

International Student Handbook

www.ncl.ac.uk



2 Preparing to Come to the UK



Accepting Your Offer

Once we have made you an offer on your chosen degree programme, you will be asked to confirm whether or not you would like to accept it. Undergraduate applicants should accept their offer using UCAS Track. Postgraduate applicants can do this either by sending us the paper acceptance slip which is attached to your offer letter, or by accessing your application form online. To accept online, go to the Application Status tab, and select Accept against your chosen programme.

Accommodation

Choosing your accommodation

If you are coming to Newcastle in 2009, you will be sent a copy of the *Student Accommodation 2009–10* brochure by the Admissions Office. You can also download a copy of this guide at www.ncl.ac.uk/accommodation/assets/documents/accommodation.pdf. This brochure gives details of the broad range of University accommodation available to you, as well as information about University-managed and private sector accommodation.

Accommodation Guarantee

First-year international students who are here for a full academic year are guaranteed places in accommodation, provided they have accepted their offer to study at Newcastle as their firm choice University and met all conditions of the offer. Students also need to have completed the online Accommodation Application Form by the deadline, which is 30 June 2009 for undergraduate students, and 1 August 2009 for postgraduate students.

Postgraduate applicants are also required to make an application fee payment of £350 at the time of completing the online Accommodation Application Form, which is deducted from the summer term's rent. The Accommodation Guarantee does not cover couple and family accommodation.

How to apply

After you have studied our *Student Accommodation* brochure and selected your accommodation, you should complete the online Accommodation Application Form: <https://accommodation.ncl.ac.uk/apply/>

If you encounter difficulties in completing the online form, you should e-mail the Accommodation Office at: accommodation-enquiries@ncl.ac.uk and they will be able to help.



St Mary's accommodation.

Your accommodation offer and contract

Once you have met all the conditions of your offer and have firmly accepted your place on your course, you will then receive your offer of accommodation. Please note that whilst you will be informed as early as possible about the outcome of your application, no offers of accommodation should be expected before the end of June (please refer to the *Student Accommodation* brochure for further details).

When you are offered University-owned accommodation, you will be sent an e-mail which will direct you to your online contract and you will have **seven days to respond**. If you accept this offer, you are electronically signing a legally binding agreement in which you undertake to live in the accommodation for the full period of the contract. There is no notice period, which means you will not be released from your contract. As a resident of University-owned accommodation, you must also observe the conditions of residence for your particular accommodation.

All accommodation contracts will begin on **Tuesday 15 September 2009**, which allows early access if you plan on attending the International Welcome programme. You will be charged from this date even if you arrive afterwards. You will not be able to gain access to your accommodation earlier than this date.

The majority of contracts for undergraduate students are for 38 weeks, which includes the Christmas and Easter vacation periods. This enables you to leave your possessions in your room during holidays. Postgraduate students have a choice of two contract periods: 38 and 49 weeks. If you opt for a 49-week contract, you will be able to stay in your room until the end of August 2010. If you have a 38-week contract until the end of the academic year, it should be possible to extend your stay until the end of August 2010, but there is no guarantee that you will be able to stay in the same room.

If you are offered self-catered accommodation in our Managed Partnership Accommodation, contracts offered are for an average 42-week period with the possibility to extend over the summer. You can move in from September 2009.

The accommodation is allocated by University staff but the contract will be prepared by the private company, who own and manage the site. You will be asked for some payment in advance, such as a deposit and the first payment of rent or the full year's rent, to secure the accommodation. This is standard practice in private accommodation.

After you arrive, you may request a change of room if you are unhappy with our initial allocation but this is subject to certain restrictions and charges.

Accommodation outside the University

The Private Sector Team in the Accommodation Office offers a wide range of services to students who are either not eligible for University Accommodation or who chose to live in privately rented accommodation. You can view further details of the different types of accommodation available, such as private sector housing, lodgings and also University-managed property, plus the services the team have to offer at:

www.ncl.ac.uk/accommodation/private

House-hunting events

The Accommodation Office offers a house-hunting weekend, which aims to help postgraduate students to meet up with other students and search for accommodation in the private sector. Further details can be found at: www.ncl.ac.uk/accommodation/private Also, individual rooms can be found on the 'share board' in the Accommodation Office.

Most private sector tenancies are for a 51/52-week period and if you decide to rent a property that is not advertised through the Accommodation Office website, the staff will be happy to offer advice and to look at proposed tenancy agreements before you sign the contract. The Accommodation Office also recommends that students who need external accommodation should spend some time in Newcastle during the summer vacation to familiarise themselves with the different residential areas and to view several properties before making a decision. The Private Sector Team can also provide details of hotel or bed and breakfast accommodation in the area.

Find a flatmate scheme

This scheme is designed to assist students who are looking for accommodation on their own. Students register their details with the Accommodation Office, who in turn provide them with details of other students looking to form a group to find suitable private rented accommodation. To register with this scheme, e-mail: private-rented-accommodation@ncl.ac.uk

Opening hours

The Accommodation Office is open
9 am–4.30 pm, Monday to Friday.

Telephone: +44 (0) 191 222 6360

Fax: +44 (0) 191 222 6313

E-mail: accommodation-enquiries@ncl.ac.uk

or private-rented-accommodation@ncl.ac.uk

Refurbished kitchen in St Mary's.





Immigration Advice

Student (visa) immigration entry clearance requirements

Everyone arriving in the UK has to pass through Immigration Control. The rules and conditions regarding entry are strictly enforced by Immigration Officers, but if you have obtained all the necessary documents in your home country before leaving, you should not have any problems.

European Economic Area (EEA) Nationals and Swiss Nationals

If you are a national of the European Economic Area or of Switzerland, you do not require a visa or immigration permission to enter and remain in the UK while you are studying. Your passport or identity card will not be stamped when you enter the UK as there is no formal time limit on your stay. If you and any dependants are coming to the UK for less than six months, you must hold a valid health insurance or a European Health Insurance Card (EHIC) which you should obtain from your home country before your departure. Students coming for longer than six months will be able to access state health care under the National Health Service (NHS). Further information relating to European Economic Area Nationals can be found at: www.ukba.homeoffice.gov.uk

Nationals of non-European Economic Area (non-EEA) countries

Student entry clearance requirements

Immigration regulations require most non-EEA students to apply for entry clearance permission to enter the UK before departure. This is also known as student entry clearance. Student entry clearance is confirmed when you have been provided with a visa sticker for your passport that gives you permission to enter the UK. Student entry clearance is compulsory for all visa nationals and for all students intending to study in the UK for more than six months. To avoid problems at immigration, entry clearance is recommended for all non-EEA students.

How to make an application for student entry clearance

To make a valid entry clearance application, you will need to apply in time for the start of your course and welcome induction sessions and provide all the necessary supporting evidence to show that you meet all the immigration requirements for students.

Immigration conditions for entry into the UK may vary depending on the length of the course you are planning to study. If you are coming to study for less than six months, you may want to apply for a visa as a student visitor. If you are a student visitor, you will not be allowed to continue studying in the UK beyond the maximum student visitor limit of six months and you will be prohibited from part-time work. Therefore, it is best to apply for entry clearance as a student rather than a student visitor. For further information refer to the guidance on Entry Clearance for Student Visitors, on page 6.

When you should make your application

You need to make sure that your application can be processed in time for you to attend your induction and welcome talks and the start date of your course. You can usually make your application to come to the UK up to three months before your course start date. You should check with the visa section of your nearest British Diplomatic Post (for example, Embassy, Consulate, or High Commission) to find out the best time to make an application. Remember that the busiest time for processing visa applications is usually from July onwards, so making an application during this time may result in delays.

Where you should make your application

You should make your application through the Visa Processing Centre of your nearest British Diplomatic post. The following website provides details of your nearest visa centre and also has guidance on the application process: www.ukvisas.gov.uk/en/howtoapply/wheretooapply

What will it cost?

The current fee for each applicant is the equivalent of £145. The fee may change so always check the UK visas website for the latest guidance (see above).

The points-based system

The UK Borders Agency is currently phasing in the new points-based immigration system. Under the new system, applications for student entry clearance to the UK (Tier 4) will be awarded points in order to assess eligibility for UK entry clearance.

Points are currently awarded for:

- A visa letter from a licensed sponsor (in this case, the University) – 30 points
- Evidence that applicants have sufficient funds for living expenses (maintenance requirements) and course fees – 10 points

If you achieve a total of 40 points in your application, you should be granted entry clearance provided your supporting documents, such as education certificates, are considered acceptable and you do not have a poor immigration history.

For further information on visa letters and maintenance requirements, please see:

www.ukba.homeoffice.gov.uk/studyingintheUK/adult-students

Please note: under the new system you are committed to study at the institution for which your visa is granted. You may not study at an alternative UK institution without permission from UKBA.



IMPORTANT: Information on the points-based system was correct at the time of writing, but the system is still under development and some changes are likely to occur. Please ensure that you are up to date with the latest procedures before applying for entry clearance by visiting: www.ukba.homeoffice.gov.uk

Supporting documents to include with your application

As of March 2009, all student entry clearance applications under the student (Tier 4) category will be judged on evidence that they have accepted a place of study at a licensed institution (detailed in the visa letter), relevant education certificates and evidence of sufficient funds to cover living expenses and the first year's academic fees. The evidence includes the following:

1. Current passport

2. Visa letter

Newcastle University will provide you with a visa letter, which provides confirmation of details required by the entry clearance officers. The visa letter will give the required details of the University, details of your course, details of academic fees you have paid and the documents you provided as evidence of your eligibility to study at Newcastle. It will also state your anticipated living expenses. It is expected that from February 2010, the visa letter will be replaced by a Certificate of Acceptance for Study (CAS), which will be your unique identifier issued by Newcastle University.

3. Living expenses (maintenance)

You will be required to show that you have sufficient funds to pay for your first year's academic fees plus your living expenses. Students outside London are required to have the first year's fees, plus £600 maintenance for every month of the course up to a maximum of nine months.

For example, a student coming for a course of six months would need to show funds for the course fees plus £3,600 maintenance. A student coming for a 12-month course would need to show course fees, plus £5,400 for maintenance.

Additional funds of £400 for each month of study will be required for each dependant you wish to bring with you. Again, nine months is the maximum number of months required as evidence.

The entry clearance officers will require evidence in the form of bank statements. These bank statements should be in your name or at least state your name as a joint account holder. The relevant funds must have been available in your bank account for 28 days preceding the entry clearance application.

Sponsored students will be required to show detailed, original documentation from sponsors.

Details of fees paid to the University will be noted in your visa letter.

4. Relevant education certificates

You will be required to produce the original documents the University used to assess your eligibility for your chosen course.

5. ATAS

If you have an unconditional offer to study a postgraduate course (for example, MSc, PhD, MPhil, MRes) in a science, engineering, technology or medical-related subject, you may be required to obtain special clearance under the Academic Technology Approval Scheme (ATAS). Check the UK visas website under ATAS for more information or refer to the ATAS web guidance provided by the Foreign and Commonwealth Office: www.fco.gov.uk/atas

6. Health screening

You may need to provide evidence about your state of health. For example, if you come from a country that has a high rate of Tuberculosis (TB), you will need to provide recent X-rays taken in the last six months. Further information can be found at: www.ukvisas.gov.uk/en/howtoapply/tbscreening





Entry clearance for student visitors

If you are planning to come to the UK to study for less than six months, then you may want to consider applying for entry clearance as a student visitor. Although entry clearance may be an option for some nationals, if you are planning to come to the UK as a student visitor you should apply for entry clearance as a student visitor in your home country, to avoid any immigration problems occurring when you enter the UK.

The conditions for student visitors are restricted. Student visitors are not allowed to remain in the UK once they have completed their course and cannot work whilst studying in the UK. If you are planning to continue studying for longer than six months, then you should apply for entry clearance as a student and not a student visitor.

For further Home Office guidance refer to the UK visas website: www.ukvisas.gov.uk and www.ukvisas.gov.uk/en/howtoapply/infos/studentvisitorfaq

Once you have your visa: travelling to the UK to study

If you have a valid student entry clearance or student visitor visa, then the Immigration Officer will not normally refuse you entry unless your circumstances have changed. It is always a good idea to carry in your hand luggage any relevant documents which confirm your course details and your ability to meet your finances – for further details please refer to the checklist on page 22.

Complying with immigration within the UK

Whilst in the UK, it is essential that you comply with the conditions of your student visa. Please ensure that you take the following steps to ensure compliance:

Registration at the University

When you arrive in the UK it is very important that you complete your University registration as soon as possible. For those students starting in September, for example, you should have completed your University registration by 25 September. This is very important because the University has to report the details of any students who have failed to register to the UK Borders Agency.

Police registration requirements

If you are required to register with the Police, you should do so at the earliest available opportunity. Assistance will be available at International Student Welcome sessions or you can ask for further advice from the Student Progress Service. You should ensure that your Police Certificate is kept updated with any changes of personal circumstances (i.e. changes of address, renewal of visas, marriage etc) and that it is kept in a safe place. There are severe penalties for those who fail to register or update their certificates.

Part-time work

If your visa does not allow you to work, you should ensure that you refrain from doing so, even on a voluntary basis. If your visa does allow you to work part-time, you should ensure that you work no more than 20 hours per week during term time. If you fail to stay within the limit, the Immigration Service can issue severe penalties which can include your removal from the UK. Postgraduate students writing up dissertations over the summer should consult the Visa Officer in the Student Progress Service for special conditions regarding vacation work.

Full-time study

International students on student visas are expected to be registered on full-time courses. You should not switch to part-time study.

Attendance

International students must maintain regular attendance on their programme and keep their School informed of any problems relating to attendance or any changes to their study pattern. The University now has a duty to report any absences or any change of circumstance that may affect their student visas.

Staying up-to-date

Please be aware that immigration regulations and policy guidance can frequently change. For up-to-date information please refer to the guidance for students on the UK visas website.

- **For official immigration guidance** and the latest news, the immigration requirements, and making your entry clearance application, check the student links which are provided on the UK visas UK Border Agency website: www.ukvisas.gov.uk
- **The website for the UK Council for International Student Affairs (UKCISA)** provides the latest news, frequently asked questions, immigration help sheets and guidance on the application process: www.ukcisa.org.uk
- **The British Council** have also produced some useful guidance called *First Steps: preparing for Entry Clearance*. This can be accessed from the following website: www.britishcouncil.org/education/qdu
- **For problems at passport control** you can telephone the Immigration Advisory Service (IAS) on:
 - +44 (0)20 7967 1200 (daytime, Monday to Friday)
 - +44 (0)20 7378 9191 (night-time and weekends, leave a message on the emergency answerphone)
- **For guidance on the conditions that apply to students working in the UK** refer to government guidance for international students and employers on the *Find your way to work: International Students: Working in the UK 2007–08* website: www.educationuk.org/downloads/work_in_uk.pdf
- **For immigration guidance for students at Newcastle University** you can also refer to the information on the University website at: www.ncl.ac.uk/student-progress/visas



Health

Soon after arriving in Newcastle, it is essential for you to register with a local doctor (also called 'general practitioner' or 'GP'). It is possible to register with a doctor at the time of University registration in September. A list of doctors available in the area can be obtained from the Student Advice Centre in the students' Union Building.

NHS Direct is a service provided by the government, which gives information on health issues. You can search their website for the addresses of GP surgeries and other health services near where you live, log onto: www.nhsdirect.nhs.uk

There is also a 24-hour telephone service, staffed by nurses, which gives medical advice (telephone 0845 4647).

If you are on a full-time programme of study lasting six months or more, you, and any dependants with you, will be eligible immediately to receive free medical care from the National Health Service. This includes free appointments with your doctor and free treatment, medication, food and accommodation if you are hospitalised. You may also be eligible to receive subsidised dental and optical care. However, a fixed charge (currently £7.20 per item) is made for medicines obtained outside hospital on a doctor's prescription (prescriptions authorise the issue of certain medicines).

Depending on your circumstances, it may be possible to apply for exemption from charges – forms for this are available from the Student Advice Centre. If you are already suffering an illness before you come to the UK (a 'pre-existing' condition), it will not be covered by the NHS and you should expect to pay for treatment. It is always advisable to have a health check before you leave your home country for a long period, and in some cases (see the section on immigration requirements) you may be asked to produce evidence of this when you apply for your visa.

If you are expecting to stay for less than six months, you will not be eligible for free medical care (unless your own country has a reciprocal arrangement with the UK) and you should therefore take out health insurance before you leave home. If you are from the EU and are staying for less than six months, you must hold a valid European Health Insurance Card (EHIC) which you should obtain from your home country before your departure, in order to receive free medical treatment.

If you already take prescribed drugs or wear spectacles or contact lenses, try to bring a copy of the prescription with you.

Dental treatment can be very expensive. It is important to have a dental check-up in your own country before you leave for the UK, or to ensure that you have adequate insurance to pay for any treatment that may be needed.





Money Matters

Tuition fees

A guide to tuition fees for international students (students from outside the EU) is provided in the tables below. There are some exceptions to the fee rates shown and if you are in any doubt, it is recommended that you consult our fees schedule at: www.ncl.ac.uk/regulations/fees For help and advice you can also e-mail: tuition-fees@ncl.ac.uk or telephone: +44 (0) 191 222 5520.

Unless otherwise stated, fees are payable for each year of your programme of study. Additional expenses may also be incurred for travel, fieldwork and materials as part of your programme of study and you should contact your chosen subject area for details.

Please note: exchange rates vary constantly so it is wise to check the rate nearer the time you expect to begin your studies.

Undergraduate fees

| Undergraduate Tuition Fees (Full time)* | 2009–10 | 2010–11 |
|---|---------|---------|
| Arts | £10,215 | £10,525 |
| (except Archaeology/Fine Art/Music) | £13,360 | £13,765 |
| Social Sciences | £10,215 | £10,525 |
| (except Architecture/Town Planning) | £13,360 | £13,765 |
| Business and Law | £10,215 | £10,525 |
| Medical Sciences | £13,360 | £13,765 |
| (except clinical years of Medicine and Dentistry) | £24,735 | £25,480 |
| Life Sciences | £13,360 | £13,765 |
| Physical Sciences | £13,360 | £13,765 |
| (except Mathematics and Statistics) | £10,215 | £10,525 |
| Engineering | £13,360 | £13,765 |

* These figures are provided as a guidance only and may be subject to change.

Postgraduate fees

Details of the tuition fees you will be expected to pay should be given in your offer letter. Tuition fees are also available from the University's online *Postgraduate Prospectus* (www.ncl.ac.uk/postgraduate). The table below provides a guide to the cost of different programmes:

| Postgraduate Tuition Fees (Full time)* | 2009–10 | 2010–11 |
|--|--|-----------------|
| Band 1 | £10,215 | £10,525 |
| Band 2 | £13,360 | £13,765 |
| Band 2a to 3 | £15,710–£21,915 | £16,185–£22,575 |
| Band 4 | To be determined on an individual basis depending on the costs of the research project | |

* These figures are provided as a guidance only and may be subject to change.

Band 1: predominantly classroom-based programmes – includes most arts and social sciences subjects, although there are some exceptions, in particular courses offered by the Business School.

Band 2: predominantly laboratory or studio-based programmes.

Bands 2a to 3: postgraduate research programmes where high-cost laboratory or fieldwork forms a considerable or substantial part of the course; postgraduate research programmes that are heavily reliant on sophisticated laboratory, clinical and/or fieldwork.

For further detail on fee bands please refer to the University Fees Schedule which can be downloaded from: www.ncl.ac.uk/regulations/fees

Paying your tuition fees

Paying your tuition fees before you arrive (self-financing postgraduate students only)

Some students may need to pay their tuition fees before they register at the University, and this can be done as part of the online registration process through the Student Self Service Portal (S3P). If you are required to pay your fees before coming to the UK, it will be indicated on the Registration Status screen on the S3P by a red cross alongside the 'Financial Details' status. Further information about S3P can be found in the Registration section of this chapter.

Paying by credit or debit card online

If for some reason you are unable to access S3P, it is still possible to pay by credit or debit card online. Payments can be made online at: <http://onlinepayments.ncl.ac.uk/default.aspx>

Paying by bank transfer

If it is more convenient, you may pay your tuition fees by electronic transfer before you come to Newcastle. If you decide to pay by this method, the University's bank details are as follows:

Barclays Bank plc
Percy Street, Newcastle upon Tyne NE1 4QL
Sort code: 20-59-42
Account number: 20177776
Euro account number: 69141744
Name of account: Newcastle University

Important: You must quote your name and applicant number when filling in the transfer form. Make sure that you bring a copy of the transfer details with you when you come to register. Your bank will charge you for this service and an additional charge will be made when the funds arrive in this country.

Please note: that payment of fees in Euros or US dollars may incur a small charge, from the University bank and from your own. You should check this and allow extra to cover the charge when paying your fees.

For advice on methods of payment, please e-mail: tuition-fees@ncl.ac.uk

Making a payment on arrival

If you have not already paid your fees online, you will need to visit our Finance Office staff to pay in person. During the period 16 to 25 September you can make your payment to Finance Office staff who will be located in the King's Road Centre, and outside of these dates you will need to go to the Finance Office at 1 Park Terrace. Please ensure that you bring your University offer letter with you as Finance Office staff will need this to locate your record on our system.

Payment of fees can be made by cheque (including bank drafts), credit card (MasterCard, Visa or Amex) or bank transfer. Cheques should be made payable to 'Newcastle University'. Alternatively, evidence must be shown that a sponsor will pay the fees. This evidence should be in the form of a letter addressed to the University with full details of the sponsorship. (A sponsor is defined as a business or organisation and not a friend or relative.)

Please note: students on reciprocal exchanges (for example, Erasmus) do not normally pay tuition fees.

Paying in other currencies

Fees may be paid in Sterling (UK currency), in Euros (EU currency) or in US dollars. Please note, however, that there will be a slight delay in processing your payment in Euros.

Paying by banker's draft

This is probably the best method to use as, although you must pay a fee to the bank in your own country, there are no additional charges within the UK. You can request a sterling cheque from your own bank if it has a UK clearing bank. The cheque should be made out to 'Newcastle University'. This is probably the safest way to bring money with you.

Tuition fee payment discount

Discounts of two per cent are available to all self-financed students who are able to pay their tuition fees for the full academic year at or before Registration. If you do not wish to take advantage of this discount, you will be required to pay half of your tuition fees in order to register. The second half of your fees are due in January.

Paying in instalments

It is possible for students who pay their own fees to pay in two instalments: one at or before Registration and one later in the academic year towards the end of November. If you decide to pay your fees in this way, you will not receive a discount. This arrangement does not apply to sponsors who must pay the fees in full on being invoiced by the University.

Paying for your accommodation

The rent on your University accommodation is normally fixed for the whole of the academic year and usually includes the charges for insurance, heating, hot water and electricity. The rent for family accommodation does not include electricity or water charges. Please note that all family flats have electric heating and cooking facilities.

If you are able to pay your University accommodation fees in full at the start of the contract, you may be eligible for a two per cent discount. Otherwise, the preferred method of payment is by direct debit and you must have a current account with a UK clearing bank. Your first rent payment will be due on 24 October so we recommend that you open a UK bank account as soon as possible after your arrival. However, please make sure that there is sufficient money in your account prior to the due date. If not, you will be charged by the bank and by the Accommodation Office. You must also make sure that you leave sufficient time if you are transferring funds from another account as it can take more than a week for a transfer of funds to be cleared.

The arrangements for paying for private accommodation are likely to be different but the University Accommodation Office will be happy to advise you on a private rent agreement before you sign it.

Opening hours

The Accommodation Office is open 9 am–4.30 pm, Monday to Friday.
Telephone: +44 (0) 191 222 6360
Fax: +44 (0) 191 222 6313
E-mail: accommodation-enquiries@ncl.ac.uk
or private-rented-accommodation@ncl.ac.uk



Banking

The safest and most convenient way of managing your money is to open a basic bank account at one of the main UK banks near the University. It is essential to discuss with your own bank how to transfer funds to your UK bank account. You may find that some banks in your own country have links with one of the UK banks and this would simplify the transfer of money from home: for example, you may be able to use cash machines. You will also need to find out how much you can bring with you in cash or travellers' cheques. You should explore the options carefully to find out which one will be least expensive and suit your needs best.

Make arrangements well in advance of your departure and bear in mind that it can take several months to clear a personal cheque which is drawn on a bank outside the UK. You may need a letter or certificate from our Admissions Officer to say that you have been offered a place here and how much the tuition fees (which do not include accommodation) and living expenses are. If you choose to pay for your accommodation in instalments, the recommended method of payment is by direct debit and you can only pay by this method if you open a bank account.

Most UK banks are closed on Saturday and Sunday and after 4.30 pm on weekdays, although some are open on Saturday mornings. Money can be changed at a *Bureau de Change* (usually at a Travel Agent) outside these hours. There are also many ATMs (cash point machines) in the UK where you can withdraw money. You will need some cash for everyday expenses in the first few weeks, and it is recommended that £200 should be enough to cover you until your UK bank account is opened. However, never carry large amounts of cash, especially when you first arrive.

Most banks are likely to offer international students only very basic banking services. You will be able to pay in and withdraw cash, pay bills by standing order and direct debit, and you will be given a cash card so you can withdraw money from cash machines. However, these basic accounts do not allow you any credit. If you need more sophisticated banking facilities, you may have to spend some time searching for a bank that is prepared to offer you more. If you bring a large sum, it will be more profitable to put the majority into a deposit account from which your current or basic account can be topped up whenever necessary. In many cases international students may be eligible to open accounts on which interest is paid gross, ie without payment of income tax. You should enquire at each bank you approach as to whether they offer this service. If they do, you will need to fill in a form which the bank should provide. If the bank you approach cannot help, try another and shop around!

Some banks offer first-time students a Student Account with special advantages. However, each bank will offer different facilities, and you will need to compare and decide which one will be best for you.

As you can see, it could take some considerable time to investigate the different options, and then to apply to open an account. We recommend that you make opening a bank account your first priority after you have moved into your accommodation.

Opening a bank account

To open a bank account in the UK you will need your passport, confirmation of your local address, and the original copy of the University's letter of acceptance. Check first that money can be transferred into the account from outside the UK.

Certain banks will also ask for confirmation of your home address in your own country. International students should not expect to have credit cards issued to them by a UK bank so, if you already have a credit card, you may wish to arrange to use it in the UK.

Useful information is provided in a leaflet issued by the British Bankers' Association, which can be downloaded from: www.bba.org.uk/pdf/40746.pdf

Advice is available from the British Council in the form of a leaflet *Opening a UK Bank Account* (available from British Council offices). Alternatively, look up the web pages at: www.support4learning.org.uk/money

UKCOSA also has an advice leaflet on banking, and information is available from the University's Student Advice Centre. Every student needs a bank account. It is not advisable to carry large amounts of money on your person and it is not possible to cash banker's drafts, so the sooner you open your own bank account the better.

Please note that if you are going to study at Newcastle for only one semester you will be unable to open a UK bank account.



Things to remember:

- If you put a cheque into your account, it takes three to four working days for it to 'clear' and for the money to become available to you.
- The majority of shops in the UK now no longer accept payment by cheque, those that do will usually only allow you to buy goods by cheque if it is guaranteed by a cheque guarantee card.
- Always know the current state of your account, or you may go into overdraft and/or write a cheque that 'bounces' – a cheque that is returned unpaid by your bank because there are insufficient funds in your account to cover it. In these cases you will be charged heavily (around £25) for the letter the bank will write to you, plus bank charges and interest on any un-negotiated overdraft. It is a criminal offence to knowingly write a cheque without enough money in your account to cover it.
- Never disclose your PIN (Personal Identification Number or security code number) to anybody else or write it where someone else may find or steal it. A thief who steals your cash card and finds out your PIN can empty your account and the bank may not refund you.
- Never keep your cheque book and cheque card together, as a thief could forge a signature on a cheque, produce your cheque card and go on a shopping spree at your expense!
- Always sign any personal documents or cards immediately.
- If you have applied for a cheque card or cheque book, arrange to pick it up from your bank in person – this is especially important if post reaches you in a shared flat or communal post-box.
- Avoid carrying much cash on your person or keeping large amounts in your home.
- Report any loss or theft of cards/cheque books to your bank, building society or credit card company immediately. Use the 24-hour phone service provided by your bank, credit card company, etc. You must also report the loss to the police.
- Keep all of your bank statements – you will need them for financial management and for immigration purposes.

Cost of living

The cost of living in Newcastle is low compared to most other regions and cities in the UK. However, the quality of life and the quality of the student experience at Newcastle is high. Whilst you are at University, your spending patterns may be very different from what they have been up to now. It can, therefore, be difficult to work out how much you're likely to spend as a student. Below is a brief estimate of some of the main expenses, based on an average student in University accommodation. You will, however, need to think about your own personal spending style in order to make more accurate budget estimates.

Estimated costs

Undergraduate: £7,000 (9-month academic year)

Postgraduate: £8,500 (12-month academic year)

Example costs

University accommodation: £275–£470 per month. The University offers both catered and self-catered flats. In catered accommodation some meals are provided. In self-catered accommodation, you prepare your own meals. Rents vary depending on factors such as distance from the University, room type and facilities provided.

Private accommodation: £175–£320 per month. Private accommodation can vary considerably depending on the area and type of flat or house in which you choose to live. This estimate does not include heating, lighting and water charges.

Food: £125 per month. The amount you spend will depend on how much you eat and how expensive your tastes are. If you live in catered accommodation, some of your meals will be included in your rent.

Travel costs: £30 per month. Most students live within walking distance of the University. However, depending on where you choose to live, you may need to budget for daily bus or Metro journeys. There are discount annual/term passes available for students from local travel operators.

Study costs: £35 per month. Costs will depend on the subject you are studying and can include books, stationery, photocopying, field trips, specialist materials or equipment.

Mobile phone: £25 per month. Different options are available, mobile phone contracts range from about £20 upwards. For this price, a limited number of calls and text messages are included, then any additional minutes are charged for. 'Pay As You Go' options are also widely available.

Social life: £110 per month. How much you actually spend will depend on your interests and how much socialising you do. The University also has over 100 student societies and approximately 60 sports clubs you can join; most have a nominal membership fee.

Clothing: £40 per month. The UK has a very changeable weather climate. If you are coming from a different climate, you may need to purchase some new clothing. Expenditure will vary depending on whether you shop at second-hand shops or high-street stores.

Miscellaneous: £40 per month. You need to factor into your budget unexpected bills, laundry costs, toiletries etc.

Please note: the above figures should only be used as a guide.

2

Registration

Before you arrive

All students coming to the University must register formally at the start of the academic year in order to confirm their place on their course, and to gain access to University facilities such as the Library.

All new undergraduate and postgraduate students who have accepted an unconditional offer to study at Newcastle can register **BEFORE** they arrive. Students starting their courses in September will receive a letter or e-mail from the Student Progress Office giving instructions on how to access the Student Self Service Portal (S3P) by the end of August and by following the instructions in the letter/e-mail you will be able to login to the system and access your new Newcastle University e-mail account.

If you have not received a letter/e-mail with these instructions by the end of August, please e-mail: student-progress@ncl.ac.uk

Please note that if you have been studying at Newcastle University in the 2008/09 academic year and are due to start a new programme in September 2009, your existing login/password for the University computing system is still valid therefore you will not receive the above instructions.

Your University e-mail account will show an e-mail containing login instructions for S3P, which is a system that allows you to register on your programme of study, keep your details up to date and produce standard University documents to confirm your status. The first time you login to the S3P system you will be asked to change your password. As you will need to use S3P throughout your studies, it is important that you remember this password.

The Student Self Service Portal is available at:
<https://s3p.ncl.ac.uk/login/index.aspx>

Help information on the S3P system is available at:
www.ncl.ac.uk/student-progress/student-self-service-help.html

The Journey

What is the best time to arrive?

If your degree programme starts at the beginning of the first semester, we recommend that you try to arrive on Tuesday 15 September to allow time to settle in, and to attend the Welcome events for new students. The academic year starts on Monday 21 September, so it is essential that you are here by then. You are advised not to arrive before 15 September 2009, as University accommodation will not be available for you before this date. If you are arriving for a programme that begins in Semester 2, Welcome events are planned for 21–22 January 2010. We advise you to arrive in Newcastle by no later than 20 January 2010. The following website gives further details:
www.ncl.ac.uk/international/arrival

What do I need to bring with me on the journey?

If you are flying to the UK, remember that your baggage should weigh no more than 20–25kg (it is advisable to check with your airline in advance), and your hand luggage should weigh no more than about 12kg per passenger. Daytime temperatures in the UK range from 1°C in January to 20°C in July, so you will need to bring warm clothing to wear on arrival, and allow extra money to buy more when you arrive. Finally, for a list of important things you should include in your hand luggage, see the Checklist on pages 22–23.

How do I get to Newcastle?

We recommend that you travel by air to Newcastle International Airport, either direct, or via Amsterdam, Brussels, Copenhagen or Paris. We do NOT recommend that you travel via London as transiting London can be difficult. However, for those who cannot avoid travelling via London, we have provided information on travelling from London to Newcastle.

1. Fly direct to Newcastle or via Amsterdam, Brussels, Copenhagen or Paris

This is the route we recommend. A good travel agent will be able to help you plan your journey or you may wish to look at these websites for more information.

Newcastle International Airport: www.newcastleairport.com

Air France: www.airfrance.com

British Airways: www.britishairways.com

easyJet: www.easyjet.com

KLM: www.klm.com

Lufthansa: www.lufthansa.com

SAS: www.flysas.com

2. Ferry

If you live in Europe, you might choose to travel to Newcastle by ferry. The port of North Shields is only about 10 kilometres from Newcastle and there are good regular services between North Shields and the Netherlands.

DFDS Seaways: www.dfdsseaways.co.uk





3. Fly to London and then travel to Newcastle

Avoid travelling to London if you can. If you have to travel via London, you can check routes and plane, train and bus timetables on the Internet. You can also book your tickets online if you have a credit card. If you can't access the Internet, contact the International Office for further information. For information on public transport to Newcastle, see page 21.

Coach or bus: www.nationalexpress.com

Train: www.thetrainline.com
www.nationalexpresseastcoast.com
www.nationalrail.co.uk

Plane: www.baa.co.uk/main/airports/heathrow
www.baa.co.uk/main/airports/gatwick
www.baa.co.uk/main/airports/stansted

How do I get to my accommodation?

Arriving by plane

The International Office will operate a 'Meet and Greet' Service from Tuesday 15 to Thursday 17 September. This is free of charge. We will collect you from the airport and take you to your accommodation. For further details and how to book please refer to page 14.

Arriving by train, coach or bus

If you arrive between 9 am and 6 pm, you should take a taxi from the railway station or the coach station to your accommodation. If you arrive outside these hours, follow the advice given on the right. The taxi journey should take no more than about 15 minutes, wherever you are living, and should cost about £10–£15. All licensed taxis have a meter, which clearly shows the cost of the journey. Fares are calculated on a standard rate, with an amount for the initial pick-up, plus an amount per mile or part of mile travelled.

Arriving by ferry

There is a bus service from the ferry terminal in North Shields to the Central Station in Newcastle. The journey should take about 20 minutes and cost about £5. Alternatively, a taxi from the ferry terminal to your accommodation should cost about £15–£20. If you do not arrive between 9 am and 6 pm, follow the advice given on the right.

Important

- If you intend to travel to the UK via Amsterdam or another airport in a third country, you may need a 'transit' visa even if you will not be leaving the transit lounge. You should ask at the embassy of the transit destination in your home country about the visas you will require.
- Be aware that you may be charged at the transit airport for any goods in your hand baggage which would normally be subject to customs duty. However, baggage consigned to the hold of the aircraft will not be searched at the transit airport.

- You are advised to book your travel as far in advance as possible as ticket prices can increase nearer the date of travel.

Arriving in Newcastle – frequently asked questions

My luggage has not arrived – what do I do?

- Immediately contact the office of the airline that you travelled with. Most airlines will have offices in the airport where you arrive. At Newcastle Airport, an attendant in the baggage hall will be able to take you to the correct desk.
- Explain to them that your luggage has not arrived, and give them your flight details. A copy of your baggage label will have been given to you when you checked your luggage in. Give the number on this to the baggage desk along with your flight details.
- Give the address and phone number of the International Office as your contact address in Newcastle.
- When you arrive in Newcastle, give the International Office the details of the airline you travelled with and your contact details. The International Office will be notified when your luggage is found and will inform you when this happens.

I have sent belongings by air freight – what do I do when I arrive in Newcastle?

If you have sent any belongings by air freight, to be collected when you arrive at the airport, please go to the information desk at Newcastle Airport. You will have to give your flight number, and you will then be told which cargo depot to go to in order to collect your luggage.

I have arrived late, and I have missed the Welcome Service. How do I get into my University accommodation?

If your flight is delayed and you have missed the Welcome Service, or if you arrive outside of normal office hours, then you will need to telephone the University's 24-hour answering service on 0191 222 6817. Tell them the name of your accommodation. Arrangements will be made for someone to meet you at your accommodation. This will normally be a University security guard who wears a dark blue uniform.

You should then get a taxi direct to your accommodation. Taxis can be found outside the airport, and should cost about £15 to the University campus. Show the driver the letter with the address of your accommodation.



3 Arrival in the UK



International Welcome September 2009

All new international students are strongly encouraged to take part in the University's International Welcome (our orientation programme). This runs from Tuesday 15 September to Friday 18 September. This is for all new international students, whether you are here for a full degree programme or just one or two semesters. The International Welcome aims to provide you with information about living and studying in Newcastle to help you settle in. The International Welcome consists of four elements:

- airport 'Meet and Greet' Service
- information and orientation
- social events
- Vice-Chancellor's reception

Full details of the International Welcome are available from: www.ncl.ac.uk/international/prearrival/welcome

Any questions concerning this programme can be sent to the following e-mail address: welcome2009@ncl.ac.uk

Airport 'Meet and Greet' Service

This is a **free** coach service from Newcastle Airport to your University accommodation or the city centre. The 'Meet and Greet' Service will operate at Newcastle Airport on the following dates:

- Tuesday 15 September 9 am–8 pm
- Wednesday 16 September 9 am–7 pm
- Thursday 17 September 9 am–5.30 pm

The Welcome team will be happy to help you with your luggage and make sure you get to your accommodation safely.

How do I find you at the airport?

- All the students meeting you will be wearing white t-shirts with red Newcastle University logos.
- Our Welcome Desk is located in the airport foyer (by International Arrivals).
- If you still don't see us, just ask anyone who is working at the airport and they will point you in the right direction.

In order to benefit from this free service, you must remember to book your place by 31 August 2009. Places can be booked online at: www.ncl.ac.uk/international/prearrival/welcome/sep09

Information and orientation

Information sessions will be held over three days from Wednesday 16 to Friday 18 September, 2009. These sessions will provide you with valuable information to help you settle in. Topics covered may include:

- how to open a bank account
- how to register at the University
- British culture and living in Newcastle
- information on sports and societies at the University
- support services available to you

You will be given a lot of information in these sessions but this information is also available from the support services later so don't worry if you don't absorb it all in one go. We do, however, recommend that you attend these sessions.

Social events – Freshers' Week

There are a number of social events arranged during the first few days of the semester in order to assist new students with the settling-in process. These events are arranged by the Union Society and are open to all new undergraduate, postgraduate, exchange and Study Abroad students from both the UK and overseas.

This programme of events is called Freshers' Week. The events take place both on and off campus over the period Sunday 20 to Wednesday 23 September and occur during the daytime and the evening, giving you the chance to explore the campus, the city and the surrounding area. Typical activities include go-karting, concerts, discos, quiz nights, comedy shows, ice skating, visits to local museums, city sight-seeing bus tours and day trips to the surrounding area.

To participate in this event, you need to buy a ticket and it is possible to book in advance. Freshers' Week is very popular with both UK and international students and tickets do sell out relatively quickly.

If you wish to receive more information about Freshers' Week and/or book a ticket in advance, please contact the organisers at: freshers.week@ncl.ac.uk

In addition, the Union Society has an International Officer who can provide you with further information, help and advice about living and studying in Newcastle. For more details, e-mail: international.union@ncl.ac.uk

Vice-Chancellor's Reception

The final event in the International Welcome is a reception hosted by the Vice-Chancellor (the head of the University) and attended by new international students, University academics and key local figures. This event is an official welcome to the University and you are invited to attend.



International Welcome January 2010

The International Welcome in January is very similar in style to September's International Welcome – a programme of events to assist all new international students who begin their course at Newcastle in Semester 2. Most students participating in this Welcome Programme are Study Abroad students, non-EU exchange students, Erasmus students and postgraduate research students.

This programme will take place from Wednesday 20 to Friday 22 January 2010.

Details of when to arrive for Semester 2 will be provided in your offer letter but, in most circumstances, it is recommended that you aim to arrive on Wednesday 20 January 2010.

The 'Meet and Greet' Service from the airport will take place on Wednesday 20 January 2010. Places need to be booked online by Tuesday 12 January 2010.

The information sessions will take place on Thursday 21 January 2010, and Friday 22 January 2010 will be the day you need to register with the University, pay tuition fees, obtain your computer login etc.

The International Society hosts a number of social events during International Welcome and more details about these events are available online.

Further details are available from: www.ncl.ac.uk/international/prearrival

For more information, you can e-mail the Welcome team at: welcome2009@ncl.ac.uk

Old Eldon Square, Newcastle.



3



English Language Support

Before you arrive

Whatever subject you intend to study, the better prepared you are in English language, the greater your chances are of doing well in your studies. In our experience, the most successful students are those who take the time to improve their level of English language beyond the minimum entry requirements.

The kind of English language skills you will need for degree-level study are very different from the general English you may have learned in your home country. During your university studies you will need English for Academic Purposes (EAP). Developing skills in academic English will enable you to listen to and understand lectures, to make and take notes, to research and read literature in your specialist subject, and to write essays, reports and dissertations in your chosen subject. An academic English course will also provide you with practical experience of UK university teaching and study methods, which may be very different from those you are used to.

INTO Newcastle University offers a number of high-quality English language and study skill courses, which prepare students, whose first language is not English, for university-level study.

After you arrive

If you do not take an English language course provided by INTO Newcastle University before you start your degree programme, you will be asked to take an internal English language test when you register for your programme of study. This is not a pass or fail test, and you will still be able to register on your degree programme. The test, however, will help the University to identify as early as possible what additional help you might need with your English. Depending upon your test results, you will be able to take up to four hours of In-Sessional English classes per week. This will help you to improve your English and achieve your full academic potential. These classes are available free of charge to all students whose first language is not English.

The University also provides extensive open access language facilities and resources to support independent language learning (English and other languages). These include an extensive collection of language learning materials (text, audio, video, computer-based), teacher resources, satellite television viewing facilities with a range of foreign language broadcasts, a computer cluster, video and audio replay machines and areas for group viewing and discussion.

Further information

For advice on the range and length of English course available, or any other questions you may have regarding the University's English language support, please contact INTO Newcastle University:

INTO Newcastle University
Old Library Building (Level 4)
Newcastle University
Newcastle upon Tyne
NE1 7RU
United Kingdom
Telephone: +44 (0) 191 222 7535
Fax: +44 (0) 191 222 5239
E-mail: into@ncl.ac.uk
www.ncl.ac.uk/into

For information on international language tests, visit:

IELTS: www.ielts.org
TOEFL: www.toefl.org

For specific advice on taking English exams in your country, check the British Council website at the following address:
www.britishcouncil.org/learning-exams-take-an-exam.htm

4 Further Information

Key University Contacts

International Office

Telephone: +44 (0) 191 222 6856
Fax: +44 (0) 191 222 8667
E-mail: international.office@ncl.ac.uk
www.ncl.ac.uk/international

Accommodation Office

Telephone: +44 (0) 191 222 6360
After 6 pm: +44 (0) 191 222 6817
Fax: +44 (0) 191 222 6313
E-mail: accommodation-enquiries@ncl.ac.uk
or private-rented-accommodation@ncl.ac.uk
www.ncl.ac.uk/accommodation

Student Advice Centre

E-mail: sac.reception@ncl.ac.uk
www.unionsociety.co.uk/sac

INTO Newcastle University

Telephone: +44 (0) 191 222 7535
Fax: +44 (0) 191 222 5239
E-mail: into@ncl.ac.uk
www.ncl.ac.uk/into

Careers Service

Telephone: +44 (0) 191 222 7748
E-mail: careers@ncl.ac.uk
www.careers.ncl.ac.uk

Student Wellbeing Service

Telephone: +44 (0) 191 222 8957
E-mail: studentwellbeingservice@ncl.ac.uk
www.ncl.ac.uk/wellbeing-service

Tuition Fees

Telephone: +44 (0) 191 222 5520
Fax: +44 (0) 191 222 8958
E-mail: tuition-fees@ncl.ac.uk

Disability Support

Telephone: +44 (0) 191 222 7623
E-mail: disability.support@ncl.ac.uk
www.ncl.ac.uk/disability-support

Pre-arrival Information

www.ncl.ac.uk/pre-arrival

Theatre Royal, Newcastle.





Religion in the University

Newcastle upon Tyne is a large and diverse international city. All of the major world faiths worship in the city. The University greatly values the contribution that people of all faiths make towards its social and academic life. Newcastle University Chaplaincy provides a focus for all religious faiths and offers support for all students. Contact details for the Chaplaincy and University representatives of other faiths are detailed below:

Newcastle University Chaplaincy

3/4 Claremont Terrace NE2 4AE
E-mail: chaplaincy@newcastle.ac.uk
Telephone: 0191 222 6341

Anglican

Revd Mark Vasey-Saunders
E-mail: mark.vasey.saunders@ncl.ac.uk
Telephone: 0191 222 6341 (work)
0191 239 9775 (home)

Baptist

Revd Paul Merton
E-mail: paul.merton@ncl.ac.uk
Telephone: 0191 274 2556 (work)
0191 272 0647 (home)

Buddhist

Revd Sujatin Johnson
E-mail: sujatin@amidatrust.com
Telephone: 0191 213 2564

Catholic

Fr. Andrew Downie and Miss Mia Fox
E-mail: andrew.downie@ncl.ac.uk
mia.fox@ncl.ac.uk
Telephone: 0191 239 9527 (Andrew)
0191 281 1053 (Mia)

Islamic

E-mail: Islamic.soc@ncl.ac.uk
Telephone: 0191 232 5658
www.societies.ncl.ac.uk/islamic.society

Jewish Orthodox

Rabbi David Lewis
E-mail: rabilewis@dsl.pipex.com
Telephone: 0141 577 8246

Jewish Reform

Rabbi Ian Morris
E-mail: MorrisLeeds@compuserve.com
Telephone: 0113 266 5256

Methodist

Revd Rob Hawkins
E-mail: rob.hawkins@ncl.ac.uk
Telephone: 0191 281 2309

Salvation Army

Major Heather Yates
E-mail: heather.yates@ncl.ac.uk
Telephone: 0191 262 3223
Mobile: 07919 218766

United Reformed

Revd Nigel Watson
E-mail: n.g.watson@ncl.ac.uk
Telephone: 0191 281 4676 (work)
0191 281 5006 (home)

Religion in the City

Below are some of the places of worship in the city. If you have any questions about these, or any other matter, please contact the University Chaplaincy.

Baha'i

Local Spiritual Assembly of Baha'is
30d Victoria Square
Newcastle upon Tyne NE2 4DE
Telephone: +44 (0) 7842 212053
E-mail: enquiries@bonut.org.uk
www.bahai.org/faq/facts/bahai_faith

Buddhist

Newcastle Buddhist Centre
Newe House, 12 Pilgrim Street
Newcastle upon Tyne NE1 6QG
Telephone: +44 (0) 191 261 1722

Compassion Buddhist Centre
3 Ouston Street, Scotswood
Newcastle upon Tyne NE15 6AS
Telephone: +44 (0) 191 274 6100

Chinese

Chinese Community Centre and Temple
Stowell Street, Newcastle upon Tyne
NE1 5QN

Christian

Greek Orthodox
St Andrew's Church, Newgate Street
Newcastle upon Tyne
Telephone: +44 (0) 191 232 7935

Protestant

There are many Anglican, Baptist, Presbyterian, Methodist and Pentecostal churches in the city. Please contact the Chaplaincy for further details.

Roman Catholic

The Catholic Chaplaincy
14 Windsor Terrace
Newcastle upon Tyne NE1 7RU
Telephone: +44 (0) 191 239 9527

Hindu

Hindu Temple, 172 West Road
Newcastle upon Tyne NE4 9QB
Telephone: +44 (0) 191 273 3364

Islam

Newcastle Central Mosque
Elswick Road, Newcastle upon Tyne
Telephone: +44 (0) 191 226 0562

Judaism

The United Hebrew Congregation
The Synagogue, Graham Park Road
Gosforth, Newcastle upon Tyne
Telephone: +44 (0) 191 284 0959

Newcastle Reform Synagogue
The Croft (off Kenton Road), Gosforth
Newcastle upon Tyne NE4 4RF
Telephone: +44 (0) 191 284 8621

Sikh

Sikh Temple, Tindal Close
Newcastle upon Tyne NE4 5SA
Telephone: +44 (0) 191 273 8011



Key Dates

For those who have University accommodation, the earliest date you should arrive in Newcastle is Tuesday 15 September 2009. This means that you will be able to attend the International Welcome Programme and your accommodation will be ready for you.

Target Arrival Dates:

Semester 1: Tuesday 15 September 2009
Semester 2: Wednesday 20 January 2010

International Welcome Programme Dates:

Semester 1: Tuesday 15–Friday 18 September 2009
Semester 2: Wednesday 20–Friday 22 January 2010

Freshers' Week Dates:

Sunday 20–Wednesday 23 September 2009

Semester Dates:

Semester 1: Monday 21 September 2009–Friday 22 January 2010
Semester 2: Monday 25 January–Friday 11 June 2010

Term Dates:

Autumn: Monday 21 September–Friday 11 December 2009
Spring: Monday 4 January–Friday 19 March 2010
Summer: Monday 19 April–Friday 11 June 2010

Vacation Dates:

Christmas: Saturday 12 December 2009–Sunday 3 January 2010
Easter: Saturday 20 March–Sunday 18 April 2010

National Holidays:

Christmas: 25 and 26 December 2009
New Year's Day: 1 January 2010
Easter: 2 and 5 April 2010
May Day: 3 May 2010
Spring: 31 May 2010
Late Summer: 30 August 2010

(Many businesses, including the University, will be closed on these days. In addition, the University will be closed over Christmas for several days: the closure dates are likely to be 24 December to 3 January inclusive but are yet to be confirmed.)

Time Changes:

There are two time changes each year. On the last Sunday in October the time is moved back by one hour, and on the last Sunday in March the time is moved forward by one hour.

Useful Telephone Numbers

| | |
|---------------------------------------|-----------|
| UK Directory Enquiries | 118 500 |
| International Directory Enquiries | 118 505 |
| UK Operator | 100 |
| International Operator | 155 |
| Emergencies (Fire, Ambulance, Police) | 999 |
| NHS Direct | 0845 4647 |





Public Transport

Travelling by Rail

Newcastle is located on the main east coast train line and has good links with other towns and cities across the UK. You can buy train tickets online, at train stations and at most travel agents. At a train station, go to the ticket office (sometimes called the 'Travel Centre') and ask for the cheapest ticket available for your destination. Prices of tickets can vary depending on the number of days in advance they are purchased, the time of travel and the day of travel. Sometimes buying two single tickets can work out cheaper than one return. Holders of a Young Person's Railcard can gain a 33 per cent discount on standard fares.

National Rail Enquiries:
 Telephone: 08457 484950
 International: +44 (0) 20 7278 5240
www.nationalrail.com
www.ncl.ac.uk/travel/info/train

To get from Newcastle Central Railway Station to the University you can either make the 15-minute walk through the city centre or take the Metro two stops to the Haymarket, adjacent to the University. The Metro journey takes approximately five minutes and costs around £1.40.

Travelling by Coach

Exploring the UK by bus (or 'coach') is often a cheap alternative to rail travel. Tickets for coaches should be bought in advance at the ticket office at the bus station, online or through a travel agent. As with trains, prices may vary depending on the number of days in advance the ticket is purchased, the time of travel and the day of travel. Newcastle Coach Station is close to Newcastle Central Railway Station.

www.ncl.ac.uk/travel/info/coach
 National Express: www.nationalexpress.com
 Megabus: www.megabus.com

Local bus services

You do not need to buy a ticket for a local bus journey in advance. When boarding a bus you should state your destination to the bus driver and pay the fare he or she asks for. In some areas of the UK (though not Newcastle), you must give the exact fare that you are asked for as no change can be given. If you use local buses a lot, it is worth finding out about pre-paid travel cards which will entitle you to fare discounts.

www.nexus.org.uk

Minimum Travel Times to Newcastle

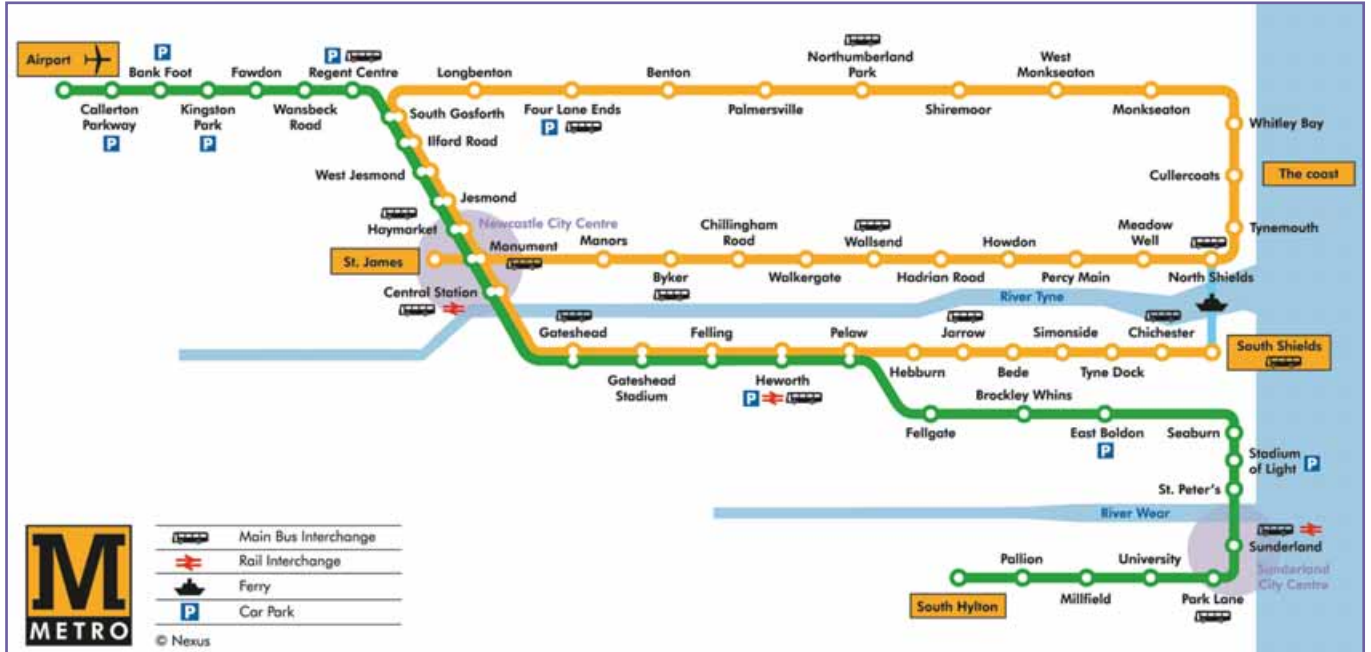
| City | Rail | Road |
|--------------|-----------|-----------|
| London | 3h | 5h 10 min |
| Edinburgh | 1h 30 min | 2h 45 min |
| Carlisle | 1h 20 min | 1h 25 min |
| York | 1h | 1h 45 min |
| Sheffield | 1h 55 min | 2h 25 min |
| Manchester | 2h 40 min | 2h 40 min |
| Birmingham | 3h 15 min | 3h 50 min |
| Peterborough | 2h 15 min | 3h 40 min |
| Bristol | 4h 55 min | 5h 20 min |



The Metro

Newcastle's local rapid transport rail system, the Metro, links the city centre with the suburbs, Gateshead, Sunderland and towns on the coast. It is quick, convenient and inexpensive. You can buy tickets from a ticket machine by pressing a button to select the destination and fare and then paying coins into the machine. You must keep your ticket for inspection –

you will have to pay a fine if you travel without a ticket. Travel cards are also available, which cover a longer period of time and save you money on your fare. These can be purchased at the Haymarket or Monument Metro stations. www.tyneandwearmetro.co.uk



Travelling by Air

Newcastle International Airport has daily scheduled services with a number of European and British cities. The airport is about seven miles north west of the city. A taxi from the airport will cost approximately £15. Alternatively you can take the Metro to the Haymarket (adjacent to the University), which will take about 25 minutes and costs around £2.90.

Newcastle International Airport:
 Telephone: 0871 882 1121
www.newcastleairport.com



Checklist

Preparing to become a student

- | | |
|---|--------------------------|
| Have you accepted your offer? | <input type="checkbox"/> |
| Do you know what the fees are for your course and how much money you will need for general living costs? | <input type="checkbox"/> |
| Have you read your registration and induction information? | <input type="checkbox"/> |
| Have you registered online? | <input type="checkbox"/> |
| Have you booked the Welcome Service (airport pickup)? | <input type="checkbox"/> |
| If you are not using our Welcome Service, do you know how to get to your accommodation? | <input type="checkbox"/> |
| Do you have a disability, and if so, have you contacted the Student Wellbeing Service for advice? (see page 17 for details) | <input type="checkbox"/> |

Preparing for living in the UK

- | | |
|---|--------------------------|
| Have you booked your accommodation and paid your deposit? | <input type="checkbox"/> |
| Have you reviewed and accepted your accommodation contract? | <input type="checkbox"/> |
| Did you pack some warm clothes? Arriving in autumn in the UK can sometimes be chilly! | <input type="checkbox"/> |
| Have you booked a bedding pack, or packed some lightweight bedding? | <input type="checkbox"/> |

Health

- | | |
|---|--------------------------|
| Have you obtained a Tuberculosis Certificate? (check www.ukvisas.gov.uk to see if this is required) | <input type="checkbox"/> |
| Do you have a short medical history which will help when you register with a doctor in the UK? | <input type="checkbox"/> |
| If you are coming to the UK for less than six months, do you have an EHIC card (EU students only) or valid health insurance? | <input type="checkbox"/> |
| Have you had a check-up at your dentist? This is advisable as dental treatment in the UK can be expensive! | <input type="checkbox"/> |
| Have you obtained a letter from your doctor for any prescribed drugs you may need to bring with you? | <input type="checkbox"/> |

Preparing to travel

- | | |
|--|--------------------------|
| Do you have a valid passport? | <input type="checkbox"/> |
| Have you obtained any necessary student visa/entry clearance for study in the UK? | <input type="checkbox"/> |
| Have you bought your travel tickets and travel insurance? | <input type="checkbox"/> |
| Have you made all the necessary arrangements for any family, if they are travelling with you? | <input type="checkbox"/> |
| Do you know how many bags and the weight of baggage allowed by your airline? (this is worth checking as the policy varies between airlines) | <input type="checkbox"/> |

It is advisable to keep copies of the following documents in a safe place, and send an e-mail of scanned copies to yourself so that you can access them in an emergency.

- | | |
|----------------------------|--------------------------|
| Passport | <input type="checkbox"/> |
| Entry clearance documents | <input type="checkbox"/> |
| Unconditional offer letter | <input type="checkbox"/> |
| Accommodation contract | <input type="checkbox"/> |
| Vaccination certificates | <input type="checkbox"/> |

Useful information to give your family and friends

| | |
|--|--------------------------|
| Your personal e-mail address | <input type="checkbox"/> |
| Your University e-mail address | <input type="checkbox"/> |
| University term dates | <input type="checkbox"/> |
| Your accommodation address in Newcastle | <input type="checkbox"/> |
| University address and telephone number | <input type="checkbox"/> |
| Copies of important documents to keep in case of emergencies | <input type="checkbox"/> |

Preparing your finances

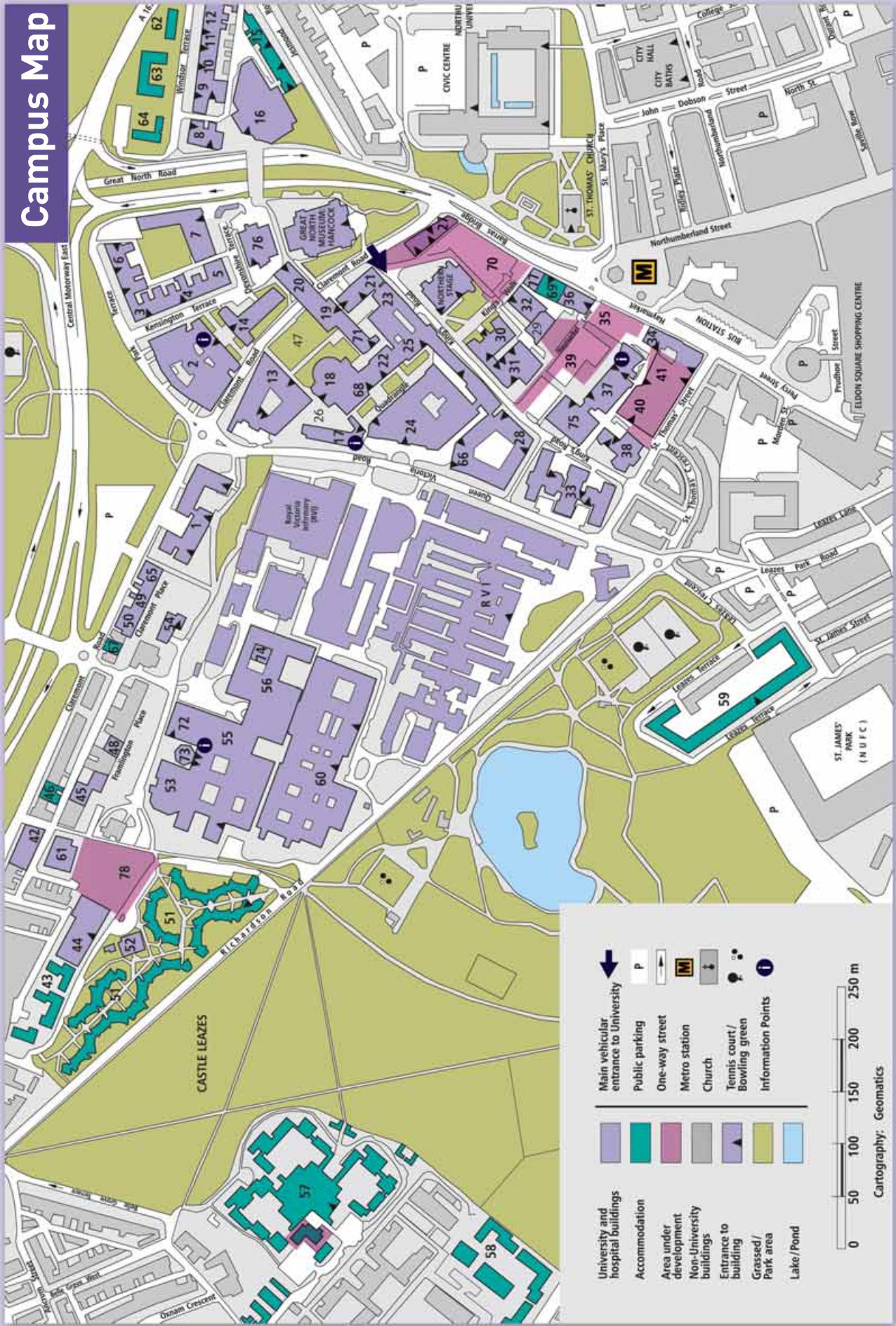
| | |
|---|--------------------------|
| Have you checked whether you need permission to transfer money to the UK? | <input type="checkbox"/> |
| Have you checked whether your own government has restrictions on the amount of money you can take out of your country? | <input type="checkbox"/> |
| Have you investigated whether you can open a bank account at home which you can use in the UK? | <input type="checkbox"/> |
| Do you have a bank letter or reference from your home bank? | <input type="checkbox"/> |
| Do you wish or need to apply for a credit card (if you don't already have one)? | <input type="checkbox"/> |
| Have you arranged travel and personal insurance? | <input type="checkbox"/> |
| Have you ordered British currency and travellers' cheques for your immediate arrival expenses? | <input type="checkbox"/> |
| Do you have appropriate currency for any small purchases such as snacks, during airport changes (for example, Euros for Amsterdam airport)? | <input type="checkbox"/> |

Essential items to pack in your hand luggage

| | |
|---|--------------------------|
| Passport | <input type="checkbox"/> |
| Tickets | <input type="checkbox"/> |
| Entry clearance documents | <input type="checkbox"/> |
| University registration and welcome information | <input type="checkbox"/> |
| The original letter from the University saying you have been unconditionally accepted onto a full-time programme of study | <input type="checkbox"/> |
| Your offer of accommodation and contract | <input type="checkbox"/> |
| Any relevant vaccination certificates | <input type="checkbox"/> |
| Evidence of a recent medical check-up and x-ray and TB certificate if these were recommended when you applied for your visa | <input type="checkbox"/> |
| Documentary evidence that you can meet the cost of your programme of study and all of your living expenses. This can include a banker's draft, written evidence of having been awarded a scholarship, or a letter from your sponsor | <input type="checkbox"/> |
| Travel insurance documents | <input type="checkbox"/> |
| Credit card | <input type="checkbox"/> |
| £200-£250 cash and travellers' cheques in Sterling to see you over the first few weeks | <input type="checkbox"/> |
| A small amount of currency relevant to any stopovers you may have on your journey (e.g. Euros for Amsterdam airport) | <input type="checkbox"/> |
| Driver's licence (if appropriate) | <input type="checkbox"/> |
| A warm jumper or jacket for when you arrive in the UK | <input type="checkbox"/> |
| Passport photos for registration, student union card etc | <input type="checkbox"/> |
| A list of emergency phone numbers, including the University's 24 Hour Answering Service 0191 222 6817, in case of flight delays | <input type="checkbox"/> |
| This guide! | <input type="checkbox"/> |

Please note: this list is not exhaustive and there may be additional items to consider for your journey.

Campus Map



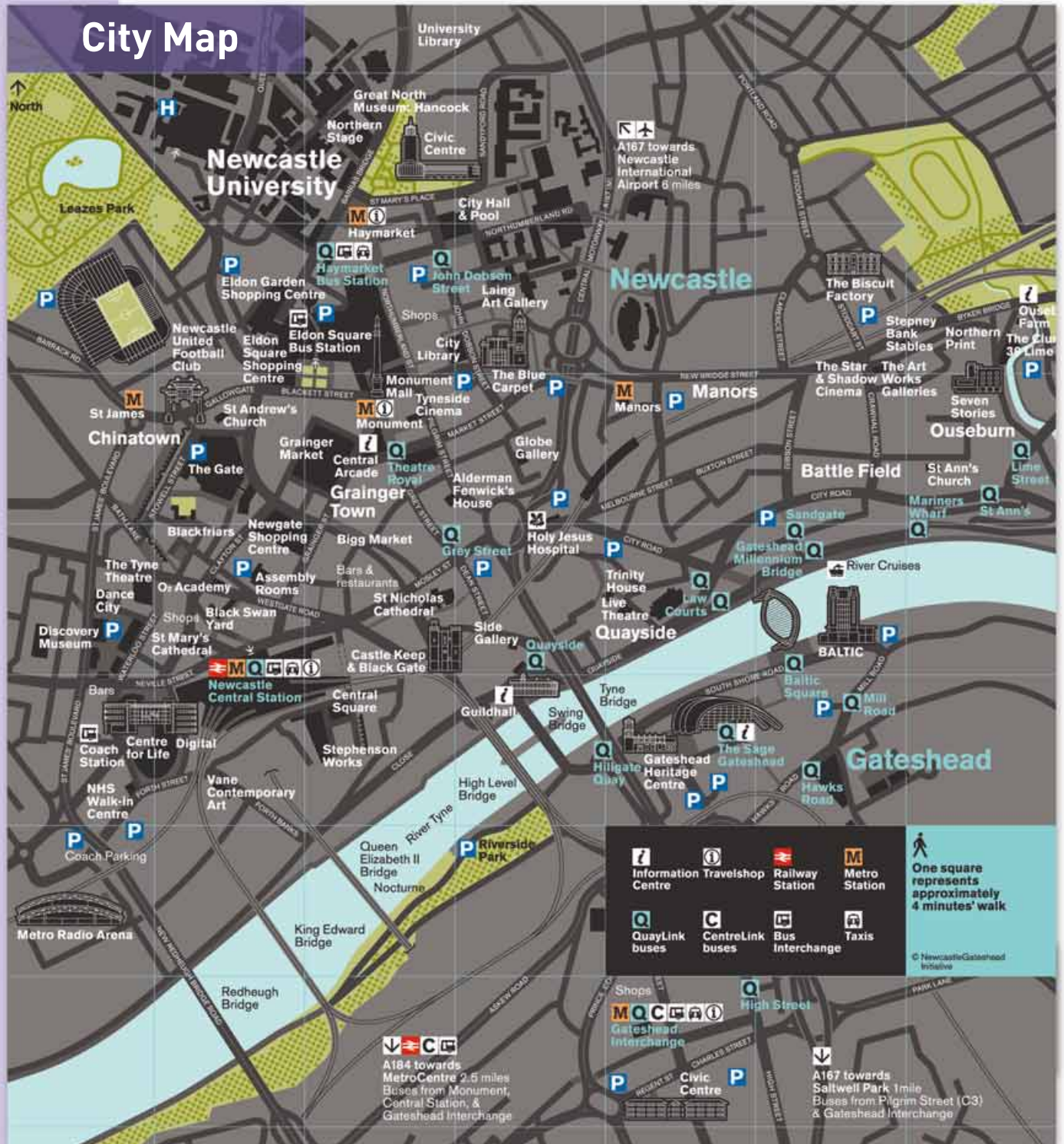
Key

| | | | |
|--|-----------------------------------|--|---------------------------------------|
| | University and hospital buildings | | Main vehicular entrance to University |
| | Accommodation | | Public parking |
| | Area under development | | One-way street |
| | Non-University buildings | | Metro station |
| | Entrance to building | | Church |
| | Grassed/Park area | | Tennis court/Bowling green |
| | Lake/Pond | | Information Points |

0 50 100 150 200 250 m
Cartography: Geomatics

- 10 Accommodation Office
- 24 Armstrong Building (Vice-Chancellor's Reception)
- 6 Finance Office
- 21 (via 19) Graduate School, Faculty of Humanities and Social Sciences
- 55 Graduate School, Faculty of Medical Sciences
- 38 Graduate School, Faculty of Science, Agriculture and Engineering
- 37 Herschel Building
- 4 International Office
- 68 Language facilities
- 16 Library
- 30 Student Advice Centre
- 30 Union Society Building
- 4 Undergraduate Admissions Reception

City Map



International Office
Newcastle University
6 Kensington Terrace
Newcastle upon Tyne
NE1 7RU
United Kingdom

Telephone: +44 (0) 191 222 6856

Fax: +44 (0) 191 222 8667

E-mail: international.office@ncl.ac.uk

www.ncl.ac.uk/international

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