

Enrolment in the Certificate Programme for International Education Professionals

Certificate enrolment form

I wish to enrol in the programme leading to the Certificate for International Education Professionals and will complete the required courses and all assignments within three years from the date below (or, if later, the date on which I am enrolled onto the programme). I have read the information on pages 28–29 of this brochure.

Name

Institution

UKCISA membership number

Job title

Full postal address

Email

Number of years' experience in international education

Signature

Date

Highest qualification on entry:

Who will pay the assessment and course fees for each Certificate course?

Course fees

Myself/My institution*

Assessment fees

Myself/My institution*

(* delete as applicable)

If your institution is paying, please attach a letter from your institution confirming that payment has been approved. Your institution will be invoiced at the time that you register for each course. Contact details of person to whom invoice should be sent:

Enrolment form (*continued*)

If you are paying for yourself for course fees and/or assessment fees, please note that payment should be made when registering for each course.

If you have attended any of the required Certificate courses in the three years prior to the date that you are completing this form and wish to receive attendance credit for them, please list their titles and dates below. Please note when planning your workload that you will have to complete the assessments for all courses for which you receive attendance credit within twelve weeks of receiving the assessment paper from UKCISA.

Course title(s)	Date attended
Basic immigration – students or Tier 4 Stop Press (2009 only)	
Framework for fees (HE or FE in England and Northern Ireland, or Scotland)	
Residence requirements (for fees)	
Funding, hardship and managing money	
Basic advisory skills	
An introduction to international recruitment and marketing	
An introduction to cultural awareness and sensitivity	

Please send this form to:

The Training Administrator
UKCISA
9-17 St Albans Place
London, N1 0NX
Fax: 020 7288 4360