Dear PGCE student

We are looking forward to welcoming you to the University of Bristol PGCE programme in September. We will be sending further important communications to you between now and the start of the programme – including details of both online and in-person registration - so please do keep an eye on your emails. For now, please see the information at: <https://bristol.ac.uk/education/study/initial-teacher-education/new-pgce-students-2024-entry/> and read this email carefully.

**CONDITIONAL OFFERS**

If your offer is conditional, please let us know as soon as you have met the conditions. We will need **official proof** of this (for example, certificates) before we can update your offer. **You will not be able to register onto the programme until your offer has been made unconditional and you have accepted it.**  Please aim to meet all conditions by the start of August 2024 and contact us if this will not be possible.

International students who need a visa will need to hold an unconditional offer which has been accepted before we can issue a CAS.

We will need to see **hard-copy certificates at Registration** so please do ensure you will have these by September.

**DBS & CERTIFICATES OF GOOD CONDUCT**

You need to send us a scan of your DBS certificate as soon as you receive it and we will also require sight of the original at Registration in September. We recommend that you track your certificate’s progress regularly once you have applied for this via Verifile. <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

If your certificate has not reached you as expected, you will need to apply for a reprint; if this is outside the reprint window, please contact us.

**You will not be able to register in person without your DBS certificate.**

If you have spent more than 12 months overseas in the last 10 years, you will need to obtain a Certificate of Good Conduct. <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> We will need to see a scan of this once you have it and you will need to bring the original to Registration in September.

**HEALTH QUESTIONNAIRE**

The Health Questionnaire would have been sent to you by email shortly after your offer was made. If you have not received this, please let us know.

**You will not be able to register in person without having been declared ‘Fit For Course’.**

**INTERNATIONAL STUDENTS**

International students who will require a CAS in order to apply for a visa will need to pay a programme deposit before the CAS issuing process can begin. To give international students enough time to complete all the formalities required, there will be a deadline of 1st July to pay the deposit.

**FINANCES**

We would like to make you aware that although the official start date of the course and face-to-face registration are on 2nd September 2024, the University of Bristol will not be able to confirm your full registration on the programme unless your UCard has been swiped on the reader at the front of 35 Berkeley Square.

Once registration has been confirmed, it can take up to five working days for SFE to update your record and start disbursing any loans. You are advised, therefore, to ensure that you have sufficient funds to support yourself if there are any delays in the registration processes.

**All students must be in Bristol and ready to begin the PGCE on Monday 2nd September 2024; it is not possible to join the course later than this.**

Please do let us know if you have any questions by emailing us at pgce-admissions@bristol.ac.uk

Best wishes

The PGCE Team