



Applicant Information Pack

Closing date

9am Wednesday 22

Interview date

Job Description

Overall Job Purpose

The International Student Officer is the first point of contact for supporting the RCM's over 500 international students. The postholder provides advice on all stages of the visa application process, along with more general support with the admissions and enrolment process and pastoral support for students moving to a new country to study. The role is key to the RCM's compliance with the UK Home Office requirements for HE providers holding a sponsor license – essential for the recruitment of international students and the RCM's reputation as a world-leading conservatoire. The post holder is

To assist the Deputy Academic Registrar in communicating updates to students on immigration news and maintaining the relevant sections of the RCM website and virtual learning environment (Learn.RCM).

To work within sector best practice and adhere to the OISC regulatory framework and UKCISA Code of Ethics.

To be aware of potential conflicts of interest and refer students appropriately.

Immigration Compliance

To be responsible for drafting and assigning CAS using the UKVI SMS

To be responsible for managing the RCM's attendance monitoring scheme for its Student and Tier 4 Visa holders (approximately 350 students)

To be responsible for monitoring student document expiry dates (visas, passports) and ensuring up to date documents are received.

To track and monitor student visa applications and decisions.

To be responsible for reporting student completions on the UKVI Sponsor Management System (SMS) to confirm eligibility for the Graduate visa route.

AF = Application Form INT = Interview ST = Selection Test

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

The duties and responsibilities assigned to the post may be amended by the Deputy Academic Registrar within the scope and level of the post.

Terms & Conditions

Employee Assistance Programme	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
Professional Development	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College	Founded in 1882, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked the Global No.1 institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for the three successive years, while Music is a new subject introduced to the rankings this year.
Staff	The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over 100 administrative staff.
Location	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.
Department / Faculty	Led by the Academic Registrar, the Registry deals with all aspects of admissions and student administration for the RCM's tertiary programmes: from enquiries, application, audition and enrolment to assessment, progression and graduation. As well as all aspects of programme administration, the Registry manages the College's online practice room booking system, and provides support to students seeking advice on a wide range of subjects, including international student support.

How to Apply

To apply, please complete our 1) Application form and 2) Equal Opportunities form, available to download from the [RCM website](#), and submit in