Welcome to your new home

A guide for students preparing to join us in Sheffield
September 2016

visit sheffield.ac.uk/international-college/welcome
#BigSheffieldWelcome
Useful websites

The University of Sheffield International College: sheffield.ac.uk/international-college
The University of Sheffield: sheffield.ac.uk
Sheffield Students’ Union: su.sheffield.ac.uk
British Council, living in the UK: educationuk.org/global/main/living-and-studying
Welcome to Sheffield: welcometosheffield.co.uk/visit
Sheffield tourist Information: sheffield.gov.uk/out-about/tourist-information.html
Trip Advisor, Sheffield: tripadvisor.co.uk/sheffield
Visit Yorkshire: yorkshire.com
Visit Britain: visitbritain.com
BBC Weather: bbc.co.uk/weather
Manchester Airport: manchesterairport.co.uk
Welcome to your new home

Sheffield is a fantastic place to live and study. This friendly and welcoming city will be your new, exciting home from home, a place where you will create new memories that you’ll treasure for life.

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Your guide to everything you need to know

We want to help you settle in to your new home quickly and easily, so that you can concentrate on your studies and start enjoying student life in Sheffield. This one-stop guide provides all of the important information you need to prepare for travelling to the UK as well as living and studying at The University of Sheffield International College.

For up-to-date information before your arrival, please ensure you visit sheffield.ac.uk/international-college/welcome

Get involved before you join us

Why not join our social network

facebook.com/UniversityofSheffieldInternational
twitter.com/SheffieldIC
instagram.com/sheffield_ic

You can introduce yourself to your new classmates by uploading a selfie to #BigSheffieldWelcome

Contact details

Address : The University of Sheffield International College, 3 Solly Street, Sheffield, S1 4DE
Telephone number +44 (0)114 2157 123
Emergency telephone number +44 (0)7467 955 175
(During arrival period only)
“I love the views, it’s so wonderful. All of the people I spoke to were very friendly and the weather is quite nice. I love the University of Sheffield and all of the facilities I saw there. I was impressed; I didn’t think it was possible to find shops in the middle of a university. I’m really excited to meet new students. I want to see my class, my teachers and what kind of course I’m on.”

*Laith, during his first week at the University of Sheffield International College*

**Top Tip!**

Familiarise yourself with the college and local campus facilities before you arrive. Take a virtual tour at: [http://tiny.cc/USIC360](http://tiny.cc/USIC360)
born in Qatar.
made in Sheffield.
Six things you need to do

Before you join us at the International College and start your exciting learning journey in Sheffield, there are six things you need to do first.

1. Book your accommodation
   Please book your accommodation with the Accommodation team by emailing iscaccommodation@studygroup.com. Once we have received it, and you’ve made the required rent payment (as detailed on your financial statement), your room will be secure and ready for when you arrive in Sheffield.

2. Apply for your visa
   To study in the UK, most non-European Economic Area (EEA) nationals require a visa. The most common study visas are Tier 4 and the Short-term student visas. Our Admissions Centre will advise and issue the relevant documents based on the type of visa you will be applying for.
   **Tier 4 visa**
   For a Tier 4 visa you will need a Confirmation of Acceptance of Studies (CAS) number which will be issued to you by our Admissions Centre. You can only apply for your Tier 4 visa once you have received your CAS number and three months or less before your course start date.
   **Step 1:** Our Admissions Centre will issue a CAS preview by email usually within three months of the course start date, provided you:
   1. Have met all academic, English language and other conditions in your offer letter
   2. Have completed, signed and returned your Acceptance and Indemnity Form to the Admissions Centre
   3. Are up-to-date with your payments as stated in your offer letter and payment plan.
   **Step 2:** Carefully check all the details on the CAS preview and return the signed CAS Declaration document. Once we have received your CAS Declaration, we will issue you with your CAS statement that will include your CAS number.
   **Step 3:** Before you submit your Tier 4 visa application make sure you understand and meet all the requirements to avoid a visa refusal.
   **Before you apply, make sure you have:**
   - sufficient funds in an acceptable account for 28+ days
   - paid the surcharge for NHS health care treatment
   As part of your visa application you may be asked to attend a visa interview either face to face, by video conference or on the telephone. You may be asked questions about the reasons for studying in the UK, why you have chosen to study at your chosen destination and why you will study your chosen course. You should know about your chosen study destination and course and how it relates to your overall career plans as well as how you intend to fund your studies in the UK.
   You must answer all questions truthfully and accurately.
   **Short-term study visa**
   For the Short-term study visa, you will be issued a visa letter that will outline all the necessary details about your course (duration, fees etc.).
   **As part of the application you will need to submit:**
   - Evidence that you can financially support yourself during your studies e.g. bank statements for the last 6 months
   - Proof of the course you intend to study
   - You may also need to submit additional supporting documents depending on your circumstances.
   For both types of visa, depending on the country you live in, you may need to have a tuberculosis (TB) test before you apply.
   **Please visit:** gov.uk/tb-test-visa/overview for more information

3. Book your flights
   Once you’ve received your visa it’s time to book your flights to the UK. We strongly advise that you book your flight to Manchester Airport as it is the closest airport to Sheffield. It is important that you arrive in Sheffield on the weekend of Saturday, Sunday and Monday 10, 11 and 12 September 2016. See page 9 for details of a free coach transfer.

4. Fill out a pre-arrival form
   Complete the pre-arrival form included at the back of this guide, with your flight arrival and visa details.
   Once you send us your arrival details, we can arrange your transfers from the airport and you will be allocated a registration slot.

5. Register for health services
   Before you leave your home country it is important that you register for the University Health Service so that you can receive medical treatment if you become ill. You can register online at: sheffield.ac.uk/health/medicalquestionnaire.

6. Ensure you are insured
   In our experience, it is essential that international students have the protection of personal insurance for the duration of their time in the UK.
   When you applied to the International College, you will have had the option of taking insurance cover with StudyCare. This insurance policy covers loss of personal possessions as well as providing health and medical insurance. If you have not taken this option, please make sure you have secured your own policy.
   For full information on StudyCare, visit: usic.sheffield.ac.uk/fees/student-insurance

Your local representative or student enrolment adviser can give you help and advice every step of the way.
What to bring with you to the UK

You’ll need to pack some important items, such as your passport and visa, in your hand luggage for easy access, while other non-essential items can be packed away in your suitcase.

### Your hand luggage packing list
- Passport
- UKVI Decision Letter
- Confirmation of Acceptance for Study letter (CAS)
- Offer letter
- Accommodation documents, including your signed tenancy agreement
- Academic qualification certificates
- Sponsor letter (if you are being sponsored)
- Four passport-sized photographs
- Essential toiletries and medications (please check with your airline what’s permitted)
- If you are under the age of 18, a copy of your UK Guardian details
- A copy of your Arrivals/ Transfer Confirmation letter
- Up to £150 (British Pounds Sterling) in cash. Please do not bring £50 notes.

### Things to pack in your suitcase
- Sheffield is a large city with a variety of shops so you’ll be able to buy everything you need to live comfortably.
- Many of the personal items you wish to bring with you, such as clothes, accessories and books can go in your suitcase.
- **We recommend that you bring:**
  - Clothes – the International College has an informal dress code. You can bring comfortable clothing such as trainers, jeans, t-shirts, jumpers and a warm coat.
  - Study supplies e.g. pens and paper notepads – these may be less expensive in your country.
  - Laptop computer and charger – you can set English as the main language choice. This will help you to improve your English and assist you with everyday aspects of your life in the UK.
  - Mobile phone and charger.
  - Travel adaptor plug – 240v with a three-pin plug (like the one pictured to the right).

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**Top Tip!**

Check with your airline which items (specifically food and liquids) you can bring on the flight with you and the maximum hand luggage size allowed.

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Calling from the UK? Once you’re in the UK and calling from a UK phone, you don’t need to include the ‘+44’ just replace it with an ‘0’. For example, a number that internationally is +44 114 2157123 becomes 0114 2157123

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The UK is famous for its changeable weather, so don’t forget to bring a warm jumper, perhaps a coat or jacket and an umbrella.
Travelling to a new country can be a little overwhelming. To make it easier for you, we’ve outlined the process below so that you know exactly what to expect when you arrive.

**Border control**
If you travel by plane your airline will give you a landing card - fill this in before you arrive at border control.

**It will look like the one pictured, below.**
When you reach border control, please enter through the Non-EU entrance. Please be prepared for an immigration interview with UK Visas and Immigration (UKVI) staff. You must be able to answer some questions in English and have a basic conversation without the assistance of an interpreter – failure to do so may result in you being denied access to the UK, at which point you will have to return home.

Please note that the UK border control can be very busy so you may have to wait in a queue to see an Immigration Officer.

After collecting your luggage and making your way through customs, you will reach the arrivals hall.

**Welcome to the UK!**

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**Top Tip!**
Make sure you have original copies of all your documents on paper, not in digital formats on smartphones, tablets or other electronic devices. Keep them in your hand luggage in case you need to show them at the UK border.
Getting to Sheffield from Manchester Airport

We recommend that you fly to Manchester Airport because it is the closest airport to Sheffield and we will be there to meet you.

Before you leave your home country, you must submit your flight details to us. Please complete the Arrival form which is included in this guide.

Arriving at Manchester Airport

Free airport transfer service
When you arrive on Saturday, Sunday or Monday 10, 11 or 12 September 2016 you can take advantage of our free airport transfer service.

Our friendly International College staff will meet you in the arrivals hall (at terminals 1, 2 or 3). They will be wearing blue t-shirts so you will be able to recognise them easily. Together you will make your way to our Hospitality Desk, which is located next to the coach station. The hospitality area is managed by Sheffield staff and students. You will be offered complimentary light refreshments while you wait to board the next coach. This is the ideal opportunity for you to speak to International College staff and ex-students who will be on hand to welcome and help you.

The free coach transfer service will take you, as well as any parents and/or guardians accompanying you, from the airport to your accommodation at Sharman Court or Century Square.

Please note that parents/guardians cannot be accommodated in the University residence and should find appropriate alternative accommodation before arrival in the UK.

If you choose to arrive outside of the recommended arrival dates 10, 11 or 12 September, you will need to take one of the following options:

Pre-booked taxi pick-up
If you have arranged and paid for a taxi, you will be greeted by the taxi driver in the arrivals hall. The driver will be holding a sign with your name and ‘The University of Sheffield International College’. The driver will take you to your taxi and drive you to your accommodation. If you have any problems finding the driver, please call the International College emergency phone number (see contact details on page 3) and a friendly member of staff will be able to help you. If your call is not answered immediately, please leave a message, including your name and phone number, and we will call you back as soon as possible. Please do not take a private taxi before you have spoken to someone on the College emergency number.

Train
You can get a direct train from Manchester Airport, just follow the signs to the train station and purchase your ticket before getting onto the train. Trains to Sheffield are frequent and the journey takes around 90 minutes. Once you arrive into Sheffield train station, you can get a taxi to your accommodation. You will need cash to pay for your taxi.

Coach
You can get a coach from the airport bus station to the Sheffield Coach Station Interchange – the journey takes approximately 3 hours. A ticket costs £12.00 (for a single journey). It is a good idea to book your seat in advance at www.nationalexpress.com. Once you arrive at the Sheffield Coach Station, you can get a taxi that will drive you to your accommodation.

Getting to Sheffield from other airports

We strongly recommend that you choose a flight which lands in Manchester. This is always possible, even if it means that you need to take a connecting flight in cities such as Dubai, Amsterdam or Zürich. By landing in Manchester you will benefit from our free coach transfer and other arrival support services.

If you do fly to one of the London airports, you’ll be able to make your way to Sheffield by train. Gatwick Airport has its own train station and Heathrow Airport has a train station at Terminal 5. Travel time by train from London airports to Sheffield is approximately 4 hours. The ticket costs approximately £120 (for a single journey) which you can buy at the airport’s train station.

Complimentary SIM cards will be issued to students using our coach transfer service. For information about call charges, and how to top-up online, please visit lebara.co.uk

Not sure what mobile plan to choose?
Visit educationuk.org/global/articles/choosing-uk-mobile-phone-plan for more information

Free Wi-Fi access (60 minutes) is available at Manchester Airport, so you can browse the internet while you wait for your free coach.

Manchester Airport Hospitality Desk opening times:
Saturday 10 and Sunday 11 September
08:00 to 20:00
Monday 12 September
08:00 to 15:30

Free Wi-Fi access (60 minutes) is available at Manchester Airport, so you can browse the internet while you wait for your free coach.
Welcome to your accommodation

When you arrive, International College staff will be waiting to welcome you and help you settle in to your new home. They will be able to answer any questions you may have about Sheffield.

Arriving on the airport transfer service?

If you arrive by coach on the free airport transfer service from Manchester Airport, you’ll be able to check-in at your residence immediately. The reception at your residence will be open until the last coach arrives. Please check your tenancy agreement for check-in dates.

Make sure you let your parent or guardian know that you have safely arrived at your accommodation.

<table>
<thead>
<tr>
<th>Your residence</th>
<th>Residence Address &amp; Telephone Number</th>
<th>Check-in Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharman Court</td>
<td>74 Broad Lane Sheffield S1 4FA South Yorkshire ENGLAND  Contact Telephone Number: +44 (0)1143 991580</td>
<td>Office Hours are 0830 to 1800 Monday to Friday inclusive  The Management Office is closed on Saturday and Sundays, but is manned 24 hours Security during this time. Check-in 24 hours per day, 7 days per week</td>
</tr>
<tr>
<td>Century Square</td>
<td>Radford Street, Sheffield S3 7AZ South Yorkshire ENGLAND  Contact Telephone Number: +44 (0)1143 991579</td>
<td>Office Hours are 0800 to 1800 Monday to Friday inclusive  The Management Office is closed on Saturday and Sundays, but is manned 24 hours Security during this time. Check-in: Monday to Wednesday inclusive 0800 to 1800 hours ONLY. Thursday to Sunday inclusive, 24 hours per day.</td>
</tr>
</tbody>
</table>

Please check your accommodation confirmation letter for further information.
Facilities

Your accommodation is self-catering, which means that you will be able to prepare and cook your own food in a shared student kitchen.

What you can expect to find in your new kitchen

- Fridge/freezer
- Microwave
- Cooker and hob
- Sink and draining board
- Mop and bucket
- Kettle
- Toaster
- Fire blanket
- Fire extinguisher
- Vacuum cleaner
- Waste bin
- Laundry facilities on site (charge will apply)

Your Essentials Pack

If you have booked your accommodation through Study Group, you will find an Essentials Pack waiting in your bedroom when you arrive.

The Essentials Pack is full of useful everyday items to help you get started

- Duvet (10.5 tog) – ¾ bed size
- Duvet cover
- 1 x pillow
- 1 x pillow case
- 1 x fitted sheet for a ¾ bed
- 24cm stainless steel frying pan
- 18cm stainless steel saucepan
- Slotted plastic turner
- Plastic ladle
- Vegetable peeler
- Plastic colander
- Plastic spoon
- Slotted plastic spoon
- Tin opener
- Fork and spoon
- Dinner plate
- Side plate
- Bowl
- Mug
- Glass tumbler
- Toilet roll
- Small hand towel
- Welcome toiletries
- Alarm clock

During registration at the International College you’ll learn some cooking tips and recipes that you’ll be able to try out in your new home!
Making you feel at home

We will do all we can to help you settle in to your new student accommodation.

Top three ways to help you settle in:

1. Say hello to your new neighbours
   Living in a student residence is a great way to make new, life-long friends. Other students around you, both from the UK and abroad, will be feeling the same as you. Talking to each other will really help you settle in. Why not take the first step by introducing yourself?

2. Take part in social activities
   All of the student residences have social areas with a large TV and a variety of different games. It’s the perfect place to relax, meet other students and take part in fun social activities. The management team at your residence will also invite you to attend various student events.

3. Keep in touch with friends and family
   You’ll have Wi-Fi in your room so it’ll be easy for you to keep in touch with family and friends back home.

An introduction to Sheffield for parents, family members and guardians

All parents, family members and guardians accompanying students to the UK are invited to join us for cake and tea at the college for an informal meeting on Thursday 15 September 2016. This is a great opportunity to see where the students will be living for the next few years. During the induction week there will be a designated area at the International College where parents, family members and guardians can relax with newspapers, magazines and light refreshments. There will also be an opportunity to meet with staff members and ask questions.

We want you to feel at home in Sheffield as quickly as possible. If you have any worries, you can always approach any of our friendly staff and student helpers and they will be very happy to help.

Welcome party

There are activities planned throughout the induction period in the College as part of our #BigSheffieldWelcome week. Look out for details on our special website: sheffield.ac.uk/international-college/welcome.

You’ll love our evening welcome party held at the University of Sheffield Students’ Union. It’s free of charge to all International College students and is a great opportunity to get to know your fellow classmates and staff from the College. We’ll share full details of the party with you when you arrive. Be prepared for an entertaining evening, including the chance to dance the night away! We can’t wait to welcome you.
Your Induction Programme

On your first, exciting day with us it is important that you arrive on time.

Induction Week
Induction week is between 12-16 September 2016 and you must register at the college by the Friday 16 September 2016. When you confirm your arrival details you will receive confirmation of your registration date and time.

During this time you will have a complete introduction to the UK, the University, the College and a tour of Sheffield city centre. This week of activities is called the Induction Week.

It’s vital that you arrive on time so that you don’t miss out on meeting your new classmates and enjoying all of the great social activities that have been planned for you. Activities include a tour of the University campus and the city of Sheffield to help you discover your new home.

Please note that if you do not arrive on time you risk missing out on vital induction support.

What to bring with you on your first day
Please bring the following documents, so that we can register you on the course:
- Passport
- UKVI Decision Letter
- Sponsor letter (if you are being sponsored)
- If you are under the age of 18, a copy of your UK Guardian’s details

During your Induction programme, you will learn about:
- Obtaining your Biometric Residence Permit (BRP) - Tier 4 students only
  You must collect your BRP within 10 days of arrival in the UK. Staff at the International College will be able to advise how to collect your BRP and from where it needs to be collected as well as assist you and make all necessary arrangements for the collection process.
- Paying your fees
  When you arrive, continue to view your fees online and select how you want to pay - login details are in your offer letter and statements
- Opening a bank account
  In order to open a bank account you will need:
  - a passport
  - proof you are a student – we will issue you with a letter
  - proof of a UK address
- UK laws and culture
- Registering with the health service and the police (if necessary)
- Registering with the University and receiving your student card
- Getting set up and logged on to the University internet network
- Getting information about the University sports facilities and gym memberships
- The programme that you have registered for and progression to the University
- Assessments designed to determine your initial academic level
- The rules and regulations of the International College and the University

Don’t forget to set your morning alarm on your first day – you’ll need plenty of time to get ready.
Living in the UK

Life in Britain will be different from what you are used to and we’re sure you’ll have many questions. We’ve compiled a list of the top three most frequently asked below, together with our answers.

**Q: What’s it like to live in the UK?**
**A:** Britain is home to residents from around the world, giving it a vibrant, cosmopolitan feel. You’ll soon be able to adapt to a whole variety of situations, from understanding British etiquette and slang to cooking your own food and going out with your new friends.

**Q: How will I meet people and make friends?**
**A:** It won’t take you long to make friends, but whilst you settle in, we will organise events designed to help you meet your classmates and build new friendships. There are also many societies you can join to meet people with similar interests to you.

**Q: Will I be able to find food from my home country?**
**A:** The UK is a multicultural country and you will find local shops will sell most things you will need. If you can’t find what you’re looking for locally, some of the larger supermarkets stock a wider range of international products. There are also restaurants serving cuisine from around the world so if you’re looking for something to remind you of home you’ll be able to find just what you want.

**Top Tip!**
Get a great insight into life in the UK by visiting the British Council’s website: educationuk.org/global/main/living-and-studying

Sheffield is approximately 35% cheaper to live than London, which could save you over £3,000 per year in living costs.
Living in Sheffield

We are confident that you will be happy living in Sheffield because it is a city that has it all – from great entertainment, culture and shopping in its centre to beautiful views and walks in the surrounding countryside.

Sheffield is a safe and affordable place to live. It is approximately 35% cheaper to live in than London, so you’ll have a lot more money available for things you enjoy.

In the city, you could spend an evening at one of the theatres or go to a football match to see one of Sheffield’s two professional teams. There are also plenty of concerts at the many music venues, shops, cinemas and numerous bars and restaurants for you to try.

**Getting around Sheffield is easy**
A single tram ticket costs from £2.00 (per journey) while a day ticket costs £3.90. You can also get around by bus. A discounted student ticket, which allows unlimited weekly travel within Sheffield costs just £8.

**Sheffield is:**
At the heart of the railway network, just over two hours by train from London

The fourth largest city in England and close enough to the countryside to get away from city life occasionally

A safe and friendly multicultural city (The latest UK Peace Index ranked Sheffield as England’s safest major city) The UK’s greenest city with many relaxing spaces.

**Explore your new home:**
Please visit welcometosheffield.co.uk/visit to find out more about all the attractions and events in Sheffield.
Term Dates - Academic Year 2016-2017 For students studying Foundation and Pre-Masters Courses

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>12th September 2016</td>
<td>16th December 2016</td>
</tr>
<tr>
<td>Holiday</td>
<td>17th December 2016</td>
<td>3rd January 2017</td>
</tr>
<tr>
<td>Term 2</td>
<td>4th January 2017</td>
<td>17th March 2017</td>
</tr>
<tr>
<td>Holiday</td>
<td>18th March 2017</td>
<td>2nd April 2017</td>
</tr>
<tr>
<td>Term 3</td>
<td>3rd April 2017</td>
<td>9th June 2017*</td>
</tr>
<tr>
<td>Holiday</td>
<td>10th June 2017</td>
<td>18th June 2017</td>
</tr>
<tr>
<td>Term 4</td>
<td>19th June 2017</td>
<td>18th August 2017*</td>
</tr>
</tbody>
</table>

Students are expected to be in the College during term time.
You will be informed of the dates, times and locations of any examination periods in due course.

*If your course finishes on these dates you may be required to sit re-sit examinations which may take place after this date, further information on these dates will be released in term 2

** If you are studying a pre-sessional English course, a separate academic calendar will be given to you at your induction.
Arrival form
September 2016

You should complete and return this form at least two working days before you travel to the UK even if you are making your own travel arrangements to the University of Sheffield International College.

We look forward to sharing the Big Sheffield Welcome with you when you arrive.

Please complete using capital letters

<table>
<thead>
<tr>
<th>Student reference number</th>
<th>I have been awarded a student visa</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td>First name(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>Male</td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Home telephone (with international code)</td>
<td>UK telephone (if known)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home address</td>
<td>Email</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Flight details

<table>
<thead>
<tr>
<th>Arrival date (UK)</th>
<th>Arrival time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival airport</td>
<td>Arrival terminal</td>
</tr>
<tr>
<td>Airline</td>
<td>Flight number</td>
</tr>
</tbody>
</table>

Last city from which this flight departs

Hospitality desk at Manchester Airport

This is available to all students and parents during the free transfer pick-up dates, situated near the Coach Station at Manchester Airport. Complimentary light refreshments will be offered before the coach journey to Sheffield. This is an ideal opportunity to meet fellow students and staff from The University of Sheffield International College. Please come and join us!

Please confirm the accommodation where you will be staying

Travel arrangement information

I wish to reserve a place on the free coach from Manchester Airport

I would like a taxi transfer from Manchester Airport to my accommodation, for which I understand there will be a charge of £90 per person

I do not require transfer from my arrival airport to my accommodation

Saturday 10 September   11:00   15:30   20:30
Sunday 11 September     11:00   15:30   20:30
Monday 12 September     11:00   15:30

Please remember when you arrive in the UK you will collect your luggage and pass through the UK Border. This can take up to two hours to complete. Please choose the appropriate coach to include this extra time.

Please tick

Number of passengers

Return to University of Sheffield International College
Email USICAcommodation@studygroup.com

SUBMIT

YOU SHOULD AIM TO ARRIVE IN SHEFFIELD BETWEEN 10-12 SEPTEMBER 2016