



**RICHMOND**  
THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
IN LONDON

## **Admission Confirmation Deposit Form** **Undergraduate Programs**

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

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

- **ADMISSION CONFIRMATION DEPOSIT: \$1,000\***
  - A confirmation deposit is required of all new students.
  - When you enroll, this \$1,000 deposit is deducted off of your tuition bill.

\*Note: If you fail to enroll, this deposit is non-refundable and non-transferrable (except in the case of a refusal of student visa – see catalog or call Admissions Office for procedures in this situation)

### **STUDENT VISA:**

**Please note that all new students who are non UK/EU citizens are also required to obtain a Tier 4 Student Visa. Part of the application for this visa is to obtain a visa support letter (CAS Letter) confirming your acceptance at Richmond. This letter can only be issued once we have received the following:**

1. Your completed Admission Confirmation Deposit form and payment for your Admission Confirmation Deposit.
2. A scanned PDF or JPEG image of the photo and signature pages of your valid passport submitted by email to [admissions@richmond.ac.uk](mailto:admissions@richmond.ac.uk)
3. Payment of 50 percent of fees for the school year\* - please note that the due date for fee payment is July 1, for Fall /December 1, for Spring.
4. Your completed CAS Letter Request Form (*this will be sent to you after you submit payment for your Admission Confirmation Deposit*)
5. If applicable – UKVI-approved documents proving financial maintenance as well as Secure English Language Test (SELT) scores proving language ability at the UKVI-approved B2 level. UKVI-approved TB test results may also be applicable.

### **\*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 by payment due date. Any shortfall between Federal or private loans being offered and the University fees must be made by the payment due date.*

**PAYMENT FOR ADMISSION CONFIRMATION DEPOSIT (\$1,000)**

Enclosed is a check for the amount is \$1,000.

Please charge \$1,000 to the Credit Card below.

Card Type:  MasterCard  Visa  American Express  Discover Card

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name as it appears on the card:

\_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder Credit Card Billing Address:

\_\_\_\_\_  
(Street Address) (City) (State) (Zip Code) (Country)

**PLEASE SIGN THIS FORM:**

I have read and understood the University's refund policy at [www.richmond.ac.uk](http://www.richmond.ac.uk) and agree to the refund policy.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name and signature of parent (if student is under 18):

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**FINANCIAL STATEMENT ADDRESS**

Mr/Mrs/Ms First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Country \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

**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