



The University Of Sheffield.

The Sheffield International College.

Welcome to Sheffield International College

Student Services Team

Tel: +44 114 222 7140 | Email: sic_admin@kaplan.com

Pre-Arrival Guide – January 2010

➤ Travelling to the College

Airport transfer

The College offers a free airport transfer service for students arriving at Manchester airport on the dates shown. You must reserve a place by completing the form in this folder and send it to the address shown **at least seven working days before you travel:**

Date	Airport	Time/s
Saturday 16 January	Manchester	11.00, 15.00 and 20.00
Sunday 17 January	Manchester	11.00, 15.00 and 20.00

Taxi transfer

If you cannot arrive on one of the dates shown above, we can arrange a taxi to collect you from Manchester airport for a cost of £60. **You must give seven working days notice.**

If you need to cancel, email sic_admin@kaplan.com with at least three days notice, or you will be charged the full price.

Travelling to Sheffield independently

If you plan to travel to Sheffield independently, email your arrival date and time to sic_admin@kaplan.com. You can travel by train or coach. The coach is usually more direct and less expensive. When you arrive in Sheffield, take a taxi to your accommodation (approximately £5)

To Sheffield from...	By coach	By train
Manchester	Leaves from airport railway station Journey takes approx 2.5 hours Costs approx £10	Leaves from airport station Journey takes approx 1 hour Costs approx £16 - 20
London Heathrow	Leaves from outside Terminal 4 Journey takes approx 5 hours Costs approx £35	Leaves from city centre (St Pancras station) Journey takes approx 1.5 hours Costs approx £60-85
Birmingham	Leaves from outside terminal Journey takes approx 2.5-3.5 hours Costs approx £18	Leaves from city centre (New Street station) Journey takes approx 1.5 hours Costs approx £25-£35

This information is a guide only – journey times and costs were correct at time of printing but may change.

➤ Registration and Induction Programme,

The Induction and Registration Programme is an excellent way to get to know your classmates, find your way around the campus, and meet Sheffield International College staff. The programme is free of charge and **all students are expected to attend**. If you cannot attend, you must email sic_admin@kaplan.com

The Programme takes place at the College. It starts promptly at **09.15 am on Tuesday 19 January 2010**

Date	Morning session	Afternoon session
Tuesday 19 January	Welcome and introduction Meet the Learning Support Tutors Registration process	Tour of campus and the city of Sheffield Evening social event
Wednesday 20 January	Briefing on police registration How to open a bank account University of Sheffield services	Free afternoon for personal administration: open your bank account, collecting your student ID card etc
Thursday 21 January	Briefing on academic programme timetable and programme information Evening social event	
Friday 22 January	Day trip: venue to be confirmed	

* Induction programme subject to change



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➤ Accommodation options

It is essential to arrange accommodation before you arrive in Sheffield. Use the table below to compare cost, facilities and location. Then apply using the attached form. We will try to place you in your first choice accommodation, but places in each hall are limited and will be allocated on a first come, first served basis. Therefore we recommend that you book as early as possible to avoid disappointment. You should apply for your accommodation as early as possible. If you do not give enough notice, we cannot guarantee that accommodation will be ready for your arrival.

Do not forget, once you have signed a contract, you are committed to paying for the accommodation for the whole duration of the agreement.

	Location	Room features	Hall features	Cost (per week)*
Opal Three (opened September 2009)	<ul style="list-style-type: none"> • 10 minute walk to college and university campus • 15 minute walk to local restaurants and bars • 20 minute walk to city centre 	<ul style="list-style-type: none"> • Ensuite* rooms with shared kitchen • 4,5 and 6 bedrooms per flat • All rooms have ¾ beds 	<ul style="list-style-type: none"> • 24 hour security • Common room with widescreen satellite TV • Self service laundry facilities • Internet access • Free secure bicycle racks • Use of a Leisure Centre with Gym and swimming pool at nearby Opal 2. 	<ul style="list-style-type: none"> • £95 - £102 per week • Electricity and water cost included • £150 for internet for the whole year (optional) • Gym costs £30 per month for membership (optional)

* ensuite rooms have a private bathroom with a washbasin, shower and toilet.

All bedrooms have a bed, wardrobe, chair and desk.

* Approximate cost – may be subject to change

We strongly recommend that you apply for a place in one of these halls for your first year in Sheffield, so that you can become familiar with the city. Some students prefer the idea of private housing. However, please bare the following in mind when making this decision.

- The College cannot help to find private housing, and therefore it will need to be organised by you before your arrival in Sheffield.
- Although the rent per week may seem cheaper, you will have to pay for bills as well. You can expect to pay approximately £60 per month for gas and electricity, £15 per month for water, plus extra for internet and insurance.
- The above hall of residence offer extra facilities not available to those living in private sector accommodation, helping to make your stay in Sheffield easier and happier.
- The private sector properties that are close to the College campus are more expensive than those further out, because of the high demand. Therefore it is likely that the private housing available will be further away from the College than the halls of residence.

If you do decide to take private rented accommodation instead, **please inform Student Services of your accommodation plans before you arrive.**