



**Northumbria  
University**  
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*Records & Information Manager*  
**Duncan James**

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7<sup>th</sup> April 2021

OUR REFERENCE: FOI/RFI-3069/Stewart

Dear Mr Stewart,

Your request for information has now been considered. The response to your request is:

We use external documents in conjunction with internal processes/guidance.

**External**

- UKVI Immigration Rules/Sponsor Guidance
- ATAS Rules
- NARIC qualification database

**Internal**

- Internal English Language Policy
- Internal Academic Criteria
- Internal Northumbria Admissions and Compliance Guidelines
- Under 18 Policy
- Student Visa Responsibilities Document

Please note that there is no definite document that dictates why a particular applicant is made an offer or not, it is a combination of a variety of documents and factors that are considered when an application is assessed and is based on what is provided in that application.

If you are unhappy with our response or the way your request has been handled, you have the right to ask for an internal review. To request a review, please contact the Records and Information Manager, in writing at the above address or via email. The review would be undertaken by Jay Wilson, the University's Head of Legal.

Should you remain dissatisfied following an internal review, you may then appeal to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow

Cheshire  
SK9 5AF

Yours sincerely

**Duncan James**  
**Records & Information Manager**