Pre-Departure Guide For International Students 2015/16

Discover your future...
Congratulations on choosing to study on a course at the University of Lincoln.
You are about to begin one of the most exciting times of your life but we realise that leaving home and moving to an unfamiliar country can be both exciting and difficult.
The University of Lincoln welcomes international students from all around the world and through studying here you will gain a truly international education and diverse student experience.

The University of Lincoln is located in the historic heart of England with a proud heritage and excellent academic credentials. We provide a challenging and supportive environment, combined with a safe and welcoming atmosphere to help you settle easily into life in the UK.

This guide is intended for all international students who have accepted an unconditional offer with the University of Lincoln to study during the academic year 2015/2016.

This information aims to help you prepare to leave home and will guide you, step by step, on your journey to Lincoln. We realise that there is lots for you to read and that you may have questions along the way.

If you need to get in touch with us at any point, please contact us at our dedicated email address below and we will answer your questions as soon as we can.
The email address for all enquiries relating to your arrival is:

internationalwelcome@lincoln.ac.uk

Look out for these boxes throughout the guide. They contain important advice.
Your step by step guide

The information on the following pages is a step by step guide to prepare you for arrival to the UK. Please ensure that you read each step carefully and complete all the checklists we have provided.

If, at any step, you need help or advice then you can email us at:

internationalwelcome@lincoln.ac.uk

Step 1  Accept and confirm your offer
Step 2  Before you leave
Step 3  Final checklist prior to departure
Step 4  When you arrive
Step 5  Welcome to Lincoln
Accepting and confirming your offer is a very important stage of your application to the University of Lincoln, so it is important that you read this information very carefully and follow the guidelines below. This section contains information on how to:

- accept your offer
- pay your deposit
- receive your CAS (Certificate of Acceptance for Studies)

## Accept your offer

- By now you should have received an **unconditional offer** for your course.
- Once you have received your unconditional offer you must confirm that you want to accept this offer with us as soon as possible.
- If you are not sure if you have accepted your offer; then please contact us as soon as possible and we can advise you what to do.
- If you still have a **conditional offer** and are waiting for documentation e.g. results or transcripts, then you should contact us and send any outstanding documentation as soon as you can.

## Pay your deposit

If you are an international student you may be required to pay a deposit of £2000. Your offer letter will inform you if a deposit payment is required.

You can make this payment using a number of different methods which are all explained on the ‘How to Pay’ page on our website:

- Visit the ‘How to Pay’ page

**Tip:** If you pay online, remember to keep a record of all the payments you make.
Receive your Certificate of Acceptance for Studies (CAS)

The University of Lincoln is on the Register of Tier 4 sponsors. If you are from a visa national country then you must apply for a visa from the British High Commission or Embassy in your country of residence. In order to apply for your Tier 4 Student visa you will require a CAS.

CAS stands for Confirmation of Acceptance for Studies. We will only issue a CAS to successful applicants once they have met all conditions of their offer (if applicable) as follows:

- Undergraduate students - your CAS is issued when you have accepted your unconditional offer and paid the required international deposit.
- Postgraduate Taught Masters students - your CAS is issued when you have accepted your unconditional offer and paid the required international deposit.
- Postgraduate Research students - your CAS is normally issued when you have formally accepted your unconditional offer and paid the required international deposit.

Please remember that we can only issue a CAS to you 3 months before the start of your course.

A Confirmation of Acceptance for Studies (CAS) is a ‘virtual document’ similar to a database record. You will receive your CAS number in a statement, which we will send to you as a PDF attachment in an email to the correspondence address which you have supplied to us. Please note that we do not send the CAS to you in the post.

The statement will contain your specific CAS number which you will be asked to provide to the Home Office as part of your visa application. The Home Office will have received all the information we have about you (name, address, course, fees of your course, start date, what fees you have paid to the University already etc) and will access this information about you through your CAS number.

The student visa you gain is specific to the institution and course stated on the CAS.

Visit our visa page
Step 2
Before you leave

Before you leave your home country there are many things which you will need to do to prepare for your journey. This section includes information on:

- how to apply for your visa
- how to pay your fees
- how to work out your living costs
- how to arrange your accommodation
- how to organise your travel
- how to prepare for your journey
- how to prepare for your studies

Apply for your visa

How to apply for a Tier 4 (General) Visa outside of the UK

- When to apply
- What to prepare
- Pre-sessional students (PEASS)
- Changing University
- How your visa is issued

This information is based on the Immigration Rules, and on the policy guidance and application forms issued by the Home Office for Tier 4 (General) applications. We update it as soon as possible after any changes. However, you must check the most up-to-date information on the Home Office website before you make any immigration application.

If you are an EEA or Swiss National then you do not need permission to enter the UK or to study here. EEA and Swiss nationals can enter the UK by showing their passport or national identity card. Immigration officials should not usually ask you about your stay in the UK, but if they think there is something wrong with your documents they may ask you questions.

If you are a national of a non-EEA country and you want to come to the UK to study there are two types of visa for studying in the UK: Short-Term Study Visa and Tier 4 student visas. If you want to come to the UK to study for 6 months or more you will need to apply for a Tier 4 (General) Visa. This can also be called ‘Entry Clearance’. You apply for a Tier 4 (General) Visa before you travel to the UK in the country where you are living.

If you are unsure if you require a visa you can contact the International Advice Team at the University of Lincoln for advice (Internationaladvice@lincoln.ac.uk). You can also view the information the International Advice Team has online.

Visit the International Advice Team

We would also advise you to view the information the UK Council for International Student Affairs (UKCISA) and the Home Office have online.

Information for students from outside the European Economic Area (EEA) and Switzerland

The Points Based System (PBS) is the UK system for managing migration for non European Economic Area (EEA) nationals who want to enter the UK for the purpose of work or study. It consists of five tiers, and Tier 4 (General) is the main immigration category for students.

If you are a national of a non-EEA country and you want to come to the UK to study for six months or more, you must have permission to come to the UK before you travel. This is called ‘Entry Clearance’ or a ‘visa’. Most students will need to apply for a Tier 4 (General) student visa before they travel to the UK.

If you do not have the correct entry clearance, you will be refused entry to the UK.
How to apply for a Tier 4 (General) Visa outside of the UK

To help you through the process, we have outlined some basic information on how to apply for your visa. It is also important that you read the Home Office and UKCISA websites for more detailed information on how to apply.

You can apply online for a Tier 4 (General) Visa on the Visa4UK website www.visa4uk.fco.gov.uk unless you are living in North Korea. If you are living in North Korea you must apply in-person at your nearest British Embassy, High Commission, Consulate or local visa application centre.

Visit Visa4UK website

When you apply online you need to

- Register for an account
- Fill in the application form in English
- Pay for the visa fee online (in most cases)
- Print out your form
- Book and attend an appointment at a visa application centre

You can view detailed information about applying for a Tier 4 (General) Visa outside the UK on the International Advice Team website and

on the UK Council for International Student Affairs website (UKCISA) and

on the Home Office website

When to apply for a Tier 4 (General) Visa outside the UK

You must apply for your visa before you travel to the UK. You should aim to apply as early as possible for your visa to make sure that you arrive before your course begins. You cannot apply more than three months before the start date of your course and no later than six months after your CAS was issued.

Check the visa processing times in your home country for an indication of how long it will take for your application to be processed. (Note: select ‘Points Based System Visas’ in answer to visa category.)

Visa processing times

What to prepare for a Tier 4 (General) Visa application made outside the UK

There are documents you must prepare for a Tier 4 Visa application and these documents must look a certain way. If you do not submit these documents your application is likely to be refused. We have listed the required documents below but you must check the Home Office website and Tier 4 Policy Guidance for the up-to-date list of required documents.

- Home Office website
- Tier 4 Policy Guidance website

All the documents you submit must be original, you cannot submit copies.

- Passport / Travel document - you must submit a valid passport or travel document.
- Photographs - you must read the Home Office’s official photo guidance before submitting your photographs.
- Confirmation of Acceptance for Studies (CAS) - a CAS is a unique reference number that is generated for you by The University of Lincoln, you must write this reference number on your visa application form. If you have not received your CAS statement then please go back to step 1 in this guide and make sure that you have completed all the stages you need prior to obtaining a CAS. Alternatively please contact us for advice. We will email you a CAS statement, which will include your CAS number, the University of Lincoln, UK sponsor licence number and other information you will need.
- Proof of Qualifications - You must submit the original certificate or original results transcript for all qualifications that the University has used to give you your CAS. These should be listed on your CAS. If you are unsure contact the International Admissions Team.
- Assessment of your English language ability - On your CAS the University should also write how they have assessed your English language ability. If the University has listed any documents which they have used to assess your English language ability you will need to include those documents with your application.
- Evidence of Finances (bank statement) - you need to show that you have enough money to pay for all your course fees and your living costs while you are in the UK. The Home Office refers to money for living costs as maintenance. You must prepare a specific amount of money and you must have this money in the bank for a minimum of 28 consecutive days. To view more information about the money you need and how you should prepare it visit the International Advice Team website.
- International Admissions Team

The money you need to prepare must be shown on a bank statement. You are only allowed to use money held in your name or in your parent’s / legal guardian’s name. If you use your parent’s bank statement you must also provide a birth certificate and a letter of permission from your parents. This is a common reason for visa refusals, therefore it is very important that you read all the Home Office rules and prepare your money correctly.

Home Office rules
Immigration Health Surcharge

Temporary, non-EEA persons coming to the UK for more than six months have to pay money towards the National Health Service (healthcare in the UK). Students (and each dependant) pay £150 per year for the duration of a visa. Where part of a year is 6 months or less £75 is charged. You must pay the NHS Surcharge before you apply for your visa. If you do not pay the NHS Surcharge the Home Office will not give you a visa. If you do not pay the right amount your application will be delayed and it may then be refused. The University of Lincoln will not issue your CAS until you have paid the Immigration Health Surcharge. For more detailed information about the Immigration Health Surcharge visit the International Advice Team website.

If you are planning to study on one of the University of Lincoln Pre-sessional English and Academic Study Skills (PEASS) courses, then we recommend that you apply for a Tier 4 (General) Visa prior to arrival in the UK. When you have successfully completed your PEASS course and have an unconditional offer for your main programme of study, our International Advice Team can help you to apply for an extension of your Tier 4 visa from within the UK.

Please note that if you study for your PEASS course with a Short-Term Study Visa you will not be able to apply for a visa for your main programme of study from within the UK. You will have to return to your home country to make an application. If there are delays with your visa it may mean that you are unable to start your main programme of study on time, or you may miss the induction.

If you have any queries regarding your immigration status please contact us as soon as possible.
Changing University

Students coming to Lincoln from another UK University

If you already have a Tier 4 Visa to study with another University and you have decided that you would like to study at Lincoln you must apply for a new Tier 4 Visa first. To apply in the UK your new course must start no more than 28 days after the end of your current visa, if the gap is more than 28 days you must leave the UK and apply from home.

The International Advice Team organises Tier 4 Visa Workshops which you are welcome to attend, they can help you understand if you can apply for a new visa in the UK. At the workshop the International Advice Team provide detailed information about the application form and the required supporting documentation. These workshops happen every Tuesday at 5:30pm in the University Library. During July, August and September the workshops may happen more frequently please email them for more information. You can also find useful information online on the International Advice Team website. If you applied for your current visa before 5th October 2009 the rules are different for your situation, contact the International Advice Team for more information.

How your visa is issued

There are three very important steps to be aware of regarding how your visa is issued:

1. Your visa will be issued as a vignette (visa sticker) in your passport. The vignette in your passport will only be valid for 30 days. The 30 days will start from the date that you enter on your visa application form as the date that you intend to travel to the UK (or from the date that your visa is issued, if this is after your intended travel date). If you do not travel to the UK during this 30 day period then your vignette will expire and you will need to apply for another 30-day vignette if you still wish to travel to the UK. You will have to pay a fee for this new application and provide your biometric information again, but you will not have to submit a new Tier 4 application.

2. Your 30-day vignette will be accompanied by a letter. When you enter the UK you should show the Border Force Officer your 30-day vignette and this letter.

3. Once you arrive in the UK you must collect a biometric residence permit (BRP) from a post office within 10 days. If you do not collect your BRP within ten days of arriving in the UK you may have to pay a fine and/or your visa may be cancelled. When you complete your visa application the form will give you a choice of post offices from which to collect your BRP. The Post Office in Lincoln where you can collect a BRP is the City Square Post Office, Lincoln, Sincil Street, LN5 7EJ. If it is not convenient for you to collect your BRP in Lincoln you can select a different Post Office. The letter that accompanies your 30-day vignette will contain the details of the post office that you select. If you change your mind and would like to collect your BRP from a different post office then you will have to pay a fee. You do not have to make an appointment at the post office but you must take your 30-day vignette and your letter with you.

You cannot enrol at the University of Lincoln, until you have collected your biometric residence permit. You will need to show this document at enrolment.

Important - New Biometric Residence Permits

From March 2015 the UK Home Office changed how a Tier 4 (General) Visa is issued to students who apply outside the UK. To find out how this change affects you visit UKCISA.

UKCISA website
Pay your fees

This section covers how to pay your tuition fees, and also offers information about the range of scholarships available for international students intending to study in Lincoln.

University of Lincoln international fees

If you are enrolling onto a course at the University of Lincoln you will be required to pay full tuition fees for each year of their course. Tuition fees will vary, depending on the course you wish to study.

The cost of your tuition fees will be outlined in your offer letter. If you are not sure of your fees, or if you think the tuition fees are incorrect, then you should contact us as soon as possible to check your tuition fee status.

For information on international student fees, please see our website. You will need to search for the course you are planning to study on and the fees will be listed at the top of the page.

Visit the ‘Fees and Funding’ page on our website.

Lincoln International Office

Scholarships

At the University of Lincoln we understand the importance of investing in your future and we want to ensure that we are able to provide as much financial assistance as possible. That’s why we have a wide number of scholarships available to help you study in our historic city.

Visit the ‘Scholarships and Funding’ page on our website for further information on other scholarships which may be available.

How to pay

It is important that you include your name and University ID number in all correspondence when you make any payment towards your fees. This will help us to track your payments for you.

Please note that all payments to the University need to be made in pounds sterling. You can pay using various methods such as:

- Online payment
- Bank transfer
- By cheque

Visit the ‘How to Pay’ page on our website for full details of how to pay.

If you are paying your fees by cheque or banker’s draft, remember to make it payable to ‘The University of Lincoln’.

Calculate your living costs

As part of your financial planning you will also need to consider your living costs. This is the money that you will need to pay for things such as your accommodation, food, travel, social activities etc.

Please do not arrange for your living expenses (other than University’s halls of residence fees) to be paid into the University’s bank account as we do not provide a ‘paying-on’ service.

Visit the International Student Calculator website for general living costs you can find useful information on how to budget on.

When to pay

You will be asked to pay your fees in three stages:

Stage 1 £2,000 deposit to be paid on receipt of a conditional offer (applies to postgraduate international students only).

Stage 2 50% of the balance to be paid ON or BEFORE enrolment. Sponsorship letters will not be accepted.

Stage 3 the remaining balance to be paid via a maximum of 9 monthly instalments.

Please remember to reduce your fees by the correct amount if you have been awarded a scholarship by the University.
Arrange your accommodation

We recommend that you organise your accommodation as soon as you have accepted a place on a course.

You can choose from a fantastic range of accommodation in Lincoln, most of which is situated around the attractive waterside of the Brayford Pool Marina. There are also options in the City Centre and in the Cathedral Quarter. The main University campus is centrally located and all accommodation, whether on campus or off campus, is within short walking distance.

The University’s Accommodation Service has a number of landlords who have developed residential Partnership Halls for students. These sites have been developed in association with the Accommodation Service in respect of their location, statutory health and safety issues, facilities and provision of service to students.

This means that students can find a safe, well-managed, place to live within a five-minute walk of the main campus. The University is also part of the City of Lincoln Student Accreditation Scheme which provides a set of standards for landlords to provide safe, secure, well-managed housing.

You can find general virtual tours on our website which will give you the opportunity to see the type of accommodation we have in Lincoln. Please look at our accommodation map for more information on location.

If you haven’t organised any accommodation, please contact us as soon as possible for advice.

Applying for your accommodation

Applying for accommodation at the University of Lincoln is simple. As long as you have accepted an offer of a course, you can apply for accommodation using our on-line Accommodation application form.

The Accommodation application process is available on our website.

Accommodation fees information is available on our website.

Every effort will be made to ensure that you have the accommodation of your choice. We aim to find all international students a place in their preferred accommodation or accommodation of a similar style and price depending on demand.

Wherever you choose to live during your time here, you can contact our Residential Services Team for support and advice on any issue: +44 (0)1522 886231 or 837115 or email accommodation@lincoln.ac.uk

Allocation process

Please note all offers of accommodation are sent by email to the address which you provide in your accommodation application. You should monitor that email address regularly to avoid missing any instructions. You can change your preferred email address by logging into the system. If you have used an agent to apply, we strongly recommend that you apply for your accommodation using your personal email address.

Temporary accommodation

If you are unable to arrange your accommodation in advance then we can send you a list of local hotels and guest houses for you to book in advance of your arrival. As long as you inform us of your plans we can arrange viewings for you.
Organise your travel

When to arrive

It is important to ensure that you arrive with enough time to settle into your accommodation and become familiar with your surroundings before beginning your studies.

You should aim to arrive a few days before the start of your course. If you think that you are going to be late for the start of your course, then you should inform us as soon as possible.

Where to arrive

If you are travelling by air, the UK has many different airports and you should think about which one you want to arrive at before you book your ticket. At certain times of the year, the University of Lincoln arranges a FREE Airport coach pick-up service for students. You should check our website for more details of dates and how to book.

If you would prefer to fly into a regional airport which is closer to Lincoln then you can choose Humberside Airport or East Midlands Airport. These airports have international connections through European airports such as Amsterdam, Paris or Frankfurt.

FREE Airport coach pick-up service

At certain times of the year the University runs a FREE airport pick-up service for students arriving into London Heathrow Airport and Manchester Airport.

This a free service for students but you will need to book in advance and early to avoid disappointment.

Check our website for more information on dates.

Travelling to Lincoln from your arrival Airport

If you are unable to use our FREE Airport coach pick-up services then you will need to make your own arrangements for travel from your airport of arrival to the University.

Taxi services

We have negotiated excellent discounted rates on your behalf with a local taxi company (Flightlinks), so you will receive a warm welcome at a reasonable price. Your taxi driver will meet you as you come through the arrivals gate at the airport and transport you to Lincoln. Please book directly with Flightlinks via flight-links@ntlworld.com or telephone: 0044 (0)7983 358408.

By Train

If you would like to travel to the University by rail there are frequent trains, particularly from London and Manchester to Lincoln (and other cities in the UK). Please visit and make your bookings via National Rail www.nationalrail.co.uk or telephone: 0044 (0)8457 484950.

By Coach

Alternatively, if you want to book a coach transfer to the University, please book via National Express Coaches at www.nationalexpress.com or telephone: 0044 (0)8717 818181.

If you wish to use the FREE Airport coach pick-up service, then you must book in advance through our website please us the link below ‘The International Student Arrival Form’:

The International Student Arrival Form is available on our website.

If we know when you are arriving, we can be here to meet you. Remember to fill in your Arrival Form.
Arrival form

As part of the registration process at the University, it is compulsory to provide us with some information about your travel arrangements. This information will help us to ensure that your arrival and enrolment at the University is made as easy as possible for you.

Please ensure that you complete and return your International Student Arrival Form so that the University knows when to expect you. This form is available on our website.

Pre-departure checklist 1

Have you…

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<th>Item</th>
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<tr>
<td>Accepted your offer?</td>
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<td>Paid your deposit (if applicable)?</td>
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<td>Paid the NHS Immigration Health Surcharge?</td>
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<td>Received your CAS?</td>
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<td>Organised your accommodation?</td>
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<tr>
<td>Booked your flight?</td>
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<tr>
<td>On the visa application form entered the correct date you intend to travel to the UK?</td>
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<tr>
<td>On the visa application form - selected the most convenient Post Office in the UK to collect your Biometric Residence Permit (BRP)?</td>
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<tr>
<td>Booked an airport pick-up or taxi pick-up service?</td>
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<tr>
<td>Checked if you need to have a TB screening before entering the UK?</td>
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<tr>
<td>Completed your <a href="link">University of Lincoln Arrival Form</a></td>
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</table>
In this section you will be able to think about what you will need to bring with you and how you can prepare for life in the UK and studying at Lincoln. There are several things outlined below which you should consider before your journey.

Find out what you are and are NOT allowed to bring into the UK, e.g. food items. Contact the British Embassy, High Commission or Consulate in your country for more information.

Documents required for your journey

Before you travel to the UK, it is important that you keep your passport, travel documents and tickets in a safe place. We advise that you take a photocopy of all the pages of your passport and keep it in a separate place in case of emergencies.

You will also need some important documents immediately when you arrive at the UK airport or point of entry to the UK, as you will be interviewed by immigration and health officials. A full list of these documents can be found in checklist 2.

Money

The currency used in the UK is ‘Pounds Sterling’. However this is shortened to just ‘Pounds’ and the symbol ‘£’ is used to denote this.

Before you leave you will need to order British currency and travellers’ cheques and bring enough money to cover your immediate needs on your arrival in the UK; including customs charges, rail fares and any emergency expenses. About £250 should be enough but you will need more than this if you have any family travelling with you. If you are coming to the UK from a country outside the EU and carrying more than 10,000 Euros (approximately £8,500) you will need to declare this to Customs.

If you are planning to transfer extra money to the UK you should arrange this before you leave your home country. Also, check whether you need permission to transfer money to the UK and whether your government has restrictions on the amount of money you can take out of the country. Opening a bank account in the UK can take a few weeks.

For further information and contact details, visit the HMRC website. You should also check if there are limits imposed on foreign currency transactions by your home country.

Insurance

Before you leave you should also think about insurance for your journey and for when you arrive. This may include:

- Travel insurance
- Personal belongings insurance
- UK health insurance (if applicable)

Packing

Packing can be a difficult task, especially if you are leaving home for a long period of time. The important thing to remember is that you should pack the essentials and try not to bring too much. Remember that you can buy items such as bedding and toiletries when you arrive. The UK has an enormous range of budget shops which offer good discounts.

Make sure that you check your baggage allowance with the airline you are travelling with. If you go over your allowance then you may get charged a lot of money at the airport.

The weather in the UK is very unpredictable and it may be very cold one day and warm the next, so make sure that you pack a variety of clothes which will keep you warm or cool appropriately. It may take you some time to adjust to the climate in the UK.

If you have arranged accommodation in advance you should check whether bedding will be available when you arrive, particularly for your first night.

⚠️ When you are ordering money, ask for a variety of bank notes. £50 notes are rarely seen in shops etc in the UK and you may have difficulty changing them, so try to also order some £20 and £10 notes.

⚠️ It can take a few weeks to open a bank account. Make sure you have enough money with you for the first few weeks.
Pre-departure checklist 2 - packing

### Items to carry in your hand luggage

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<tr>
<td>Your valid passport with 30 days vignette (visa sticker); if relevant</td>
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<td>Your travel tickets or E ticket details</td>
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</tr>
<tr>
<td>Money - cash, travellers’ cheques, credit card</td>
<td></td>
</tr>
<tr>
<td>Your letter which came with your 30 day vignette (visa sticker)</td>
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<td>Vaccination certificates and x-ray reports if required, any prescribed drugs or medicines you are taking, plus a letter from your doctor explaining what they are</td>
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<td>The original letter of acceptance and CAS from The University of Lincoln</td>
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<td>The original documentary proof that you have money to pay your fees and meet your living costs (e.g. recent bank statements, proof of scholarship, sponsor’s letter, reference letter from your bank in your own country)</td>
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<td>Originals documents of any degree certificates, transcripts or technical qualifications which have been used as part of your application</td>
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<td>Confirmation of any accommodation you have booked, including the full address and telephone number</td>
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<td>Details of your arrangements for onward travel within the UK e.g. maps, contact numbers etc.</td>
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<td>Insurance documents</td>
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<td>Warm clothes/coat for when you arrive</td>
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<tr>
<td>Your phone charger and a UK adapter plug</td>
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### Items to carry in your main luggage

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<th>Item</th>
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<tr>
<td>A photocopy of each page of your passport, including its number, the date and place of issue and any entry clearances</td>
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<tr>
<td>A note of the serial numbers of any travellers’ cheques</td>
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<tr>
<td>Photocopy of the letter which came with your 30 day vignette (visa sticker)</td>
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<tr>
<td>Back-up photocopies of all essential documents</td>
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<tr>
<td>Approximately ten passport-size photos of yourself - you will need them for student identification cards, bus/rail passes and various other purposes</td>
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<tr>
<td>Clothing, toiletries, and any other main items which you will need during your stay.</td>
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Before you arrive in the UK, you can begin to develop new study skills to prepare you for your academic life at the University of Lincoln with the Prepare for Success website:

Visit the Prepare for Success website.

The University of Lincoln English Language Centre (ELC) will be an important service for you during your time in the UK and provides a range of support for international students. Our services are designed to help students to improve in all areas of their English language and develop their academic study skills. We are also here to help you to settle in and enjoy your new life in the UK.

The well qualified and friendly ELC staff will guide you during your learning, using a variety of methods, ensuring you have every opportunity to reach your potential and to help you succeed on your course; whether you are studying at undergraduate or postgraduate level.

We offer a comfortable and relaxed environment for you to learn in, with up to date facilities and have an ‘open door’ policy all year round so whatever your problem we can help you with it.

The ELC offers English for Academic Purposes (EAP) language support throughout the academic year in the form of short courses and one to one sessions. We also organise a range of social activities throughout the year, such as trips to see cities around the UK.

Adapting to speaking English all the time can be difficult. Practise as much as possible in the weeks before you arrive.
### Step 3
Final checklist prior to departure

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you received your 30 day vignette (visa sticker) in your passport?</td>
<td></td>
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<tr>
<td>Do you have your <strong>original</strong> documents with you?</td>
<td></td>
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<tr>
<td>- Passport</td>
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<tr>
<td>- 30 day vignette (visa sticker) which should be stuck inside your passport</td>
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<tr>
<td>- Letter which came with your 30 day vignette (visa sticker)</td>
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<tr>
<td>Have you made appropriate arrangements for any family members to come to the UK?</td>
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<tr>
<td>Do you have enough money to cover both tuition fees and living costs?</td>
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<tr>
<td>Do you have a copy of your unconditional offer letter and CAS statement?</td>
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<tr>
<td>Have you checked whether there are any restrictions on the amount of money you can take out of the country?</td>
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<tr>
<td>Have you checked whether you need permission to transfer money to the UK and how to do it?</td>
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<tr>
<td>Do you have UK currency and/or travellers cheques for your immediate expenses on arrival in the UK?</td>
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<tr>
<td>Have you organised travel to the UK?</td>
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<tr>
<td>Have you booked your travel tickets and travel insurance and checked your baggage allowance?</td>
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<tr>
<td>Have you packed adequate clothing which is suitable for the British climate?</td>
<td></td>
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<tr>
<td>Have you arranged your accommodation or know where you are going to be staying?</td>
<td></td>
<td></td>
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<tr>
<td>Have you planned how you are going to get to the University of Lincoln?</td>
<td></td>
<td></td>
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<tr>
<td>Have you got a map of the UK and the location of the University?</td>
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<td></td>
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<tr>
<td>Do you know how long it takes to travel to Lincoln from your arrival airport?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you know how to use public transport, e.g. the underground, buses and trains?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you booked a University airport coach pick-up service?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you know where you are collecting your BRP (Biometric Residence Permit) from once you arrive in the UK? This should be written on the letter which came with your 30 day vignette (visa sticker). Check the address of the Post Office, check the opening hours and get directions. <strong>Remember you will only have 10 days to collect your BRP once you arrive in the UK.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed and returned your <strong>University of Lincoln Arrival Form</strong></td>
<td></td>
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</tbody>
</table>

### Important Visa Reminder

Once you arrive in the UK you will only have 10 days to collect your BRP (Biometric Residence Permit) from the Post Office you have selected on your visa application form. This is your visa and if you do not collect it within 10 days you may have to pay a fine and/or your visa may be cancelled. You cannot enrol at the University of Lincoln until you have collected your biometric residence permit. You will need to show this document at enrolment.
Step 4
When you arrive

Arriving in a new country for the first time can be a challenging experience. You may have travelled a long distance and be very tired, so it is important that you prepare for your arrival.

This section contains information on:
- Immigration
- Travel to Lincoln
- International Arrivals Lounge
- Enrolment

Immigration
You will pass through immigration when you arrive in the UK so it is important for you to know what to expect.

If you arrive at an airport, you pass through immigration control first (before collecting your luggage). There are usually two main queues: one for European Economic Area (EEA) and Swiss nationals, and one for everyone else. Make sure you join the correct queue. A Border Force Officer will look at your passport and check your Visa/Entry Clearance.

If you are a student with a Tier 4 Visa the Border Force Officer will look at your passport and the 30 day vignette (visa sticker) which is inside your passport. They will also look at the letter you received with your 30 day vignette (visa sticker).

We recommend that you view the following information from UKCISA which gives full details of what to expect when you arrive at your point of entry to the UK and also what to carry in your hand luggage. Visit the Immigration and Customs page on the UKCISA website.

If you are a student with a Tier 4 Visa once you arrive in the UK you have 10 days to collect your BRP (Biometric Residence Permit). If you do not collect your BRP within 10 days of arriving in the UK you may have to pay a fine and/or your visa may be cancelled. The letter you received with your 30 day vignette (visa sticker) contains details of the Post Office you choose to collect your BRP from. You cannot enrol at the University of Lincoln until you have collected your biometric residence permit. You will need to show this document at enrolment.

Visit the ‘Arriving in the UK’ page on the UKCISA website.

Travelling to Lincoln
It is important that you plan your journey from your point of arrival to Lincoln.

You can travel to Lincoln by using the following transport methods:
- Taxi (car)
- Train
- Bus
- University FREE Airport Pick-up Service (only available at certain times of the year)

There are many different ways to travel and the University of Lincoln offers advice on our different services. You should visit the international pages on our website for more details.
International Arrivals Lounge September 2015

The International Arrivals Lounge is a welcoming and comfortable area for new international students and provides:

- Easy access to a range of support services
- Guidance and assistance with your enrolment
- Free internet and telephone access so that you can contact family and friends as soon as you arrive
- A comfortable area to relax in
- Transfer taxis to your accommodation

Arrivals at other times of the year

Not all of the University courses begin in September, so if you are arriving at a different time of the year then we are still here to help and support you through your enrolment process. You can contact us in all the ways which we have mentioned in the guide.

When you arrive you should go to the Student Support Centre in the Main Administration Building. Our experienced and friendly staff will help you to settle in to your new life in Lincoln.

Enrolment

When you arrive at the University, one of your priorities will be to enrol onto your programme of study.

⚠️ It is very important that you bring the original documents with you for enrolment. If you do not bring the correct documents then this will delay your enrolment.

Documents required for enrolment

- Passport
  This must include all the passport pages showing all personal identity details (including biometric details), leave stamps, or immigration status document including your period of leave to remain (permissions to stay) in the UK. This must show your entitlement to study with a licensed sponsor in the United Kingdom

- Your United Kingdom Biometric Card

- Your travel ticket to the UK or boarding card

- Original documentation
  Bring all documents listed in the ‘documents used to obtain the offer’ section of your CAS Statement e.g. references, exam certificates and transcripts etc. Please note that photocopies will not be accepted

- ATAS certificate (if applicable)

- Evidence of any tuition payments you have made

- Evidence of any University scholarships which you have been awarded.

When you have enrolled you will receive a Student ID card which will allow you access to University of Lincoln facilities such as The Library and the Sports Centre. You will also be able to use your card to gain discounts in some shops and restaurants. You should keep your Student ID card with you at all times.

Police registration

Your passport or identity card will state whether or not you have to register with the police. If you are required to register with the police, you must do so within seven days of your arrival in the UK. Your entry clearance stamp will probably tell you to register with the police. If your entry clearance tells you to register, your husband/wife and/or child are likely to be given an entry clearance or stamp that tells them to register too.

When registering you will be charged a registration fee (currently £34) and must bring your passport and two photographs of yourself.

Further details of how to register with the police will be provided to you when you enrol.
Advice Service

The Advice Service is based in the Student Support Centre at the University of Lincoln. We deliver specialist advice, guidance and information on key issues that affect all students at the University of Lincoln.

International Advice Team

The International Advice Team is part of the Advice Service. The International Advice Team are the only people in the University who can legally give immigration advice.

The International Advice Team provides specialist advice on all immigration issues including:

- Tier 4 Visa applications
- Protecting your immigration status
- Working in the UK
- Finishing your course early
- Lost and/or stolen visas
- Bringing your family to the UK
- Returning to the UK for graduation
- Schengen visas
- General Visitor Visas
- Correcting visa errors
- And much more!

We also run Tier 4 Visa Workshops for any student who needs to extend their Tier 4 Visa in the UK. We recommend that you attend a Tier 4 Visa Workshop 4 months before your visa expires.

- Drop-in - Monday-Friday 12pm-2pm in the Student Support Centre.
- Email - Internationaladvice@lincoln.ac.uk
- Blog - www.adviseservice.lincoln.ac.uk

Specialist Advice Team

The Specialist Advice Team is part of the Advice Service. The Specialist Advice Team is made up of experienced professional advisors offering a confidential, impartial service to all students at the University of Lincoln. They advise clients of their legal rights and responsibilities within many areas including housing, debt, University issues, employment and much more.

- Drop-in - Monday-Friday 12pm-2pm in the Student Support Centre.
- Website - www.adviseservice.lincoln.ac.uk
Course welcome

Whether you are studying as an undergraduate or a postgraduate student, there will be a welcome and induction programme in place to introduce you to your course and your fellow students.

You should ask for the timetable for your course on enrolment.

English Language Centre

One of the most important services for you to get to know when you arrive is the English Language Centre.

We know that studying in a foreign language can be very difficult. We also know that during your time in Lincoln, you will want to improve your language skills, understand British culture better, and take the opportunity to meet other students from all over the world.

At the English Language Centre, we offer a range of courses and workshops, as well as a regular Drop-in service if you need individual support. All of our courses and services are completely free and run throughout the academic year.

On arrival you will be offered the opportunity to take a short English language diagnostic test with us. Our tutors will then be able to advise you which of our programmes will be suitable for you to attend throughout the year.

Main courses

- Academic English
- Culture and Conversation
- Grammar for Academic English

5-week workshops/short courses

- Active Listening
- Advanced Academic Writing
- Better Pronunciation
- Critical Thinking
- English for Dissertation Writing
- Effective Presentation Skills

Drop-in & 1:1 writing support

If you need individual help with any English language problem, the ELC’s Drop-in service is the perfect place to go. Our experienced, well-qualified and experienced team of teachers can advise you on any language issue. You do not need to make an appointment before and can simply arrive when the Drop-in session takes place. We also provide a writing support service where we can check part of your assignments and give advice on how to avoid grammatical mistakes, improve sentence structure and paragraphing.
Student Support Services

The Student Support Centre

The Student Support Centre, located on the ground floor of the University’s Main Building (previously the Minerva Building), is home to the University’s main reception and is a one stop shop for students to gain access to all of our services and locate other academic and professional support across the University. The following teams are based in the Student Support Centre:

- **Student Support Team**
- **Advice Service**
- **International Advice**
- **Student Funding**

**International Advice Team**

Our International Advice team offer a variety of services to help you with any issues you may have regarding your visa and immigration.

**The Student Wellbeing Centre**

We aim to ensure that all disabled students are well supported during their studies at the University of Lincoln. It is important that international students who have any support requirements inform us as early as possible. This is so that we can ensure that you are fully supported upon your arrival and advise you on the funding of this support.

A Counselling Team is also located in the Student Wellbeing Centre. The Counselling Services Team is located in Student services. They can offer support in all aspects of mental health including anxiety, eating disorders, home sickness, alcohol and drugs plus much more.

**Careers and Employability**

The University has a dedicated Careers and Employability department, where you will be able to discuss your plans with their professionally qualified HE careers advisers.

**Chaplaincy**

The University’s Chaplain offers pastoral care to anyone in the University. If you need someone to listen, want to share good news or bad, have issues surrounding work, relationships or life in general, then the Chaplain is here to help you. The Chaplain can put you in touch with local faith communities and help you find a place of worship or help you to continue to pursue your leisure interests and hobbies within the local community.

**Students’ Union**

The University of Lincoln Students’ Union (SU) is accessible to all students and offers a variety of events and activities throughout the year. During Welcome Week, the SU will be holding a ‘Freshers Fayre’ and you will have the opportunity to join some of the clubs and societies and collect useful information on events taking place throughout the year.

Sports and Recreation

If you are interested in keeping fit and active, the University of Lincoln Sports and Recreation Centre has some excellent facilities. It is primarily used to accommodate the needs of both staff and students of the University of Lincoln and provides you with the opportunity to participate in fitness classes and many sports based activities.

And finally...

We know that your time in the UK and at the University of Lincoln will be a truly happy and rewarding experience. All you need to do is to plan properly and read this guide and other information we have provided for you carefully. If you need any further help then please remember that you can contact us personally for advice.

We look forward to meeting you!
Maps

Location of Lincoln in the UK
For all general enquiries about your arrival and enrolment please use our dedicated email address to contact us:

internationalwelcome@lincoln.ac.uk

If you have other queries you can also use the contacts below:

**Student Support Centre**
Telephone: 01522 837080
Email: studentsupport@lincoln.ac.uk

**Student Wellbeing Centre**
Telephone: 01522 886400
Email: studentwellbeing@lincoln.ac.uk

**International Advice Team**
Web: www.adviceservice.lincoln.ac.uk
Email: internationaladvice@lincoln.ac.uk

**English Language Centre**
Telephone: 01522 886102
Email: Englishlanguage@lincoln.ac.uk

**International Office**
Telephone: 01522 886040
Email: international@lincoln.ac.uk

**Accommodation Office**
Telephone: 01522 837115
Email: accommodation@lincoln.ac.uk

**University Security Office**
(Emergency out of hours)
Telephone: 01522 886062

**University of Lincoln**
**Switchboard**
Telephone: 01522 882000