



## Admissions Process (EU Students):

**Our Admissions Process at LSST has 6 steps which are detailed below.**

**Step 1: Literacy and Numeracy Exam** – Our Initial Assessment is given to all applicants who express an interest in any of our courses if they do not meet the entry requirements and qualify as a mature student. Applicants must score 50% in order to pass the exam.

If you hold a Level 3 qualification, you will be exempt from sitting the Literacy and Numeracy Exam. You will therefore skip step 1.

### **Step 2: English Language Test (Up to 45 minutes)**

The English Language Test is used for our admissions department to recruit, retain and support students whilst maintaining academic standards. Our English Language examination is provided by our Admissions Department to ensure all students have a sufficient level of understanding of English. Any applicant whose native language is not English is required to do the test. If you do not meet the pass requirements for the test, your assessment day will be cancelled and your application will be unsuccessful. You will not have to complete this stage if you have studied GCSE in the UK in which qualifications **must be provided**.

### **Step 3: Providing Documentation**

- 1. A Valid ID** (Please check the list provided for acceptable ID's)  
Non EU/British applicants require residence permit/Indefinite leave to remain
- 2. Updated CV** – This is required for interview purposes
- 3. Any previous qualifications you have** (Certificate and Transcript)
- 4. Proof of address** (Please check the list provided for acceptable documents)

**Step 4: Online Application** – An online application to the College will be completed online directly through our website ([online.lsst.ac](http://online.lsst.ac))

#### **Disability Declaration:**

If you suffer with a disability and have declared it on your online application, you will therefore be required to meet with our Student Support Officer to see how LSST can accommodate and help you with your disability and also if you require any additional help from Student Finance England.

#### **Criminal Record Declaration:**

If an applicant declares a criminal record, you are therefore required to have an interview with the Admissions/Marketing Director.

#### **Finance:**

If an applicant declares they have received funding in the past with a different college/university, the applicant will then be referred to the finance office for further discussion on eligibility for student finance.

### **Step 5: SAPE Assessment – Screening for Accreditation of Prior Experience**

Any applicants who do not hold a level 3 qualification or equivalent are required to sit a SAPE assessment. A SAPE is a set of questions related to your chosen course which you must answer. You may use the internet to answer the questions, but detailed references must be given. This assessment is completed under exam conditions. A SAPE assessment helps the College assess your computer skills and knowledge in your chosen course.

If you hold a level 3 qualification in the relevant subject, you will be exempt from completing the SAPE, and will therefore move to step 5.

### **Step 6: Academic Tutor Interview**

Applicants are all required to attend an academic interview with one of our lecturers. In the interview the lecturer will ask you simple questions about yourself, what skills you can bring to LSST etc.

### **Step 7: Application Result**

All results regarding your application will be published on your online application.

If you are successful, you will need to accept the offer. Instructions are available online once you receive the offer. You will then move onto Step 7 of the admissions process.

If you are unsuccessful, you will receive a message and also a follow up email. We will keep your details on file and we will contact you when we start recruitment for the next available intake. Please be reminded you will have to start the admissions process from stage 1.

### **Step 8: Accepting your offer**

Only when your application is successful you will receive an offer from LSST. In order to accept your place on your chosen course you must type in your student finance customer reference number. You must submit an application to Student Finance England before you accept your place.

Also, when accepting your offer you will also pick if you want daytime or evening classes.

In order for you to submit your offer successfully you must take part in the admissions survey. Once the survey has been completed your acceptance of the offer will successfully be submitted to LSST Admissions Department.

#### **In Addition:**

#### **Student Finance Application**

Our Admissions Team can help with your student finance application, and can advise what documentation you will need to send to student finance. Please be reminded Admissions cannot provide information to what benefits you may lose or be entitled to etc.