

WELCOME TO SHEFFIELD INTERNATIONAL COLLEGE!

We hope you will enjoy your time studying here. Please make sure that you read all of the information in this booklet as it will tell you important information about what you need to do in your first days here.

DO YOU NEED HELP?

There will always be staff to help you when you are at Sheffield International College (SIC). Come and see us at the Student Services Reception desk if you have questions, need advice or some company during your first days at SIC.

You can contact us by email, telephone or in person. Here are our details:

Telephone: 0114 222 7144 or 0114 222 7153

Email: charlotte_cook@kaplan.com or sic_admin@kaplan.com

In person: We are in the office Monday-Friday, 9am—5pm



SOCIAL ACTIVITIES

SIC organises some activities to help you to meet other students and learn more about Sheffield, and to practice your English! These are advertised at the Student Services reception desk; please visit us to see what is happening. You can also check the SIC notice board in the reception of the English Language Teaching Centre.



MESSAGES AND THE INTERNET

Wireless internet access is available in the cafe and IT computer area. Please read the signs carefully in the IT resources area to find out how to use these computers. You will need to know your University login details in order to log into the computers. You will get these after you register.



What else can SIC help me with?

Come and see us if you have questions or problems with:

- Your accommodation (your flat or apartment)
- Your visa
- Police Registration
- Attendance
- Health

We hope you enjoy your time at Sheffield International College, good luck!



SIC Student Services Team



Register with the police

You only need to register with the police if it says so on your visa. You must do this as soon as possible after registering at SIC. You need to go to the Foreign Nationals Office on Snig Hill, Sheffield, S3 8LY

The Police will ask you to fill in a form with your personal details. You need to take the following documents with you to the police station:

- Passport
- 1 Passport sized photograph
- Payment of £34.00 (cash only)
- Your CAS Letter from SIC
- Proof of your address

Foreign
Nationals Office



Attendance

You will be studying PSE so you can start a Foundation Certificate or Graduate Diploma course with us. The classes will help you to improve your English and prepare for your course at SIC. It is important that you attend all classes as missing lessons will make it harder for you to complete your studies and improve your English.

At SIC we check attendance every week. If you miss more than 2 classes in a week you will be asked to come and see us.

What if I am ill?

If you are really ill you need to tell your tutor and SIC that you will not be in class. Email Charlotte_Cook@kaplan.com to tell SIC. You also need make sure that you go to see a doctor if you are too ill to go to class. Students should not be missing class because they are just a little bit ill.

Other Absence

Absence for any reason other than illness is not ok. IELTS tests, visits to family and friends and appointments (bank, finance, SIC) should be made outside of class time.

If you miss more than two weeks of your studies you will be acting against the rules of your visa and you will be withdrawn from the college. SIC will then tell the Home Office and you will have to apply for a new visa if you want to return later.

You will also have to apply for a new course at a university or college.

Withdrawing from SIC

If you decide to leave SIC you must come to speak to us in SIC. You can make an appointment by emailing SIC_admin@kaplan.com



If you do not speak to SIC to withdraw officially we will inform the Home Office and the University of Sheffield that you are a missing student. You may find it hard to get a new student visa in the future.

USEPT Tests

USEPT is similar to an IELTS score. USEPT is the University of Sheffield English Proficiency Test. It tests your ability in English in four skills: reading, writing, listening and speaking.

You will be asked to take a USEPT test at the end of your studies to see how your English has improved. If you achieve a high enough score for your next course earlier, you must still complete your PSE studies. The USEPT score is a minimum requirement for your progression but you should aim to do as well as you can throughout the whole course.



If you wish to study a 2 term course your USEPT score must be 5.5 with no component lower than 4.5. If you wish to study a 3 term course your USEPT score must be 5 with no component lower than 4. For example:

Scenario 1:
Ahmed gets:

- Overall average – 55% with
- Reading – 45%
- Writing – 50%
- Listening – 56%
- Speaking – 70%



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Scenario 2:
Han gets:

- Overall average – 56% with
- Reading – 56%
- Writing – 54%
- Listening – 43%
- Speaking – 61%

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Scenario 1:




Ahmed will be able to study on a two-term programme at SIC in January 2010

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Scenario 2



Although his overall average is 56%, he will not be able to do a two-term course because of his listening score which is 43% (below 45%). He will be advised by SIC and the ELTC to study more English, working particularly hard on his listening.

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Register with the Health Service

If you are studying in the UK you must register with the University Health Service. If you are ill you can see a doctor for free and should be able to book an appointment for the same day so you don't miss classes. Register by going to the website below - you will need to enter in details about your health history. One week after you complete the online questionnaire, you can go into the Health Centre to finish your registration with a short in person appointment. Please check the website to find out when they have appointments for new registrations.

<http://www.shef.ac.uk/health/newregistrations.html>

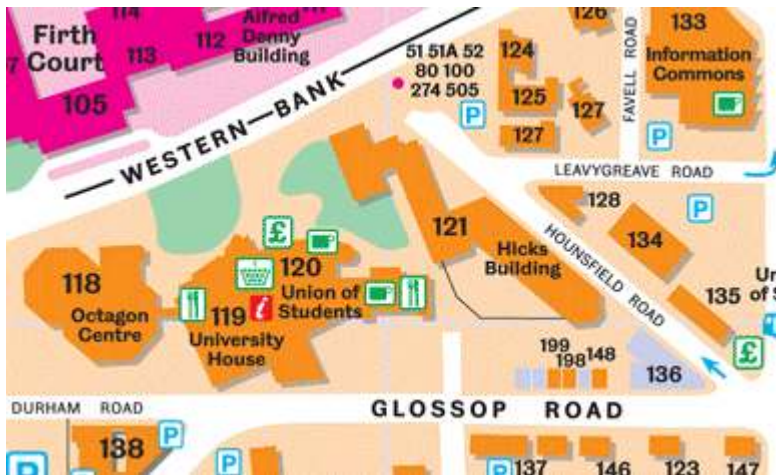


University
Health
Service

SIC

B Get your U-Card

Your U-Card is your student ID card. It gives you access to University buildings and also the library and computers. You need to go to CICS at the university, this is building 128 on the Campus map. Once you get your University email address, you must check this email account every day. SIC may need to email you with important information .



4 Open a bank account

If you do not already have a bank account in the UK you may want to open one. SIC can write a letter confirming you are a student, please ask us for a Bank Letter Request Form. All the banks can be found in the main shopping area of the city. You will need to take your letter from SIC and proof of identification (for example your passport).

WHAT DO I NEED TO DO NOW?

Once you have registered with Student Services at SIC you must do a number of things before you begin your studies at the ELTC.

1 Pay your fees.

If you have not paid your fees on the day of registration, you need to email Barbara_Booler@Kaplan.com to arrange an appointment. You can also arrange an appointment by visiting the Student Services desk. Fees must be paid within 2 weeks of registration. You can pay by cheque, card or bankers draft.

2 Go to the English Language Teaching Centre (ELTC) to enrol for classes.

While you are studying English, your classes will take place at the ELTC. It is located in the Opal 3 accommodation building, near to the Shalesmoor tram stop. You can walk there although the best way to get there, especially when it is dark outside is by taking the tram to the Shalesmoor tram stop.

