

PRE-ARRIVAL INFORMATION FOR INTERNATIONAL STUDENTS 2012-13



Sheffield
Hallam University

Education 
Innovative. Individual. Inspirational.

WELCOME TO SHEFFIELD HALLAM UNIVERSITY

This is your pre-arrival pack. It will help you prepare for your journey to the UK and give you information about travelling, immigration and what to expect on arrival.

It will also answer some of the questions you may have about the city of Sheffield and the University.

Please read all the information carefully to help you plan your trip.

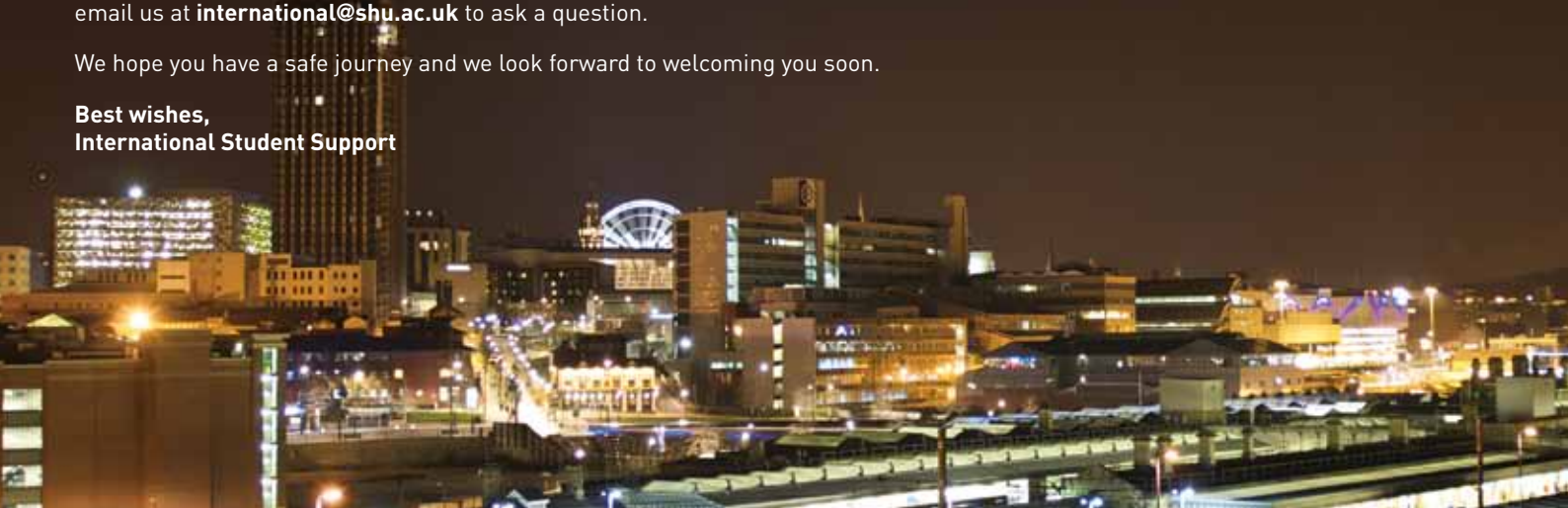
We know that moving to a different country and studying in a new place is a challenge, so this is the time to ask us all your questions so you are well prepared for your trip.

We have a weekly web chat on Wednesday mornings, so you can ask us questions and speak to current and former students, as well as newcomers like yourself. To access this, go to www.shu.ac.uk/international/webchat

For more information, you can also check our website www.shu.ac.uk/international or email us at international@shu.ac.uk to ask a question.

We hope you have a safe journey and we look forward to welcoming you soon.

**Best wishes,
International Student Support**



Quick tips

Manchester Airport pick-up service

Our airport pick-up service is available from

Thursday 13 – Tuesday 18 September 2012

Saturday 12 January – Wednesday 16 January 2013

If you would like to book on to our free airport pick-up service from Manchester Airport, you should arrive in the UK within the dates above.

We can meet you at Manchester Airport and help you with your luggage. We will

bring you back by train or private bus to the University's meet and greet desk for free. See page 4 for more information.

Meet and greet desk

These are the days that the meet and greet desk is open

Monday 10 – Friday 21 September 2012

Saturday 12 January – Friday 18 January 2013

The meet and greet desk offers practical help and is also a great way to find out about social events, city tours, films and parties. See page 10 for more information.

Orientation

The Orientation programme takes place between

Wednesday 19 – Friday 21 September 2012

Thursday 17 – Friday 18 January 2013

You should try to arrive in Sheffield in time for orientation – it will help you settle in to life at University. See page 11 for more information.



International Student Support team

HOW TO USE THIS GUIDE

Plan your trip

When you have accepted our offer, you need to think about how to get here. Booking a flight during our airport pick-up and meet and greet dates will make your first days in Sheffield easier.

Travelling to the UK **page 4**

Travel tips **page 6**

Before you leave **page 8**

When you start **page 10**

Find out more

You have received your offer from Sheffield Hallam University, but what is it like here, and what do you need to think about?

Finance and fees **page 12**

About the University **page 14**

Sheffield and the UK **page 16**

Get ready to travel

Sheffield maps and a list of things to remember. Don't forget to send us your arrival information form so we can meet you at Manchester Airport.

Meet and greet service form **page 19**

Checklist **page 21**

Campus maps **page 22**

Useful contacts **page 24**

'I find the University offers a lot of help for international students. The student support team is really helpful.'

Po-Hsuan Chiang, China MSc International Marketing

TRAVELLING TO THE UK

We offer a free airport pick-up service from Manchester Airport at the start of every term. If you are flying to the UK you should arrive here if you can. You must book on to this service in advance.

Manchester Airport pick-up service

We recommend that you fly to Manchester Airport and use our free airport pick-up service, which is available between

Thursday 13 – Tuesday 18 September 2012

Saturday 12 – Wednesday 16 January 2013

Our free Manchester Airport pick-up service runs 9am – 5pm (0900–1700) on the dates above at Manchester Airport.

You should book a flight that arrives before 4pm (1600) so you have enough time to collect your baggage and get through immigration.

Our friendly student guides will

- meet you at the terminal
- help you with your luggage
- introduce you to other new students
- bring you to Sheffield for free by private minibus or train
- bring you to the University's meet and greet desk – see page 10
- give you an information pack
- order a free taxi to take you to your accommodation

We strongly encourage you to use this service – it will make your arrival easier and more enjoyable. You must book on to this service in advance.

Booking the service

You must book a place for this service at least one week before you are due to arrive. You can do this online at www2.shu.ac.uk/services/ssc/international/meet.cfm or by completing the *meet and greet service form* on page 19 of this booklet.

Please make sure you include your email address when you complete your details. We will email you when we receive your form, to give you the information you have requested, and to keep in touch if you need more help arranging your journey.

If you arrive without booking the service or you book too late, we cannot guarantee you will get a seat on the coach.

Connecting flights

Not all airlines fly to Manchester Airport. If you cannot fly directly to Manchester, you can probably fly to London Heathrow or London Gatwick. From here you can catch a connecting flight to Manchester. Prices start from £35 – to find out visit www.bmibaby.com or www.ba.com

'When I started to communicate with the University by myself regarding accommodation and airport pick up, I felt prepared and more confident... I really felt that the University cared about me, which helped me to settle in quickly to my new environment.'

Annika Schmid, MSc Human Resource Management



If you choose not to use our airport pick-up service

If you want to make your own way to Sheffield, don't forget to tell us your arrival details by completing the *meet and greet service form* at www2.shu.ac.uk/services/ssc/international/meet.cfm or on page 19 of this booklet. The form allows you to request detailed travel instructions. Whichever transport method you use, you should aim to arrive in Sheffield during the meet and greet period. See page 10 for more details.

Other ways to travel from Manchester Airport

If you arrive at the airport outside of the dates and times listed, or do not tell us when you are arriving, you will be able to use the train or coach from the airport to Sheffield.

The train and coach stations are clearly signposted at the airport. Follow the signs or ask at the information desk for directions. A train to Sheffield currently costs between £18 and £21. Times and fares are available on www.nationalrail.co.uk

A coach costs less but takes much longer. Find out more at www.nationalexpress.co.uk

Other large UK airports

Find out more about the costs of travelling to Sheffield from the other airports in the UK below. Remember that with our Manchester airport pick-up service you won't have to struggle with all your baggage on public transport by yourself.

London Heathrow

- connecting flight to Manchester and airport pick-up service, from £60
- National Express coach to Sheffield, from £38
- Piccadilly Line underground to London St Pancras and train to Sheffield, up to £95 (cheaper if booked in advance)

London Gatwick

- connecting flight to Manchester and airport pick-up service, from £60
- National Express coach to Sheffield, around £46
- Capital Connect train to London St Pancras and train to Sheffield, up to £100 (cheaper if booked in advance)

London Stansted

- National Express coach to Sheffield (including one change), around £40
- train to Sheffield (requiring multiple changes), up to £115 (cheaper if booked in advance)

London Luton

- National Express coach to Sheffield (including one change), up to £35
- shuttle bus to Luton Airport Parkway and train to Sheffield (including one change), up to £85 (cheaper if booked in advance)

Smaller UK airports

You can often get cheaper flights, especially from other European countries, to some of the smaller airports near Sheffield. Think carefully about the baggage you will have with you before booking a flight to one of these airports.

Birmingham

- National Express coach to Sheffield, changing at Birmingham City Centre, around £18
- train to Sheffield, changing at Birmingham New Street, around £30

Liverpool John Lennon

- AirLink bus to Liverpool Lime Street and train to Sheffield, from £10

Nottingham East Midlands

- National Express coach to Sheffield, around £12
- Skylink bus to Derby and train to Sheffield, around £14

Robin Hood Doncaster-Sheffield

- shuttle bus to Doncaster and train to Sheffield, around £9

Directions to the University

The University's City Campus is immediately opposite the train and bus stations in Sheffield. When you arrive, please make your own way to the University's main entrance – use the map on page 22 to help you.

If the main entrance is closed, ring the bell on the right-hand side of the door. The security staff will meet you and arrange for a taxi to take you to the accommodation you have already booked for your first night. See page 6 for more details.

From the train station

- leave the station and walk between the two fountains – the tall metal fountain on your right and the low stone fountain on your left
- at the top of the slope, cross the busy road at the pedestrian crossing and walk straight ahead, between the grass areas
- cross the quiet road and walk up the slope in front of you, passing the Howard pub on your right
- at the top of the slope you will see the University's main entrance on your right

From the bus station

- walk down Pond Street in the direction of the train station
- turn right after passing the Howard pub on your right, and walk up the slope
- at the top of the slope you will see the University's main entrance on your right

TRAVEL TIPS

Here is some advice and information about travelling to the UK, and what to do when you get here.

Arriving in the UK

Remember, if you are using the airport pick-up service at Manchester Airport, student guides will be waiting to welcome you in the arrivals lounge. Let us know when you are arriving by going online www2.shu.ac.uk/services/ssc/international/meet.cfm or by completing the *meet and greet service form* on page 19 of this booklet.

If you are not booked on the airport pick-up service, then you will have to make your own travel arrangements to get to Sheffield. See page 5 for details.

Your first night in Sheffield

Before you travel, you must book some accommodation for your first night in Sheffield. For more information about the different kinds of accommodation available, look in the enclosed *International accommodation guide 2012-13*.

Temporary accommodation in the University is very limited, so you must book in advance. Email accommodation@shu.ac.uk for booking fees and advice. If you arrive in Sheffield without accommodation, you will have to stay in a hotel. Hotels in the UK are expensive, but if you do need information on where to stay, visit the Sheffield hotels website www.southyorkshire.com/stay

Luggage

Check with your airline to find out your baggage limit. Use good strong luggage, well secured and with your name, Sheffield Hallam University and UK addresses clearly marked on them. It will be your responsibility to carry your luggage, so only pack as much as you can carry.

We strongly recommend that you pack essential items such as medicine, travel documents, maps, contact numbers and

this booklet in your hand luggage. See page 17 for what clothes you should bring with you. You must not bring foodstuffs, illegal drugs, firearms, fireworks, flick knives or plants into the UK. Do not carry sharp objects such as scissors or penknives in your hand luggage.

Do not bring large amounts of cash (see European Union currency controls on page 7). Credit cards and travellers cheques are safer. Keep them separate if possible in a pocket or handbag. Try to keep valuable belongings and cash in your hand luggage but do not carry valuables in bags on your back.

Always check with your airline about items you are allowed to bring in your hand luggage. Buy insurance for your possessions in case of loss, theft or damage. Visit the website www.endsleigh.co.uk

Look after your belongings

Before travelling make a note of the following and keep this information separate from the originals

- the serial numbers of your travellers' cheques (put these copies in your hold luggage)
- your passport number, its date and place of issue (a photocopy of the picture page is useful)
- information about your credit cards and travel documents

- the serial number of valuables such as your laptop

Look after yourself

- keep calm and ask airport staff for help and advice if necessary
- do not agree to look after anyone else's luggage or carry someone else's luggage on board
- whilst on the plane, do some gentle stretches and walk around when possible
- drink plenty of water and avoid alcoholic drinks

Damaged or lost luggage

If your luggage is damaged, report it to the appropriate authorities in the airport terminal. If you have insurance you will be able to claim for this. Once you have reported the damage, leave the baggage hall.

If you cannot see your luggage in the baggage hall, wait until the entire luggage load has been taken off the plane. If your luggage is not there

- keep calm
- report the loss to the authorities in the baggage hall

DID YOU KNOW?

The University has a free emergency phone number for international students who experience problems with their journey to Sheffield. You will be able to contact a member of staff 24 hours a day during September and January. Please note that this number can only be used within the UK.

Emergency phone number 0800 073 1318



- ask them to deliver your luggage to Sheffield Hallam University. We have a 24 hour reception and security desk which will receive it for you
- leave the baggage hall and continue your journey

4. Do not challenge the immigration officer's decision but make a note of what they say.
5. The international student support team will help you with any problems when you arrive at the University.

Forms are available at ports and airports and also from the HMRC website. Visit www.hmrc.gov.uk/individuals and search for 'C9011' to download a copy.

If you are travelling between another EU country and the UK, you do not have to make a declaration.

Immigration controls

You should have no problems going through the immigration controls, but if you do, it is your right to speak to the office of the UKIAS (United Kingdom Immigration Advisory Service), where you can get advice and help. Ask if you can do this, and also phone us at the University on 0114 225 3813.

Passport control

1. Select the correct queue – EU or non-EU.
2. The immigration officer will check all your documents. Carry all your University papers and letters securely in your hand luggage.
3. The immigration officer will stamp the visa page of your passport. The visa sticker ('vignette') tells you how long you can stay, whether you have permission to work and whether you must register with the police. If you do need to register with the police, the University will help and advise you about the process.

European Union currency controls

We don't recommend bringing large amounts of currency with you, as this can be a potential risk. It is best to pay your fees using the payment methods outlined on page 13. Only bring a small amount of cash with you to cover expenses for the first few days. If you have no other option than to bring a large sum of money with you, then please read the following guidance.

If you are entering the UK from a non-European Union (EU) country and are carrying 10,000 Euros or more (approximately £8,700, or the equivalent in other currencies), you must declare the cash to HM Revenue and Customs (HMRC) at the place of your arrival in the UK.

If you fail to declare any cash, travellers' cheques or bank drafts that you are carrying, or if you provide incorrect or incomplete information, you could receive a fine of up to £5,000. You must use the C9011 form to make the cash declaration.

FOR MORE INFORMATION

UK Immigration Advisory Service
www.iasuk.org

UKCISA information for students with families

http://www.ukcisa.org.uk/student/info_sheets/your_family.php

BEFORE YOU LEAVE

Here are some important issues to consider when planning your journey to the UK.

Immigration

Students from outside the European Union (EU) will need to meet British immigration requirements. All non-EU students should apply for entry clearance, more commonly known as a visa, before travelling to the UK.

Which visa you apply for depends on the course you will be studying and what you want to do after you graduate. Most students should apply for a Tier 4 (General) Student visa.

General Student (Tier 4) visa

You must apply for this visa if your course is longer than six months. You may still want to apply for this visa if your course is shorter – see *For more information* opposite.

An application for this visa costs approximately £255 but fee levels do change. You must score 40 points in the UK points-based immigration system to be awarded a student visa.

Immigration regulations

The rules and regulations for student visas and immigration may change before you have to apply for your visa. Visit the UK Border Agency and Sheffield Hallam University websites for the most up-to-date information about UK immigration processes and requirements.

Do not buy your travel ticket before you have all the required documents for entry.

You will need to

- have sufficient funds to pay for one year's tuition fees plus £5,400 for living expenses in Sheffield (or the full tuition fee plus £600 per month if the course is for nine months or less). You will need to prove you have had this amount in your bank account for 28 days prior to your application. (10 points)

- hold a Confirmation of Acceptance for Studies (CAS). Sheffield Hallam University is a Highly Trusted Sponsor so when you accept an unconditional offer on a course we will send you a CAS to use in your visa application. (30 points)
- provide original and/or certified supporting documents, for example degree or IELTS certificates
- hold a valid passport

Please note – this information is correct at the time of going to print. Please check the UK Border Agency website listed in *For more information* for up-to-date information.

Check the *Where to apply* section of the UK Visas website. The Education UK and UK Council for International Student Affairs websites offer advice on student immigration. These websites are all listed in *For more information* opposite.

Other visas

If your course is less than six months, you may still want to apply for a Tier 4 (General) Student visa, for example, if you want to start another course after you complete this one.

If you only want to stay in the UK for your short course and then go home, you should check if you are a visa national. If you are a visa national, you must apply for a Student Visitor visa. If you are a non-visa national, you can study for six months in the UK without a visa. Dependants can apply for a student dependant visa only if you are studying a course of more than six months in duration.

There is a guide on the Sheffield Hallam University international website (see *For more information*) which will help you understand which visa to apply for.

FOR MORE INFORMATION

Pre-arrival enquiries

Phone +44(0)114 225 3813
Fax +44(0)114 225 2161
Email internationalsupport@shu.ac.uk

Course enquiries

Email international@shu.ac.uk
www.shu.ac.uk/prospectus

UK Border Agency (UKBA)

www.ukba.homeoffice.gov.uk/studyingintheuk

Sheffield Hallam University

International

www.shu.ac.uk/international

UK Visas

www.ukvisas.gov.uk

Immigration advice

www.educationuk.org/UK/applications

www.ukcisa.org.uk/student

Accommodation

www.shu.ac.uk/accommodation

Postgraduate Study – ATAS

www.fco.gov.uk/atas

Health (TB) Screening

www.ukvisas.gov.uk/en/howtoapply/tbscreening

Postgraduate study

Non-EU applicants for certain postgraduate courses need to obtain an Academic Technology Approval Scheme (ATAS) certificate before applying for UK entry clearance. To check if you need one and to apply, visit the website in *For more information*.

Accommodation

All students should apply for accommodation online by visiting www.shu.ac.uk/accommodation and following the instructions given. Accommodation will be allocated only to students who have accepted an unconditional offer of a place to study with us and who have successfully obtained a visa to study here. Allocation of accommodation is based on availability and the preferences you give when you apply online. For information about what sort of accommodation is available, look in the *International accommodation guide 2012–13* (included in this pre-arrival pack).

If you want to find your own place to live in the private sector when you arrive in Sheffield, you should still apply online but choose the private sector housing option when choosing a hall of residence. Once you have done this, information about the private sector will be emailed to you. If this is not done, you may have to book temporary accommodation for when you arrive. If you do not book temporary accommodation, you may have to stay in an expensive hotel while you search for a house.

If you choose to look for your own accommodation once you arrive in Sheffield, do not sign a contract or tenancy agreement before you have had some advice and seen the property. The Hallam Union Advice Centre can advise you about accommodation contracts.

Partners and families

If you are a student, you can bring your husband or wife and children under 18 years of age to the UK. They will be your

dependants, and you must be able to demonstrate that you can fund your stay without relying on any public funding. We strongly recommend you find suitable accommodation before your children arrive.

- If your children are aged between six months and five years, you can enrol them in the Collegiate Crescent Nursery. You must pay for this service and book well in advance.
- If your children are aged between five and 16 years, they must attend school if here for six months or more. UK state education is free. If your child's first language is not English, he or she will receive some language support at school.

To find out more about immigration for your dependants and Sheffield nurseries and schools, visit the websites in *For more information* on page 15.

Healthcare and medical insurance

If you are studying in the UK for more than six months, you are entitled to free healthcare from the National Health Service (NHS) from the beginning of your stay. If you are in the UK for less than six months, only emergency treatment is free, so you should purchase medical insurance before you leave home. The University has a medical centre on campus. You can register with a doctor here when you arrive.

All students attending a UK university are recommended to be immunised against measles, mumps, rubella (MMR) and Meningitis C. Please arrange to have these vaccines prior to attending university.

If you are arriving from a country with high incidence of Tuberculosis (countries other than Western Europe and North America), you need to bring evidence of both a chest x-ray and results or evidence of vaccination. Students arriving from Sub Africa and Asia are required to be screened for Tuberculosis as part of their

visa application. When you arrive the medical centre will hold sessions to check your immunisation records from home, so please bring them with you. More information will be on the visa application website for your country or visit the UK Border Agency website listed in *For more information*.

When to arrive

We strongly recommend that you arrive before the beginning of your course and attend the orientation programme, which we provide specifically to help you settle in effectively. Page 10 of this booklet gives details of the dates and times that our meet and greet service is available. For more information about orientation, see page 11 or visit the On your arrival pages on our international website www.shu.ac.uk/international/arrival

Important

It is very important that you provide your travel information – even if you do not think you will need help on arrival. This will help us to ensure all new students get the right support when they need it. Please let us know when you plan to arrive by completing the *meet and greet service form*. You can submit your details online at www2.shu.ac.uk/services/ssc/international/meet.cfm or by sending us the paper form at the back of this booklet.

WHEN YOU START

Your first few weeks will be very busy and exciting as you get accustomed to your new surroundings. We recommend that you take advantage of these events, organised to help you get settled in and comfortable as quickly as possible.

Meet and greet desk

Our meet and greet desk is in the main entrance at City Campus. Please visit as soon as you arrive in Sheffield so that we can give you important information. Come back at any time if you're not sure what to do next or if you have any questions.

The meet and greet desk offers

- free transport to your accommodation
- orientation information
- banking information
- information on staying safe
- social events
- information on enrolment dates
- advice about contacting home
- campus and city shopping tours
- free giveaways

Meet and greet opening times

Monday 10 – Friday 21 September 2012

Saturday 12 January – Friday 18 January 2013

Our meet and greet desk is open 9am–6pm (0900–1800) on these dates. We will help you to your accommodation when you arrive in Sheffield and can answer your questions about Sheffield and the University.

January arrivals

Please note that the University will close for Christmas on Monday 24 December 2012 and reopen on Monday 7 January 2013. If you are arriving in January, you will not be able to contact anybody in the University during this period. Please be aware that Sheffield can be quite cold in January, and in previous years we have had snow, so bring warm clothes in your hand luggage.

If the meet and greet desk is closed

You should try to arrive from 9am–6pm, when our meet and greet desk is open. Don't worry if you arrive later though – if the main University entrance is closed, ring the bell, which is on the right-hand side of the door. The security staff will meet you and arrange for a taxi to take you to the accommodation you have already booked for your first night.

Contacting home

Your family will be anxious to know that you have arrived safely to Sheffield. We can help you

- unlock your mobile/cell phone
- buy a cheap international phone card to use with a landline
- direct you to where you can access the internet

We cannot respond to families who want to check that you have arrived unless we have your permission. If you know that your family may worry, please contact them as soon as possible.

FOR MORE INFORMATION

University online visitor's guide
www.shu.ac.uk/visit

Arrival information form
www2.shu.ac.uk/services/ssc/international/meet.cfm

'The activities and events over the first two weeks gave me time to make new friends. There were also various trips held over the weekend which gave me the opportunity to explore the place. The orientation was fun, interesting and gave us an overview of the city's culture.'

**Kricia Lewis, MSc Applying
Physiotherapy (Musculoskeletal)**

Orientation

Orientation programmes take place at the beginning of each semester, before the start of your course – see the dates opposite.

The programme includes

- workshops about the University
- information about the services we provide
- videos about studying in the UK and life in Sheffield
- the chance to meet staff and students and make friends
- practical help like opening a bank account, registering with the police and medical centre
- film screenings
- tea parties
- international party
- social trips



Orientation dates

Wednesday 19 – Friday 21 September 2012

Thursday 17 – Friday 18 January 2013

Our orientation programme runs 10am–4pm (1000–1600) on these dates. City centre and campus tours, film screenings and other social events are available throughout the meet and greet period. See page 10 for more details.

More information about the programme is available on the pre-arrival pages of the University website.

The University recommends that all international/EU students attend an orientation session. If you are starting your course at a different time of year and you will not be able to attend the orientation programme, please contact your faculty for information about other orientation or induction activities.

International students' handbook

When you arrive you will receive a copy of the *International students' handbook*. This contains detailed information about the University and the city to help you settle in and get the most out of your student life. If you arrive late, please ask for a copy from Student Services Centre reception.

Important words

You will hear four words all the time in your first week at University, and although they are similar we use them for very specific events.

Orientation

This is a series of sessions to introduce you to Sheffield and the University, organised by International Student

Support. It normally takes place over several days. If you have any questions about orientation you can find out more at the meet and greet desk.

Pre-enrolment

All students must pre-enrol online. You will receive an email to invite you to pre-enrol once you have arrived

at the University. If you don't, please see us at the meet and greet desk after you arrive.

Enrolment

This is when you officially sign on to your course. Your faculty will tell you your enrolment date when you accept your place at the University. If you arrive and don't know when this is, visit your faculty reception to find out. You need to enrol before you can receive your SHUcard.

Induction

This is a series of sessions to introduce you to your course. This is arranged by your faculty and is in addition to the international student orientation. You will meet your teachers who will explain what to expect on your course and explain your timetable to you. There will also be tours of your faculty, library and IT facilities, as well as social events. Your faculty reception will be able to answer questions about induction.

Social activities

Throughout the orientation programme and meet and greet period we will be running social events, including cinema screenings, city centre tours and more. You will receive more information about these on arrival at the University.

'I took part in all the activities in the orientation programme, which I think is important as it is the best way to meet new people and make new friends.'

Samiksha Gupta, MSc Electronics and IT

FINANCE AND FEES

Before leaving home, you need to know how much money you will need while you are in the UK.

Living costs

If you have to apply for a General Student (Tier 4) visa, you must prove you have at least £600 per month for the length of your course to cover living costs. This is a good guide even if you don't have to apply for a visa. You should expect to spend at least £600 on accommodation, food, travel and entertainment each month while in the UK, but we recommend you plan to have £800 per month. For more information about living costs see pages 16-17.

Tuition fees

Every student enrolling on a course at Sheffield Hallam University must pay fees for each year of their course. These fees are determined by your nationality and residency over the past three years. The price of your course will be in your University offer letter, included with this pre-arrival pack.

If you do not know how much your fees will be, you should contact your faculty office using the phone number in the *For more information* box. Fees usually increase by a small amount each year due to inflation. Therefore on an undergraduate course you may pay more in subsequent years than for your first year of study.

European Union (EU)

EU students pay the same course fees as UK students and can apply to the EU team at the Student Loan Company for a loan. This is only for undergraduates. Visit the website in the *For more information* box to find out how.

Paying your tuition fees

All international students undertaking a full-time undergraduate or postgraduate taught course must pay tuition fees before or at enrolment. If you do not do this you will not be allowed to enrol on your course. If possible you should pay your fees before

you leave home – see page 13 for payment methods. If you cannot arrange this, the University will accept payment when you arrive. Please make sure your payments comply with your visa requirements by ensuring there is enough time for receipt of payments you make after receiving your Confirmation of Acceptance for Studies (CAS) letter.

Exchange students do not pay course fees.

Sponsors

If you have obtained sponsorship from your employer, government or other professional body, the University will require a letter from them confirming the following details

- your name, course and the academic year for which they will be paying
- the amount of fees they will be paying (for example, 100 per cent)
- the contact name, company name, address and telephone number where the invoice should be sent

Send a copy of your sponsor letter as soon as possible to

Sales Ledger Team
Finance Directorate
Sheffield Hallam University
Howard Street
Sheffield S1 1WB
United Kingdom

Please note that student sponsor invoices will be payable in full within 30 days of receipt of the invoice. If for any reason your sponsor does not make the payment, you will be personally liable to pay the full amount of the course fees.

Scholarships and bursaries

Sheffield Hallam University is proud to take part in a number of scholarship schemes as well as the European Bursary. All schemes are competitive and have specific eligibility criteria. Visit www.shu.ac.uk/international for an up-to-date list and further details. You can use our interactive world map to find country-specific scholarship information.

FOR MORE INFORMATION

Course fees

Faculty office
Phone +44 (0)114 225 5555

Residency status

Admissions office
Phone +44 (0)114 225 3245

European Union (EU) students

www.direct.gov.uk/studentfinance-eu
Phone +44 (0) 141 243 3570
Email EU_Team@slc.co.uk

Payments

Cashiers office
Phone +44 (0)114 225 2039

Invoice/payment queries

Student fees section
Phone +44 (0)114 225 4594/3902

Finance postal address

Finance Directorate
Sales Ledger Team
Sheffield Hallam University
Howard Street
Sheffield S1 1WB
United Kingdom

Payments, deposits and refunds

www.shu.ac.uk/international/fees/info

Deposit-holding agents

www.shu.ac.uk/international/tuition-fees/deposits

Deposits and refunds

International students undertaking a full-time postgraduate taught course at Sheffield Hallam University must pay a deposit of £1,000. The University requires this deposit once you have met all academic conditions in order to secure your place on the course, and then to issue you with a CAS letter. See below for payment methods. After eight days, the deposit is non-refundable unless you do not come to study at Sheffield Hallam University as a result of visa refusal.

Please note that the requirement for a deposit does not apply to EU students or international students studying on the Northern Consortium (NCUK) pre-masters programme.

Students taking part in partnership college exchange schemes may have different financial requirements. Please contact your faculty office with any queries.

If you are refused a visa, you are entitled to the refund of your deposit and any course fees you have already paid. The finance office at Sheffield Hallam University will initiate a request for a refund within seven working days of receiving evidence of visa refusal. The speed of the refund will depend on the payment method you used.

Please see the link in the *For more information* box for complete and up-to-date information on deposits and refunds.

Payment methods

We recommend payment of course fees and deposits in the following ways.

Credit or debit card

Credit or debit cards are the quickest and our preferred method of payment. The funds are cleared quickly and, if necessary, refunds can be made to the original card quickly and simply. You may be charged for currency conversion or have to pay interest if you do not clear your balance straight away.



To pay by credit or debit card phone +44 (0)114 225 2039.

Bank transfer

If you pay by bank transfer it is important to ask the sending bank to quote your student number, family name and date of birth on the transfer document.

Your bank may charge you for making the transfer and for currency conversion. You should notify us of your intention to pay by bank transfer in your acceptance letter.

Use the following University bank details.

Sort code 40-41-07

Bank HSBC Bank plc

Bank address Carmel House,
49-63 Fargate, Sheffield

Account name Sheffield Hallam University
General Account

Account number 91274163

IBAN number GB03MIDL40410791274163

Branch identifier code MIDLGB2109B

Banker's draft

You may return a banker's draft with your acceptance letter, give it to an agent who is contracted to hold deposits on our behalf (see website in *For more information*), or send it quoting your student number to

The Cashiers Office

Sheffield Hallam University
Howard Street
Sheffield S1 1WB
United Kingdom

Your bank may charge a fee for issuing a bank draft. Bank drafts may only be valid for a limited period of time, so check that the draft will still be valid at the start of your course. Please be aware that different types of bank draft may take longer to reach our bank account. If your bank does not have UK representation, it can take up to six months to clear the funds.

Please see the payments website in *For more information* for the most up-to-date details on how to make your payment. This is liable to change, so you should check here for the most up-to-date information before you make your payment.

ABOUT THE UNIVERSITY

There are many services and facilities for international students at Sheffield Hallam University. Make sure you know who can help you and use the services available.

Student Services Centre

We offer a wide range of high-quality support and guidance, including

- international student support and immigration advice
- help with seeking part-time work and career planning
- study support
- wellbeing and support
- faith and religious support
- services for students with disabilities
- a nursery and childcare services

The advice and information service can help you find the right people to assist you. See *For more information* for contact information.

Students with disabilities

If you need help with a disability or medical condition, please email disabilitysupport@shu.ac.uk as soon as possible. Please note that if, as an international student, you need disability support, you may be asked to pay for some or all of it.

Learning centres and IT

Each of our campuses has its own learning centre. These are Collegiate Learning Centre and Adsetts Learning Centre at City Campus. The learning centres offer everything a library does and more, including books, journals, DVDs, e-resources, individual and group study spaces, PCs, free Wi-Fi, printers and photocopiers.

You can use learning centres and self-service facilities 24 hours a day Sunday to Friday and Saturday 10am to 5pm during core teaching weeks. At the learning centres you can buy food and drink at any time of day or night.

There is free Wi-Fi across most of the University as well as 2,700 student PCs in the University, many of which are bookable in advance.

Each learning centre has a helpdesk near its entrance where you can get information about the facilities on offer and help with your borrowing, information and IT needs.

When you're working from home, you can access our range of services through **shuspace**, the University's personalised online environment. The Library Gateway pages on shuspace give access to the library catalogue, information databases and electronic resources, including e-books, e-journals, video and image resources. Shuspace is your route to all essential information, such as timetables, online learning modules, your University email account, student record and support services.

Phone and internet

Some of the rooms in the University's accommodation have phone and computer internet links. Landline rental can be more expensive than a mobile/cell phone and you can often get cheap deals with mobile phone companies. There are many public phones, both within the University and throughout the city.

An international phone card will reduce the cost of calls from private lines. We can advise you about these on arrival.

English language

If English is not your first language, it is essential to develop your confidence to speak and understand English quickly. We recommend you attend a pre-sessional English course before you begin your degree course.

You can also improve your English while studying. The University English Scheme offers free English language classes to

enhance and improve your English for academic study. You can also take the 20 credit module English for academic purposes.

The Language Advisory Service can assist you with questions about your coursework.

To find out more about English language support visit the link in *For more information*.

'There are so many great free opportunities that help you expand your skills outside the classroom.'

Victoria Graf, Msc International Marketing

British life and culture course

This course gives you an introduction to a variety of aspects of British life and culture through weekly lectures delivered by invited speakers. You'll meet other international students with whom you can discuss your experiences of life in Britain. This is a 20 credit module at level 4 (10 European credits). You will be given more information about this module at international orientation when you arrive.

Public holidays

The University generally closes at Easter and for at least one week at Christmas and New Year. The University also closes during several bank holidays, normally the first and last Mondays in May and the last Monday in August.

FOR MORE INFORMATION

International Student Support

Email internationalstudent@shu.ac.uk

Student Services Centre

Phone +44 (0)114 225 3813
Email guidance@shu.ac.uk
www.shu.ac.uk/services/sls

Learning centres and IT

www.shu.ac.uk/services/sls/learning

Preparing for University

<http://teaching.shu.ac.uk/sas/intlstudentgame>
www.prepareforsuccess.org.uk

English language

www.shu.ac.uk/tesol/language

Sport and recreation

www.shu.ac.uk/sporthallam
www.hallamunion.org/sports

Partners and families

www.ukba.homeoffice.gov.uk/partnersandfamilies
www.ukcisa.org.uk/student/info_sheets/your_family.php

Childcare and schools

www.shu.ac.uk/services/sls/support/childcare

www.sheffinfolink.org.uk

www.sheffield.gov.uk/education

Hallam Union

www.hallamunion.org

Sport and recreation

The University has excellent sports facilities at both City and Collegiate Campuses, including fitness suites, sports halls, a movement studio, strength and conditioning facility and an astro turf pitch. With a Sport Hallam membership, you have access to these, as well as a wide range of fitness classes and recreational sport sessions.

There are various levels of membership, from unlimited access to fitness facilities, sport clubs, group fitness classes and recreation sessions to discounted rates for use of facilities and membership of Sports Union clubs. To find out more about sports at Sheffield Hallam, visit the links in *For more information*.

Hallam Students' Union

Hallam Students' Union, located in the HUBS, is where you can get involved in societies, sports, social events, local volunteering opportunities and use the free advice centre. All our students are automatically members of the Student's Union so you can come and use their services or get involved with activities straight away.

You can also get involved by becoming a student representative, writing for the student magazine, campaigning on

student welfare issues and much more. Visit www.hallamunion.org for more information or pick up our *Get Involved* booklet from inside the HUBS.

Societies

Hallam Students' Union has over 50 different societies and you can join as many as you want. They are a great way to meet new people and try new things, ranging from fun activities to religious, cultural or academic societies. You can even set up your own. Examples include the international students' society, Islamic society, Sikh society, Christian society, drama society, enterprise society and salsa society.

Sports

There are over 40 different sports clubs that you can join, and you are welcome to join more than one if you wish. There is cricket, badminton, football, tennis, sailing, athletics and more.

Volunteering

There are many different volunteering opportunities allowing you to get more involved in local Sheffield culture. Options include working with children, young people, adults and people with disabilities in a variety of different fields, such as sports, drama, art, multimedia and music.

Advice

Hallam Students' Union Advice Centre offers free, confidential, non judgemental and independent advice. You can talk to them about any subject, including problems with your course, housing, bills, funding, tax or employment.

Socials

Hallam Students' Union has a café, shop and bar, making it the perfect place to relax after a day at university. The Students' Union runs regular quizzes, karaoke and comedy nights, and the large HD television screen shows sports games. They also run regular events, including trips to the Peak District and other tourist spots.

'Being an international student is actually fun at Sheffield Hallam University...There is the International Students' Society that meets regularly and organises socials that are interesting.'

Nadia Adotevi, MSc Biomedical Basis of Disease

SHEFFIELD AND THE UK

Sheffield's cultural diversity and unique heritage make it a fascinating place to live and study.

Sheffield has something to entertain everyone and is the greenest and fifth largest city in England. It features concert venues, café bars, nightclubs and pubs, shopping facilities, two football clubs, international sports facilities and a thriving cultural scene. There is a real sense of community here, helping international students feel safe, secure and happy in their new environment.

What you might notice first is Sheffield's famous hospitality. The city prides itself on its tolerant, multicultural atmosphere, and you will discover for yourself the friendly and welcoming nature of the city's residents.

Sheffield city centre changes all the time, creating new visitor attractions, student accommodation and places to shop, eat and socialise. To find out more about the places of interest in Sheffield, visit the Sheffield City Guide in *For more information* box on page 18.

Places of interest and visitor attractions

Here are some suggestions of places you might like to explore in your first few weeks in the city.

The Millennium Galleries – four galleries for exhibitions of visual art, craft and design

Chatsworth House – one of Britain's best loved historic houses dating from the 1500s

Meadowhall Shopping Centre – over 170 shops and numerous restaurants, bars and cafes to enjoy

Winter Garden – 2,500 plants in one of the largest temperate glasshouses in Europe

The Crucible and Lyceum Theatres – home of the World Snooker Championship

Sheffield Botanical Gardens – 19 acres of gardens with beautiful Victorian glass pavilions

Don Valley Stadium – open-air sports arena, hosting international sporting events

Motorpoint Arena – huge sports and entertainment venue, attracting the biggest music bands, performers and sports teams from across the world

To find out more about Sheffield's many wonderful attractions visit www.sheffield.gov.uk/out--about/tourist-information

Cost of living in Sheffield

You will need at least £600 per month to cover basic living expenses, but we recommend you plan to have £800 per month. Living in Sheffield can be a little cheaper than in some other UK cities, depending on your personal lifestyle.

There is no financial help for international students in financial difficulty during their time in Sheffield apart from in exceptional circumstances.

Please ensure that you have reliable funding from a sponsor or your family before you leave. Make sure that you have enough funds to cover the cost of living without getting a job. Finding part-time work can be difficult.

When agreeing an accommodation contract (often known as a 'tenancy agreement'), a landlord may expect you to pay a month's rent in advance. You will also need to budget for bills – for example electricity, heating, water, phone and internet rental.

You may also have to pay for temporary accommodation on arrival. This will cost approximately £40–£70 per night.

Below are examples of the costs of some essential items you will need whilst you are in the UK.

Books and equipment (per year) £300–£700

Coat £20–£100

Boots £30–£60

Jeans £20–£60

Warm jumper £10–£30

Trainers £20–£80

Accommodation (per week) £60–£110

Food (per week) £30–£40

Travel for a week £15

The prices given are an approximate guide to costs and are correct at the time of printing.

You may find it useful to plan your budget before coming to the UK – the websites in *For more information* will help.

When ordering UK currency, try to avoid receiving £50 notes – they are not used often. If you do have any problems using £50 notes once in the UK, you can change them at any bank.

Opening a bank account in the UK can be difficult for international students because of the rules banks must follow. We will help you do this after you arrive.



'The best thing about Sheffield is the people who are friendly. There's a lot of clubs and bars – everything is within walking distance – and world class facilities like Ponds Forge, Sheffield Arena, Sheffield United Football Ground, Don Valley Stadium plus much more.'

Douglas Muzawazi, BSc (Honours) Sport Event Management

Climate and clothing

British weather changes a lot throughout the year. In summer (June to August) temperatures can reach 25–30°C, whilst in the winter it can drop to around 5°C during the day and there is usually some snowfall in January or February.

You need to make sure that you have the right clothing to cope with these changes. It would be wise to bring the following

- a warm, waterproof winter coat or jacket
- two jumpers/sweaters

- strong waterproof shoes or boots
- warm gloves/hat/scarf

It may be cheaper to buy some of this clothing when you arrive in Britain. You will be warmer wearing several thin layers of clothing than one single thick layer.

Dress in Britain is mostly very informal. You can wear your own style of clothes, but you will probably need extra warm clothes and a winter coat as well.

Electrical equipment

Electricity in Britain is supplied on 240volts/50Hz cycles. You should ensure that any electrical appliance you intend to bring with you will work safely on this voltage, and bring adapters to help convert the voltage when necessary.

Transport and driving

Sheffield is one of the safest cities in the UK, and is small enough for walking from one place to another. It also has excellent public transport, with good bus routes and a tram system. Taxis are also available for difficult and late-night journeys.

If you want to drive in the UK, you must have a current valid driving licence. You may be able to use your existing licence or you may need to exchange it for a UK licence. You must also be covered by

insurance and the vehicle must have valid road tax. You should also make sure that you know the UK Highway Code. To find out more, visit the websites in *For more information*.

Food

Sheffield has a variety of fresh food markets and supermarkets, offering a wide choice of produce and excellent value for money. You will find these food stores within walking distance of most student accommodation.

Most supermarkets stay open until 8 or 9pm, so you can shop whenever is convenient for you. Some supermarkets remain open 24 hours a day.

Sheffield has a good choice of places to eat and drink, and something to suit all budgets and tastes. The University has a great range of restaurants, snack bars and deli bars throughout its campus buildings and in Hallam Union.

If you can't find what you're looking for at the University, there are plenty of cafés and takeaways in the city centre and in residential districts, as well as a good selection of coffee bars, fish and chip shops, bakeries and delicatessens.



You will find more information about food, eating out and where to shop in the *International students' handbook*, which you will receive on arrival.

Faith and worship

The University's Multifaith Centre offers confidential support to students of all faiths and none. There are prayer and worship facilities at the City Campus Multifaith Centre, and there will be provision for Muslim prayer in Oaklands Building at Collegiate Campus from September. Religious advice and guidance is available from the chaplaincy team who can also help you to link up with many of the major faith communities in the city.

'Sheffield, also known as the 'Green City', not only holds the beauty but also the peace and harmony which any person would like to withhold at least once in their lifetime.'

**Hasini Gamage, BSc (Honours)
IT (Software Engineering)**

Working while studying

If you have a Tier 4 (General) Student visa, you can usually work up to 20 hours a week in term time and full-time during vacation (check your passport to see what hours you are eligible to work). If you exceed these hours, you are breaking immigration rules and you may be deported. Different rules apply to EU students – please check with International Student Support when you arrive.

Please note, you may find it difficult to find part-time work. Do not assume when you write your budget that you will have a steady income – ensure you have sufficient funds from other sources. Careers and Employment can help you seek part-time work. To find out more about working in the UK, visit the websites in *For more information* and search for Careers on shuspace.

FOR MORE INFORMATION

Sheffield City Guide

www.shu.ac.uk/sheffield

Cost of living in Sheffield

www.educationuk.org/Creating-your-life-in-the-UK

www.studentcalculator.org.uk/international

Faith and worship

www.shu.ac.uk/services/sas/chaplaincy

Transport and driving

www.dvla.gov.uk

www.direct.gov.uk/highwaycode

www.ukcisa.org.uk/student/info_sheets/driving.php

Working while studying

www.shu.ac.uk/services/sls/support/careers/students

http://www.ukcisa.org.uk/student/info_sheets/working_during_studies.php

Working after graduation

www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2

MEET AND GREET SERVICE

Arrival information

Please make sure that you complete all the information on this form so that we know when to expect you. Once you have completed your details, please fax it on +44 (0)114 225 2161. You will receive a confirmation email.

1. PERSONAL DETAILS			
Surname (family name)*			
First name (given name)*			
Student ID number*			
Gender			
Date of birth*			
Country of origin			
Email address*			
2. ARRIVING AT MANCHESTER AIRPORT			
Are you arriving at Manchester International Airport?	YES (please provide your arrival details below)		NO (please go to section 3)
Manchester airport terminal	Flight number*	Airline	
Date of arrival*	Estimated time of arrival*		
FREE AIRPORT PICK UP SERVICE			
We offer a free airport pick up service for students who arrive at Manchester Airport between 9am and 5pm (0900-1700) on 16-17 June 2012 • 30 June – 1 July 2012 • 5-6 August 2012 • 13 -18 September 2012 • 12-16 January 2013			
Would you like to book a place on our airport pick-up service from Manchester Airport to Sheffield?	YES		NO
The service is free for you. Any family members that wish to use it will be charged £20 on arrival in Sheffield. If you have any other family members who want to book a place on the bus with you, please state number of people.			
It is likely that you will be travelling as part of a group of students who have arrived into Manchester on different flights. Therefore please be prepared that you may have to wait some time for other students to arrive before we can take you to Sheffield.			
3. ARRIVING AT A DIFFERENT AIRPORT			
If you are arriving at a different airport at any time, please let us know when you expect to arrive in Sheffield. You will receive instructions about getting to Sheffield and the University by email.			
Date of arrival in Sheffield	Estimated time of arrival in Sheffield		
4. FIRST NIGHT ACCOMMODATION			
Address in Sheffield on arrival			
Please note It will be very difficult to find a place to stay if you arrive in Sheffield late in the evening and haven't got anything booked in advance. The Accommodation Service can help you book your first night's accommodation – please apply by using this link www.shu.ac.uk/accommodation/apply and selecting private sector housing as accommodation type.			

CHECKLIST

Use these checklists so you don't forget anything. You can tear out this page to bring with you when you travel.

After you have received your offer

- If you have been given a conditional offer, check any requirements you need to meet before you can be accepted onto the course.
- Ensure you have adequate funds for tuition fees and the cost of your stay in the UK.
- Return the acceptance slip included in your offer.
- Pay £1,000 deposit towards your tuition fees (does not apply to EU and NCUK pre-masters students).
- Apply for a visa/entry clearance (non-EU students only).
- Apply for pre-sessional English language courses if necessary.

Before you leave

- Check the start date of your course(s) and the dates of orientation, so you know when to arrive.
- Book your accommodation. For more information, see the enclosed *International accommodation guide 2012-13*.
- Make your travel arrangements and book your tickets.
- Send us your arrival details using the arrival information form at www2.shu.ac.uk/services/ssc/international/meet.cfm or on page 19.
- If you are arriving at Manchester International Airport during the meet and greet period, book your place on the airport pick-up service. You can do this using the *meet and greet service form* (see above).
- Request further information about travelling to Sheffield if you need it, using the *meet and greet service form*.

- Book hotel accommodation for your first night in Sheffield if you do not want to stay in University accommodation.
- Make necessary arrangements for any family if they are accompanying you to the UK.
- Arrange medical insurance if you are in the UK for less than six months.
- Arrange travel insurance for your possessions.
- Check whether you need permission to transfer money to the UK. Order British currency and/or travellers' cheques for immediate expenses upon arrival.
- Check whether your government has restrictions on how much money you can take out of your country.
- Weigh your baggage to check it is within your baggage allowance and is light enough for you to carry.
- Photocopy important documents and make notes of serial numbers – see page 6. Pack these separately from the originals.

What to bring in your hand luggage

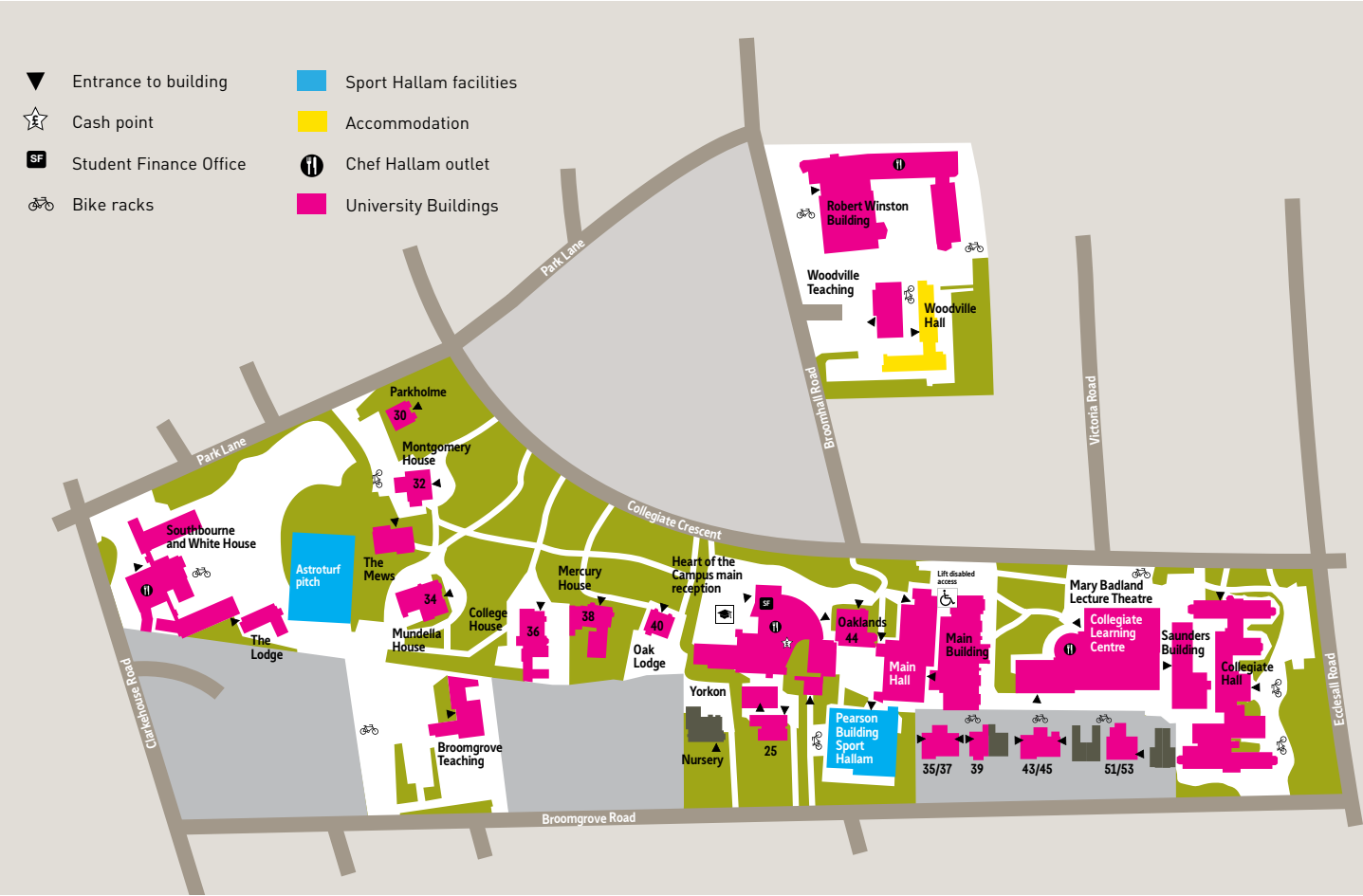
- Your passport and visa
- The final letter of acceptance for your course
- Documentary evidence of your finances
- Recent chest x-ray report (CXR) in English, confirming you do not have active TB (does not apply to students from Western Europe, North America, Australia, New Zealand and Japan)
- Medication, details of medical conditions, bring vaccination evidence and a letter from your doctor detailing any prescribed drugs you are taking

- Details and policy wording for any insurance you have arranged
- Enough money in sterling and travellers' cheques for your first few weeks
- This guide, maps and any useful contact numbers
- Any accommodation contracts/ payments you have been asked to bring with you

'My year at Sheffield Hallam was the best year of my student life.'

Sichun Wang, MSc International Tourism Management

COLLEGIATE CAMPUS



USEFUL CONTACTS



Websites

Sheffield Hallam University

www.shu.ac.uk/international

Sheffield Hallam University international pre-arrival information

www.shu.ac.uk/international/prearrival

Sheffield Hallam University city guide

www.shu.ac.uk/sheffield

Sheffield Hallam University accommodation services

www.shu.ac.uk/accommodation

Student information and advice

www.ukcisa.org.uk

Information on student life in the UK

www.ukstudentlife.com

www.educationuk.org/UK/article/UK-life-and-culture

International student calculator

www.studentcalculator.org.uk/international

International travel

www.lonelyplanet.com

www.roughguides.com

International student identification card

www.isiccard.com

Street maps

www.multimap.com

International Student Support

Facebook – Sheffield Hallam University International Students Society

Blog – www.hallaminternational.blogspot.com

Twitter – @SheffHallamINT

Contacts

Sheffield Hallam University international student support

Owen Building
City Campus
Sheffield
S1 1WB UK

Phone +44 (0)114 225 3813

Fax +44 (0)114 225 2161

Email internationalsupport@shu.ac.uk

Sheffield Hallam University international office

Furnival Building
City Campus
Sheffield
S1 1WB UK

Phone +44 (0)114 225 3880

Fax +44 (0)114 225 4768

Email international@shu.ac.uk

Sheffield Hallam University English language courses

TESOL Centre
Owen Building
Howard Street
Sheffield
S1 1WB UK

Phone +44 (0)114 225 5515

Fax +44 (0)114 225 5514

Email tesol@shu.ac.uk

Sheffield Hallam University childcare

Childcare Services Manager
23 Broomgrove Road
Sheffield
S10 2LW UK

Phone +44 (0)114 225 2263

Fax +44 (0)114 225 2513

Email childcare@shu.ac.uk

Sheffield Education Authority

Derwent House
150 Arundel Gate
Sheffield
S1 2JY

Phone +44 (0)114 272 6444

Fax +44 (0)114 273 5609

Email eduinformation@sheffield.gov.uk

Medical Centre

5103 First Floor
Surrey Building
Pond Street
Sheffield
S1 1WB

Phone +44 (0)845 122 2925

Fax +44 (0)114 2769596

Sheffield Hallam University emergency phone number (UK only)

0800 0731 318



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ISO 14001 certification



This material can be disposed of by recycling, incineration for energy recovery, composting or is biodegradable.

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Please contact us on +44 (0)114 225 5555 for details

www.shu.ac.uk/international

TRANSFORM
YOURSELF

WITH SHEFFIELD HALLAM UNIVERSITY