



International and EU Getting Started 2018.

**University of
Northampton**

**Your guide to enrolling
and starting your studies
with us.**

UoN

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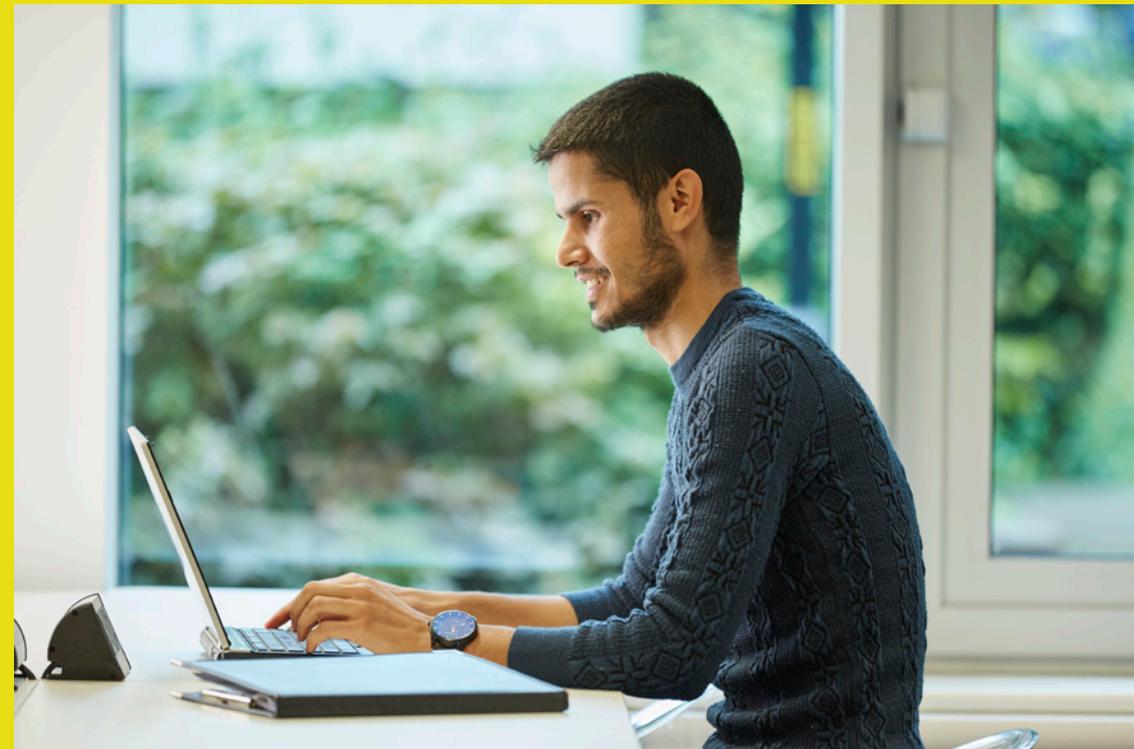
International Student Support Services Welcome.

Congratulations on gaining a place to study at the University of Northampton. We have been welcoming international and EU students for many years and are delighted that you have chosen to study with us.

Northampton is a great place to live and study. We want to help you settle into your new home as soon as possible.

Studying abroad is an exciting but challenging time so this guide has been designed with the needs of international and EU students in mind. We hope it will answer any questions you may have before you arrive and help prepare you for your studies in the UK. If you have any further questions please do contact us. Details of useful contacts can be found on page 19.

We wish you a safe journey and we look forward to welcoming you very soon.



Immigration and visas.

Students from the European Economic Area (EEA) and Switzerland.

You do not need to obtain entry clearance before travelling to the UK and will be admitted by providing either a valid passport or national identity card.

If you are wondering if you are permitted to bring family members with you to the UK please visit **UKCISA** website.

Croatian Nationals.

If you are a national of Croatia we recommend you apply for a yellow registration certificate, visit **gov.uk** to apply for a yellow registration certificate if you want to work whilst you're studying in the UK.

Please note you can apply for the certificate after you arrive in the UK.

Tier 4 (General) student visa.

All students who are non-EEA nationals and who will study in the UK for longer than six months will need to apply for a **Tier 4 (General) student visa**. You will also need to provide documentation to support your application, specifically a Confirmation of Acceptance for Studies (CAS). This **document** gives you permission to study in the UK with your university sponsor for the duration of your course.

Check the details of your entry vignette and decision letter carefully. Ensure you enter the UK within the validity of your entry vignette.

For more detailed information on applying for or renewing your visa please visit our **Immigration and Visas** webpage.

Credibility interviews.

Credibility interviews were introduced by UK Visas and Immigration (UKVI) to ensure that only genuine students were applying to come and study in the UK.

Credibility interviews are now part of the Tier 4 visa application process and if invited to attend you will be asked a number of questions by either an Entry Clearance Officer (overseas) or Caseworker (UK).

If you are applying for a Tier 4 (General) student visa from overseas you will more than likely need to attend a credibility interview. If you are applying for a Tier 4 (General) student visa in the UK then you may be required to attend an interview.

However, you are more likely to be invited for an interview if applying in the UK if there are any discrepancies with the documents you have submitted or if the Caseworker needs to obtain more information from you before a decision can be made.

What if my application is refused?

If your visa has been refused please contact **International Student Support Services** as soon as possible to seek further advice. We will be able to advise what options are available to you and how to proceed.

Delayed visa.

If your visa application is delayed please **contact us** immediately so we can advise you on how to proceed. The CAS (Confirmation of Acceptance for Studies) letter issued by the University stipulates the latest enrolment date. Students who cannot arrive in the UK by this date will be required to defer their studies.

Please note, this may be reviewed only in very exceptional circumstances by the Immigration Compliance Manager and Course Leader.

What is a BRP card? (Tier 4 students only).

A BRP card is proof of the holder's right to stay, work or study in the UK. Once in the UK, you will need to collect your Biometric Residence Permit (BRP). Your decision letter will advise you from when and where you will need to collect your BRP Card. If your decision letter granting your leave is sent to you via email, you should print a copy and carry it with you in your hand luggage to the UK.

The majority of students will collect their BRP cards from Northampton General Post Office. If you have nominated an alternative post office, full details will be provided in your decision letter. The Student Desk will provide further details on locating your chosen post office upon request.

Bringing your family to the UK.

Making the decision whether or not to bring dependants to Northampton may be a difficult one. There are many practicalities to consider, for more information visit our **International Students with Dependants** webpage.

Getting here.

There are a number of ways in which you can travel to the University. We provide a free meet and greet service to collect students from London Heathrow airport. This service will be provided as follows:

| | |
|---|--|
| Undergraduate and Pre-Sessional English Students Thursday 11 January 2018 | Postgraduates Thursday 25 January 2018 |
|---|--|

Please note that time slots are allocated on a first come, first served basis therefore we cannot guarantee you will be able to board the earliest time slot as per your flight arrival time.

Although we try our best to leave the airport on time, sometimes this is not always possible due to traffic, delayed flights etc.

We strongly advise you to take advantage of this service. Please book your place as soon as possible by completing the **online arrivals form** and select 'free meet and greet service'. Please note, your booking must be submitted at least 48 working hours in advance of your arrival.

Please ensure that you have booked your flight ticket to arrive into London Heathrow (any terminal) on one of these dates.

If you do arrive outside of the 'Meet and Greet' dates we can still assist you with booking a taxi and booking you in for a late induction session to cover the information that you may have missed during the international Welcome Programme.

If you have decided to make your own way here it is important that you advise us of when you plan to arrive even if you do not need our assistance with your travel arrangements. Please complete the **online arrivals form** in both instances and let us know the date you will be arriving so we can make arrangements to welcome you.

If you arrive unannounced or out of hours you may be required to organise your own overnight accommodation.

For more information please refer to our **Before you arrive-FAQ** webpage.

Ten important things to do before your course starts.

1. Arrange accommodation and pay deposit. Please refer to the **Accommodation** page of our website.
2. Pre-enrol online for your course (details will be emailed to you).
3. Complete **Arrivals Notification form** and receive Meet and Greet booking confirmation.
4. Arrange your travel insurance and check your luggage allowance.
5. Check what you must declare at customs when you enter the UK.
6. If you are coming for International Welcome Week read through the **International Welcome Programme** information.
7. Research UK living costs to **plan a budget** and bring enough cash to cover your first few days in the UK.
8. Pack the following documents in your hand luggage for your journey:
 - a valid passport
 - a valid visa or UK Entry Clearance
 - an Air ticket
 - EEA nationals only: European Health Insurance Card
 - original or certified copies of qualifications
 - CAS letter (Tier 4 students only)
 - decision letter to collect your Biometric Residence Permit (BRP) card (Tier 4 students only)
 - sponsorship letter (if applicable).
9. Save the following contact numbers on your phone:
 - University Security** 0044 (0) 1604 892269 (any time)
 - Student Services** 0044 (0) 1604 892833 (Monday to Friday, 9am - 5pm)
 - ISSS (Emergency only)** 0044 (0) 7925 892635 (any time)
10. Relax and have a safe flight!



Arriving at the University of Northampton.

Welcome.

All new students will need to report to the Student Centre Student Desk at Park Campus. You will be provided with a Welcome pack which includes lots of useful information and the following:

- International Welcome Programme
- International Handbook or Pre-session English Programme Handbook
- Internet Access - Getting Connected instructions
- SIM card
- Bus pass

We recommend that you keep the International Handbook for the duration of your studies to refer back to. You can also view it online: northampton.ac.uk/new-students/international-students/orientation/

Accommodation.

If you are staying in Halls of Residence we will provide you with your room key and help you settle into your accommodation. If you are staying in the private sector we can help with your onward travel arrangements.

Enrolment.

To become a student you will need to enrol. When you arrive at the Student Desk please ensure you book an appointment to enrol on your course. Once you have enrolled you will be given your Student ID card and you will be able to access all of our facilities and services. Your Student ID card is also your Library card and allows you access to the Students' Union. Please keep this card in a safe place as if lost, a replacement charge will be incurred.

Biometric Residence Permit (BRP card - Tier 4 students only)*.

*If you're on your course longer than six months.

We advise you to collect your BRP card prior to your enrolment appointment. If you are unable to collect your BRP card before your enrolment appointment you will still be able to enrol. However once you have collected your BRP card you will be required to have it scanned by International Student Support Services to ensure your student record is up to date. Please contact the Student Desk for further details on when you can get your BRP card scanned.

Internet access - getting connected.

On arrival you will be able to log in and use our wireless anywhere on campus. We advise that anyone not yet assigned a University logon account use the UoN_Guest Wi-Fi service.

To use UoN_Guest - connect to the network, once you open a browser you will be taken to a sign-up/login page where you can follow the instructions to register and join the network.

The Student Centre Desk.

Student Desk staff based at the Student Centres at Park Campus and Avenue Campus will be able to advise and support you with any of the above queries. Further assistance is provided on queries including how to open a bank account, travel letter, as well as booking appointments with specialist services. If you are not sure which service you need please contact the Student Desk at: studentservices@northampton.ac.uk

Enrolment information.

What happens at face-to-face enrolment?

As one of our students you must attend face-to-face enrolment. We will check your student record and details, check your ID and give you an ID card. For any non-British students we will also scan your passport and/or national identity card.

Pre-enrolment.

The first stage of your enrolment takes place before you arrive. You will receive an email with log-in details and how to confirm your modules and pre-enrol.

When do I enrol?

Upon arrival you will be advised by the Student Desk when you need to enrol and the documents required. All students are required to attend face-to-face enrolment where we will check your student record details, check your ID and provide you with a Student ID card.

If you arrive late and after the above dates please contact the Student Desk for further details on booking an alternative appointment as soon as possible. You will be unable to commence your studies until you have completed your enrolment.

Where does enrolment take place?

Enrolment details will be confirmed to you upon your arrival at the University. Occasionally it may also take place in the Student Centre on Park Campus.

What should I expect at enrolment?

You will be asked to pre-enrol unless you have already completed pre-enrolment. We will then:

- check your personal details
- scan your passport if you are a non-British passport holder
- check how you are paying your fees
- take your photo and issue you with a Student ID card. (This is also your Library card and allows access to Students' Union events, so please keep it safe as a replacement charge will be incurred)
- ensure you have access to the University IT facilities.

What should I bring with me to enrolment?

- passport
- Visa/Biometric Residence Permit (BRP) card
- CAS letter
- original Qualifications and Transcripts
- original evidence of English language
- sponsorship letter (if applicable).

Not quite ready to enrol?

If you have pre-enrolled (i.e. have engaged with part of the enrolment process online) but have any of the following issues will not be enrolled:

- finance sanction involving paying your fees
- no ID provided
- residency status unresolved
- U18s confirmation not submitted
- fee status (Home or overseas status) unresolved.

You will **not** receive an ID card or have access to University systems or be allowed to move into Halls. You will have until the last day of enrolment (end of third week of teaching) to resolve these outstanding issues.

If you have pre-enrolled (i.e. have engaged with part of the enrolment process online) but have any of the following issues will be given temporary access status and a temporary ID card. You can still enrol even if the following are outstanding:

- BRP outstanding
- Visa verification outstanding
- Occupational Health outstanding
- DBS outstanding
- module choice outstanding
- qualifications outstanding (professional programmes)
- any Visa sanction.

You will be given access to University systems and be allowed to move into Halls. You will have until the last day of enrolment (end of third week of teaching) to resolve these outstanding issues. Please note that students will be liable for fees from week three of teaching.

Additional needs?

If you have a disability, medical condition, injury or another need which affects your mobility or ability to queue or manage crowded spaces, please contact **ASSIST** who can support you with the enrolment process, including alternative accessible routes. **ASSIST** staff are based in the Student Centre at Park Campus throughout Welcome Weekend and Welcome Week.

International Welcome Programme 2018 for Pre-sessional English and Undergraduate Students.

**Thursday 11 January 2018 to
Sunday 14 January 2018.**

The International Welcome Programme runs from Thursday 11 January 2018 to Sunday 14 January and is the perfect way to introduce you to life in Northampton and the UK. The programme is free of charge (some events/trips may charge a small fee) and is open to all EU and international students studying at the University of Northampton.

These activities are organised to help you make new friends and meet other students, to welcome you to the University and to help you settle into your new surroundings. There is an extensive range of social activities, presentations, workshops, tours and trips taking place and we encourage all students to take advantage of the programme offered.

Full details of the International Welcome Programme will be published for Pre-sessional English and Undergraduate students by 22 December 2017. Please do not forget to read through it: northampton.ac.uk/new-students/international-students/orientation/

Event Highlights.

Welcome Event.

Come and meet representatives from the International Student Support Services and welcome team. This is a perfect way to meet other students and chat over some food.

Discover London 17 February 2018.

Come and join us to explore some of London's most famous landmarks. Early booking is advisable and tickets can be purchased (£15 per person) at the Student centre, Park campus on selected dates as advertised on our Trips and Activities webpage northampton.ac.uk/new-students/international-students/international-student-support-services/trips-and-activities/.

Film O'clock.

For all film fanatics come and join us at the local cinema and let's watch one of the latest films together. Please bring with you at least £15 for a cinema and bus tickets.

Local Area tour.

Join a Welcome team member for a tour around the Northampton town centre to find the best shops available locally.

International Welcome Programme 2018 for Postgraduate Students'.

**Thursday 25 January 2018 to
Sunday 28 January 2018.**

The International Welcome Programme runs from Thursday 25 January 2018 to Sunday 28 January 2018 and is the perfect way to introduce you to life in Northampton and the UK. The programme is free of charge (some events/trips may charge a small fee) and is open to all EU and international students studying at the University of Northampton.

These activities are organised to help you make new friends and meet other students, to welcome you to the University and to help you settle into your new surroundings. There is an extensive range of social activities, presentations, workshops, tours and trips taking place and we encourage you to take advantage of the programme offered.

Full details of the International Welcome Programme will be published by the 8th January 2018. Please do not forget to read through it: northampton.ac.uk/new-students/international-students/orientation/

Event Highlights.

Welcome Event.

Come and meet representatives from the International Student Support Services and welcome team. This is a perfect way to meet other students and chat over some food.

Discover London 17 February 2018.

Come and join us to explore some of London's most famous landmarks. Early booking is advisable and tickets can be purchased (£15 per person) at the Student centre, Park campus on selected dates as advertised on our Trips and Activities webpage northampton.ac.uk/new-students/international-students/international-student-support-services/trips-and-activities/.

Film O'clock.

For all film fanatics come and join us at the local cinema and let's watch one of the latest films together. Please bring with you at least £15 for a cinema and bus tickets.

Local Area tour.

Join a Welcome team member for a tour around the Northampton town centre to find the best shops available locally.

Useful tips.

When you arrive - money matters.

It may take a few weeks to open a UK bank account, therefore we advise you to bring enough money for your initial living expenses, including food, accommodation, travel, entertainment; enough for any unexpected costs or emergencies.

Credit or debit cards are widely accepted throughout the UK, but cash may be preferred for smaller payments. There may be a minimum spend required when paying by card or cards may not be accepted.

Food.

Our accommodation is self-catering so you will need to buy food when you arrive. There are two large supermarkets located within a 25 minute walk from Park Campus. They stock an excellent range of goods, including a variety of international ingredients and cuisines to meet all of your day-to-day requirements. You will also find a variety of takeaway restaurants close by.

There is also a UniExpress shop on Park Campus. During term time it is open:

Monday to Friday 8am to 10:30pm

Saturday 9am to 10:30pm

Sunday 9am to 9:30pm

The student restaurants are also open Monday to Friday from 8am to 4pm during term time.



Typical Costs.

| Item | Typical Cost |
|--|--|
| Soft drink | £0.80 to £2.50 |
| Petrol | £1.07 per litre |
| Insurance contents/personal belongings | £120 per year (this may only cover term time, please check your policy.) |
| Childcare costs (Nursery) | Up to £220 per week. This varies depending on the type of childcare and your location. |
| TV Licence | £145.50 per year |
| Sandwich | £1.50-£3.50 |
| Hot meal at University restaurant | £4 |
| Bus fare to town | £2.20 (£1 with valid student card Monday - Friday excluding bank holidays) |
| Cinema | £9 with NUS card |
| Monthly mobile phone bill | £25-£35 |

Keeping safe.

Follow our advice and keep yourself and your belongings safe. The UK is a safe place to live and study with low levels of crime, however it is important to take some safety measures to minimise any disruptions to your studies.

Keeping safe - personal safety.

Before going anywhere, please make sure you:

- do not carry large amounts of cash
- do not go to unfamiliar places alone or at night
- keep to well-lit or well-populated areas if travelling at night
- know where you are going and your way back.

You can improve your personal safety by:

- planning ahead
- travelling in a group (this can be cheaper and more fun, as well as safer)
- letting friends and flatmates know where you are going and when you will be back
- using known taxi firms, avoiding unmarked cars
- closing and locking doors, including to Halls of Residence, your flat or house and your own room
- attend the Safety in the UK session during the International Welcome Programme.

Keeping safe - your belongings.

- ensure you have adequate insurance - many students who fall victim to theft are not insured
- do not leave your cash, mobile phone or valuables lying around in view. Secure them in a safe place
- mark your possessions with a UV pen
- use a bicycle lock.

Keeping safe - protecting your identity and personal data.

Do not leave yourself vulnerable to identity theft:

- do not give out any of your personal information
- be cautious with any suspicious emails asking for personal data, including PIN Numbers
- shred any paperwork which contains any personal information
- be careful when you are using ATM machines.

The **British Council** provides further information on staying safe in the UK to ensure your visit to the UK is a safe and enjoyable one.

Culture shock.

Culture shock is a reaction to the exciting, but often confusing experience of moving to another culture. Things like the food, the weather, different social behaviour, and the rules and systems in the UK may make you feel uncomfortable, unhappy or unwell at times. These are all temporary symptoms of culture shock. You can find out more about culture shock by visiting the UKCISA website. Please click **here** for further details and top tips for international students. When you understand more about UK culture, you will experience less culture shock.

Clothing.

The British climate is changeable throughout the year. During the summer months between June to August temperatures can reach 30 degrees celcius, by contrast we often have snowfall in January and February. Make sure that you wear the appropriate clothing to keep you warm and to protect you from the rain. In very cold weather it is better to wear a number of layers of clothes over each other.

Student Desk.

Student Support.

We offer all students extensive support throughout your studies. The Student Desk is the first port of call for help, information and advice and is located in the Student Centres at Park and Avenue Campus (ground floor of Bassett Lowke building).

They are able to help with all general queries on topics including:

- your personal information changes
- Personal Academic Tutor (PAT) queries
- giving advice on administrative matters, for example changes to your course or module, the process for withdrawals or study breaks
- academic concerns including policy and regulation queries
- assessment, ceremonies and exams
- NILE queries
- booking screening for dyslexia.

They are also able to support students in the following ways:

- print replacement ID cards (£10 charge)
- collect and process student assignments
- students status letters
- certificate collections
- booking appointments for specialist student services - ASSIST, Counselling & Mental Health, Financial Guidance, International Student Support.

Opening times:

Park Campus

Monday, Tuesday, Thursday and Friday 9am - 5pm
Wednesday 10.30am - 5pm

Avenue Campus

Monday, Tuesday and Thursday 9am - 5pm
Wednesday 10.30am - 5pm
Friday 9am - 4pm

How can I find out more?

To find out more about how we can help, visit northampton.ac.uk/new-students

Useful Contacts.

International Student Support Services: iss@northampton.ac.uk

Admissions: intadmissions@northampton.ac.uk

Accommodation: accommodation@northampton.ac.uk

Student Desk: studentservices@northampton.ac.uk

CAS related queries: cas@northampton.ac.uk

How can I get IT Support? IT Self-service Portal: northampton.ac.uk/unit

IT Drop-In Centre located in Grendon Building (Park Campus) **01604 893333**

Join the University Community before you get here.

Join our active online communities to network with other students, get insights on what we're up to, and share your views.

Our social media channels give you the chance to get to know students and staff before you arrive, ask questions, find out about courses and events, or make friends before you get here. Our friendly and active online community includes other prospective students like you, as well as established students and Alumni who can help answer questions and offer advice.

Follow our updates or post your own:

 facebook.com/UniversityofNorthampton

 twitter.com/UniNorthants

 youtube.com/user/UniNorthampton

 [LinkedIn - The University of Northampton](https://www.linkedin.com/company/the-university-of-northampton)

 pinterest.com/uninorthants

 instagram.com/uninorthants

If you would like to find out more information about our brand new Waterside Campus and keep up-to-date with the latest developments, please visit: **northampton.ac.uk/hello-waterside**

Whilst we wait for our new campus to be finished in September 2018, you can still find us at our existing campuses:

Park Campus

Boughton Green Road, Northampton,
NN2 7AL, United Kingdom

Avenue Campus

St George's Avenue, Northampton,
NN2 6JD, United Kingdom

0300 303 2772

study@northampton.ac.uk
northampton.ac.uk



Based on the evidence available, the TEF Panel judged that the University of Northampton delivers consistently outstanding teaching, learning and outcomes for its students. It is of the highest quality found in the UK.

Note: The information contained in this guide was correct at the time of going to print in December 2017.