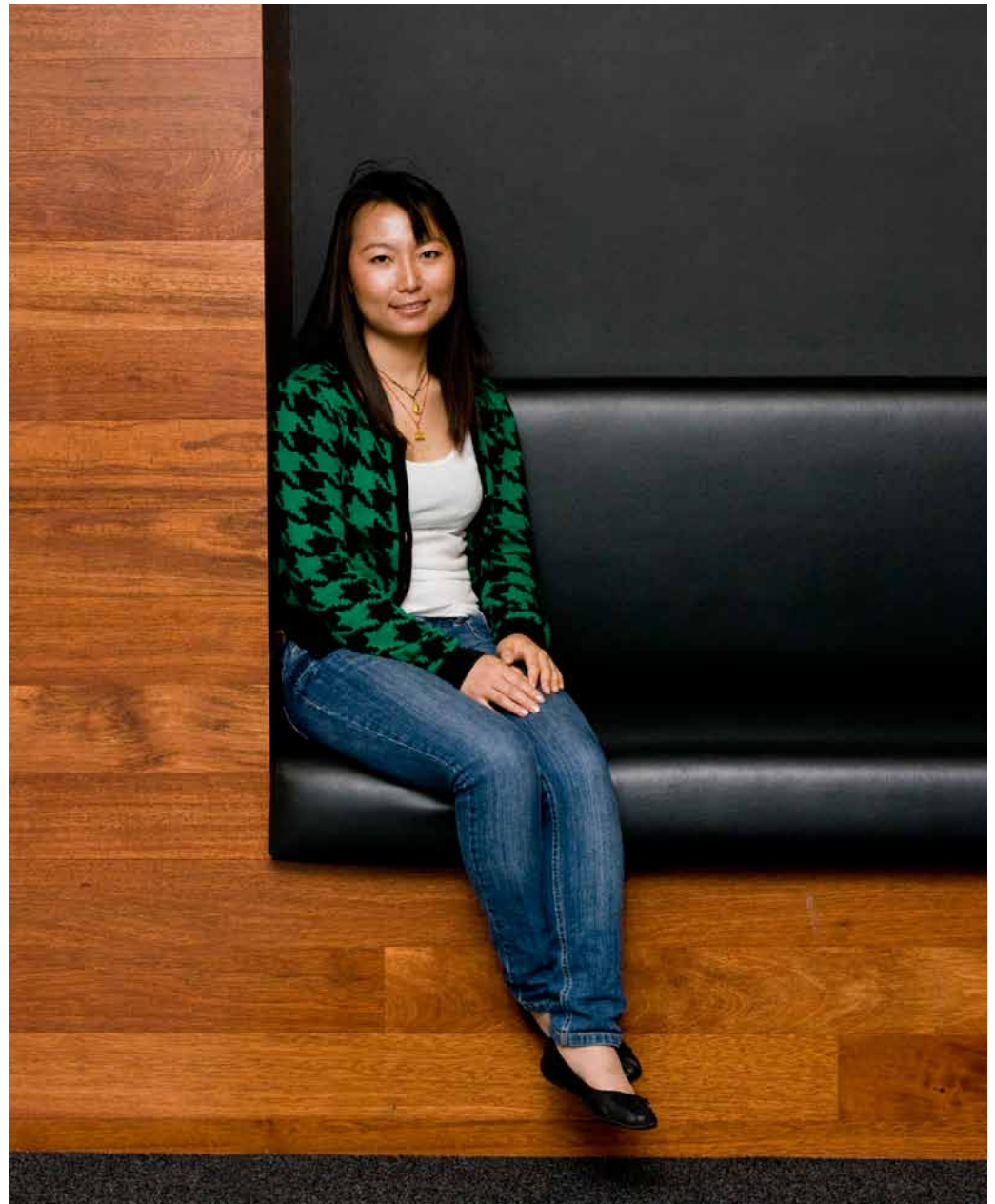


International Student Handbook 2012

A pre-departure & arrival guide for international students



Discover your future...

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Welcome to the University of Lincoln



Congratulations on receiving an offer to study on a course at the University of Lincoln. You are about to begin one of the most exciting times of your life, filled with new experiences and new friends. We realise that leaving home, possibly for the first time, 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.

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

There are many things that you need to think about before you travel to the UK to start your studies. The following information is intended for all international students who have accepted an unconditional offer with the University of Lincoln to study from September 2012. You can find information on how to apply for a visa, when to arrive in Lincoln and details on welcome events which have been organised to help you to settle in.


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 a lot of information 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

When to arrive



It is very important that you arrive with plenty of time to spare before for the start of the course that you are going to study. You will need to give yourself a few days to adjust to your surroundings and to ensure that you have completed everything that you need to do before you begin studying.

Arriving and enrolling on your course is all part of your experience here in Lincoln and we have organised this so that the process is made as easy as possible for you.

If you are going to be studying on one of our **Pre-session English and Academic Study Skills (PEASS)** courses then you will be sent enrolment information and dates separately.

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.

Please ensure that you complete and return your Arrival Form so that the University knows when to expect you:

➤ [The Arrival Form](#) is available on our website.

Welcome Week dates for 2012

The dates for Welcome Week for 2012 are:

**Monday 17th September to
Friday 21st September 2012**

You should aim to arrive in Lincoln either before or during these dates. Full details of term dates and holidays can be found by visiting the university calendar:

➤ [The academic year calendar](#) is available on our website.

It is very important that you inform us when you are arriving so please fill in the Arrival Form provided on our website.

International Arrivals Lounge

To ensure that your arrival goes well and that we are here to meet you, we have set up an 'International Arrivals Lounge' for you. This will be open on the main Brayford campus from:

**Thursday 13th September to Friday
28th September, 9.00am to 6.00 pm,
including weekends.**

If you are arriving outside of these hours, please let us know so that we can make sure support is available to you.

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



Step 1

Accept and confirm your offer



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 on 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 £1000. 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](#)



Receive your Certificate of Acceptance of Studies (CAS)

The University of Lincoln is on the Tier 4 Highly Trusted Register of 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 with us.
- 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 UKBA as part of your visa application. UKBA 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.

More details on how to obtain your CAS are available on our website.



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

The information below is divided into two sections

- Information for students from outside the European Economic Area (EEA) and Switzerland
- Information for students from within the EEA and Swiss Nationals

If you are unsure if you require a visa then you should visit the UK Border Agency website and the UK Council for International Student Affairs (UKCISA) websites for further information. Both of these will provide you with up to date information on how to apply for your visa.

➤ [Visit the 'Adult Students' page](#) on the UK Border Agency website.

➤ [Visit the UKCISA website](#)

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.

When you are granted entry clearance, the entry clearance officer in your country will put a sticker in your passport which will have your name and the start and end dates of your visa.

If you do not have the correct entry clearance, you will be refused entry to the UK.

How to apply

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 UK Border Agency and UKCISA websites for more detailed information on how to apply.

To gain entry clearance you will need to contact the UK Visa office in your home country. This will either be a UK embassy, consulate, high commission or a visa application centre. There are different ways to apply, for example on-line, by post or by appointment.

If you are coming to Lincoln to study certain courses or through another route then your visa application process may be slightly different. The following information provides details of these routes and what you need to do.

Pre-sessional students

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) Student 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 Visa Advice Team can help you to apply for an extension of your Tier 4 visa.

Please note that if you study for your PEASS course with a **student visitor 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.

Students coming to Lincoln from another UK university

If you already have a Tier 4 visa to study at another UK university and have decided that you would like to study at Lincoln you may be required to apply for a new visa.

Under the new rules, if your visa was issued after the 5th October 2009, you can enrol on your programme at the University of Lincoln provided you can prove that you have submitted an application under Tier 4 (General) to study here. Because we have Highly Trusted Sponsor Status it is no longer necessary for this visa to have been issued before you can start studying with us.

If your visa was issued before the 5th October 2009 you must apply to the UKBA to change your sponsor, or make another application under Tier 4. To apply for permission to change sponsor (but not for additional time on your visa) you should complete form T4PTS. The application fee is £160.

Academic Technology Approval Scheme (ATAS)

If you are coming to Lincoln to study certain courses you will need to apply for an ATAS certificate before you can apply for your visa. Please check further details for courses which require an ATAS certificate on their website:

 [Visit the ATAS website](#)

The application is an online process and is free of charge.

When to apply

You should aim to apply as early as possible for your visa to make sure that you arrive before your course begins. However, please remember that you cannot apply more than **three months before** your course starts.

What you will need to apply for student entry clearance

You will need to ensure that you have the correct information and original documentation when you apply for your visa. We have listed the main documents below, but you should check on the UKBA website that you have all the correct documents:

■ CAS (Confirmation of Acceptance of Studies) number from the University of Lincoln.

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 to 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 sponsor licence number and other information you will need.

■ Documents used to obtain your CAS

E.g. the original certificate(s) of qualification; or the original transcript of results.

■ Documents to show you have enough money to pay your tuition and living expenses (including accommodation) for yourself and any dependants travelling with you.

Please see the Tier 4 Policy Guidance on the UKBA website for information on how much money you will need and what documents you should provide as evidence.

■ Your passport or travel documents

■ Photographs

Please see the UKBA website for more photo guidance.

■ Any other documents which your UK embassy, high commission, consulate or visa application centre says you need.

Information for students from within the EEA and Swiss Nationals

EEA and Swiss nationals can enter the UK just by showing your passport or national identity card. Immigration officials will not usually ask you about your stay in the UK, but if they think something is wrong with your documents they can ask you questions.

Please remember to check your immigration status **before** you travel.

Pay your fees

At the University of Lincoln, we understand that financing your studies is often the first thing students consider when they think about studying overseas.

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 2012

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 Student Scholarships 2012

The International Student Scholarship is to the value of £2,000, and is applicable for the first year of study at the University of Lincoln. Eligible students will receive the International Student Scholarship on one occasion only which will be automatically deducted from their tuition fees.

The International Student Scholarship is NOT available for enrolments in future years on the same course, or for future enrolments on other courses.

👉 [Visit the 'Scholarships and Funding' page](#) on our website For further information on other scholarships which may be available

When to pay

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

- Stage 1** £1,000 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.

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.

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.

The UK Border Agency recommended guidance for living costs for students on courses lasting 6 months or more, living outside London is £600 per month (£5400 for 9 months). This is the amount that you will need to ensure that you have in order to meet the UKBA's visa application criteria.

👉 [Visit the International Student Calculator website](#) for general living costs you can find useful information on how to budget on.

Arrange your Accommodation



It is important to decide which type of accommodation you want before you arrive in Lincoln. This section provides information on the different types of accommodation available.

Where you live is a very important factor in your success as a student in the UK. When you live in comfortable accommodation which meets your needs, you will be able to study and relax more easily, allowing you to make the most of your time here. 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.

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 form** 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, pending 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 **886195** 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.

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

Arriving in the UK is easy, but you may need our help to organise your travel from the airport. Why not take the worry out of getting to the University of Lincoln by booking onto an airport pick-up service? It's quick, simple and can be free if you arrive on certain dates!

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.

Welcome Week dates for 2012 are:

**Monday 17th September to
Friday 21st September 2012**

You should aim to arrive either before or during these dates. 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. The University of Lincoln has arranged a **FREE Airport pick-up service** for students arriving in to London Heathrow Airport and London Stansted Airport and 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.

📌 [Visit the British Airport Authority \(BAA\) website](#) to find out more information about airports.

FREE Airport pick-service

The University will run a FREE airport pick-up service for students arriving into either London Heathrow Airport or London Stansted Airport on the following dates:

London Heathrow Airport

Thursday 13 September
Thursday 20 September
Thursday 27 September

London Stansted Airport

Thursday 13 September
Thursday 20 September

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

The Airport taxi pick-up Service

If you are unable to use our FREE airport pick-up service we can organise a taxi for you from your airport of arrival to the University. We have negotiated excellent discounted rates on your behalf with a local taxi company, 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.

If you wish to use either the free airport pick up service or the paid taxi pick-up service, then you must book in advance through our website:

📌 [The International Student Arrival Form](#) is available on our website.

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 Arrival Form so that the University knows when to expect you. This form is available on our website.



Pre-Departure Checklist 1

Have you...

Accepted your offer?	<input type="checkbox"/>
Paid your deposit (if applicable)?	<input type="checkbox"/>
Received your CAS?	<input type="checkbox"/>
Applied for the correct visa?	<input type="checkbox"/>
Organised your accommodation?	<input type="checkbox"/>
Booked your flight?	<input type="checkbox"/>
Booked an airport pick-up or taxi pick-up service	<input type="checkbox"/>
Completed your  University of Lincoln Arrival Form	<input type="checkbox"/>

Prepare for your journey

Being well prepared for your journey is very important. You should make sure you've got everything organised before you leave home.

In addition to the information below we recommend that you also read and print out a copy of the **British Council 'First Steps'** guide to bring with you. This is a pre-departure guide for international students coming to the UK.

➔ [Download the 'pre-departure guide for international students'](#) from the British Council website.

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 £8,300) you will need to declare this to Customs.

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.

If you are planning to transfer extra money to the UK you should arrange this before you leave your home country.

Also before you leave home, 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.

You will be arriving in the UK at a time of year when the weather in the UK is changing from summer to autumn and it may take you some time to adjust to the climate. 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.

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

Pre-Departure Checklist 2 - Packing

Items to carry in your hand luggage

Your valid passport, with visa or entry clearance if relevant	<input type="checkbox"/>
Your travel tickets or E ticket details	<input type="checkbox"/>
Money - cash, travellers' cheques, credit card	<input type="checkbox"/>
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	<input type="checkbox"/>
The original letter of acceptance and CAS from The University of Lincoln	<input type="checkbox"/>
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)	<input type="checkbox"/>
Originals documents of any degree certificates, transcripts or technical qualifications which have been used as part of your application	<input type="checkbox"/>
Confirmation of any accommodation you have booked, including the full address and telephone number	<input type="checkbox"/>
Details of your arrangements for onward travel within the UK e.g. maps, contact numbers etc.	<input type="checkbox"/>
Insurance documents	<input type="checkbox"/>
Warm clothes/coat for when you arrive	<input type="checkbox"/>
Your phone charger and a UK adapter plug	<input type="checkbox"/>

Items to carry in your main luggage

A photocopy of each page of your passport, including its number, the date and place of issue and any entry clearances	<input type="checkbox"/>
A note of the serial numbers of any travellers' cheques	<input type="checkbox"/>
Back-up photocopies of all essential documents	<input type="checkbox"/>
Approximately ten passport-size photos of yourself - you will need them for student identification cards, bus/rail passes and various other purposes	<input type="checkbox"/>
Clothing, toiletries, and any other main items which you will need during your stay.	<input type="checkbox"/>

Prepare for your studies



The teaching, learning and assessment style in the UK may be different to what you have been used to in your own country and it can take a few weeks to adjust to this change.

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 workshops and one to one sessions. We also organise in a range of social activities throughout the year, such as trips to see cities around the UK.



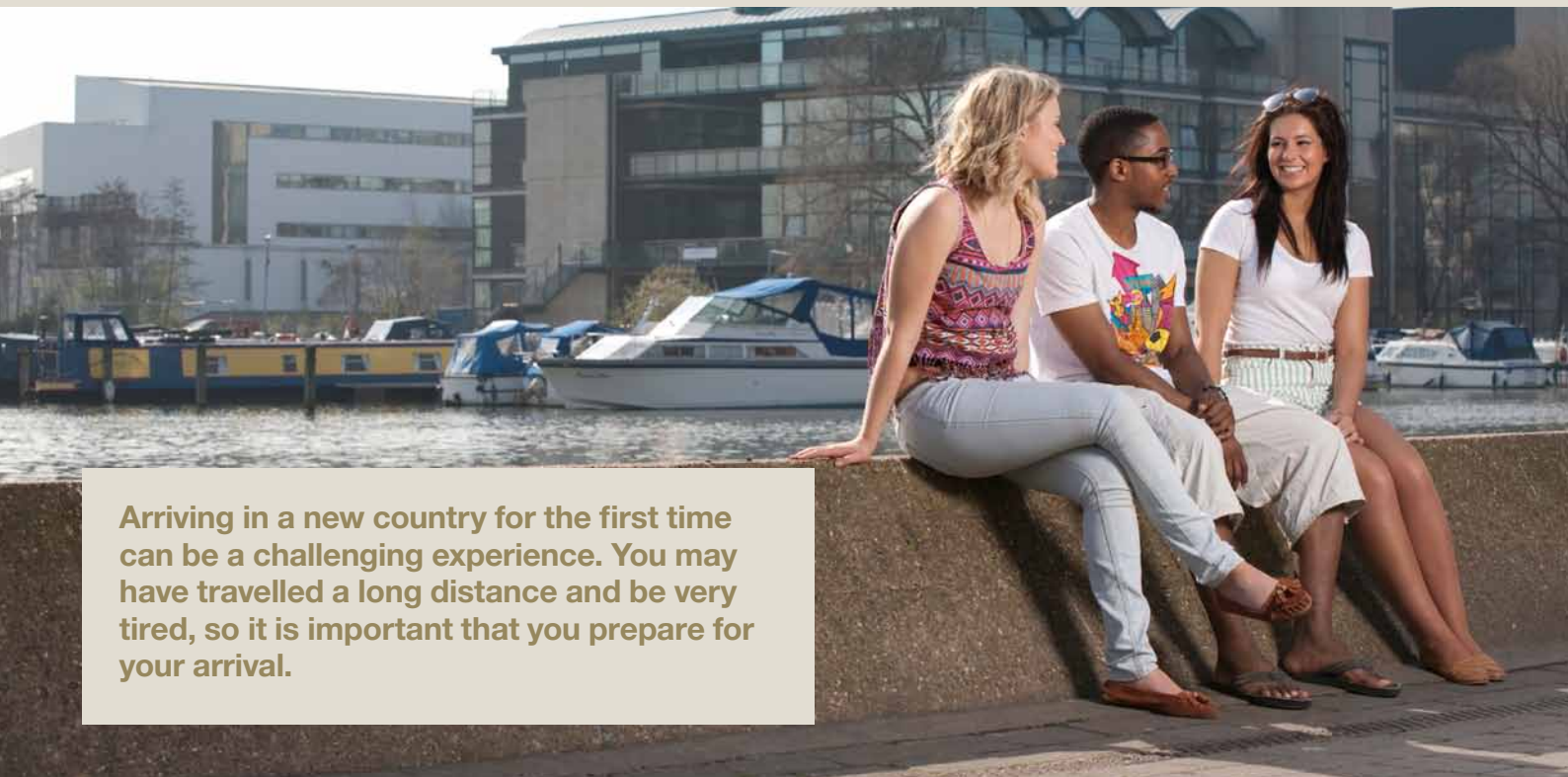
Step 3

Final checklist prior to departure

Have you applied for and received your UK entry clearance visa?	<input type="checkbox"/>
Do you have your original documents with you? <ul style="list-style-type: none">■ Passport■ VISA/CAS■ Offer letter■ Original certificates of education, bank statements etc■ References (if applicable)	<input type="checkbox"/>
Have you made appropriate arrangements for any family members to come to the UK?	<input type="checkbox"/>
Do you have enough money to cover both tuition fees and living costs?	<input type="checkbox"/>
Do you have a copy of your unconditional offer letter and CAS statement?	<input type="checkbox"/>
Have you checked whether there are any restrictions on the amount of money you can take out of the country?	<input type="checkbox"/>
Have you checked whether you need permission to transfer money to the UK and how to do it?	<input type="checkbox"/>
Do you have UK currency and/or travellers cheques for your immediate expenses on arrival in the UK?	<input type="checkbox"/>
Have you organised travel to the UK?	<input type="checkbox"/>
Have you booked your travel tickets and travel insurance and checked your baggage allowance?	<input type="checkbox"/>
Have you packed adequate clothing which is suitable for the British climate?	<input type="checkbox"/>
Have you arranged your accommodation or know where you are going to be staying?	<input type="checkbox"/>
Have you planned how you are going to get to the University of Lincoln?	<input type="checkbox"/>
Have you got a map of the UK and the location of the University?	<input type="checkbox"/>
Do you know how long it takes to travel to Lincoln from your arrival airport?	<input type="checkbox"/>
Do you know how to use public transport, e.g. the underground, buses and trains?	<input type="checkbox"/>
Have you booked a University airport pick-up service?	<input type="checkbox"/>
Have you completed and returned your  University of Lincoln Arrival Form	<input type="checkbox"/>

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 have to pass through immigration when you arrive in the UK so it is important for you to know what to expect. We recommend that you read the following guide which gives you full details of what to expect when you arrive at your point of entry to the UK.

▶ [Visit the 'Arriving in the UK' page](#) on the UKCISA website.

FREE Airport pick-service

The University will run a FREE airport pick-up service for students arriving into either London Heathrow Airport or London Stansted Airport on the following dates:

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Thursday 13 September
Thursday 20 September

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

The Airport taxi pick-up Service

If you are unable to use our FREE airport pick-up service we can organise a taxi for you from your airport of arrival to the University. We have negotiated excellent discounted rates on your behalf with a local taxi company, so you will receive a warm welcome at a reasonable price, which start from as little as £37.

Your taxi driver will meet you as you come through the arrivals gate at the airport and transport you to Lincoln. If you wish to use either the free airport pick-up service or the paid taxi pick-up service, then you must book in advance through our website:

▶ [The International Student Arrival Form](#) is available on our website.

International Arrivals Lounge

The International Arrivals Lounge is a welcoming and comfortable area for new international student arrivals 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
- refreshments
- transfer taxis to your accommodation

The International Arrivals Lounge opening hours are:

**Thursday 13th September to Friday
28th September, 9.00 am to 6.00 pm,
including weekends**

If you are arriving outside of these hours, please let us know so that we can make sure support is available to you.

Enrolment

When you arrive at the University, one of your priorities will be to enrol onto your programme of study. All new international students should go to the International Arrival Lounge to enrol.

It is very important that you bring the correct 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

■ A copy of your United Kingdom Biometric 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 required)

■ 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.

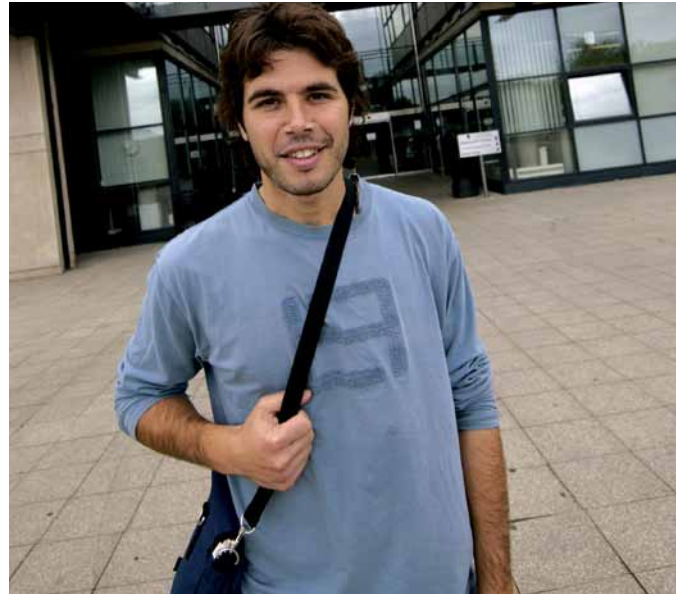
Further details of how to register with the police will be provided to you when you enrol.

International Advice Team

The University's Advice Service offers confidential, independent and non-judgmental advice on any financial matters.

If you need help with visa queries once you have arrived and registered, the University's Advice Service offers a visa drop-in service and workshops. They also operate the 'Student Batch Scheme' which is a visa extension service for students.

Just go to the Student Support Centre to make an appointment to speak to an advisor.



Step 5 Welcome to Lincoln



Your first few weeks in the UK will be both exciting and challenging. In addition to your course induction the University also arranges a variety of welcome events to help you to settle into life in the UK and your studies.

It is important that you try to attend these events

- Orientation Workshops
- International Welcome Events
- Faculty and Course Inductions
- English Language Centre Workshops
- Social activities

Orientation workshops

We will be organising some Orientation Workshops for new international students during the first few weeks of term, which will provide advice on how to settle in to life in the UK. This will include sessions on:

- Dealing with culture shock
- Adjusting to student life in Lincoln
- Lincoln on a budget
- How to open a bank account
- Working during your studies
- Financial issues for international students
- 'Queuing and time-keeping' – a guide to British etiquette
- An introduction to the English Language Centre

Further details of these workshops will be given to you on arrival.

International Welcome Events

International Student Services Welcome Evening and Buffet

You are invited to attend our 'International Student Services Welcome evening' which will take place on:

**Monday 1st October 2012 at 6.00 pm
in the Atrium of the Main Academic
Building, Brayford campus.**

You will be welcomed to the University by the Vice-Chancellor's Office and will receive important information on the support services available to you during your time with us. The evening will also include a buffet and an opportunity for you meet staff and students.

Postgraduate International Student Tea Party

If you are an international postgraduate student, you will be invited to attend a tea party hosted by the Vice-Chancellor which will take place on:

**Wednesday 3rd October from 5.00 pm –
7.00 pm in the EMMTEC building on the
Brayford campus.**

This will be an opportunity for you to meet other postgraduate students, as well as academic members of staff.

English Language Centre

All international students have free access to our English Language Centre during their time here and you will be invited to register with the centre as soon as you arrive.

The services offered range from:

- English Academic Skills workshops
- One to one support
- Writing consultations
- Social English workshops
- Conversation classes
- Pronunciation classes
- Subject specific group support

The English Language Centre also organises a schedule of coach trips to major British cities.

Access to Student Support services

The University has a variety of support services available for all students and these are accessible through our Student Support Centre. They can provide advice on a range of areas.

Faculty and course induction

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 or visit the Faculty or Department for further details.

Social Activities

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 boasts 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.

Religion

In the UK many people practise various faiths, and as the number of people from different cultures has grown, so have the facilities which allow them to lead a life according to their religious beliefs. Places of worship in most major cities and towns almost invariably include Hindu and Buddhist temples, mosques and synagogues, particularly if there is a large ethnic population.

The UK is a multicultural society and people from ethnic minorities are a well-accepted and well-integrated part of the population.

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



Lincoln City Centre

Brayford (Main Campus)

- | | |
|---|--|
| 1 Accommodation Office
Graduate School | 14 Sparkhouse Studios |
| 2 Architecture Building | 15 Sports Centre |
| 3 Bridge House | 16 Student Centre |
| 4 Business & Law | 17 Student Village |
| 5 EMMTEC | 18 Think Tank |
| 6 Engineering Building | 19 University Library |
| 7 Enterprise@Lincoln | 20 Village Hall |
| 8 Harrison House | 21 Witham House |
| 9 Main Administrative Building | 22 Chad Varah |
| 10 Marina Building | 23 Greystone Building /
Tithe Barn |
| 11 Media, Humanities & Technology | 24 Thomas Parker House |
| 12 Lincoln School of Performing Arts
LPAC (Lincoln Performing Arts Centre) | 25 Health Centre & Student Services |
| 13 Science Centre | 26 Engine Shed, Students' Union,
SOAP Centre, Tower Bar |

Key

- █ Primary Route
- █ Secondary Route
- Pedestrianised
- University Parking**
- C Cycle Parking
- P Permit Only Car Parking
& Open Day Parking
- V Visitor Car Parking
(Must be booked)
- P Public Car Parking

The Cathedral Quarter is 12 minutes walk from the Brayford Main Campus.



UNIVERSITY OF LINCOLN

University of Lincoln
Brayford Pool
Lincoln
LN6 7TS
UK

Tel: 01522 882000
Minicom: 01482 311211

This map last updated
27 July 2011

Useful contacts

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

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 886195
Email: accommodation@lincoln.ac.uk

University Security Office (Emergency out of hours)

Telephone: 01522 886062

University of Lincoln Switchboard

Telephone: 01522 882000

The information in this guide is issued for the general guidance of students entering the University in September 2012 and does not form part of any contract. Every effort has been made to ensure the accuracy of information contained in this guide at the time of going to print but some information may be subject to change. For the most up-to-date information, please visit our website at **www.lincoln.ac.uk**