



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

Admission Confirmation Deposit Form Undergraduate Programs

Instructions:

Please read this form carefully and complete all sections. Please print legibly and preferably in capital letters.

TO CONFIRM YOUR PLACE AT THE UNIVERSITY, PLEASE PAY THE FOLLOWING:

➤ **ADMISSION CONFIRMATION DEPOSIT: \$500 USD***

- A confirmation deposit is required of all new students to confirm your place and accept our offer.
- This \$500 deposit is deducted off of your tuition bill when you enroll at the University.

** Note: If you fail to enroll at Richmond, this deposit is non-refundable and non-transferrable, except in the case of a refusal of student visa. (Please contact the Admissions Office for procedures in this situation.)*

➤ **To submit payment for the above deposit:**

- Please complete and return page 2 of this form to admissions@richmond.ac.uk.

OBTAINING YOUR STUDENT VISA:

As previously communicated to you, please note that all new students who do not have UK/EU citizenship are required by the UK Government to obtain a Tier 4 Student Visa.

You should not begin the process of applying for this visa until the University has issued you a visa support letter, (CAS Letter), which confirms your admission to Richmond.

This letter can only be issued by the University once we have received all of the following listed below:

1. Your completed **Admission Confirmation Deposit form & payment for the required deposit, as outlined above**
2. Your completed **CAS Request Form**: <http://www.richmond.ac.uk/cas-request-form-tier-4-visa/>
3. Payment of 50% of tuition fees for the school year*
- please note that the due date for fee payment is July 1, for Fall students/December 1, for Spring students
4. A scanned image of the photo and signature pages of your valid passport, submitted by email to our Admissions Office at: admissions@richmond.ac.uk.
5. UKVI-approved documents providing **evidence of Financial Maintenance** to ensure that these meet UK Home Office standards. More information about this is on our website: <https://www.richmond.ac.uk/immigration/tier-4/#tab-id-4>.

If English is not your first language, the following is also required:

- Secure English Language Test (SELT) scores proving language ability at the UKVI-approved B2 level.

*Important note regarding students taking US Financial Aid (FAFSA):

- Loan disbursement dates in August are acceptable, provided that the loans are certified and approved by the University Financial Aid Office prior to the payment due date, and that the loans cover the amounts necessary to meet the above requirements.
- Any shortfall between Federal or Private loans that you have been approved for and the University fees must be made by the payment due date.

PAYMENT FOR ADMISSION CONFIRMATION DEPOSIT (\$500 USD)

___ Enclosed is a check for the amount of \$500 USD*

___ Please charge \$500 to the Credit Card below

Card Type: ___MasterCard ___Visa

Card Number: _____

Expiry Date: ___ / ___ / ___

Security Code: _____

(Please note this is 3 digit code on back of Visa, 3 digit code on front of MasterCard)

Cardholder's name as it appears on the card: _____

Cardholder signature _____ **Date** ___ / ___ / ___

CREDIT CARD BILLING ADDRESS:

Street Address: _____

City: _____ **State:** _____ **Zip code:** _____ **Country:** _____

Telephone: _____

FINANCIAL STATEMENT ADDRESS

Mr / Mrs / Ms **First Name:** _____ **Last Name:** _____

Street address: _____

City: _____ **State:** _____ **Zip code:** _____ **Country:** _____

Telephone: _____

Email: _____

REFUND POLICY:

I have read and understood the University's refund policy at www.richmond.ac.uk and I hereby agree to the refund policy by signing below:

Student's First Name: _____

Student's Last Name: _____

Signature of student: _____ **Date:** ___ / ___ / ___

Name & Signature of parent (if student is under 18):

_____ **Date:** ___ / ___ / ___

***Checks in U.S. Dollars only should be made payable to Richmond University and mailed to:**

Richmond, The American International University in London / Office of Admissions for North America / 343 Congress Street, Suite 3100 / Boston, Massachusetts 02210-1214 USA