## ADMISSIONS PROCESS CLOCK **APPLICATION RECEIVED** 3 Consider: • Allocation / Course open? Check CTE Admissions pages • Personal statement **ALLOCATIONS / PUBLISH** INTERNATIONAL APPLICANT for reminder of offer / rejection process: • Do qualifications meet **COURSES (DFE TOOL)** https://warwick.ac.uk/fac/soc/cte/studentsentry requirements? International qualifications partners/pintra/schooldirect/ • References – academic? Remember deadline for allocations Warwick will flag any • Relevant degree (SKE Set courses to running in Web-link International Applicants. needed)? (UCAS) first Alliance must also check • Experience • Update course details in new DfE application and manage Degree completion searching Tool: 4 applicant expectation. 10 **INTERNATIONAL CHECKS** https://find-postgraduate-teacher-TAKE LONGER. training.education.gov.uk/ Resources: Visa Eligibility. SKE Matrix **CLOSE COURSES** Reference guide, Resources: **REJECT BEFORE INTERVIEW** NARIC Statement from • Suspend don't close courses Give correct reason/s applicant Do not delay (listed on form) • Clear applications before close **Resources:** Online Qualtrics rejection form: https://warwick.co1.qualtrics.com/jfe/ form/SV 6FEonO1lrcoG2A5 **AFTER OFFFER / CONDITIONS CHASING INVITE TO INTERVIEW** • **RBD's** – be aware of when app times out • Warwick conditions chase • Give applicant a choice of dates • Alliance should also chase • Explain what they will need to bring • Highlight DBS / Skills Test / Police check Explain what they will have to do next **INTERVIEW** • Bursary / Finance questions **PREPARE PACK** • Final DBS doc = vetting check form Application • Potential to defer if issues after offer Complete IS **OFFER REJECTIONS** Interview Summary Check Degree DBS check list • Is SKE needed? **KEEP WARM** CTT Qualtrics Form • Skills Test COU Course Full? Reasons why • DBS check list Qualtrics Form • Keep record Signed CTT & COU Certificates • ID & Name change Docs (ATTEST) International Certs Needs Identified **BE CAREFUL ABOUT USING LACK** ID Docs, DBS (SDT) OF EXPERIENCE AS REJECTION **INTERNATIONAL** Upload (Use Not Given sufficient thought Quals Verified? to the demands of teaching)? VISA? - Check Certs & ID are originals Equivalence Test? - Stamp & sign & date photocopies UK experience? • Lived abroad? **NO OFFER IF QUALS NOT CONFIRMED** 8 UOW - Offer 24-48 Hrs later