



<http://www.immigrationandmigration.com>

0845 126 1350 | 033 3006 4506

## Table of Contents

<b>Introduction .....</b>	<b>5</b>
<b>Student Visa .....</b>	<b>5</b>
<b>Confirmation of Acceptance for Studies (CAS).....</b>	<b>6</b>
<b>Applying for your dependent to come to the UK.....</b>	<b>7</b>
<b>Successful Visa Applications .....</b>	<b>7</b>
<b>Travelling to the UK.....</b>	<b>8</b>
<b>Conditions of a Tier 4 visa .....</b>	<b>9</b>
<b>Post Study Work.....</b>	<b>10</b>
<b>Sponsor Duty .....</b>	<b>10</b>
<b>Police Registration .....</b>	<b>11</b>
<b>Accommodation .....</b>	<b>12</b>
<b>Pre-Departure.....</b>	<b>13</b>
Pre-departure Preparations .....	13
Packing your Suitcase .....	14
Packing for Arrival at the UK border .....	14
Useful tips .....	15
<b>Upon Arrival .....</b>	<b>16</b>
Customs Control.....	17
<b>Coming to Us.....</b>	<b>18</b>
<b>Money Matters .....</b>	<b>19</b>
Opening a Bank Account.....	19
Living Costs.....	20
<b>Keeping Healthy .....</b>	<b>21</b>
Culture Shock .....	21
A Guide to the National Health Service (NHS).....	22
Healthy Eating.....	24
<b>Living in the UK .....</b>	<b>25</b>
Getting Around London.....	25

Things to do in London.....	26
<b>Learning in the UK.....</b>	<b>28</b>
Lectures.....	28
Seminars.....	28
Tutorials.....	29
Practical Work.....	29
Independent Study.....	29
Written Work.....	29
Other Projects and Assignments.....	29
Group Work.....	30
Examinations and Assessments.....	30
Plagiarism.....	30
Seeking Help.....	31
UK Academic Culture.....	31
Know what is Required.....	32
Participating in Seminars.....	32
Reading.....	33
<b>Useful Links.....</b>	<b>34</b>
<b>Disclaimer.....</b>	<b>35</b>

# Welcome!

## **Welcome to IAM (Immigration and Migration).**

London is one of the world's most famous and exciting cities in the world in which to live, study and work or just visit. It's history, culture, business and way of life is legendary.

IAM (Immigration and Migration), based in Canary Wharf - the UK's business and historical mecca, has taken the bold step of establishing to help people who wish to come to UK. IAM is based in the centre of London with many of the city's famous business buildings are situated within walking distance.

Here at IAM, we believe there is no better location to continue your immigration procedure to fulfil your dreams to settle down in London. You can immerse yourself in your education and personal development whilst surrounded by the rich heritage and diversity of the capital city and look out for more opportunities and take consultations with our team to further live in UK.

Our recognised and accredited services are tailored to provide people with the employability and career building skills required anywhere in UK and worldwide and are delivered the way you want.

We welcome you to IAM and will promise to maintain a long term relationship and will assist you with our full enthusiasm so that you can fulfil your dreams to coming London and the UK.

IAM Management Team.

IAM Management Team.



## Introduction

Studying abroad and in a new environment can be a daunting experience. As such, we have developed this guide for you to read through before you travel to the UK and as a useful resource during your first few weeks in London. Any additional questions you may have will be answered by the appropriate dedicated staff members in either London.

## Student Visa

### *Do you need a student visa?*

The **Home Office (UK V& I – or UK Visas and Immigration)** states:

“You can study in the UK without a student visa if:

- You are a national of a country in the European Economic Area (EEA) or Switzerland;
- You are a British overseas territories citizen, unless you are from one of the sovereign base areas in Cyprus;
- You are a Commonwealth citizen with permission to enter or stay in the UK because at least one of your grandparents was born here; or
- You have no conditions or time limit attached to your stay.

If you require a student visa you will need to apply under Tier 4 (General) of the points based system, for adults who want to come to the UK for their post-16 education. Or Tier 4 (Child) student visa if you're aged between 4 and 17 and you want to study at an independent school in the UK. Alternatively, you can come to the UK for short-term studies for up to six months.





### *Are you eligible for a student visa?*

Our immigration lawyers will be able to advise you further on the requirements of a student visa application. In order to obtain a general student visa you must score 40 in the points based assessment. You will get:

**“30 points for having a valid confirmation of acceptance for studies (CAS) , which you get for studying a course at an acceptable level with an approved education provider (also known as a ‘Tier 4 sponsor’), and for having acceptable English language skills;”**

This will be issued by the Education institution you will be studying at. It includes a unique CAS number and the documents used to obtain it.

**“10 points for having enough money (also known as maintenance or funds) to cover your course fees and living costs.”**

You must be able to prove this with a bank statement or letter from your bank.

### **Confirmation of Acceptance for Studies (CAS)**

When making a student visa application you will be required to supply a CAS number. The University/School/College should be listed on the Home Office (UK V&I - or UK Visas & Immigration) Register of Sponsors (Tier 4) which allows them to issue a CAS statement and act as your sponsor if you meet the admission criteria for your course. In order to obtain your CAS you must submit all the required documents to University/School/College along with your application for your chosen course. Please be aware that a CAS does not guarantee that your visa application will be successful.

iam (immigration and migration)’s Education Consultants assist and help you finding you a Education Institution to study at. We are British Council accredited and ensure your transition and search for an institution is a smooth journey.

Together with our accredited immigration advisors, we plan and execute a tailored package to ensure your visa application and entry requirements are met.

## **Applying for a visa**

Your visa application must be submitted no more than 6 months after the date when your CAS was assigned to you and not more than 3 months before the course start date or it will be refused. To find out more about making your visa application [contact your immigration advisor](#) at iam (immigration and migration).

For detailed information on visa applications, including application forms, processing times, health checks, dependants and more, visit the UK V&I website or your immigration advisor at iam (immigration and migration).

## **Applying for your dependent to come to the UK**

If you are on a NQF level 7 (Master's) course or above lasting 12 months or more, you will be able to bring your partners and/or children (also known as dependants) to the UK with you. Please note that from the 4th of July 2011, a student studying for a course below NQF level 7 will not be able to bring his/her dependents to the UK. If you want to bring your dependants to the UK, you will need to inform the University/School/College/School/College and request a dependant letter.

## **Successful Visa Applications**

If you are successful in your visa application then firstly, Congratulations! Your student visa gives you permission to come to stay in the UK for the stated duration subject to any restrictions applicable to students. You must adhere to the conditions of your visa, any breaches could result in your visa being curtailed. This includes among other things, the right to work for 20 hours per week during term time, not attending class or failing to enrol at the University/School/College/School/College.



## Travelling to the UK

If your course is six months or longer, or for a pre-sessional course that is less than six months, you will be able to come to the UK up to one month before the start date of the course.

If your course is less than six months and is not a course that will prepare you for study, you will be able to come to the UK up to seven days before the start date of the course.



## Unsuccessful Visa Applications

If your visa is refused then you may have a right to an “administrative review” which will only be successful if there has been a clear error by the Entry Clearance Officer. There is no right to appeal if you have been refused entry clearance. If the application is refused, please contact your Education Advisor at iam and your University/School/College/School/College admissions department with a copy of the refusal notice and your full contact details including name, CAS number and course so that we can get in touch to provide you other options or potentially obtain a refund from your education institution..

### **IMPORTANT NOTE...**

**The UK V&I regulations are subject to frequent alterations. Check your allocated immigration advisor at iam or the UK V&I website for the most up to date information.**



## Conditions of a Tier 4 visa

While studying in the UK, students must adhere to the conditions attached to their Tier 4 visa. The Home Office strictly enforces these rules and failure to comply might have adverse consequences on your stay in the United Kingdom.

### *Things that you need to know:*

1. If you have obtained a CAS from University/School/College, then this is where your visa requires you to study. Your Sponsor is the University/School/College where you applied and your entry clearance will have the University/School/College Licence Number. You can do extra courses while in the United Kingdom in addition to your main course of study and you do not need permission for that. However, the extra course should not interfere with the main course of study for which entry permission was gained.
2. It is an immigration offence if you study at a different institution other than the one who provided you the CAS.
3. If you wish to change your institution, you must make a new Tier 4 application and provide proof of valid leave at the time of application and a new CAS to study at another institution on the list of Tier 4 Sponsors.



### *You must ensure that:*

1. You remain on a full time course during the duration of your visa.
2. You register with the Police if required to do so and keep your registration safely.
3. You enrol with the University/School/College the next working day of your arrival in the UK.
4. You maintain full attendance on your course and should inform the University/School/College if you will miss a class.
5. You inform the University/School/College as soon as possible if you change your contact details.
6. You abide by University/School/College rules and regulations.



## **Working in the UK**

A (Tier 4) student studying at a University is entitled to work for a maximum of 20 hours a week during term time and full time during holiday. However, a student biometric card or passport should indicate the number of hours the student is entitled to work. If this amount differs from the usual 20 hours per week, you must adhere to the information provided on your biometric card/passport as appropriate to you. It is an immigration offence for student to work more than the hours they are entitled to.

## **Post Study Work**

As of the 6th of April 2012, Post Study Work or Tier 1 application has been **closed**. **If your studies progress to a doctorate, you may be able to extend your visa to work for a further year under the [Doctorate Extension Scheme](#)**. Contact your immigration advisor at IAM to make your application.

## **Sponsor Duty**

University/School/College has a responsibility to report to UK V&I any Tier 4 student who breaches his or her visa conditions. You should also note that if you finish your course early or withdraw from your course, this may result in your visa being curtailed. The University/School/College has a duty to monitor your enrolment and attendance. Failure to enrol for your course on time or not attending classes will have a negative impact on your visa.

## Police Registration

Some countries require their students to register with the UK police whilst studying in the UK. If you come from one of the following countries then you will have a stamp in your passport that says you must register with the police within 7 days of arriving in the UK.

- Afghanistan
- Algeria
- Argentina
- Armenia
- Azerbaijan
- Bahrain
- Belarus
- Bolivia
- Brazil
- China
- Colombia
- Cuba
- Egypt
- Georgia
- Iran
- Iraq
- Israel
- Jordan
- Kazakhstan
- Kirgistan
- Kuwait
- Lebanon
- Libya
- Moldova
- Morocco
- North Korea
- Palestine
- Oman
- Peru
- Qatar
- Russia
- Saudi Arabia
- Sudan
- Syria
- Tajikistan
- Tunisia
- Turkey
- Turkmenistan
- Ukraine
- United Arab Emirates
- Uzbekistan
- Yemen

## **REGISTERING WITH THE POLICE IS AN IMPORTANT PROCEDURE**

Contact your local police station before you go to register. You can find your nearest police station at [www.met.police.uk](http://www.met.police.uk). When you register with the police, make sure you have all of the following with you:

- 2 passport sized photographs
- Passport
- Proof of address e.g. tenancy agreement
- Offer letter (CAS letter) from the University/ School/ College
- Current registration fee that must be paid in cash (£34- please try and make sure you bring the exact money)



You must report to the Police within 7 days for any of the following changes:

- Change of address
- Change of University/ School/ College
- Change of marital status or birth of children
- Extension of stay granted by UK Border Agency
- Change of passport
- Temporary absence of 8 weeks or more from registered address

If you need to update your Police Registration Certificate with any of the changes you must visit your local police station to do so. There is no extra monetary charge for this. It may be advisable to contact the station before you go to register.

## Accommodation

Most students live in private accommodation which means that they must arrange it for themselves. You must do this before you travel to the UK to ensure that you are guaranteed somewhere to stay when you arrive. Our arrivals team can assist you with sourcing accommodation. Please contact your Education Consultant at IAM to make the arrangements for a small fee.

Housing in the UK can be expensive and London especially, but there are many options that have been developed to provide students, local and international, with some realistic options. Given the cost of renting, it is highly likely that you may end up living in shared accommodation rather than on your own. This will depend on your budget. There are many advantages to this; it is more affordable and often an enjoyable and enlightening experience for international students. You can find yourself living with Londoners, people from your own country or other international travellers.

Some students elect to stay in “lodgings” which means you may end up living with another family. Each option has its own advantages and disadvantages and it is worth doing a bit of research first to see which will be best suited to your lifestyle.

The UK Council for International Student Affairs (<http://www.ukcisa.org.uk/>) has very good and comprehensive advice on accommodation for international students and it is definitely worth reading a bit about it before making a decision. There are some areas in which you need to be careful and it is always better to know in advance... do your research! Some useful websites when looking for accommodation are listed here: [www.rightmove.co.uk](http://www.rightmove.co.uk), [www.gumtree.com](http://www.gumtree.com), [www.londonhomestay.org](http://www.londonhomestay.org) **But we highly recommend that you contact your Education Consultant at IAM to assist in these arrangements.**

Please note that IAM (Immigration and Migration) accepts no responsibility for information based on third party sites or choices made as a result.

Your decision is your responsibility.



## Pre-Departure

### Pre-departure Preparations

- Apply for your visa
- Book accommodation
- Make travel arrangements (including to and from the airport on arrival)
- Leave photocopies of important documents (e.g. exam certificates, travellers cheques, insurance policy and passport) with family or friends.



Below is a list of important things it is advisable to keep accessible in your **hand luggage**. You may find it useful to tick them off as you go.

Remember to include in your hand luggage:

- Valid passport, with visa/UK entry
- Offer letter from University/School/College
- Original documents to prove financial support for tuition fees and maintenance
- Proof of home address/bank statements (for opening bank account in UK)
- Proof of scholarship/sponsor letter (if applicable)
- Originals of important documents (e.g. exam certificates/transcripts, travellers cheques, insurance policy, passport)
- List of contents of luggage (in case of insurance claim)
- Health certificate/check up
- Vaccination Certificates (e.g. Rubella)
- Any prescribed drugs/medicine plus doctors letter
- Contact lens/glasses prescription
- Details of your destination (including address/telephone number)
- Proof of purchase of IT equipment (for UK customs)
- British currency (approx. £300)
- Spare passport sized photographs

Remember to carry wallets and purses on your person or in hand luggage along with other important documents such as your passport and the documents you will need to pass through the UK border. We recommend you keep copies of your passport, visa and documents as well. If you do lose the originals it makes them far easier to replace. There are some quite strict laws on what you may and may not bring into the UK. Before you travel it is advisable to check exactly what you can bring with you:

<https://www.gov.uk/duty-free-goods/overview>

### **Packing your Suitcase**

Different airlines have different rules on baggage allowance. It is worth checking the weight restrictions and rules set out by your airline before you leave. Failure to do so could result in a hefty fine when you get to the airport.

Remember to include in your suitcase:

- Photocopies of important documents (e.g. exam certificates, travellers cheques, insurance policy, passport, bank statements etc)
- Some warm clothing and comfortable shoes
- Photos, posters, pictures of family and home
- Sharp objects (e.g. scissors, razor blades) in suitcase, not hand luggage
- Liquids (e.g. shampoo, aftershave, perfume) in suitcase, not hand luggage



### **Packing for Arrival at the UK border**

When you arrive at the UK border as a student from overseas, there are certain documents that you must make sure you are carrying:

- Passport (valid for one year or more)
- Entry certificate/student visa
- Evidence of your ability to support yourself financially whilst you are here (e.g. a bankers draft or bank statement for your remaining fees or a letter from a financial sponsor) as well as a e.g. bankers draft for your living expenses etc.
- Your Confirmation of Acceptance for Studies (CAS) statement from University/School/College
- Your most recent examination results (originals or certified copies)
- A medical report and chest x-ray (although this is not essential)

It is also advisable to bring some warm clothing to wear on arrival. The UK climate is known to be unpredictable and you don't want to be caught out!

## Useful tips

The following tips should help you to get through the UK border as quickly and smoothly as possible:

1. Make a note of a suitable UK contact including name, address and telephone number. This will be required when you complete your landing card.
2. Ensure you have completed your landing card before you meet the Immigration Officer in the UK.
3. If you carry your passport in a protective wallet, please take it out before you present it to the Immigration Officer.
4. Never give false or misleading information (including forged or counterfeit documents) to an Immigration Officer.
5. Have your University/School/College Confirmation of Acceptance of Studies (CAS) letter handy and your medical card (if you have one) in your hand luggage that you carry with you on to the aircraft.



6. There are restrictions on the food products that you can bring to the UK from outside the European Union, even for personal use. Restrictions apply to products made from meat, dairy, fish, eggs and honey as well as some fruits, vegetables and plants (e.g. bulbs, seeds, cut flowers and tree bark - see the link above).
7. There are also restrictions on the amount of goods such as tobacco, alcohol and gifts you can bring in the UK. If you exceed your allowances, all your goods can be taken away from you.
8. Never bring in counterfeit goods, illegal drugs, firearms (including realistic imitations), offensive weapons (including knives) or indecent or obscene material.
9. Make sure you are familiar with the conditions of your visa including the number of hours you are allowed to work.
10. You must declare any sums of cash of €10,000 or more (or the equivalent in another currency) if you are travelling from a country outside the European Union.
11. There might be dedicated student lanes at some airports, so please look out for those.
12. As part of our immigration services, if you have any issues with immigration, please contact your immigration advisor at IAM. **So please store our office number in your phone.**

## Upon Arrival

### At the Airport

When you first depart the aircraft you must pass through immigration control first (before collecting your luggage). There are usually two main queues: one for European Economic Area and Swiss nationals; and one for everyone else. Make sure you join the correct queue.

An Immigration Officer will look at your passport and check your Visa/Entry Clearance. You should also have your documents relating to your studies (CAS Statement) and finances in your hand luggage. You should be aware that you may face questioning from Immigration Officers at the airport on arrival in the UK. Make sure you have all documents ready and be prepared to answer questions truthfully and with evidence to back up anything you say.

Before leaving Immigration Control, check that the Immigration Officer has put a date stamp (if you had Visa or Entry Clearance) in your passport; or (if you are a non-Visa national coming for a course of less than six months) check that you have been stamped in as a “Student Visitor”.

After Immigration Control, you will be able to collect your luggage. At most airports the baggage is unloaded on to one of a number of moving belts (“carousels”) in the baggage collection area. Look for your flight number and the name of your departure city on the screens or above the carousels and wait for each item of your baggage to appear. If any item does not come through, find a representative of the airline you travelled on and fill in a lost baggage form. **Handy tip:** if the airline damages your luggage, please go to your airline desk and complete a damaged luggage report form. You will need it to claim for the damage.





## Customs Control

When you have your luggage you must pass through Customs control. Join the queue for the Green channel if you have nothing to declare, the Red channel if you have goods to declare, or the blue channel if you have arrived from an airport within the European Economic Area (EEA) where you have already cleared all your luggage through Customs control.

If you are travelling to the UK from a country outside the European Union and are carrying 10,000 Euros or more in cash, bankers draft or cheque of any kind (approx £7,358.42 in pounds sterling\* or the equivalent in other currencies) you will be required to declare this at customs. You should check the exchange rate before travelling as it changes regularly.



Forms on which to make the declaration will be available when you arrive and you will be given a copy of the completed form, which you should keep safely as evidence that you have made a declaration. Please note that a penalty of up to £5,000 can be imposed if you do not make this declaration or provide incorrect or incomplete information.

If you are carrying more than the permitted duty or tax-free allowances, or any prohibited goods (e.g. drugs, offensive weapons, food or plants from outside the EU etc) you must pass through the Red channel. If you are not sure about what you can bring into the UK you should check with the British Embassy or High Commission in your home country before travelling to the UK. You should look into your transportation options from home before you leave. All of London's airports are well connected to the city by train, tube or bus links. Have your accommodation address handy in case you get lost. If you have upgraded to IAM's meet and greet service, our representative will have arranged your travel to your accommodation or destination of choice.

**IMPORTANT NOTE.** \*this amount based is on the exchange rate in September 2015. Exchange rates change on a regular basis. You can check the latest rates at [www.xe.com](http://www.xe.com)

## Coming to Us

**Our Opening Hours are Mon - Fri 9am - 6pm.**

You should visit the Office at:

*225 Marsh Wall, 1<sup>st</sup> Floor, Suite 4,  
Canary Wharf, London Docklands, E14 9FW  
Tel: 0845 126 1350 | 033 3006 4506*

South Quay is served by two tube lines (DLR Dockland Light Railways) and for that you can change at Canary Wharf which is served by (Jubilee line and DLR Dockland Light Railways). If you are not sure how to get there then visit <http://journeyplanner.tfl.gov.uk> for the easiest way to get around in London. There is a map available at <http://immigrationandmigration.com/contacts>

Please report to reception on arrival and make sure you have the following documentation with you:

- Passport
- Educational Documents/Certificates
- UK Address
- UK Contact Telephone Number

All new students are required to attend a registration day with their education institution where you will get your University/School/College ID card, find out more about what to expect on your course and get the chance to meet your new lecturers and fellow students. You will be informed of the date in advance. Students are also required to attend an induction day as an introduction to University/School/College life and an overview of what to expect during your time there. This is usually a bit of fun with a presentation from various members of University/School/College staff and the chance for new students to get to know each other.



## Money Matters

British coins come in the following denominations: 1p, 2p, 5p, 10p, 20p, 50p, £1(100p), £2. British banknotes come in denominations of: £5, £10, £20 and £50.

Normal banking hours are from 9.30- 17.00, Monday - Friday. Some are open on Saturday mornings. You can change currency and cash travellers' cheques at "Bureaux de Change" offices which are open for longer and often situated at hotels and airports. Try to avoid changing very small amounts of money as there is often a minimum commission charge which makes it very expensive. Contact our team for some of the best ways to get the best exchange rates.

Shops and services in the UK will accept payment in UK currency only. Credit and debit cards are also widely accepted. You may be able to withdraw money from cash point (ATM) machines if you have a Personal Identification Number (PIN) for that card.

When you arrive in the UK you should bring about £300 in cash and travellers' cheques for your immediate needs (meals, train fares etc). Avoid carrying any more cash in case it gets lost or stolen. Most shops and hotels will accept credit cards, and some will also accept payments in sterling travellers' cheques.

### **Opening a Bank Account**

Whilst you are living in the UK you will need a bank account to store and transfer money safely. You should select a bank and visit the local branch. You should take your documents with you that show who you are. Check what your chosen bank's precise requirements are. The British Bankers Association has produced a leaflet with in-depth advice on bank accounts for international students in the UK. This is available to download from their website: [www.bba.org.uk](http://www.bba.org.uk) under "publications". **If you have upgraded this landing pack, our team will smooth out this process with the ability to have your account open as soon as you arrive and in some instances already open.**



## Living Costs

It is difficult to estimate how much it will cost to live in the UK because so much depends on your own personal lifestyle. The UK V&I suggests that students should allow approximately £1000 per month if you are spending more than half your study time in inner London or £800 if you are spending more than half your study time outside inner London. You should also consider any additional costs of travelling to and from your home country.

Remember that exchange rates can vary and this could lead to an increase in the cost of living for you. You will need to consider this when deciding how much money to bring with you. For general information on living costs in the UK visit [www.educationuk.org](http://www.educationuk.org). You will also find our Student Services accreditations there.



## Insurance

Whatever type of accommodation you choose, it is wise to protect your belongings from theft, fire, loss or accidental damage while you are staying in the UK. Insurance companies provide insurance specifically designed for international students studying in the UK and provide policies to cover clothes, books, computers, laptops, TV's, hi-fi equipment and other valuables. Again, if you have decided to upgrade your landing pack, a number of partners will be in touch to provide you quotes. Other insurance companies are around and it is worth getting more than one quote before paying for a policy.

## Keeping Healthy

### **Culture Shock**

Arriving in a new country is a very busy time and there are a lot of changes to go through. At these times it is normal to experience a degree of culture shock while you settle into a new culture that might be very different to what you are used to. For example, there are differences in food, weather and customs to cope with. Experiencing a level of discomfort or tiredness is perfectly understandable during this time so do not worry if this happens to you. There are ways to cope, you can speak to your programme coordinator or the International Office, maybe think about joining a local club or group to try and get involved in local life.

In this type of situation, with all its pressures, you can find yourself paying less attention than usual to your health. Existing health problems could also be made worse by the effects of adjusting to unfamiliar food, a different climate and the emotional strains of being away from home. It can be easy to concentrate on your studies and forget about taking care of yourself. This section of the guide aims to advise you on looking after yourself and keeping yourself healthy, as well as practical information on how to obtain medical treatment. As you would have paid your Immigration Health Surcharge, as per your immigration application, you will find below some students' entitlement to free medical treatment under the UK state health system.

For more information about general issues relating to culture shock, the UKCISA website has some useful information and is worth investigating if you think you are affected: [www.ukcisa.org.uk/student/info\\_sheets/culture\\_shock.php](http://www.ukcisa.org.uk/student/info_sheets/culture_shock.php)



## **A Guide to the National Health Service (NHS)**

The National Health Service (NHS) might seem very complicated if you have not used the system before. The NHS is a publicly funded system which provides health care for residents in the UK. If you are here at University/School/College London for longer than 6 months you must register with a doctor as soon as possible. Do not wait until you need a doctor!! If you are here for less than 6 months or less, you can ask a doctor to accept you as a temporary resident.

### *How do I register for health care?*

To access health care you will need to register with a General Practitioner (GP) doctor. GP's are general doctors who have specialised in family health, and are therefore qualified to see anyone from small babies to the elderly. You can find your local GP, Dentist, Pharmacy and A&E at NHS Direct: [www.nhs.uk/Service-Search/GP/LocationSearch/4](http://www.nhs.uk/Service-Search/GP/LocationSearch/4). Registration is free and you can only be registered with one GP/Health Centre at any time.

Once you have registered with a GP you will be sent an NHS card. This is proof that you are registered for NHS treatment. If you have not received the card within two months of registering, contact the health centre who will advise you as to what you should do next. The card will be sent to the address you provided so it is essential that you notify the health centre if your address changes. When you receive the card, keep it safe and take it with you if you visit the health centre, dentist or hospital.

If you are exempt from NHS charges and require hospital care you will need to provide your passport, visa, NHS card and proof of attendance at the University/School/College.





You are entitled to free treatment from the NHS if you are either:

- A full time student from any country on a course for more than 6 months
- Studying on a course of any duration which is substantially funded by UK Government
- The husband or wife of any of the above and living here whilst your spouse is a student
- A dependant of any of the above (a dependant is any child under 16 or under 19 if in full time education)

The following services are free of charge for everyone:

- Emergency treatment in any Accident & Emergency department
- Emergency treatment in any NHS Walk-In Centre providing Accident & Emergency type services
- Treatment for certain infectious diseases
- Compulsory psychiatric treatment
- Family planning services (sexual health)

## Healthy Eating

Eating the right food, and enough of it, is vital for keeping warm and healthy. If you are cooking for yourself, eating healthily can be difficult, especially if preparing your own meals is new to you. London has many stores or areas where you can buy food from all over the world so you should be able to find food that is familiar.

A healthy diet is one which includes elements from all the main food groups (protein, fat, carbohydrate, vitamins and minerals). You should try to eat something from each of the following groups every day:

- Bread, rice, pasta or cereals
- Milk, cheese, yoghurt
- Fresh fruit and vegetables
- Meat, fish, eggs, lentils, nuts or beans



It can be fun experimenting with new and different types of food if you have the time, and cooking does not have to be expensive. Food costs vary – as a general rule, supermarkets will be cheaper than the corner shop and street markets will be cheaper than supermarkets. Vegetables that are in season (i.e. grown locally and available without being stored or imported) are usually a cheaper source of food.

When preparing food, keep in mind that it is important to take some simple steps to avoid food poisoning (caused by different sorts of bacteria):

- Put chilled and frozen food in the fridge or freezer as soon as possible
- Prepare and store raw and cooked food separately
- Make sure the coldest part of the fridge is below 5°C
- Use food before the “Use By” date
- Keep animals away from food
- Always wash your hands thoroughly before preparing food and especially after going to the toilet
- Keep your kitchen clean
- Defrost and cook food thoroughly, especially eggs, poultry and meat

If sometimes you do not have the time or inclination to cook for yourself, a meal at a restaurant can be expensive, but local cafés can be good value for money.



## Living in the UK

Welcome to London! This section of the guide is intended to give you an insight into life in the UK capital city and help you get on your feet.

### Getting Around London

*London Underground:* The quickest and most convenient way to travel around London is the Underground or “Tube”. London is served by 11 tube lines and 270 stations and trains run every few minutes between 05.30 and 00.30 from Monday to Saturday, and between 7.30 and 23.30 on Sundays. This is a general guide and you should check with station staff what time the last train will be at that particular station if you plan to travel late.



UNDERGROUND

*London Buses:* The bus network in London is one of the largest and most comprehensive in the world with hundreds of different bus routes. You should be aware that traffic congestion is common in London, particularly during peak times; 7.30-9.30am, 12-2pm, and 4.30-6.30pm on weekdays or in popular shopping areas at the weekend. You should therefore allow plenty of time to travel if you need to



keep an appointment, especially considering you will not be allowed on if a bus is full to capacity. Buses also run through the night, these are usually identifiable as their numbers are pre-fixed with the letter “N”.

*Oyster Card:* If you are travelling around regularly in London it is definitely worth getting an Oyster – a plastic smartcard you can use instead of paper tickets. You can put Travelcards, Bus & Tram season tickets and pay as you go credit on it. Oyster is the cheapest way to pay for single journeys on bus, Tube, tram, DLR, London Overground and most National Rail services in London, especially since, as a student, you are eligible for a 30% discount! Make sure to touch (swipe) in and out at the start and end of your journey.



## Things to do in London

London is one of the world's greatest cities and was voted "Best Destination in the World" (ahead of New York, Rome and Paris) by holiday review site, TripAdvisor, in 2012. With the hundreds of galleries, museums, landmarks and attractions it would take an entire book to list them all. Here are a few that you can't miss!



Located on the north bank of the river Thames, it is arguable one of London's best attractions. It is included in the world heritage list and has seen service as a royal palace, a prison, an armoury and even a zoo! It is still home to the Crown Jewels and Beefeaters. Right next to it you will see another famous London landmark - **Tower Bridge!**



Nearest Tube Station: Tower Hill

This serves as both the office and the London residence of Her Majesty, The Queen. It is one of the few working royal palaces remaining in the world today. Most people come to Buckingham Palace to see the Changing of the Guard, staged by the front entrance at 11.30am daily during the summer months (May - July) and on alternate days during the rest of the year.



Nearest Tube Station: Green Park

Built in 1710, this is a beautiful church with some incredible interior features. There is an admission fee to visit and you can climb up into the dome to the Whispering Gallery, the Stone Gallery and right at the top, the Golden Gallery. If you are brave enough to take on the 528 steps to the Golden Gallery and the highest point of the outer dome, you will be treated to panoramic views of London that take in the River Thames, Tate Modern and Shakespeare's Globe Theatre. Be warned though, it's a lot of stairs!



Nearest Tube Station: St Paul's

## Learning in the UK

This guidance is in two sections, initially we want to give you an introduction to the different teaching and assessment methods used in UK institutions and provide some information about attitudes to study in the UK. The second section is intended to introduce some ideas on how to approach your own studies.

### Lectures

These are large classes, usually lasting around one hour, where a lecturer (or tutor) talks about a subject and the students take notes.

*Lectures are usually intended to:*

- Guide you through the course material by explaining the main points of a topic
- Introduce new topics for further study or debate
- Give the most up to date information that might not be included in textbooks



### Seminars

These are smaller classes where students and a tutor discuss a topic. Seminars often last longer than lectures. You will know in advance what the topic is, and the tutor will usually ask some students to prepare a short presentation for discussion. Seminars are usually intended to encourage debate about an issue. Both the tutor and students can express their opinions and may even disagree on some points. This type of debate is actively encouraged. The aim is not for students to be told the “correct” answer, but to understand the different arguments and make judgements about their merits. This process helps you learn to analyse a topic critically.

## Tutorials

These are meetings between a tutor and an individual student or group of students. Tutorials are usually intended to give you more focussed guidance on:

- A piece of work you are doing
- A piece of work you have already completed
- A problem you may be having with a topic or with study methods



## Practical Work

On some courses you may go on field trips away from the institution. You may work individually but more usually you will be part of a group. Practical classes are usually intended to give you practical experience of the theories you will learn in other classes and to develop practical skills.

## Independent Study

On any course you will be expected to do some independent study. This usually involves working on your own (or sometimes in a small group with other students) to research a topic and produce written work, or make a presentation at a seminar. This is an integral part of UK academic culture. Independent study is intended to:

- Help you develop skills such as critical analysis and problem-solving
- Develop your research skills (for example, finding relevant books and articles)
- Allow you to investigate a topic in more detail and develop your own ideas

## Written Work

You will almost certainly be asked to produce written work, usually through independent study. Written work may include:

- Essays
- A project or dissertation (a long essay based on extensive research, data collection or experimentation)
- Assignment questions (for example a series of mathematical problems)

Written work is often assessed. This may be to monitor your progress and identify areas for improvement, or it may contribute to your overall mark or grade for the course.

## Other Projects and Assignments

On some courses you may also be asked to produce work in some other forms. For example, you may be asked to prepare a poster presentation about a topic, or prepare practical work for evaluation.

## Group Work

You may be asked to undertake a piece of work jointly with other students, which may lead either to joint or separate assignment. Group work is designed to encourage team-working skills. If your group includes students from different countries you may find you have different views and expectations about how work will be shared and decisions made. Group work can be a good way of learning about working in a multicultural environment.

## Examinations and Assessments

UK institutions use many different forms of assessment including:

- “Closed” examinations, where you are not allowed to refer to books or notes and have a specific time to complete a certain number of questions
- “Open” examinations where you can refer to books and notes and may even be able to take the question paper away and return it by a certain time
- Assessed essays, individual projects and dissertations
- Group work projects
- Portfolios (a collection of work)
- Presentations to a seminar
- A display performance of work
- Practical assessments



Some courses are “continuously assessed”, meaning that instead of examinations at the end of the year, your progress is assessed and marked throughout the year.

## Plagiarism

Plagiarism is presenting someone else’s work as your own. If you present the works or ideas of an author or another student without acknowledging the source, you could be accused of plagiarism. Whenever you use a quotation from a book, or reproduce an author’s ideas (even in your own words) you should indicate the source. This process is known as referencing. You may find the accepted ways of quoting and referencing work in the UK are different from those you are used to. Penalties for plagiarism, especially in assessed work and examinations, can be very severe and may include failing the course. Most academic departments have a preferred style of referencing. Check with your tutor about how you should reference your work, don’t rely on the advice of other students/friends.

## Seeking Help

Lecturers and tutors will normally be available to provide help and advice on a limited basis outside timetabled classes. You should try to ask your questions during tutorials or if the lecturer invites questions in lectures or seminars. Some staff may have an “office hour”, a dedicated time during the week where they are available to see students. Outside of these times staff are likely to be very busy.



## UK Academic Culture

It may take some time for you to adjust to studying in the UK. Academic culture and expectations vary according to the subject, the level of study and the type of institution. However there are some general trends that you may notice in the UK:

- Students often work independently, studying on their own for significant periods of time
- Students are expected to develop critical judgement, which means the ability to assess whether an argument is coherent and well supported by evidence
- Learning large amounts of factual data is important in some areas but in many cases a critical approach is considered more important

Many other students will also be going through the process of learning the conventions of academic life. Study skills classes may help you understand what is required. Your tutors should also be able to guide you as to how to approach your work.

## Know what is Required

It is important to know what you need to do to fulfil the course requirements. By finding out the answers to some of the following questions, you may be able to plan your work and how to use your time effectively:

- When writing an essay or assignment, how long should it be?
- Is a piece of work assessed or is it for “practice”
- What proportion of your marks does a piece of work or examination represent?
- How much work will you have to do, and at what stage in the course?

Much of this information may be included in the student handbook, this will be a useful reference throughout the course.

## Lecture Notes - REMEMBER!

- You don't need to write down everything the lecturer says; concentrate on the key points and important details
- Most lecturers use asides (stories to illustrate a point), examples and even jokes. You do not need to write all of these down
- Abbreviations and symbols for common words and terms can help you write faster but use ones that you will understand later
- If there is something you don't understand, make a note to ask after the lecture or in a tutorial
- Keep your notes in order in a file. Most students “write up” their notes neatly after a lecture
- Don't just file your notes away until exams, read through them regularly – this will help with revision
- If you want to record a lecture on tape, ask the lecturer's permission first



## DON'T WORRY...

...if you find it difficult to understand the lecturer, this will get easier as you get used to their style and, if you are not a native speaker, as your English improves.

## Participating in Seminars

Seminars can be intimidating if you are not used to this style of teaching. Don't worry! Many other students feel the same at first. Participating actively in seminars is an important part of the learning process, so try to contribute, even if it seems difficult at first. It is best to do some reading before each seminar, so that you are familiar with the topic and can follow and contribute to the discussion. It may help you to make notes before the seminar of any points you would like to make. If you are having difficulty in seminars, discuss this with your tutor.



## Reading

On most courses you will be given a book list. You will not usually be expected to buy or even read every book and journal article on the list. Items on a book list may contain:

- Essential, basic reading or reference material for the course
- An overview of the subject
- Background information
- Useful information for a specific topic or piece of work



Check with your tutor and other students in later years of the course which books are essential for you to buy. Some books will be available in your institution's library but essential titles ("core" texts) may be difficult to borrow because everyone on the course will need them.

You may be able to reduce the cost of buying books by:

- Buying second hand editions (from students in later stages of the course, or from a second hand bookshop) – but make sure you buy an up-to-date version
- Forming a group with other students on the course, each buying some of the books and sharing them

When you start to read a book or article, it can be useful to scan through the contents page, chapter headings and introductory sentences. This will help you understand the structure and ideas that will be discussed. You can then read it in detail. It is usually best to take notes as you read, starting with the title, author and any other reference information (e.g. date, publisher). Try to avoid copying out large sections from the text. Make a note of the main points and summarise arguments in your own words if possible. If you copy out a section of the text, put it in "quotation marks" so that you know to reference it if you use it in your work. The contents page and index are useful for locating specific information.

## Useful Links

- [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

The UK Council for International Student Affairs (UKCISA) is the UK's national advisory body serving the interests of international students and those who work with them. The website is packed full of useful information to help you better prepare for life in the UK. We recommend that you spend some time exploring the website's resources, in particular the section on immigration and visas.

- [www.studentcalculator.org.uk/international/](http://www.studentcalculator.org.uk/international/)

This website has been developed by BrightsideUNIAID, an independent charity. The website's aim is to help students prepare for the financial side of UK higher education. This site provides international students with an interactive guide to living costs, as well as useful info and student profiles. By using this tool and building your own budget, we hope that you will feel well prepared for UK study and confident about managing your money.

- [www.prepareforsuccess.org.uk](http://www.prepareforsuccess.org.uk)

Prepare for Success is an interactive web learning tool for international students who are getting ready to come to the UK for study in further or higher education. It contains learning resources which are activity-based to help you find out about different aspects of academic life in the UK and the skills needed for effective study, as well as preparing you for what to expect during your studies.

- [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

Frequent visits to the website of the UK Border Agency will keep you up to date with any immigration requirements or changes. The "Studying in the UK" section holds valuable advice the immigration categories for people from outside Europe who want to study in the UK. It describes the requirements for each category, and explains how you can apply for a visa or permission to remain in the UK as a student.

- [www.educationuk.org.uk](http://www.educationuk.org.uk)

Education UK is the official British Council website for international students looking for courses or for studying in Britain. It will provide you with more information about life, study and money in the UK as well as provide an insight into the national higher education systems and qualifications.

- [www.tfl.gov.uk](http://www.tfl.gov.uk)

Transport for London (TfL) is the government body responsible for most aspects of the London transport system. The website will tell you all you need to know about travelling in and around London. It also has a useful Journey Planner to help you find the quickest and easiest route to where you want to go.

## **Disclaimer**

The information in this guide is intended for general purposes. Whilst IAM has taken reasonable care to ensure that information contained in this guide is helpful and accurate, content is subject to change and it is the responsibility of the reader to verify facts and relevant information. IAM does not warrant the accuracy of the information contained and accepts no liability in respect of any error or omission in any information provided by it or any changes to immigration law or procedures.



**UK | Australia | Brazil | Canada | China | Denmark | India | Japan |  
Philippines | New Zealand | Russia | South Africa | South Korea | USA |  
Schengen Visas**

225 Marsh Wall,  
Canary Wharf, London Docklands  
E14 9FW

0845 126 1350 | 033 3006 4506

[www.immigrationandmigration.com](http://www.immigrationandmigration.com)

[info@immigrationandmigration.com](mailto:info@immigrationandmigration.com)

