This document's body copy text style is setup to ensure numbers are 'capitalised' like so: 1, 2, 3, 4, 5. It also captures ordinals and superscripts them: 1st, 2nd, 3rd.

Alumni, alumnus and similar words are automatically italicised.

This file contains suggested pagination designs setup as master files A-inner lower and A-inner higher. These are not mandatory. If you use them recolour them to match the signature colour of your design.

International Agent Handbook

This is City.
Welcome to City, University of London. We are delighted to welcome you as an official City agent representative. We look forward to developing a strong working relationship and enjoying a long and mutually beneficial partnership.

This Handbook is designed to provide you with an overview of City’s processes and key information to help you support students through the application process to our undergraduate and postgraduate courses.

Along with the face-to-face and email support that you will receive from our dedicated International Student Recruitment team, our aim is that you will be able to provide the best quality service to your students to ensure they are fully prepared to study with us.

We hope that you find this information useful.

Best wishes,

**International Student Recruitment team**

**City, University of London**
With a history of academic excellence for business and the professions dating back to 1894, we have a rich heritage and close connections to some of the capital’s leading financial, legal, media and medical institutions. Students who choose to study with us are perfectly positioned to make the most of placement, internship and work experience opportunities, and to develop professional connections while studying.

In addition to providing an exceptional learning experience, our careers consultants and academics work together to help students stand out in the employment marketplace. Our Careers Service offers online resources, CV reviews and tailored advice so our graduates leave us ready for the world of work.

City’s vision and mission is underpinned by our core values:

- To transform the lives of our students
- To create and disseminate new knowledge
- To provide an education specifically designed to support business and the professions
- To contribute to the global good of society.
Working in partnership with us

<table>
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<tr>
<th>What you can expect from us:</th>
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<tbody>
<tr>
<td>A partnership approach to working together to provide the best level of service to our students</td>
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<tr>
<td>A dedicated International Officer for your region/country who will respond to your queries in a timely manner</td>
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<tr>
<td>Regular email updates, information and materials about the University, including changes to courses and entry requirements</td>
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<tr>
<td>A visit to your office where possible from a university representative, to carry out training, counsel prospective students and to advise on the latest programmes and procedures</td>
</tr>
<tr>
<td>Access to the Agent Portal – City’s online information resource for City’s agents.</td>
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<table>
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<tr>
<th>What we expect from you:</th>
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<tbody>
<tr>
<td>To demonstrate a clear understanding of the University’s courses, facilities and services and ensure that any information used about City in promotional material is accurate and up to date</td>
</tr>
<tr>
<td>To provide impartial advice to students regarding suitability for courses and provide reliable guidance on entry requirements for study and the application process</td>
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<tr>
<td>To encourage appropriate applications</td>
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<tr>
<td>To keep up-to-date with the latest UKVI policies, adhere to the UKCISA code of practice and make clear to students their obligation under conditions of their student visa</td>
</tr>
<tr>
<td>To at all times act in the best interest of the student and City, University of London.</td>
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Why choose City, University of London?

There are many reasons why students choose to study with us. You can rest assured that when you are recommending City, you are offering an institution with a high quality education and unique student experience.

**Key facts**

- Founded in 1894 by Royal Charter, and now an institution of the University of London, one of the oldest and largest universities in the UK
- Located in the heart of central London (Zone 1), the world’s best city for university students (QS Best Student Cities 2018)
- 19,000 students, including one third from outside the UK (UK/EU/international split: 52%/16%/32%)
- Made up of five academic Schools which cover a range of subjects including business, law, health sciences, social sciences, computer science and engineering
- Work placement or internship opportunities on many courses
- Academics from over 50 countries who bring a global perspective to their teaching
- Pre-sessional English courses
- Foundation and Graduate Diploma pathways.

**A highly ranked institution**

- City is ranked 2nd in the UK for graduate salaries six months after graduation by The Student Room (using averaged course salary data published by the Higher Education Statistics Agency, January 2018)
- At City, 40 per cent of all academics are producing research that is world-leading or internationally excellent (2014 Research Excellence Framework)
- City received a silver award in the Teaching Excellence Framework 2017
- City is ranked 7th in the UK for relative graduate starting salaries (The Economist 2017)
- Cass Business School is ranked 4th in the UK in the Financial Times 2017 European Business School Rankings
- The Department of Psychology was one of only 13 UK universities to make it in to the top 100 of the 2018 Times Higher Education World Rankings (Psychology subject rankings)
- Ranked 1st in London for communication and media studies (Complete University Guide 2018)
- Ranked 1st in London and 2nd in the UK for health professions (Guardian League Table 2018)
- City has the largest student sport centre in central London, CitySport.
Our academic Schools

City has five academic schools which offer over 50 undergraduate and 150 postgraduate courses.

The School of Arts & Social Sciences

The School of Arts & Social Sciences has has a world-class reputation for dynamic, inspiring and rigorous education. Academic staff at the School are highly regarded in their fields and the research they undertake regularly informs academic debate and policy at regional, national and international levels. The School’s strengths in research and education lie in the following disciplines: cultural policy and management, economics, international politics, journalism (including creative writing and publishing), music, psychology and sociology.

Watch the video

The School of Health Sciences

City is a leader in the field of healthcare education and health policy due to its interdisciplinary approach and world-class research. A leading provider of undergraduate and postgraduate education in health and social care, students are taught by academic staff who are practitioners and who are engaged in interdisciplinary research across the fields of long-term care, health policy, management and research, optometry, public health, radiography and language and communication science.

Watch the video

Sir John Cass Business School

Sir John Cass Business School has been at the forefront of business education for 50 years. Located in the heart of one of the world’s leading financial centres, Cass is part of an elite group of business schools to have been awarded triple accreditation by the Association to Advance Collegiate Schools of Business (AACSB), the Association of MBAs (AMBA) and the European Quality Improvement System (EQUIS).

Watch the video

The City Law School

One of London’s major law schools, The City Law School offers an impressive range of academic and professional courses. Located in the very heart of legal London, it was the first law school in London to educate students and practitioners at all stages of legal education. Our academic staff are engaged in research in all major areas of law including criminal law and criminal justice, commercial law and contract law, European law, media law, maritime law and transport and professional practice.

Watch the video

The School of Mathematics, Computer Science & Engineering

A highly skilled and energetic community, the School of Mathematics, Computer Science & Engineering has offered courses to meet the needs of the professions for over 100 years. The School’s courses are designed to inspire students and equip them to meet the challenges of the future across the disciplines of civil engineering, electrical engineering, mechanical engineering and aeronautics, computer science, mathematics and library and information science.

Watch the video
International students form an integral part of academic and social life at City. In 2018, *Times Higher Education* ranked City among the top 200 most international universities in the world, based on the diversity of its student body and the extent to which our academics collaborate with international colleagues.

**City students by domicile**

- **52%** United Kingdom
- **48%** International

**City staff by domicile**

- **57%** United Kingdom
- **43%** International
City provides well-equipped University halls of residence and can recommend private accommodation close to the campus, based on individual student needs and budget requirements.

**Undergraduate**

City, University of London operates a Guarantee Scheme for first-year undergraduates. On meeting the conditions, this Scheme could guarantee you a place in one of City’s affiliated Halls if you firmly accept via UCAS an unconditional or conditional offer on a full-time course from City, University of London before the deadline.

- Accommodation is split across five areas, each within walking distance of the University campus.
- City provides a variety of accommodation options, including private or shared.
- Prices range from £156 – £280 per week.

Once a student has made City their **FIRM** choice, the student will be contacted by City’s Accommodation Team:

- E: accomm@city.ac.uk
- T: +44 (0)20 7040 7040

**Postgraduate**

Postgraduate students can also apply for accommodation within halls of residence. These self-catered facilities are offered to students on a first-come, first-served basis according to the date of the application. More details can be found at:

- www.city.ac.uk/accommodation/postgraduate

For more information on life as a student in London, please view our online campus tour video, or visit:

- www.city.ac.uk/international/living-in-london
Scholarships

City offers a range of scholarships to support students with tuition fees and cost of living. [www.city.ac.uk/study/fees-and-funding/scholarships-and-bursaries](http://www.city.ac.uk/study/fees-and-funding/scholarships-and-bursaries)

### Undergraduate

**Global Leaders Scholarship:** Available for the first year only, this scholarship awards £1,000 to students who have completed their home country’s equivalent to A-levels and meet other eligibility criteria.

**The Lord Mayor of London Scholarship:** Available for EU students for the first year of study, this scholarship awards £2,000 subject to confirmation of qualifications.

**President’s International Scholarship:** Rewarded for academic performance, this scholarship awards £2,000 to international students who have achieved exceptional grades at A-level or International Baccalaureate and meet other eligibility requirements.

Eligible undergraduate applicants will be contacted directly with an invitation to register for the scholarship seven days after receiving an offer.

### Postgraduate

City also has a wide range of School and programme-specific scholarship opportunities available for postgraduate students.

More information on these scholarships and their application procedures can be found on [individual course pages](http://www.city.ac.uk/courses) and the [School webpages](http://www.city.ac.uk/courses).
Academic requirements

To gain a place at City, applicants will need to meet the institution’s general and course-specific requirements.

Entry requirements for undergraduate postgraduate degrees can be found on our website at [www.city.ac.uk/courses](http://www.city.ac.uk/courses). Postgraduate courses generally require an equivalent UK second-class honours degree. For some postgraduate courses, professional qualifications and experience may also apply. Please check the relevant course page for further details.

Equivalent international qualifications for specific countries can be found on the website at [www.city.ac.uk/international/mycountry](http://www.city.ac.uk/international/mycountry). Alternatively, our International Officers are able to provide advice.
Agent referrals

Once a student has submitted their application, you must ensure that you complete the Web Form within six weeks of the application being sent to City.

Prompt completion of the web form helps to ensure that your hard work is recognised and speeds up the commission payment process. This form is also accessible from our dedicated Agent portal.

Please note that forms received outside of the six-week window will not be given priority and will be reviewed and accepted on a case by case basis.

You will be required to input an Agent Code when completing the form. If you have questions about your agent code please contact us.

international@city.ac.uk

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City agent application referral confirmation webform

PLEASE NOTE: This form is intended for agents directly contracted to City, University of London only.

In order to be eligible for application referral commission, this form must be completed within 1 month of the application being made. Please note that completion of this form does not guarantee that commission will be paid; commission claims must still be made in line with our contracted procedures.

If you have any queries regarding this form or the commission process, please email international@city.ac.uk.

Does your agency have a contract with City, University of London? *

Please select... ▼

Submit
Contact

International Student Recruitment team

📞 +44 (0)20 7040 8019
✉️ international@city.ac.uk

For the contact in your region, please view our Meet the Team page.