

## Checklist for Application/Enquiry Form

Please note that the following documents should be sent with your application form. All documents in a foreign language must be accompanied by a certified English translation.

- The application form should be fully completed in black ink or typed
- One academic reference, on official headed paper
- Copies of transcripts of studies
- Copies of certificates of studies
- English language qualification (IELTS, TOEFL, GCSE, PEARSON) or equivalent
- Explanation of grades and marking system (reverse of transcripts)
- If sponsored by an employer or government, you must provide evidence in the form of recently dated sponsorship letter on official headed paper.
- A copy of the personal details page from your passport to confirm your full and correct name and date of birth. We will then ensure that any offer letters issued to you correspond with your passport name, this will help when applying for a student visa.

***Any applications containing documents that have been forged or altered will be automatically rejected.***

Complete the Application form in full. If you do not provide all the information we ask for, it will delay the assessment process and you may not receive an offer in time for your chosen start date. When the form is complete you should post it with supporting documents to the address on the top of the application/enquiry form. If you have any concerns regarding the postal service we recommend that you obtain some form of registration from the Post Office. We also accept clear scanned documents at **LondonCampus.io@coventry.ac.uk** or faxed documents on **+44 (0)24 7615 2175**

## What happens next?

When we receive your application and supporting documents it will be logged on our computerised admissions system and an acknowledgement of receipt issued by email. The table below shows an overview of the application process.

