



Pre-arrival information for international students

2007/08

www.shu.ac.uk



Sheffield
Hallam University

SHARPENS YOUR THINKING

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Hallam Square, Sheffield Hallam University

Thank you for choosing Sheffield Hallam University

This guide is designed to help you prepare for your journey and to provide some basic information about immigration, travelling to the UK and what to expect on arrival. It is important that you read this information.

The International Student Support team at Sheffield Hallam University is committed

to providing help and support for international students as well as accurate information and guidance on all relevant matters. We aim to ensure the best possible service – from the moment you apply to the University until after you leave. We look forward to meeting you when you arrive.

Please check our website for more detailed information at www.shu.ac.uk/international, especially the frequently asked questions section – www.shu.ac.uk/international/faqs



The international team

If you still have unanswered questions or require specific information, please contact us

Phone +44 (0)114 225 3813
Fax +44 (0)114 225 2161
E-mail guidance@shu.ac.uk
Web www.shu.ac.uk

The International Student Support team
 Student and Academic Services



Leaving for the UK



Sheffield Hallam University reception area

Before you leave

Immigration

Students from outside the European Union (EU) will need to meet British immigration requirements. If you are staying for more than six months you should apply for entry clearance. This will cost in the region of £85. If you need to renew your visa after you are in the UK this will cost at least £250. For more information on the immigration process, requirements and documentary evidence please refer to www.shu.ac.uk/international/visas

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

Healthcare and medical insurance

Emergency healthcare in the UK is generally free to all international students. Non EU students who are in the UK for less than six months will have to pay for non-emergency treatment.

If you are in the UK for less than six months, you must have your own medical insurance. The University requires this as a condition of enrolment. You can buy medical insurance in your own country or on arrival.

Sheffield Hallam has a medical centre on campus and you can register with a doctor when you arrive. For further general information on health care for international students please look at www.ukcosa.org.uk/images/health.pdf

When to arrive

We will be sending you details of the orientation programme and the start date of your course. Please time your arrival so you can attend an orientation session which will help you settle in effectively. For more information on orientation see www.shu.ac.uk/international/travel

Please let us know when you plan to arrive by filling in the web form, at www2.shu.ac.uk/services/ssc/international/meet.cfm

Alternatively, you can fax us the printed arrival information form which you will receive later this year. It is very important that you provide your travel information – even if you do not think you will need help on arrival – as this will help us to ensure all new students get the right support when they need it.

Meet and greet

Meet and greet pick-up service at Manchester Airport

We offer a pre-booked airport pick-up service from Manchester International Airport. You will be met by a student representative at the airport and taken to Sheffield in a private bus. There are normally three buses per day.

The cost for this service is £20 per person, with a £5 discount for prompt payment. We strongly encourage you to use this service – it will make your arrival more enjoyable and you will have the opportunity to meet other students during your journey to Sheffield.

The airport pick-up service is only available at certain times of the year. To check dates and times of availability please visit www.shu.ac.uk/international/meetandgreet.html

You must book a place for this service before travelling. You can do this using the arrival information form at www2.shu.ac.uk/services/ssc/international/meet.cfm

Travelling from other airports

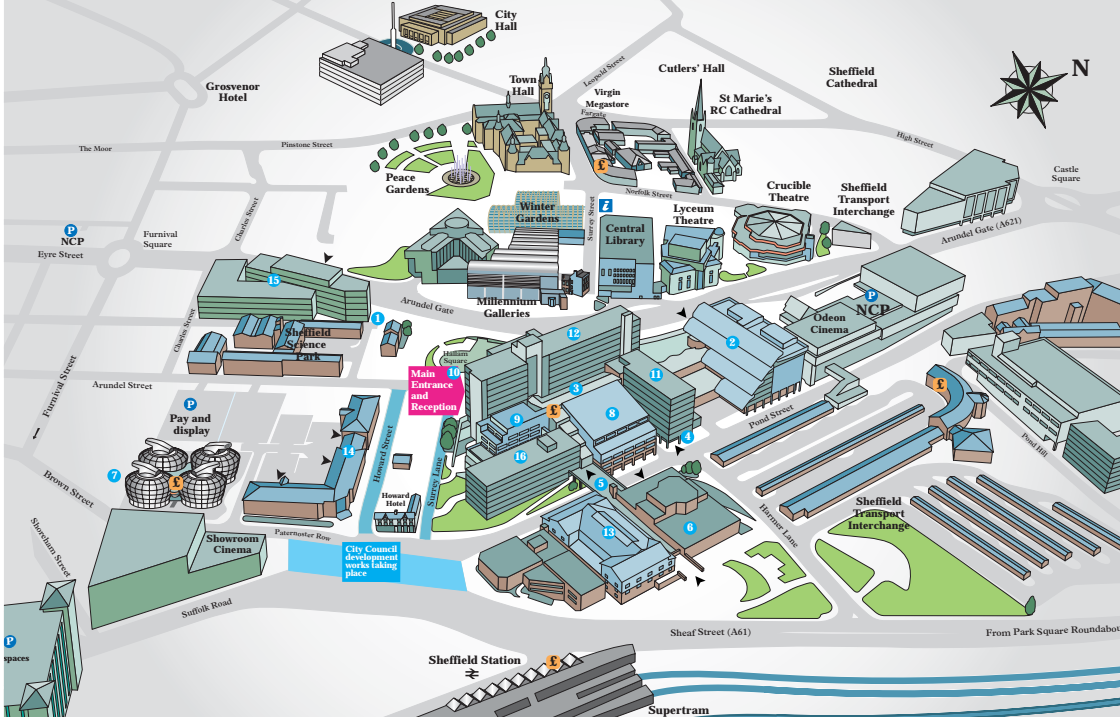
You can use the arrival information form (mentioned above) to request information by e-mail on travelling to Sheffield from other UK airports, as well as how to travel from Manchester Airport if you are arriving outside the meet and greet period. You can also visit www.shu.ac.uk/international/travel

For general information on travelling to the University, see the online visitor's guide at www.shu.ac.uk/visit

Meet and greet on campus

When you arrive at the University contact the meet and greet desk in the main entrance. The Student Crew can give you information and help you to get to your accommodation. This is a free service provided by current students who work for the International Student Support team.

The meet and greet service operates in early September and January between 9.00am - 6.00pm. Exact dates can be



Luggage

Do not carry sharp objects such as scissors or penknives in your hand luggage.

Look after your belongings

- the serial numbers of your travellers cheques (carry these in your hand luggage)
- your passport number, its date and place of issue (a photocopy of the picture page is a useful safeguard)
- information about your credit cards and travel documents
- the serial number of valuables such as your camera

Look after yourself

Do not bring large amounts of cash*. Credit cards and travellers cheques are safer. Keep them separate if possible in a pocket or handbag. Do not put valuables in bags on your back.

Try to keep valuable belongings and cash in your hand luggage. However, you may find some restrictions on what you can carry. Always check with your airline about what items you are allowed to bring in your hand luggage. Buy insurance for your possessions while you are travelling in case of loss, theft or damage.

For information about health and travel insurance for students you may like to look at this website www.endsleigh.co.uk/web/policies/travel/studentsuk

You can buy insurance online with a credit card.

found on our website
www.shu.ac.uk/international/meetandgreet

Orientation

'The University really helped me to settle in. They organised events specifically for international students and took us around the city and the campus.'

Namit Puri,
MSc Multimedia and the Internet

- 1 Accommodation Services
- 2 Adsetts Centre
- 3 Atrium, Cutting Edge and Heartspace Café
- 4 Club Hallam - sports facilities
- 5 Concourse
- 6 Eric Mensforth Building
- 7 Hallam Union Building of Students (HUBS)
- 8 Harmer Building
- 9 Howard Building
- 10 Main entrance and reception
- 11 Norfolk Building
- 12 Owen Building
- 13 Sheaf Building
- 14 Science Park
- 15 Stoddart Building
- 16 Surrey Building

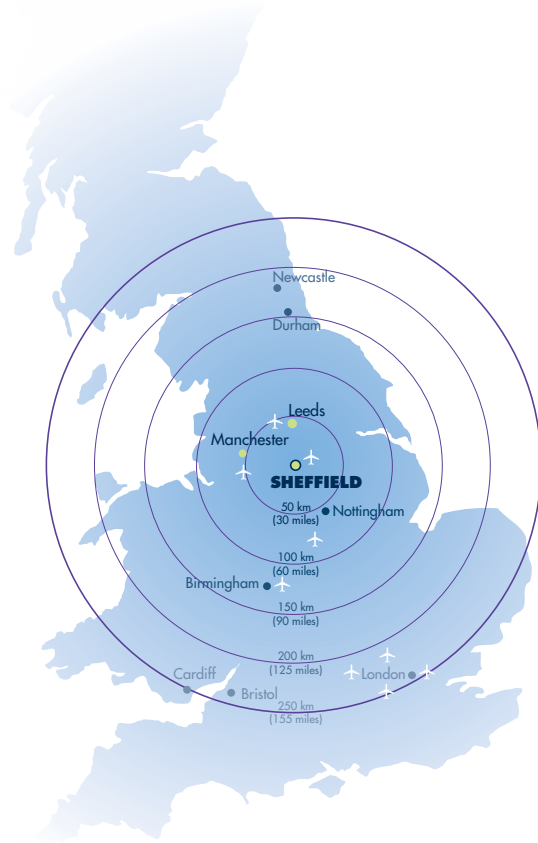
Arrival in the UK and immigration

On arrival in the UK

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

Passport Control

- 1 Select the right queue – EU or non-EU.
- 2 All your documents will be checked so carry all your University papers and letters in your hand luggage.
- 3 The International Student Support team will help you with any problems when you arrive.



What to do after you have been offered a place at Sheffield Hallam University

- ☐ Accept your offer
- ☐ Apply for a visa/entry clearance (non EU students only)
- ☐ Once you have accepted your offer and been told your course start date, book your travel
- ☐ Tell us your arrival details at www2.shu.ac.uk/services/ssc/international/meet.cfm*
- ☐ Book your place on the meet and greet pick up service at www2.shu.ac.uk/services/ssc/international/meet.cfm*
- ☐ Book your accommodation. See page 11 of this guide and the booklet *Finding the right place to live*. Please note if you do not want to stay in University accommodation you will need to book a hotel for your first night in Sheffield. You must do this before you come to the UK.

*** You will receive a printed copy of this form later this year. You will be able to fax this to the University.**



Fargate, Sheffield City Centre



Ewden Valley, north of Sheffield during a winter snowfall

About Sheffield

Sheffield is a well-kept secret. It has all the advantages of a large city – concert venues, excellent café bars, nightclubs and pubs, shopping facilities, two football teams, international sports facilities and a thriving cultural scene representing all forms of art, dance, film and theatre and comedy shows.

In recent years a massive investment programme has facilitated rapid regeneration, creating new visitor attractions, city living complexes and places to shop, eat and socialise.

Sheffield is a very green city. Built on seven hills and five river valleys, it has a number of parks and is within easy reach of the Peak District National Park,

featuring some of the most beautiful moorland country in the whole of the UK.

Sheffield is conveniently placed in the centre of the UK and there are good transport links to all major cities and airports. **We recommend you fly to Manchester Airport, which is the nearest international airport.**

'Sheffield is a very friendly and welcoming city.'

Postgraduate student from Camaroon



Peace Gardens, Sheffield City Centre

Living in the UK

Accommodation

The University has a range of catered and self-catered accommodation for students. Many international students prefer to find private, rented accommodation, which is cheaper and can be quieter. The Students' Union Advice Centre will advise you about contracts. Do not sign a contract or tenancy agreement before you have had some advice and seen the property.

Your first night in Sheffield

If you want to stay in University accommodation temporarily whilst you are looking for private sector accommodation, **you must book this before you travel to the UK.** See the booklet *Finding the right place to live* or visit www.shu.ac.uk/accommodation

If you arrive without accommodation you will have to stay in a hotel. Hotels in the UK are expensive.

For more information about the different kinds of accommodation, look in the

booklet *Finding the right place to live* or visit www.shu.ac.uk/accommodation

Climate and clothing

British weather can be changeable in both summer and winter.

You will need to make sure that you have adequate clothing to cope with the changes of British weather, especially as it may be much colder than you are used to.

It would be wise to have the following

- a warm waterproof jacket or coat
- two sweaters/jumpers
- strong and waterproof shoes or boots
- warm gloves/hat/scarf

It may be cheaper to buy some of these things when you arrive in Britain. You will be warmer wearing several thin layers of clothing. Dress in Britain is mostly very informal. You can wear your own style of clothes, but will probably need extra warm clothes and a winter coat.

Financial issues

Enquire at your own bank about arrangements for currency transfer well before you are due to travel.

There is no British limit on the amount of money you can bring into the UK. Some countries restrict the amount of money you can take abroad. Check if such regulations apply and if they do, contact your bank or other agency to obtain permission to bring the appropriate amount with you.

You will need some sterling cash for your immediate expenses, around £500 to cover fares and accommodation deposits. The accommodation centre accepts Visa and Access cards.

You will be given advice about banking on arrival. However, it takes at least one to two weeks to open a bank account. We advise you to convert £500 into sterling before you leave to avoid exchange rate problems.

When you arrive at the University **do not** carry large amounts of cash around with you. You will be able to leave the money in the University safe and this is secure. You will receive more information about this on arrival.

Cost of living in Sheffield

You will need at least £700 per month to cover basic living expenses. Living in Sheffield can be a little cheaper, 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 sound, 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 having to find work in Sheffield.

When taking on an accommodation contract, a landlord may expect you to pay a month's rent in advance. You will also need to budget for bills – for example light, heat, water, telephone and internet rental.

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

Coat £20 - £150

Boots £30 - £60

Jeans £20 - £60

Warm jumper £10 - £30

Trainers £20 - £80

Accommodation (per week) £40 - £90

Food (per week) £25 - £35 (minimum)

Travel for a week £12

The prices given are an approximate guide to costs.

You may have to pay for temporary accommodation on arrival. This is approximately £40 - £70 per day.



Students return from a shopping trip in Sheffield



Sheffield Hallam graduates celebrating

Working in the UK

Part-time work

If you are here for more than six months you can work part-time. You are allowed to work for up to 20 hours a week during term time and full-time in vacation time.

If you exceed these hours you are breaking immigration rules and may be deported.

EU nationals may work unlimited hours.

If you are in the UK to study for six months or less you will **not** be allowed to work unless you request a student stamp on entry. You must demonstrate that you have sufficient finances and that you wish to work for experience and not for financial reasons.

Please note you may find it difficult to find part-time work related to your course. Students often find part-time work in restaurants, bars, shops and call centres. The University can help you find work through the part-time employment service, netWORK. Visit www.shu.ac.uk/network

The University only employs students on short term projects.

Many students hope they will be able to find a full-time job in the UK on graduation. This may be difficult to achieve. There are some schemes for graduates to work in the UK. For details please see www.ind.homeoffice.gov.uk

For more details about work permits see www.workingintheuk.gov.uk

Please note that employers must apply for work permits.

Masters courses

If you start a masters or PhD course after 1 May 2006 you can apply to stay and work in the UK for 12 months after graduation. For more information visit www.workingintheuk.gov.uk



Students at Collegiate Crescent Campus



The HUBS (Hallam Union Building of Sheffield)

About the University

Learning centres and IT

Our resources include learning centres (libraries), which are open 24 hours in term time, multimedia resources centres (5,500 PCs), superb science laboratories and the Blackboard learning portal which enables you to access online course materials and communicate with staff and fellow students.

The Learning and IT Services website is at www.shu.ac.uk/services/lits

You can see the University facilities for yourself on the CD-ROM in the inside cover of the *International student guide*.



In the library of the Adsetts Learning Centre, City Campus

'The learning centre is great – the staff are friendly and the online materials make it easy to access up-to-date information.'

**Amartuvshin Dorjsuren,
MSc Sustainable Tourism**

Phone and internet connections

Some of the rooms in University accommodation have telephone and computer internet links. Landline rental can be more expensive than a mobile phone and you can often get cheap deals with mobile phone companies. There are many public telephones, 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. Student and Academic Services also has a dedicated telephone line for international students to use at a reduced cost with AsiaFirst, King Card and Unitel phone cards.

The Students' Union

All students can join the Union. This is the student organisation which helps to run the University, represents the views of students and runs many social events, entertainment, student societies and sports clubs. Membership of the Union entitles you to concessions of around ten per cent off prices in many shops, cinemas and on other services. If you have any questions please visit www.hallamunion.com

Adjusting to changes in assessment

Teaching and learning in the UK may be different from your previous experience. Your programme will include various forms of assessment, such as essays, formal examinations, written assignments (coursework) and group presentations. Teaching time and the support available from your tutors may be much less than you are used to. Independent study may play a major part of your course programme.

There are classes arranged especially for international students to give you the skills to help you adjust to studying in the UK.

There are also drop-in study practice sessions for one hour each day in the learning centres. You can bring your work and problems to an experienced tutor who will advise you.

'We have been exposed to different teaching methods, which are quite new. The University has been a great source of learning.'

**Sushant Aggarwal,
MSc International Marketing**

'Many classes (have) expanded my way of thinking.'

Postgraduate student from India



Collegiate Crescent Campus



At work in the Adsetts Learning Centre, City Campus



The Student and Academic Services reception desk

English language

If English is not your first language it is essential to develop your confidence to speak and understand English as quickly as possible. We recommend that you attend a pre-session course before you start your degree course at the University. You can choose a twelve, eight or four week option.

When you start your course at the University you may want to continue to improve your English. We recommend that you follow a course in addition to your other studies. The University English Scheme (UES) provides a range of part-time English language classes, including a 20 credit module in English for Academic Purposes. These classes are free of charge to all registered students. There is also a Language Advisory Service to assist you with your coursework. More information is available on the website at www.shu.ac.uk/tesol

Tandem learning

While studying at Sheffield Hallam you will have the opportunity to meet regularly with a learning partner who may be an English student, to exchange language skills and cultural understanding.

'The University supports international students in many ways and offers a variety of programmes such as English courses, drop-in support and tandem learning, which are helpful and interesting.'

**Yong-Kyung Kim,
International Hospitality Business
Management with Conference and
Events**

British life and culture

Students can take this module for interest, or for credit (10 European credits – level 4+). In this weekly class you will learn about aspects of British culture such as media, popular music, history, food and British institutions. You will also have opportunities to discuss your experiences and observations of British culture with other international students.

Student and Academic Services

Student and Academic Services offers a wide range of services, including

- counselling
- guidance and support in careers
- multi-faith chaplaincy
- services for students with disabilities

For more information
telephone +44 (0)114 225 3813
or e-mail guidance@shu.ac.uk

Student and Academic Services
website

www.shu.ac.uk/services/sas

Students with disabilities
www.shu.ac.uk/services/sas/disability

If you need help with a disability please e-mail disability-support@shu.ac.uk as soon as possible. Please note that if, as an international student, you need disability support you must pay the full cost of this provision.



Student and Academic Services provide a professional counselling service for students

'The support services have helped me and I feel it's always good to know that someone is there to lend a helping hand.'

International postgraduate student

Sport and recreation

The University has its own sports centre, Sport Hallam. With a Sport Hallam membership you have access to all the University's excellent sports facilities – from gyms, squash and tennis courts, to fitness suites and sunbeds, plus a wide range of fitness classes. You can attend any of these classes, from aerobics to yoga. Full (Gold) membership costs approximately £130 a year, but you can take part in any Sport Hallam club or recreational sport (Bronze

membership) for as little as £42 a year.
www.shu.ac.uk/sheffield/sport

The city of Sheffield also has many excellent sports facilities and is home to the English Institute of Sport.

Tuition fees

You will be informed about the cost of your course and methods of payment before you begin your studies. You will have to pay 50 per cent of your tuition fees before or at enrolment. Please note this does not apply to EU students.

International students studying on all full-time postgraduate taught courses at Sheffield Hallam University are required to pay a deposit of £1,000. This deposit is required once you have met all academic conditions, in order to secure your place on the course.

Public holidays

During teaching weeks, parts of the University are open 24 hours. At other times it is open for a part of each day.

The University generally closes at Easter and for at least one week at Christmas and New Year (24 December - 1 January). You will be given dates when you arrive in the UK.

The University is also closed during several Bank Holidays, normally the first and last Mondays in May and the last Monday in August.

Dependants, 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, as long as you can show you can maintain and accommodate

them. The Home Office will advise you on this. See www.ind.homeoffice.gov.uk

We strongly recommend that you find suitable accommodation before children arrive. Collegiate Campus has a day nursery for children under four years. You must pay for this service and book a place well in advance. Contact the Childcare Services Manager for more information. Telephone +44 (0)114 225 2513/2263 E-mail childcare@shu.ac.uk.

For information about other nurseries, playgroups, holiday play schemes, child-minders and nannies in the city, contact the Sheffield Children's Information Service. Telephone +44 (0)114 275 6699 E-mail cis@cmb.org.uk for

If you plan to remain in the UK for more than a short visit your children can attend school. UK state education is free and compulsory between the ages of 5 and 16. If your child's first language is not English s/he will receive some language support at school. To find out about school provision visit www.sheffield.gov.uk/education

The British Council produces a very useful book called *Studying and Living in Britain* which is a guide for overseas students and visitors, available from Northcote House Publishers Ltd Plymbridge House Estover Road Plymouth PL6 7BZ Telephone +44 (0)1752 735251 www.britishcouncil.org

UKCOSA (The Council for International Education) is an organisation which promotes international students' interests. www.ukcosa.org.uk

Useful websites

Courses at Sheffield Hallam University in detail

www.shu.ac.uk/study

International students – an introduction and guide

www.shu.ac.uk/international

Maps and campus guide (with printable maps)

www.shu.ac.uk/visit

Open days and events – latest dates and info

www.shu.ac.uk/open

Accommodation Services

www.shu.ac.uk/accommodation

UK Student life

www.ukstudentlife.com

British Council Budget Planner

www.educationuk.org/budgetplanner

British Council Personal Safety Guide for International Students

www.educationuk.org/downloads/safety_1st.pdf

Search engines

www.google.com
www.yahoo.co.uk

Street maps

www.multimap.com

International travel

www.endsleigh.co.uk
www.about.co.uk
www.lonelyplanet.com
www.roughguides.com

International student ID card

www.isiccard.com

Contact addresses

TESOL Centre
Sheffield Hallam University
Owen Building
Howard Street
Sheffield S1 1WB UK

Childcare Services Manager

23 Broomgrove Road
Sheffield S10 2LW

Sheffield Education Authority

Dewent House
150 Arundel Gate
Sheffield S1 2JY

Telephone +44 (0)114 272 6444
Fax +44 (0)114 273 5609
E-mail eduinformation@sheffield.gov.uk

Final checklist of what to bring

- ☐ Passport and visa
- ☐ Letter of acceptance from the University
- ☐ Documentary evidence of your finances
- ☐ Insurance
- ☐ Enough money in sterling and travellers cheques for your first few weeks
- ☐ Any medication and details of medical conditions
- ☐ This guide and other information that you have been given by Sheffield Hallam University



This information can be made available in other formats. Please contact us for details.