

INSTITUTIONAL COOPERATION BRIEF

Overseas Tutorial Centre Ltd

University Representative & Application Support Capability Statement

Prepared for: UK university admissions teams, international offices and partner managers

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OTC supports Chinese and international students with UK university application preparation, advanced-entry evidence, bilingual document organisation, admissions communication and education-route coordination. OTC is seeking appropriate formal representative arrangements with UK universities where institutional policies, training, data rules and admissions processes can be followed properly.

1. Institutional Profile

- UK-based education consulting, tutoring, publishing and digital learning organisation.
- Public website with dedicated UK university application, service-standard and institutional cooperation pages.
- Student audience includes Chinese university international programme students, international-school learners, pathway learners, undergraduate applicants and postgraduate applicants.
- Operational focus: careful document handling, realistic eligibility screening, admissions-facing communication and clear service boundaries.

2. Application Support Scope

Route	OTC support	Important boundary
Undergraduate / UCAS	Course screening, document checklist, personal statement planning notes, references and deadline map.	UCAS or university rules remain controlling.
Direct applications	Admissions enquiry drafting, application route planning, file naming and offer-condition follow-up.	Final admission decision remains with the university.

Route	OTC support	Important boundary
Year 2 / advanced entry	Transcript review, module summaries, course descriptions, grading context and academic mapping notes.	Advanced standing and credit are discretionary.
Postgraduate taught	Course portfolio, CV/PS planning, evidence organisation, English-readiness and timing review.	No guarantee of offer, scholarship or visa outcome.

3. China Programme and Advanced-Entry Capability

OTC handles repeated enquiries from students studying in China-based international undergraduate programmes, including cases where the student has completed Year 1 or Year 2 modules and needs a UK receiving institution to advise whether Year 2, top-up, advanced standing or an alternative entry route can be considered.

- Student profile and target-course summary.
- Transcript, grading scale, English evidence and high-school record where requested.
- Course descriptions, module summaries, credit/contact-hour notes and timetable evidence where available.
- Module mapping against the intended UK course, with gaps flagged rather than hidden.
- Admissions enquiry wording that makes clear the university decides final entry level and suitability.

4. Document Control and Compliance Standards

Standard	OTC position
Student consent	OTC works from student instructions and records who may receive updates.
Document authenticity	OTC does not create, alter or endorse false transcripts, certificates, references, scores or employment evidence.
Data protection	Application files are used for the agreed purpose and shared only with relevant staff, advisers or institutions.
Academic integrity	OTC may help students plan and express their own application materials, but does not complete assessed work or impersonate students.
Admissions boundaries	OTC does not guarantee admission, scholarships, credit transfer, advanced standing, visa outcomes or appeal success.
Regulated advice	Immigration, legal, tax or regulated professional advice is referred to appropriately qualified professionals where required.

5. Partner Readiness

- OTC can follow university agent training, portal requirements, branding rules and reporting expectations where a formal arrangement is agreed.
- OTC can maintain enquiry logs, missing-document lists, deadline records and offer-condition tracking for institutional review.
- OTC can separate public application information from private commercial or representative terms.

- Unless a written agreement says otherwise, references to universities on OTC public pages are contextual information only and do not imply endorsement or official partnership.

6. Cooperation Request

OTC would welcome guidance on the university's official representative or agent onboarding process, including training requirements, application portal workflow, data-protection expectations, territory or student-category rules, and whether advanced-entry pre-checks may be handled through a defined channel.

- 1 Confirm the university's agent or representative application process.
- 2 Confirm whether OTC may submit or coordinate enquiries for China programme students needing advanced-entry review.
- 3 Confirm required training, compliance checks, student-consent rules and admissions communication route.
- 4 Agree how applications, document checks, offer conditions and follow-up communications should be recorded.

Key Web Pages

- UK University Applications: <https://overseasuk.com/university-applications/>
- Application Service Standards: <https://overseasuk.com/application-service-standards/>
- Advanced Entry & China Programme Support:
<https://overseasuk.com/advanced-entry-china-programmes/>
- University Agent & Institutional Cooperation: <https://overseasuk.com/university-partnerships/>