

Schedule for the Campus Transfer Process to London

Please note this is a brief summary of the campus transfer process and the expected timescales of how long each stage should take. Times are an **approximation** and may vary depending on staff availability.

- **Submit the Campus Transfer Application Form to your Student Office from October to August** – Although we will accept forms throughout the year, it is advised you start thinking about submitting the form from March and ideally no later than July. You will be in a better position to know if you want to/are able to transfer at this time and this should still give you time to get the necessary approvals. The form is available from your local student office or UniHub.
- **Collecting Additional Information-** Depending on the information you provide on the campus transfer application, we may need to ask you to complete and return additional forms to us to help us assess your suitability for a Tier 4 visa or to determine your tuition fee level. You will be notified if this applies to you.
- **Getting approval of the transfer request from the Programme Leader** – We aim to process all requests as soon as possible (once all required documents are received in London), however as these need to be approved by the Programme Leader, this can sometimes take a few weeks due to constraints on staff time. We will let you know the outcome as soon as possible. Please be reminded that all approved transfers are conditional on you passing your current modules, having no holds on myUniHub and being able to satisfy the immigration requirements of the UK.
- **Arranging accommodation** – Those wanting to stay in the University halls of residence can make arrangements at this point directly with the accommodation team. However, after you have been updated to the London campus/programme on myUniHub, you can simply apply for halls online via our London website. If you wish to stay in private rented accommodation, it is recommended that you wait until your results are published and you know if you are definitely transferring to avoid losing any deposits.
- **Arranging a credibility interview for visa purposes (if applicable)-** Those requiring a credibility interview as part of the Tier 4 visa process will normally be contacted within 2 weeks of your transfer request being approved to ask you to set up an appointment with the International Student Advice Team (ISAT) from April onwards. Details about this process will be provided at the time and can be found on our London website.
- **Finding out the outcome of the credibility interview (if applicable)-** You will normally be informed of the outcome of the interview within 2 weeks of it taking place.
- **Waiting for publication of your module results** –We will contact you again once your results are published in June and/or September to confirm your transfer.

- **myUniHub updated to the London campus/programme-** Once you have passed your modules and you have confirmed to us that you will go ahead with the transfer, your myUniHub account will normally be updated within a 1 week of the Programme Progression Decisions being published to reflect the London campus.
- **Receiving a confirmation letter-** Once you have confirmed you will transfer, we will also provide you with a confirmation letter within 1 week, which will include your current grades. This will be needed for visa applications (if applicable).
- **Providing final supplementary visa documents (if applicable)-**Once your myUniHub account has been updated to London and you have passed your credibility interview (if applicable), we will ask you to provide the bank statements you will use for your visa application. These will be requested from July onwards. These will be checked to ensure they are suitable for your visa application.
- **Receiving your CAS (if applicable)-**CAS numbers can only be sent to you from July onwards as they are only valid within 3 months of the programme start date. Once you have passed the credibility interview (if applicable) and we have received and approved your bank statement, you can expect to either receive the CAS within 1.5 weeks if we have everything we need from you (or receive an email requesting further information). The CAS will be sent to your **personal email address** that is listed on myUniHub.
- **Providing confirmation of your Visa Application-** You will need to send confirmation of your Visa application once it has been submitted to campustransfer@mdx.ac.uk to avoid your CAS being withdrawn and therefore being unusable.
- **Paying your fees-** Once myUniHub has been updated to show you are studying on the London campus/programme you can pay your fees online. Alternative or early payment arrangements are detailed in the FAQs.
- **Booking on to the London Orientation programme** – Ensure you register and arrive in time for the orientation programme on campus. Details of the programme are usually available on the London website around August.
- **Explore our websites-** Make sure you look at the information on UniHub about studying in London, in particular the 'Getting Started' and 'Life at Middlesex' pages. This includes arrival dates and the London academic calendar.