.**

E. Evidence of English Language Qualification

If English is not your first language, you are required to meet a minimum level of English. All of our programmes require a minimum level of English language, represented as an IELTS requirement or equivalent.

According to the LCIBS Admissions Policy, all prospective students must be able to show that they have the necessary level of English to complete their preferred programme of study, with the minimum requirement being level B2* of the Common European Framework of Reference for Languages (CEFR). English certificates accepted for this purpose are the following:

- Cambridge English First ([FCE](#))
- BEC [Vantage](#)
- [IELTS](#) Academic or UKVI (5-6.5)
- [TOEFL iBT](#) (87-109)
- [TOEIC Listening & Reading](#) (785)
- [TOEIC Speaking & Writing](#) (310)
- [PTE General](#) Level 3 (59-75)
- [Trinity ISE II](#)

*B2 The capacity to achieve most goals and express oneself on a range of topics.

Vantage Example: *CAN show visitors around and give a detailed description of a place.*
[All practice tests at this level](#)

English tests must be less than two years old at the time of application.

F. Personal Statement

Your personal statement gives the Admissions Team the opportunity to know why you should be offered a place on your chosen programme. You must upload your personal statement that describes your academic interest in and your understanding of your chosen programme, as well as your objectives in undertaking it. Personal statements are an important part of your application which shows your motivation, suitability, commitment and how as a student, you can fully contribute to the programme.

When considering what to include, have a think about the following:

- Your reason for applying to the programme
- Your reason to applying to LCIBS
- Your reason to applying to a UK university (EU students only)
- Your career aspirations and how the programme fits in with this
- What you aspire to do after you have completed the programme

Please ensure that your personal statement:

- Is all your own work - we are able to detect if your work has been plagiarized
- Is well-written, well-structured and specific to the programme that you have applied for
- Is proof read before you upload it and that it is the final version
- Has your name in the header and footer of every page

G. Copy of your National Insurance Number (NIN)

Please provide a copy of your national insurance number. If you do not have that to hand, you can provide documentation that lists your national insurance number such as a P45 or P60, a letter from HMRC, or payslips.

H. Your CV

Upload a copy of your CV/resume, which includes your employment history (if applicable) or other professional experience, including internships. Please note that your CV **must be comprehensive** and contain the following:

- Detailed job description
- Accurate dates to the job roles
- References that LCIBS can contact if necessary – it should include a full name, company address, email and telephone number

I. Accreditation of Prior Experiential Learning (APEL)

This will only apply to you if you may not have the relevant qualifications to apply for the programme, but the work experience that you have gained prior to study relates to the programme to which you have applied. You would therefore need to ask for an APEL form and submit the following portfolio of evidence:

- A comprehensive CV
- Job descriptions relating to the current role
- A summary of significant work activities undertaken in career to date
- Any professional qualifications achieved
- An evaluation of how the work experience undertaken has enhanced your learning and abilities, and how that learning relates to your capability to study and degree level and effectively work towards the achievement of the LCIBS degree programme learning outcomes

J. Proof of address

Please provide a copy of a proof of address. The list below counts as acceptable proof:

- Household utility bill (e.g. gas, electric, water or fixed line telephone but not a mobile phone bill). It must be no more than three months old and show your name and current address
- Utility bill from an EEA-based utility provider (less than 3 months old)
- Current UK driving license. Provisional license is not an acceptable as proof of address



- Bank, building society or credit card statement. It must be no more than three months old and show your name and current address
- Statement from an EEA-based bank (less than 3 months old)
- Local authority tax bill (e.g. council tax) valid for the current year

K. Bank Statement/Funding Confirmation/Sponsorship Letter

If you are a full self-fee paying student, please provide us with a copy of the above to confirm that you will be paying the programme fees.

If you're applying to Student Finance England, you would need to confirm with us proof that you have signed and sent the student declaration to SFE to be approved and your CRN when you have received it before your induction day.

If you are being sponsored by someone such as the company you work for, please provide us with the sponsorship letter before the start of each term.