UNIVERSITY OF SURREY

INTERNATIONAL PRE-DEPARTURE GUIDE

Pre-Departure Checklist

Here is a checklist, put together by the International Student Support team at the University of Surrey, to help you make final preparations before you leave home.

We suggest you print this guide, or save it as a pdf on your mobile phone, tablet or laptop so that you can access the information at any time.

Important Dates

Meet and Greet for International Students (non EU)

19-20 September 2017

International Orientation for International (non-EU) Students

21-22 September 2017

Meet and Greet for International Students who arrive after Orientation Programme and EU students - Moving in weekend

23 September 2017

Welcome Week for all new students

25–29 September 2017

Final Registration Dates

MSc Advanced Materials and MSc Environmental Strategy is 2 October 2017

Final registration for all other courses is 13 October 2017

Police registration dates organised on campus are:

Wednesday 11th October
Wednesday 18th October
Monday 23rd October
Monday 30th October
Monday 13th November

Students should not worry about the fact that the registration will take place after 7 required days from the arrival to the UK. Special arrangements with the Police allow the University to arrange the registration at the later date.

Before you leave home

During the summer

- ☐ Check that your passport is valid for at least six months after the start of your course. If not, apply for a new one as soon as possible. Scan a copy of the new passport as soon as you receive it and send to the CAS team even if you have already got your visa **cas@surrey.ac.uk**
- ☐ Apply for your Tier 4 General student visa (if appropriate)
- ☐ Apply for University accommodation by 1 August if you are a postgraduate student or 25 July if you are an undergraduate student **surrey.ac.uk/accommodation/applicants/students/index.htm**

  Please note, other conditions apply. See the Residential Allocation Policy at: **surrey.ac.uk/sites/default/files/AllocationPolicy2017-18.pdf**
- ☐ Book your flight to the UK
- ☐ Take out travel insurance to cover any loss of luggage or delays/cancellation of your flight
- ☐ Book a place on our Meet and Greet Airport Pickup scheme and our Orientation Programme. The form will be available from 14 July 2017 **surrey.ac.uk/meetandgreet**
- ☐ In August, as soon as you receive your accommodation confirmation email from Accommodation Services, complete the online acceptance process and pay £250 pre-payment
- ☐ Book your bedding pack online: **surrey.ac.uk/beddingpacks**

EVENTS PL

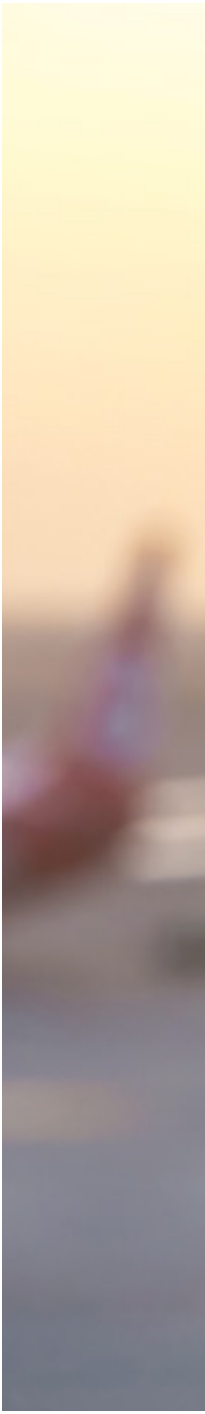
...hamburger heaven.

Just before you travel to the UK

- ☐ Visit your doctor if you have any ongoing medical conditions. This is to make sure you have a good supply of medicine and a letter from your doctor, or medical notes, translated into English, to help when you register with a doctor in the UK
- ☐ Set up your email/IT account and start the online registration process as soon as you are notified through the Applicant Portal. Keep your Confirmation of Registration as you will need to show this when you register in person at the University
- ☐ Make arrangements for funds to cover living costs and accommodation to be transferred to your UK bank account once you open it. Do not bring large amounts of cash!
- ☐ Order enough British currency to cover the first few weeks in the UK (no more than £400), including small amounts of cash for use at the airport and your first few days at Surrey
- ☐ Check the Welcome website for up-to-date information about your schedule during Welcome Week. An email will be sent to you from mid-August giving you the link to this important website
- ☐ Email yourself and your family copies of your passport and UKVI decision letter, so that you can access them immediately in case of an emergency
- ☐ Unlock your mobile phone so that it can be used with any pay-as-you go sim card in the UK
- ☐ Do not bring too much luggage – your university room may be up several flights of stairs

What to bring in your hand luggage

- ☐ Valid passport (or national ID card if you are from the EU)
- ☐ UKVI decision letter so that you can collect your BRP (visa) from Guildford Post Office
- ☐ European Health Insurance Card (EHIC) (for EU students only)
- ☐ Your mobile phone, tablet or laptop with access to your accommodation allocation, CAS email, confirmation of Meet and Greet, ATAS certificate (if required) and this checklist!
- ☐ Evidence of funding for your tuition fees and living costs, including a letter from your sponsor if appropriate
- ☐ If you are under 18 you will need to bring the supporting letter from your parents that you used in your visa application
- ☐ Any other important correspondence from the University, either in hard or electronic format
- ☐ A small amount of British currency, no more than £400
- ☐ Your TB certificate if you needed this for your student visa, and any other health certificates including vaccinations and X-ray reports, if appropriate
- ☐ Your travel insurance policy number and emergency contact details
- ☐ A list of emergency numbers in the UK (found at the end of this guide)
- ☐ Warm clothes such as a jumper and a coat as it can be cold and wet at the end of September, especially early in the morning and in the evenings



Meet and Greet Dates

Tuesday 19 September
Wednesday 20 September

For international (non-EU) students attending the International Orientation Programme. You will need to book online and reserve early accommodation

Wednesday 20 September

For Exchange/Erasmus students. You will need to book online and reserve early accommodation.

Saturday 23 September

For EU students and all other international students arriving for Welcome Week. You will need to book online.

Book a place online at:
surrey.ac.uk/international-pre-departure-guide/meet-and-greet

What to do once you arrive at Surrey

- ☐ Call or email home to let your family and friends know you have arrived safely
- ☐ The Welcome team will make sure everything runs smoothly during Meet and Greet days – they will hand out keys and show you to your room
- ☐ If you arrive outside these days, locate your accommodation and collect the key as directed in your accommodation confirmation email
- ☐ Attend all the events that you have booked during the International Orientation Programme, including University registration
- ☐ Check the Welcome website regularly to help you find all the events taking place during Welcome Week. Make sure you attend as many events as possible, including Students' Union activities and especially Freshers' Fayre
- ☐ If you are not attending the International Orientation Programme make sure you attend your faculty talk (which is included in your Department timetable)
- ☐ Collect your BRP card (visa), using your UKVI decision letter and passport, from Guildford Post Office
- ☐ Register with the University Medical Centre
- ☐ Open a bank account, using your Student ID and passport as identification
- ☐ Register with the Police (if applicable)
- ☐ Apply for your National Insurance Card so that you can work part-time

International Orientation Programme

21–22 September 2017

The International Student Support team invites all international (non-EU) students to attend a special orientation programme before the start of the University welcome week, in order to help you settle in more easily. You will be able to register with the University, become familiar with the campus, Guildford and the surrounding area, socialise with other new international students and learn about life in the UK, through a series of practical and social events and activities.

We look forward to welcoming you!

We hope you enjoy the first few weeks of this very important new step in your career!

Moving to a new country can be daunting and slightly overwhelming at first. Don't forget, there is plenty of help around if you need it, starting with the International Student Support team in the Student Services Centre. Come and see us straight away if you have any questions, concerns or worries.

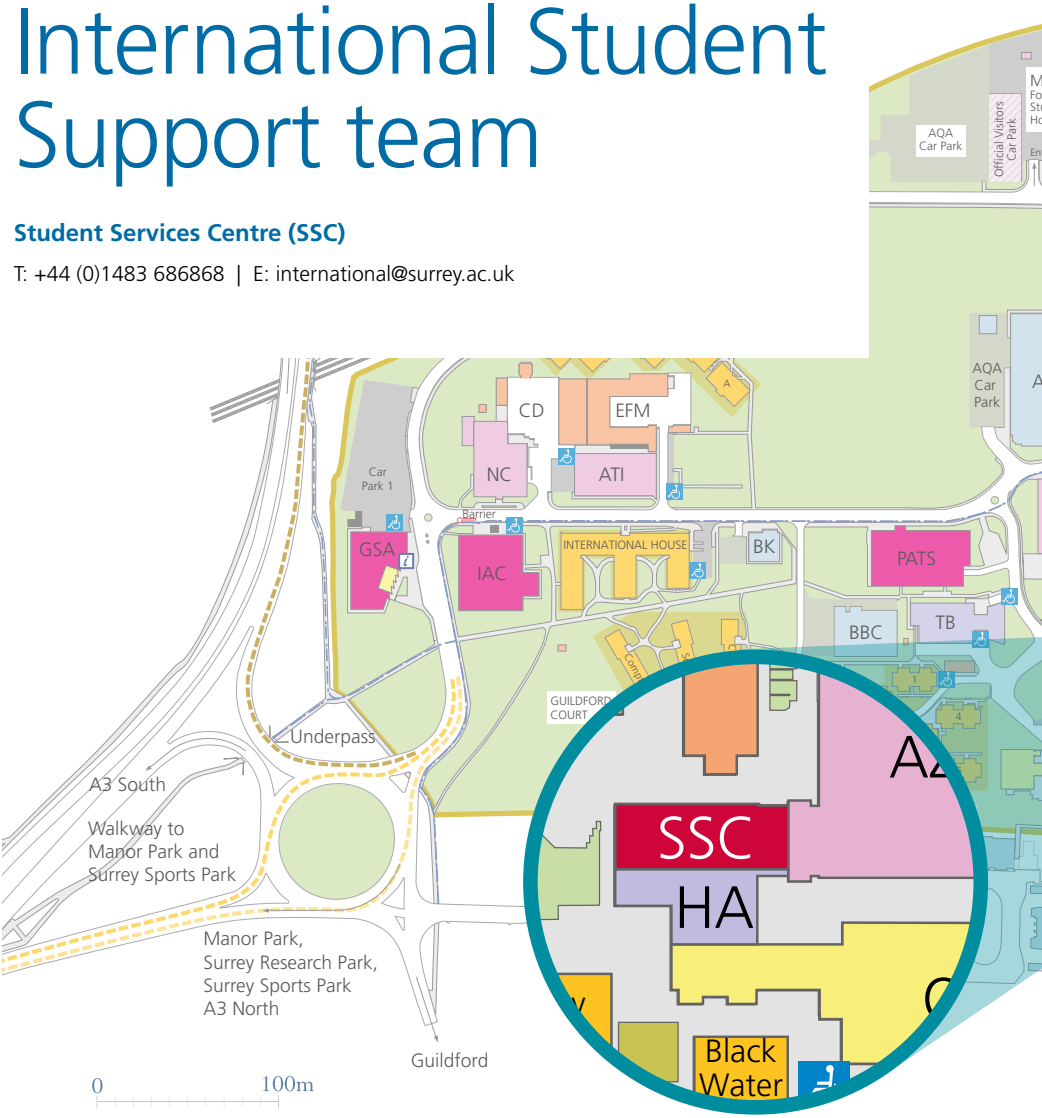
The team looks forward to giving you a warm welcome when you join the University of Surrey and we will do our very best to give you all the information, advice and support that you need at this exciting time in your life.

A link to the Welcome Week website will be emailed to you from mid-August where you'll find all the latest information for you to make the most of your time here at Surrey.

Where to find the International Student Support team

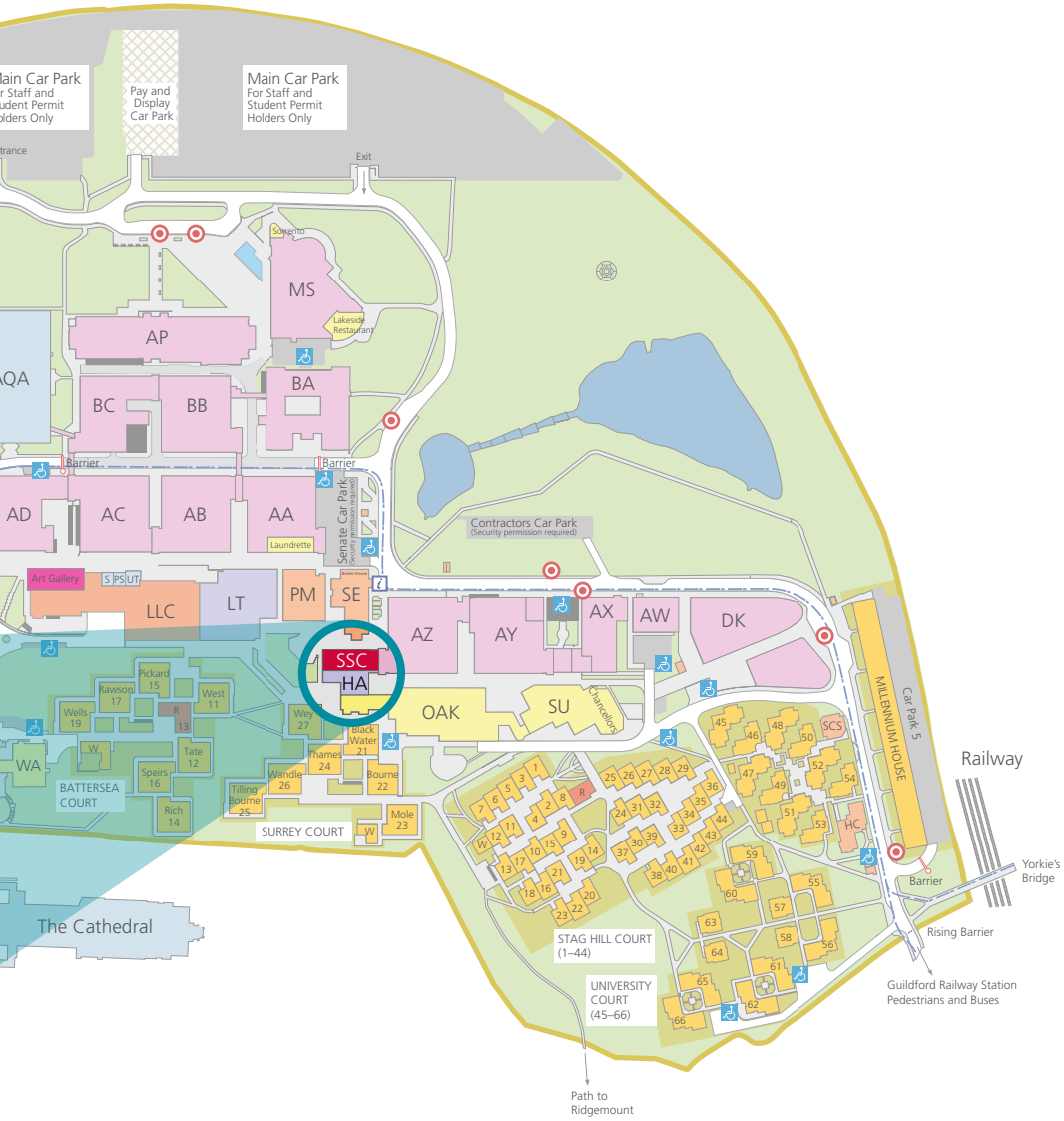
Student Services Centre (SSC)

T: +44 (0)1483 686868 | E: international@surrey.ac.uk

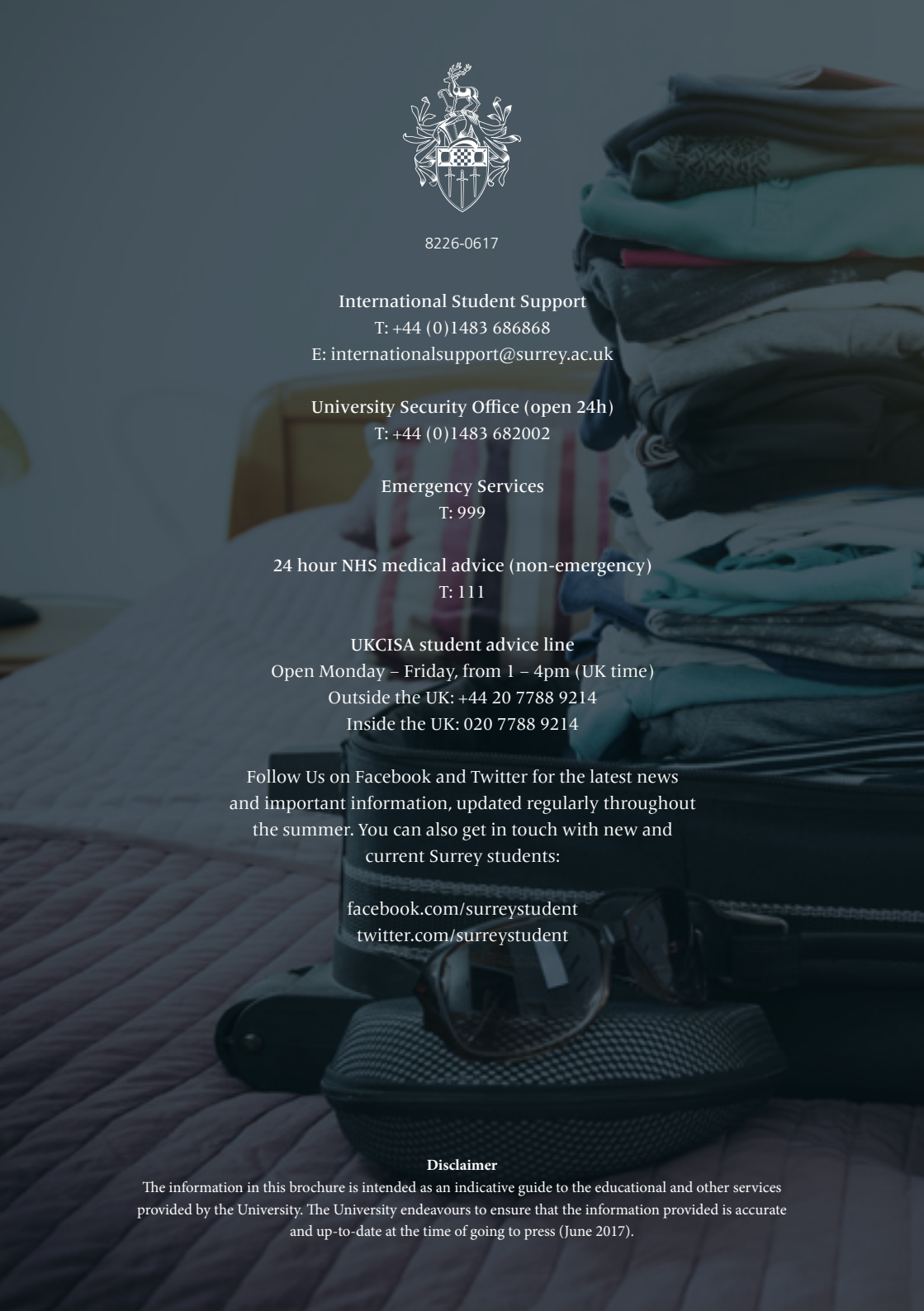


Legend

Academic Buildings | Arts Buildings | Bus Stops | Car Parks | Central Facilities | Central Social Facilities | Cycle Parks | Walk/Cycle Route | Development Area | Disabled Parking Spaces



External Organisations on campus | Information Point | Lake and Ponds | Research Buildings | Residences | Residences Reception Buildings | Vehicle route to Manor Park | Vehicle route to Stag Hill | University Buildings



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International Student Support
T: +44 (0)1483 686868
E: internationalsupport@surrey.ac.uk

University Security Office (open 24h)
T: +44 (0)1483 682002

Emergency Services
T: 999

24 hour NHS medical advice (non-emergency)
T: 111

UKCISA student advice line
Open Monday – Friday, from 1 – 4pm (UK time)
Outside the UK: +44 20 7788 9214
Inside the UK: 020 7788 9214

Follow Us on Facebook and Twitter for the latest news and important information, updated regularly throughout the summer. You can also get in touch with new and current Surrey students:

facebook.com/surreystudent
twitter.com/surreystudent

Disclaimer
The information in this brochure is intended as an indicative guide to the educational and other services provided by the University. The University endeavours to ensure that the information provided is accurate and up-to-date at the time of going to press (June 2017).