



University
of Glasgow

Dear

Student ID:	2242491
Application Number:	00259149
Date of Birth	08 August 1993
Programme of Study:	MSc Investment Banking and Finance
Mode of Study:	Full time

Duration of Study: 12 Months
Admit Term: 2016-2017

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Key Dates for Admit Term:

Programme Start Date: 12 September 2016
Programme End Date: 12 September 2017

I am delighted to inform you that the University of Glasgow is making you a **Conditional offer** for admission to the above programme.

Please take the time to read all the information below, including the 'Important Information' and Appendices on the pages that follow.

The conditions of your offer are:

- Receipt of final transcript showing GPA 3 or more.
- Receipt of Degree Certificate showing confirmation of award.

Please note this offer and subsequent acceptance by you pertains to the Programme of Study detailed at the top of this offer letter only. You will NOT be able to use this offer letter to be granted access to another Programme of Study either now or when you arrive at the University for registration and enrolment.

Tuition Fees for Academic Year 2016-2017: £20500

Information on fee rates can be found at: <http://www.gla.ac.uk/study/fees/>. Note that all fees are subject to an annual increase.

I am delighted that the University has been able to make this offer to you, and I hope that I can welcome you to the University of Glasgow in September. If you have any queries, please contact us at pgadmissions@glasgow.ac.uk quoting your Student ID number and application number in any correspondence.

Please retain this email communication as no hard copy offer letter will be sent.

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Good luck with your studies.

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Yours sincerely,



Rachel Sandison,
Director, Marketing, Recruitment & International Office

Marketing, Recruitment & International Office - Admissions

71 Southpark Avenue, University of Glasgow, Glasgow G12 8QQ

The University of Glasgow, charity number SC004401

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DEPOSIT:

Admission to this programme at the University of Glasgow is highly competitive and therefore, we are requesting a £2000 deposit from you in order to ascertain your commitment to join the University and secure your place on this course. The deposit is redeemable against your overall tuition fee.

You can make your payment through your [Applicant Self Service](#) using the 'make a payment' link

To make your deposit payment, please follow the instructions below:

1. Log into your Applicant Self Service account. You will see the 'Admissions' section at the bottom of the screen with the name of the programme you have an offer for and an 'Accept or Decline' link beside the name of the programme.
2. Click on the 'Accept or Decline' link to accept your offer and once you have accepted your offer you will see a 'Make a Payment' button
3. Click on the button and you will be taken to the 'Make a Payment' screen.
4. On the 'Make a Payment' screen you will see the name of the programme(s) you have an offer for.
5. Enter the amount you wish to pay towards your deposit, please note that the full amount of £2000 is required in order to secure your offer of a place.
6. You should enter the amount you wish to pay in the 'Payment Amount' column on the same line as the programme you hold an offer for. Please note that if you hold an offer to more than one postgraduate taught programme then you should only make a deposit payment to **one programme**.
7. Click 'Next' and then 'Continue to make my payment' and complete your credit/debit card details.

The deadline for payment of this deposit is 15 December 2015. Please note that it will not be possible to extend this deadline and if you do not make your payment by this date we cannot guarantee your admission to the programme and your offer may be withdrawn.

As long as you pay your deposit by the deadline date then, once your deposit payment has been received, you will have secured an offer of a place on the programme.

Please see the terms and conditions relating to deposit payments and refunds at <http://www.gla.ac.uk/postgraduate/feesandfunding/deposits/>. Please note that by paying the deposit, you are agreeing to these terms and conditions.

If you pay the deposit after the deadline then you may still be able to secure your offer of a place, this will be dependent on the number of places we have remaining when we receive your deposit. If we are not able to accept your late deposit payment and we withdraw your offer then you will be entitled to a refund - note that in this instance any refund will incur the standard handling fee (see <http://www.gla.ac.uk/postgraduate/feesandfunding/deposits/> for the terms and conditions).

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What to do once you have paid your deposit

- Once the payment has been authorised you can click on the 'View Payment' link and view and print a receipt for the payment under the 'Posted Cashier Payment' section.
- The Admissions Team will send you a notification email to confirm that you have secured your offer of a place on the programme, provided you pay by the deadline date. This notification email is normally sent within three working days of the deposit being received.

Please note: if you are applying to, or have been awarded, a scholarship from your home country that covers all tuition fees and you are therefore unable to make the deposit payment, you should upload a copy of your scholarship application or award letter to your application by the deadline date. If you are applying to a scholarship that is not open for applications yet and are therefore unable to upload a copy of your application or award letter then you should contact pgadmissions@glasgow.ac.uk. If you do not upload this evidence, or contact us, by the deadline we cannot guarantee your admission to the programme and your offer may be withdrawn. To upload this evidence you should log into Applicant Self-Service and click on the 'Upload Documents' link.

IMPORTANT INFORMATION

The sections below provide you with details of what you need to do next, and provide you with additional information which I hope will be of value to you in planning your studies at the University of Glasgow. I would also recommend that you read the 'Frequently Asked Questions' section of our website at: <http://www.gla.ac.uk/postgraduate/frequentlyaskedquestions/>.

Appendix 1 to this letter provides additional information about [Applicant Self-Service](#), which you will be required to use in order to accept or reject this offer, as well as uploading additional documentation and tracking the progress of your application.

Appendix 2 to this letter provides details of the various methods that can be used to make fee payments to the University.

- a. **Accept or Decline the Offer** - You must reply to this offer through Applicant Self-Service (and

pay the required deposit) by the deposit deadline shown above

- b. **Meeting the Conditions of your Offer** - Once you have met the conditions of your offer, you must upload the required documentary evidence using Applicant Self Service (see Appendix 1). Upon receipt of satisfactory evidence the Admissions team will issue you with an **unconditional** offer. In the event that you do not fully meet the conditions, you are encouraged to submit your documents as we may be able to offer deferral or suggest an alternative programme. **Please note that uploaded academic documents should be scanned copies of the original document and should normally be in colour.**
- c. **Visa Application** - If you are an international student (outside the European Union) you will be required to apply for a Tier 4 student visa. You will require a Certificate of Acceptance of Studies (CAS) from the University in order that you can make your visa application. We will issue CAS to all international students who have received and accepted an unconditional offer, normally from three months prior to the start of the programme.
- d. **Accommodation** - When you have accepted your offer you may apply for University Accommodation using the relevant procedure at www.glasgow.ac.uk/services/residentialservices/. It is important that you book your accommodation as early as possible for your 1st and 2nd choice to be considered, and to avoid disappointment. Your accommodation can only be firmly confirmed once you have accepted an unconditional offer of a place.
- e. **Information for International Students** - Please consult our website – and specifically the International Student Handbook – at: www.glasgow.ac.uk/international/support . The information has been compiled to help you through most of the formalities and procedures both before and after your arrival. If you still have any unanswered questions, please feel free to contact the International Student Advisers for further information by email at: internationalstudentsupport@admin.gla.ac.uk
- f. **Scholarships and Funding** - Should you require any information on Scholarships or funding, our web pages contain full information on Postgraduate and Graduate School opportunities at: www.glasgow.ac.uk/studying/scholarships/
- g. **Disability Services** - The University of Glasgow is committed to disability equality and ensuring all students have a positive experience of the learning, teaching and research environment. Find out more at <http://www.gla.ac.uk/disability/>
- h. **Annual Cost of Living** - Details on the estimated costs of studying at the University of Glasgow can be found on our website: www.gla.ac.uk/international/support/costofliving/
- i. **English as a foreign language classes** - If your offer is conditional and includes an English language condition then you may want to consider one of the pre-sessional English courses at the University of Glasgow - please see <http://www.gla.ac.uk/schools/mlc/languagecentre/efl/> for information.
- j. **Student Life** - You may be interested in learning more about student life and the University of Glasgow at: <http://www.gla.ac.uk/studentlife>
- k. More information about your programme is available at: www.glasgow.ac.uk/postgraduate/taught

You should note that this programme will run subject to senate approval and minimum numbers being achieved. If the University is unable to run this programme then you will be offered a close alternative where possible.

APPENDIX 1: TRACKING AND UPDATING YOUR APPLICATION USING 'APPLICANT SELF-SERVICE'

Now that you have submitted your application you must use Applicant Self Service to manage your application. In [Applicant Self Service](#) you will be able to:

- check the status of your application
- upload any additional documents
- update your personal details
- accept your offer

You will NOT be able to update or amend your application on the Online Application Form which you used to submit your application. From now on, you can only use the **Online Application Form** to:

- reset your Applicant Self Service password
- submit additional applications

To access the **Applicant Self Service**:

Your user ID is **2242491Z**.

This is your Student ID number (shown above) plus the first letter of your last name

The letter of your last name must be in UPPER case: for example, 1234567A not 1234567a

You must use the same password you used when you submitted your application on the Online Application Form (*unless you submitted your application prior to 1st October 2013, in which case you should use your date of birth in reverse in the format YYYYMMDD*)

Before trying to access Applicant Self Service you should refresh your browser by clearing your browsing history and cookies

[Click this link here for Applicant Self Service](#)

If you have forgotten your password or if it does not work, you can reset it as follows:

Go to the **Online Application Form** login page:

[Click this link here to access the Online Application Form](#)

Click on the 'Forgotten your password?' link page

You must enter the e-mail address you used when creating your application

A new password will be e-mailed to you.

If you have any technical problems with Applicant Self Service, please see the troubleshooting guide at <http://www.gla.ac.uk/applications/applicationtroubleshootingfaqs/> and if you still experience problems you can contact:

www.glasgow.ac.uk/admissions/help.

APPENDIX 2: FEE PAYMENTS

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Online Payment:

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You may make payments through Applicant Self-Service using a Credit Card or a Debit Card. The following credit cards and debit cards are accepted: Access, Visa Debit, Visa Credit, Mastercard, Maestro or Solo. The University does not accept American Express or Diners Club.

If you are unable to make your payment online, you can also choose from the following options:

Cheque or Bank Draft:

Please make your cheque or bankdraft payable to '*University of Glasgow*'.

Cheques must be in Sterling and drawn on a UK or overseas bank account.

Please write the student's full name and University of Glasgow student number (this is your GUID) on the back of the cheque/bank draft. In addition on the back of any cheques or bankers drafts, please write clearly what it is you are paying i.e. tuition or accommodation fees. If you do not tell us what it is you are paying, we will allocate your payment at our discretion, clearing the oldest balances first.

Download the [Cheque/bank draft payment form](#) and complete the relevant part before sending it by post together with your cheque or bank draft to:

Accounts Receivable Department
Finance Office (Tay House)
University of Glasgow
Glasgow
G12 8QQ

Post dated cheques are not accepted.

A fee of £20 will be charged for handling cheques returned unpaid. This fee will be automatically added to the balance of any fees owed.

The University accepts no liability for payments which are lost in transit or in the post.

Bank Transfer

Payment of tuition fees can be made by transferring funds directly into the University bank account. Please be aware that choosing this method of payment can mean that it will take several weeks before your payment is received and allocated to your account.

Your bank will normally charge you a fee for this service which will be deducted from the amount of money you transfer. This will result in an outstanding fee balance for you to pay before you can complete registration.

Bank Name: HSBC plc, 2 Buchanan Street, Glasgow, G1 3LB Sort Code: 402247 Account
Number: 81656929
IBAN: GB35MIDL40224781656929
Swift Code: MIDLGB22

Bank Account Name: University of Glasgow Tuition Fee Income

If your payment is being sent from outwith the United Kingdom but within the European Union you should quote the following IBAN number:

GB35MIDL40224781656929

You may also be asked for the SWIFT code which is MIDLGB22

When transferring funds you must ensure that your bank quotes the name of the student and their University of Glasgow student number (also known as GUID) on the transaction. If you do not do this there may be a delay in correctly identifying your payment which could delay registration.

If you intend to pay by this method please download the [Notification of Bank Transfer](#) form.

As soon as possible after you have completed the transaction at your bank to transfer your payment to the University bank account, please complete the form and fax it to the number on the form or e-mail it to MyCampus-fees@glasgow.ac.uk. The information on the form will assist us in identifying your payment. Please keep a copy of your transfer documentation as we may ask you to show us this to help us trace your payment.

If you are an international student applying for a Tier 4 student visa please wait until after the University has issued you with your certificate of acceptance of studies (CAS) before you make your payment. Once your payment has been received we will update the UK Visa and Immigration Sponsor Management System with details of the payment
