



## **Mandatory OTHM Student Registration**

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### **Pre-UK Entry Clearance**

In April 2007, there was a re-structuring of immigration control for the UK; with the formation of The Border and Immigration Agency (BIA) the new executive agency of the Home Office UK.

The Agency assumes the responsibilities of the Immigration and Nationality Directorate (IND) for managing immigration control in the UK.

Both the British High Commissions overseas and the new BIA, require stricter quality control of students applying for entry clearance to study in the UK. This therefore means you are now required to 'Pre-register' as an OTHM student prior to attending your visa interview or commencing your journey to the UK (for Port of Entry Clearance).

### **OTHM Pre-Registration**

1. ALL students applying to study OTHM programmes in the UK are now required to complete the OTHM Pre-UK Entry Student Registration form (available on the OTHM website [www.othm.org.uk](http://www.othm.org.uk)).

(Go to Contact OTHM or see Home page- Mandatory Student Registration (Pre-UK Entry))

2. A Non-refundable fee of £35.00 (Thirty five sterling pounds) cheques or drafts payable to OTHM Ltd is applicable with your application form.
3. We will require proper completion of the application form including:
  - 3.1 A passport photograph
  - 3.2 Your passport number
  - 3.3 Date of Birth
  - 3.4 Nationality
  - 3.5 Home address [non UK]

***The form & registration fee will need to be forwarded via your OTHM study centre.***

### **Processing**

1. OTHM will endeavour to offer a 48 hr service from receipt of your application form & payment.
2. You will receive:
  - 2.1. An OTHM letter confirming your 'Provisional Student' registration
  - 2.2. OTHM Promotional literature
  - 2.3. Information sheet - Understanding Professional Qualifications
  - 2.4. Information sheet - 10 Reasons to study OTHM in the UK.

***Special Note: The OTHM letter and Information sheet 'Understanding Professional Qualifications' should be used in conjunction with your college Acceptance Letters.***

**Pre-UK Entry  
OTHM Provisional Student Member Application**

**Photo**

This form should be completed by students planning to enter the UK to study OTHM Programmes. The form and payment of £ 35.00 (Thirty five sterling pounds) should be submitted via your chosen OTHM UK study centre.

**Section 1: Personal Details.**

<p>1.1 Title (eg Mr Mrs Miss Ms) _____</p> <p>1.2 Given name: _____</p> <p>1.3 Family Name: _____</p> <p>1.4 Home Address: _____          _____          _____</p> <p>1.5 Telephone: _____</p> <p>1.6 Email: _____</p>	<p>1.7 Passport No: _____</p> <p>1.8 Date of Birth (DD/MM/YYYY) _____</p> <p>1.9 Place of Birth: _____</p> <p>1.10 Nationality: _____</p> <p>1.11 Where did you first hear about OTHM:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Internet</td> <td><input type="checkbox"/> British Council</td> </tr> <tr> <td><input type="checkbox"/> Advertising</td> <td><input type="checkbox"/> Overseas Agents</td> </tr> <tr> <td><input type="checkbox"/> Exhibition</td> <td><input type="checkbox"/> Other - (Please state)</td> </tr> <tr> <td><input type="checkbox"/> OTHM Centre</td> <td>_____</td> </tr> </table>	<input type="checkbox"/> Internet	<input type="checkbox"/> British Council	<input type="checkbox"/> Advertising	<input type="checkbox"/> Overseas Agents	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Other - (Please state)	<input type="checkbox"/> OTHM Centre	_____
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**Section 2: OTHM Study Centre**

2.1 Name of Proposed UK OTHM Study Centre \_\_\_\_\_

2.2 OTHM Student/Membership No:  
(if already studying OTHM Programme) \_\_\_\_\_

2.3 Address of OTHM Study Centre in UK \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.4 Telephone no: \_\_\_\_\_ 2.5 Email address: \_\_\_\_\_

2.6 Study Centre WEB address: \_\_\_\_\_

2.7 Name of Key contact at the Centre: \_\_\_\_\_  
(In Block Capitals Please)

2.8 Proposed entry level of OTHM Programme in UK (Please Tick)

Intro. Certificate     Professional Certificate     Professional Diploma     Professional Higher Diploma

2.9 Proposed Start Date: \_\_\_\_\_

### Section 3: Qualifications Held

Date (s)	Qualifications including stage or grade	Subject	Awarding body

### Section 4: Fees (all applicants)

The Pre-UK Entry application is a provisional registration with OTHM. The Fee applicable is £35.00 (Thirty Five sterling pounds). On arrival in UK, you will be required to complete a full registration with OTHM. See fees below. In subsequent years of study you need to renew your membership.

Registration - First year of study	Fee
Introductory Certificate	£ 100 <input type="checkbox"/>
Professional Certificate	£ 60 <input type="checkbox"/>
Professional Diploma	£ 90 <input type="checkbox"/>
Professional Higher Diploma	£ 120 <input type="checkbox"/>
Renewal	
Student Membership	£ 30 <input type="checkbox"/>
Associate Membership (see upgrade of student membership notes)	£ 35 <input type="checkbox"/>
Full Membership (see upgrade of student membership notes)	£ 40 <input type="checkbox"/>

### Section 5: Signature

The pre-UK Entry Application fee is not **Refundable or Transferable**. I agree that I shall abide by the OTHM Member Code of Practice. I confirm that the information supplied on this form is accurate and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please submit your completed application form plus OTHM fee to your OTHM study centre.

### Section 6: To be completed by agent or OTHM study centre.

6.1 Name of OTHM study centre \_\_\_\_\_

6.2 Contact person of study centre \_\_\_\_\_

6.3 Signature \_\_\_\_\_ Date \_\_\_\_\_

6.4 STAMP of OTHM study centre/agent