Welcome to your new home
A guide for students preparing to join us in Sheffield

visit sheffield.ac.uk/international-college/welcome
#BigSheffieldWelcome
Top Tip!

Familiarise yourself with the college and local campus facilities before you arrive. Take a virtual tour at: usic.sheffield.ac.uk/tour

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
youtube.com/TheUniversityofSheffieldInternationalCollege
instagram.com/sheffield_ic

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

Get involved with all things Sheffield by joining the Facebook community group. Simply type ‘Sheffield International College Community Group’ in the Facebook search bar, click ‘Join Group’ and answer the two quick questions to become an approved member.

Contact details

Address: The University of Sheffield International College, 3 Solly Street, Sheffield, S1 4DE
Telephone number: +44 (0)114 215 7123
Emergency telephone number: +44 (0)7467 955 175
(During arrival period only)
Get ready to join us: 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. Reserve your room
Reserve your accommodation online via the StarRez portal. Once you receive your residence contract (uisd.accommodation@sheffield.ac.uk), please accept the terms and conditions, set-up your preferred payment method and pay your deposit to secure your room 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.

**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.

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 before the first day of term.

See page 9 for details of a free coach transfer from Manchester Airport to Sheffield.

4. Fill out a pre-arrival form
Please download and complete the arrival form included at the back of this guide.

Once you send your arrival details, 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. Further details will be sent to you before you arrive in the UK.

6. Check 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 StudyCare Insurance Plus insurance cover. This policy will cover you for loss of personal possessions, travel delay, as well as providing medical insurance.

About the Biometric Residence Permit
If your Tier 4 visa application is successful, you will have a 30 day entry vignette in your passport (entitling you to enter the UK within the 30 day period indicated) and a UK Visas and Immigration (UKVI) Decision letter outlining the details of your Biometric Residence Permit (BRP). See page 13 for information on how to collect this once you arrive in the UK.

You can find the full visa guidance at: gov.uk/browse/visas-immigration/student-visas

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
- 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).

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.

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.

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
Arriving in the UK

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!

Top Tip!
Make sure you have original copies of all your documents on paper, not in digital formats on smart phones, 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
If you arrive at Manchester Airport during arrivals weekend, you may be able to 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 St. Vincent’s Place.

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, 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 £15.00 (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.

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

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 GiffGaff.com

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

Your residence | Residence Address | Check-in Details
--- | --- | ---
St. Vincent’s Place | St. Vincent’s Place 30 Hollis Croft Sheffield S1 4NE | Check in at St. Vincent’s Place Reception from 10am on tenancy start date. Reception Hours – 10am-6pm. If arriving outside of reception hours, students can check-in with security 24/7. Bedding and kitchen packs will be available upon arrival.

Please check your residence contract for further information.

Alternative accommodation
If you will not be living at St. Vincent’s Place and have arranged alternative accommodation, you will need transport to take you there after arriving in Sheffield by coach. Staff will be on hand to help organise taxis for anyone not staying at St. Vincent’s Place.

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.
Facilities

Your accommodation at St. Vincent’s Place 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 in your bedroom when you arrive. The cost of the pack is £60.00 which in some cases will be included in your rent.

The Essentials Pack is full of 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

If you have organised alternative accommodation, please contact them directly to find out what will be provided.

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 during Induction Week.

This is a great opportunity to see where students will be living and studying 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 takes place before your teaching starts, visit sheffield.ac.uk/international-college/welcome for the exact dates of your Induction Week. 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.
The Student Agreement

The Student Agreement is here to make sure you get the most out of your time at the College. Help us give you the best support by always keeping our principles for students and staff in mind.

What we expect from you

In College
- Always speak English.
- Respect staff and fellow students to help maintain a positive environment.
- Follow the Student Code of Conduct.
- Always wear your College lanyard.

In your lessons
- Complete your homework and arrive for your classes on time with any materials you need.
- Participate in class and do your best.
- Ask for help if you need it.

Attendance
- Aim to attend 100% of lessons and arrive on time.
- Going to be absent? Let us know: USICAttendance@studygroup.com
- Follow our advice to improve your attendance.

Outside of College
- Make the most of the opportunities in Sheffield.
- Stick to the terms of your tenancy agreement.
- Obey UK Laws and behave appropriately to ensure the safety of yourself and others.

What you can expect from us In College

- We will welcome you, value your contribution and treat you with respect.
- We will create a positive learning environment and provide the facilities to help you succeed.
- We will be available and always do our best to answer your questions.

In your lessons
- We will provide resources and support you need to learn.
- We will give you constructive feedback on your academic performance.

Attendance
- We will monitor attendance so you have the best chance of success, and can meet the terms of your visa.
- We will arrive to class on time and ready to teach.
- We will support you to access medical services in Sheffield.

Outside of College
- We will inform you of activities at College, the Uni, and in the city.
- We will help resolve any accommodation problems.
- We will help you feel safe and at home.
Questions about your Student Agreement

Frequent questions about your course and the student agreement.

What if I want to change my study plan?
It is possible to make changes to your study plan after you have registered at the college. The Progression Support Team can help you with all study plan queries you may have.

What if I do not meet the University’s entry requirements?
The International College can offer a range of alternatives. We will discuss these with you if your tutors feel that you are not on track and need a backup option. We will track your progress throughout your course.

What if I break the terms of my Student Agreement?
If you break the terms of your Student Agreement, and you have already received support from the College, the College will send you a Written Warning. If you receive a Written Warning, the College will also send it to your parents, agent and sponsor, if you have one.

Respect staff and fellow students to help maintain a positive environment.
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 33% 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

Prices for a single tram ticket start at £1.70 (per journey), while a day ticket costs £4.00. You can also get around by bus, which is discounted if you bring your student card with you. Student singles cost either £1.20, or an unlimited weekly travel ticket is available for only £8.00.

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
Please visit usic.sheffield.ac.uk/how-to-apply/term-dates to find out the term dates for your course.

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.

Take a virtual tour of the campus:
usic.sheffield.ac.uk/tour

Facebook: facebook.com/UniversityofSheffieldInternational
YouTube: youtube.com/TheUniversityofSheffieldInternationalCollege
Instagram: instagram.com/sheffield_IC

Take part in our big Sheffield welcome with the #BigSheffieldWelcome hashtag!