



The
University
Of
Sheffield.

A photograph of four diverse students posing on stone steps outdoors. A woman in a green hoodie and white skirt stands on the left. A woman in a grey hoodie and white top stands in the middle. A man in a black t-shirt and jeans stands on the right. A man in a black sweater and light jeans sits on the steps in the foreground. The background shows a brick wall and green foliage.

Information For New International Students 2011–12.

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Contents

EUROPEAN NATIONALS/RESIDENTS NEED TO READ THE WHOLE OF ALL SECTIONS MARKED **E**

NON-EUROPEAN NATIONALS/RESIDENTS NEED TO READ THE WHOLE OF ALL SECTIONS MARKED **O**

SECTIONS MARKED **O** **E** SHOULD BE READ BY ALL NATIONALS

Section 1 – Preparation you can be doing now	2	III HEALTH	13
A. Practical life skills preparation	2	A. University Health Service	13
B. Academic Preparation	2	B. Immunisations before you come	13
C. Language Preparation	3	C. Health insurance	14
D. Cultural Preparation	3	IV ENGLISH LANGUAGE PREPARATION	14
E. Immigration Preparation	3	V STUDENTS WITH DISABILITIES	15
Section 2 – Before you leave home	4	A. Provision	15
I IMMIGRATION	4	B. Further Information	15
A. Introduction	4	Section 3 – From home to arrival in Sheffield	16
B. Applying for your student visa	6	A. September Arrivals	16
C. Obtaining prior entry clearance/leave to enter abroad	9	B. Students arriving in October	17
D. Employment	9	C. Who arrives at these times	17
E. Students already in the UK	10	D. Whom to inform	17
F. Spouse and children	10	E. Accommodation & Commercial Services	17
G. Problems entering the UK	10	F. Orientation	18
H. EEA countries	11	Section 4 – Extra Information	18
I. Police registration	11	A. Dates of future academic sessions	18
II MONEY	11	B. Contact Details	19
A. Budgeting and cost of living	11	Appendix	20
B. University Financial requirements	12	Terms and Conditions of Offers (Undergraduate)	20
C. Tuition fees	13	Personal Action Checklist	Back Cover

1 Preparation you can be doing now

Whichever university you go to, there are certain skills you will need to live independently and to be successful in your studies.

Studying in a new country is a challenge; being well-prepared and able to look after yourself will reduce pressure on you and make studying easier.

There will be no parents, household help or anyone else to take care of domestic matters for you.

The English you know from home or learn at school is almost certainly not exactly the same English you will hear on arrival in the UK, in the seminar room, your accommodation or in shops. Expose yourself to as much British English as you can now in preparation

We recommend that you start making these preparations as soon as you can.

A. PRACTICAL LIFE SKILLS PREPARATION

1. Cooking

You will soon miss home cooking. Make sure that you can cook at least 2 or 3 dishes that you really enjoy. Get in that kitchen now and have someone teach you. Not only will you feel less homesick if you can eat well but your health will be better and you can impress your new flat-mates with your skill! Food that is ordinary to you may be exotic to them!

2. Washing

No-one will do your laundry for you. Start looking at those washing instructions in your clothes and learn what they mean. If you shrink all your favourite clothes or end up with weird

coloured garments, this could be very stressful – not to mention expensive.

3. Cleaning

You will have to take your turn in emptying the kitchen rubbish bin, cleaning work surfaces in your accommodation and wiping up spills. Right now you have time to learn in the privacy of your own home; later won't be so easy.

B. ACADEMIC PREPARATION

1. The Academic Skills Hub (TASH), University of Sheffield

This site is full of practical advice and guidance about studying at the University of Sheffield – which applies to other universities as well, so don't put off looking until you have made your final decision.

www.tash.group.shef.ac.uk/

2. Prepare for Success

Prepare for Success is an interactive web learning tool for international students who are getting ready to come to the UK for study in further or higher education. It contains learning resources which are activity-based to help you find out about different aspects of academic life in the UK and the skills needed for effective study. As well as preparing you for what to expect during your studies, the activities provide scope for English language improvement.

We highly recommend this free, interactive tool. It was funded through the Prime Minister's Initiative on the International Student Experience.

www.prepareforsuccess.org.uk/

C. LANGUAGE PREPARATION

Here are some good resources for a range of accents and dialects and more colloquial English than you might be used to.

1. BBC World Service in English – Radio, TV programmes and Podcasts
www.bbc.co.uk/worldservice
2. BBC World Service – Learning English
www.bbc.co.uk/worldservice/learningenglish
3. BBC and ITV entertainment TV channels – with sub-titles, if possible, to help with colloquial speech
4. Newspapers and magazines from UK – try the British Council or libraries

D. CULTURAL PREPARATION

1. Talk to people who have been in the UK recently about differences in culture that they noticed.

Read:

- a. "Watching the English" by Kate Fox
- b. "Sorry – I'm British" by Ben Crystal & Adam Russ - a funny but really good guide to many aspects of life in the UK
- c. Xenophobe's Guide to the English by Antony Miall and David Milsted

E. IMMIGRATION PREPARATION

Read this booklet and our web pages and keep checking them. The United Kingdom Border Agency keep changing the rules.

Wherever you study in UK, here are tips to be prepared for immigration challenges:

1. **The academic certificates** listed in your official offer letter must be translated by an official translator. The translation **MUST** include all the requirements noted on page 8 (point vi).
2. Government or university translations might not meet the UKBA rules – even if they do meet the university's requirements.
3. The money for your studies should all be in your name for at least 28 days before you apply for your visa – every penny of it for every one of those 28 days.

If the money is still in your parents' name, it must be in their account[s] – every penny for every one of 28 days. Your birth certificate or registration must be translated (like academic certificates) if you are using money in your parents' name[s]

The bank documents for you/your parents must not be more than one month old.

2 Before you leave home

I. Immigration

THIS INFORMATION IS ACCURATE AS OF MARCH 2011

The UK Government has introduced a new Points Based System (PBS) of immigration for students. Under PBS you need to score 40 points: 30 points will be awarded for Confirmation of Acceptance for Study and 10 points for maintenance and funds.

Students on courses of more than 12 months must have sufficient funds to pay the first year tuition fee plus £5,400 (institutions outside London) to cover the first year in the UK.

We expect further changes to rules and procedures before you apply for your visa.

CHECK REGULARLY FOR UPDATES

Please check on the University of Sheffield web-sites before applying for entry clearance and www.ukba.homeoffice.gov.uk/studyingintheuk/

Please read this section very carefully

ⓐ A. INTRODUCTION

1. Britain has, like most countries, strict immigration regulations. If you have formally accepted a place at this University and have the funds (or proof of funds) to support yourself in this country, you should be able to obtain entry clearance without much difficulty.
2. You cannot start a course at a University until you have a visa that names that University, or you have applied to extend your visa for University of Sheffield.

- ⓔ 3. **European Union/EEA nationals** can enter the UK without entry clearance, but may still have to show evidence of funding. (see UK Border Agency webpages: www.ukba.homeoffice.gov.uk/eucitizens/)

EEA nationals should now turn to Section D on page 9.

- ⓐ 4. **All non-EEA/EU nationals need a visa/ entry clearance to study in the UK for courses longer than 6 months.**

YOU MUST NOT enter the UK as visitor or researcher. You must ONLY ENTER on a visa for a student, student visitor or prospective student. If you enter as visitor, student visitor, researcher, employee or dependant you cannot change to student status within Britain. You must return to your home country for fresh entry clearance as a student.

ⓐ 5. **Entry clearance/visas**

If your course is less than 6 months – see 6 below.

- a. You must have a visa (for nationals of the countries on the UK Border Agency webpages: www.ukvisas.gov.uk/en/doingneedvisa/visadatvnationals) or the EU Uniform Format Residence Permit (which does NOT entitle the bearer to permanent residence). You must have these before entry into the UK.
- b. Without entry clearance as a student or student visitor you will not be allowed entry into the UK. In recent years a

student from USA was turned back by UK immigration because he did not have a student visa.

- c. You cannot use your visa/permit more than 1 month before your course starts. Check validity before booking travel tickets.

6. Visa National student applicants – list of visa nationals:

www.ukvisas.gov.uk/en/doineedvisa/visadatvnationals

You must have a visa, even if you will be coming for 6 months or less.

7. Six months or less in the UK

- a. Visa nationals (see 6 above) must have a visa, even if coming to the UK for 6 months or less. You must apply for a student visa/entry clearance before you leave home.

b. Student Visitor

- i. If you are not a visa national and you are coming to the UK for a maximum of 6 months, you can apply for a category of visa called 'student visitor'. We advise that you apply for this before you leave home. It can be issued by immigration officials at the airport/port of entry, but if you already have the visa, there will be no hold up on entry.
- ii. If you are a visa national, you must apply for a student visitor visa before travelling to the UK.
- iii. The student visitor visa is suitable for some short-stay students but there are restrictions (see c. below).

c. If you do not have a student visa, you cannot:

- work part-time
- apply to extend your stay in the UK

8. Your leave entitlement

- a. Please see Information Sheet Number 7

'Aid to Full Entitlement' at www.sheffield.ac.uk/ssid/international/immigration/aid.html; take a copy with you when applying for entry clearance.

- b. Extending your visa in the UK will cost £386 plus £193 from April 2011 for each dependant with you in the UK. Make sure you submit all the required documents, including confirmation of the duration of your course (CAS Statement Email) with your visa application to save money later.
- c. Students on courses of 12 months or more should be given leave until the date four months after the end of the programme of studies as stated on the CAS statement email.
- d. If you do not have an unconditional offer for your degree course, your leave entitlement will only be for the length of any preparatory course (English or Foundation).
- e. You cannot spend more than 3 years in the UK studying below degree level in your lifetime.
- f. If you do not get your full leave entitlement, ask to speak to the entry clearance manager at the visa office.

Definition of terms used:

- a. **Entry Clearance, Visa, Residence Permit or Leave to Enter** – type of visa issued by an entry clearance officer in an embassy, consul or high commission outside the UK. This is permission to enter and stay in the UK.

Continued on page 6

Definition of terms used –*continued from page 5*

- b. **Stamps** – The immigration officer at the port of entry will put a date stamp in the passport to show you entered the country.
- c. **CAS.** This is the number issued by the University to say that you meet our requirements. You must check this information carefully and make sure that:
 - i. everything is correct
 - ii. your name is exactly the same as on your passport
 - iii. your qualifications are exactly as listed

If there are any errors, you might not get a visa.

- d. **Universities must inform immigration authorities** of students (with visas for that institution) who do not register.

IF YOU GO ELSEWHERE LET US KNOW SO THAT WE CAN INFORM THE IMMIGRATION AUTHORITIES THAT YOU ARE NOT ACTING ILLEGALLY

- e. We must inform immigration authorities if you do not attend lectures/seminars etc regularly. Students who take time off from their studies (leave of absence) are expected to return to their home country. This will also be reported. You will need a new visa to re-enter the UK.
- f. The University of Sheffield is working hard to ensure that new Government requirements are fair to students but must comply with them, as all other universities/colleges will be compelled to do.

More information can be found on the UK Border Agency Visa Services website at: www.ukvisas.gov.uk/en/ and www.sheffield.ac.uk/ssid/international/immigration

Unless you have a visa naming the University of Sheffield, you cannot register to study here.

B. APPLYING FOR YOUR STUDENT VISA

1.
 - a. We will email you to ask you to confirm your personal information.
 - b. When you have confirmed your details, we will apply to the UK Border Agency for a CAS for you.

This will confirm that we are willing to support your application for a student visa application.

9. Prospective students

Please see webpages: www.sheffield.ac.uk/newstudents/international/immigration/introduction.html

10. Reporting students who fail to register/attend

The UK Government requires colleges and universities to report students who do not register and attend.

- a. Your visa/permit **names the institution for which you have a CAS** to use in your visa application. You can only study at the named institution.
- b. You will not be permitted to register at the University of Sheffield without a student visa naming this institution, or evidence that you have applied to extend your visa for the University of Sheffield.
- c. **To change to another institution,** you must make a new visa application from within the UK. Make sure that the CAS number you use is from the institution you wish to attend.

- c. You will be sent a CAS notification email that will direct you to an on-line CAS application system so that you can confirm the information we have given to the UK Border Authority in support of your visa application. You can use this information when you make your visa application.
- d. This will also include information about your previous qualifications. You will need the original copies of these documents for your visa application.
- * **It is crucial that we are able to contact you by email during this process.** Please check your email inbox regularly and make sure that your junk filter is not blocking emails from the University. If you have any questions or would like more information about how we will apply for a CAS for you, please visit our CAS application webpages: www.sheffield.ac.uk/cas-application/index.html
www.sheffield.ac.uk/cas-application/faqs.html

Conditional offer-holders.
Please see 8d on page 5.

0 ACADEMIC TECHNOLOGY APPROVAL SCHEME (ATAS)

Non-EU/EEA students coming to the UK for some Taught Masters programmes and some research areas will require ATAS clearance BEFORE applying for a student visa.

The areas affected will generally be science and engineering and will be identified by JACs codes. If ATAS applies to you, the information you require (JACs code and description of programme) will be included in your offer letter. Your student visa application will be refused if you do not have ATAS clearance.

ATAS applications will take at least twenty working days, usually much more. Students apply online.

Apply for ATAS clearance as soon as possible if you need it.

For more information see details on Foreign and Commonwealth Office webpages at www.fco.gov.uk

2. You have sufficient funding for tuition fees, personal maintenance and the maintenance of any dependants who come with you or who will join you later.

- a. The UK Government issues figures needed to qualify for a visa.
- i. for courses of 9 months or less:
 - £600 per month
 - full tuition fee
 - ii. **for courses of more than 9 months:**
 - £5400 to cover living costs
 - first year's tuition fee
 - iii. **If you are bringing dependants** – as (a) above plus £400 per month for each dependant (e.g. spouse, child) up to a maximum of 9 months
 - iv. If you do not have these funds or proof of an internationally recognised sponsor you will not get a visa.
- b. You must show:
- i. **Bank, building society or letter** from a financial institution.
 - ii. that you have had these funds for **at least 28 days**. The end of this 28 day period cannot be more than one month before the date of your visa application.
 - iii. **Official financial sponsors**
If you have full or part financial sponsorship from one of the following:
 - Your home government
 - The British government
 - The British Council
 - An international organisation, international company or university

You must provide a letter from the sponsor showing:

- Your name
- The name and contact details of the financial sponsor
- The date of the letter
- The length of time that you and any dependants will be financially sponsored
- The amount of money that you and any dependants have received from the sponsor OR a sentence that outlines that the financial sponsor will cover all tuition fees for you and living costs for you and any dependants.

All letters must be on your sponsor's official stationery or letter-headed paper and have the sponsor's official stamp on it.

If you are only part financially sponsored, you will need to show that you have the remaining funds yourself (see below).

Parents are not accepted as official "sponsors". Parents can still provide your necessary funds. You will be considered as "Self Funded" or "Part Funded".

iv. **Using funds from your parents**

If your parents will support you financially whilst you are a student, you can use bank statements in your parents' name as evidence of funding. You must submit all of the following with your student visa application:

- A bank statement in your parents' name;
- Your birth certificate showing the names of your parent(s) OR a certificate of adoption showing your name and your parent(s) name OR a court document stating your name and the name of your legal guardian (s)
- A letter from your parent (s) or legal guardian confirming their relationship to you and that your parent(s) or legal guardian give their consent to you using these funds for the purpose of studying in the UK

v. Original certificates or other proof of qualifications you have. These will be listed on your CAS information.

vi. **Translations**

All your supporting documents including bank documents, qualification transcripts and certificates must be translated into English by an official translator or translation organisation. The translation must include:

- The translator's qualifications
- Confirmation from the translator that it is an accurate translation of the original document
- The date of the translation
- The translator's name and signature
- The translator's contact details

vii. Paying a deposit or fees in advance can help with your application see information at: www.sheffield.ac.uk/newstudents/international/fees.html

If you have paid some or all of your tuition or University accommodation fees in advance of your visa application your CAS record will be updated and the Entry Clearance Officer will know how much you have paid towards your tuition and/or University accommodation fees. From July 2011, nationals from certain countries will not need to routinely present their financial documents and qualifications as part of their visa application. However, these documents can be requested by immigration officials. For more information visit www.sheffield.ac.uk/international/welcome/visasandimmigration. From July 2011 we understand that all visa applicants must sign a declaration confirming that funds are available and will continue to be available when in the UK.

viii. **Current passport**

ix. **Application Form**

- a. a completed application form for entry clearance VAF9 and PBS Appendix 8 General Student self-assessment form) (www.ukvisas.gov.uk/en/)

- b. two passport-sized photographs
 - c. the entry clearance fee in local currency
3. **Tuberculosis Screening**
- a. If you live outside Europe, North America, Australia or New Zealand, you cannot get a visa unless you are screened for Tuberculosis (TB).
 - b. You must have a copy of a chest x-ray report (not the x-ray itself) in English – taken within 6 months prior to arrival in the UK.
 - c. Bring this report in your hand luggage and to your Health Service interview.

Under no circumstances must any inaccurate or forged document be shown. If someone advises you to do this, please do not take their advice: take ours!

C. OBTAINING PRIOR ENTRY CLEARANCE/LEAVE TO ENTER ABROAD

1. Contact the Entry Clearance Officer at the British Embassy, Consul or High Commission at least one month, but not more than three months, before your course start date to apply for entry clearance. (If you need ATAS, see page 7 – you must apply as early as possible).
2. There is a charge for processing applications. Application forms and information are free in all British Embassies, Consuls and High Commissions.
3. In some countries on-line applications are possible.
4. Interviews are usually required where on-line applications are not possible.
 - a. There may be a long waiting list for interview appointments.
 - b. Book the appointment even before examination results are known.
 - c. Take all original documents and any certified translations to the interview.
5. Graduate students must get a visa as soon as possible if they wish to obtain University-owned accommodation.

See: www.sheffield.ac.uk/accommodation/

Immigration regulations and procedures are subject to change. All information in this section should be checked with the British Embassy/ High Commission near the time of departure. Up to date information can also be found on the UK visas website: www.ukvisas.gov.uk

D. EMPLOYMENT

1. Part-time work

- a. International students on a foundation course or a degree course are allowed to seek part-time work for up to 20 hours per week during the academic year and full time in vacations.
- b. The University recommends that no student work more than 15 hours per week.
- c. If you are on a course that is below degree level (with the exception of a foundation course) you will only be allowed to work 10 hours per week during term-time and full-time in vacations.

2. Full-time work

- a. You are not allowed to work full-time except in University vacations.
- b. Vacations can vary according to level of study.

3. DO NOT come to the UK depending on paid employment.

4. Non-EEA Students on courses of 6 months or less. See A7 on page 5.

At all times, the information given to Entry Clearance Officers/Immigration Officers must be complete, accurate and true. Records are kept of all communications and conversations. Any misunderstanding or discrepancy can lead to the original or subsequent visa applications being rejected.

① E. STUDENTS ALREADY IN THE UK

1. You cannot stay in the UK if there is more than one month between your last visa ending and your new course starting.
2. You cannot register or attend the University of Sheffield unless your visa is for the University of Sheffield, or you have already made an application to extend your visa for the University.

Postal applications are currently taking 2–3 months

- i. In person (face to face) applications will cost £702 from April plus £351 for each dependant applying at the same time in the UK.
 - ii. Appointments get booked up well in advance.
3. If you are currently in the UK and studying elsewhere but will be coming to Sheffield to study, you will need to read the information on the following website: www.sheffield.ac.uk/ssid/international/pbs

① F. SPOUSE AND CHILDREN

If you do not have a spouse/partner or children who are non-EEA nationals, go to G.

1. **Can I bring my spouse and children to Britain?**
 - a. If studying for less than 12 months, dependants CANNOT come to the UK. Different rules apply to government sponsored students. For more information visit www.sheffield.ac.uk/newstudents/international/immigration/spouse.html.
 - b. Your spouse, civil partner, unmarried or same sex partner can join you as your dependant if you have sufficient money (see N above) and if you will both be 18 or above when you arrive in the UK.

- c. Your children (under 18) can join you as a dependant if you have sufficient money (see B above). Both parents must be resident in the UK unless you are the sole surviving parent and/or have sole responsibility for the child's upbringing. Children must be under 18, unmarried and must not be a civil partner, leading an independent life and must not have formed an independent family unit.
- d. Accommodation must be booked before dependants' visas can be issued.
- e. Dependants will have the right to work in the UK.
- f. See www.sheffield.ac.uk/union/student-advice-centre/immigration/

G. PROBLEMS ENTERING UK



1. Refusal

- a. If you are refused entry clearance to the UK, DO NOT travel as entry to the UK is forbidden. There is no right of appeal if an application is refused. Applicants can request an administrative review where the Entry Clearance Manager will check if the required 40 points have been met or not. **BUT PLEASE MAKE CONTACT WITH US BEFORE REQUESTING A REVIEW.**
- b. Immigration advisers in Student Support and Guidance are legally permitted to act as your representatives in study-related immigration matters if you choose to nominate them. See 3 below for further information

2. Delay in interview appointments

- a. Book an appointment with the Embassy/High Commission as soon as you know you will be coming to Sheffield.
- b. You cannot apply for a Tier 4 Student Visa more than 3 months before your course start date.

3. Help

If you have any questions about applying for your student visa you can contact Student Support & Guidance

T: +44 (0)114 222 1269

F: +44 (0)114 222 1304

E: international.students@sheffield.ac.uk

Please do not email other University contacts about immigration questions.

This delays the process and causes confusion.

H. EEA COUNTRIES



Please see information on the UK

Border Agency webpages:

www.bia.homeoffice.gov.uk/eucitizens/

I. POLICE REGISTRATION

Some nationalities are required to register with the police on arrival in Sheffield.

Full details on our web pages.

E O II. Money

A. BUDGETING AND COST OF LIVING

1. You need this much money to live in Sheffield:

- £600 per month.
- Your tuition fees.
- £400 per month for each dependant (spouse or child).

2. You must provide us with evidence of your source of funding.

3. Major items of expenditure

Typical and detailed costs can be seen on web-pages www.sheffield.ac.uk/newstudents/international/budget.html. These are based on 2010 figures. Everyone has their own standard of living, but our web pages give a rough idea of how much is needed.

- You cannot make significant economies** or savings on these figures. Do not plan on managing on figures much lower than these.
- If at all possible, **bring about 10% more than estimated expenditure** in case of unexpected costs and increases in UK prices.

c. **Inflation or devaluation** of your currency against the pound may increase your costs in the UK. Fees will not be reduced as a result of this.

d. **Life is more expensive at the beginning of the course.** Many items (warm clothing, books, items for room etc.) are needed almost immediately on arrival.

4. Maintenance

- International students must guarantee to us that they have the figures given in 1 above.
- A detailed example of an international student budget can be seen on our web pages www.sheffield.ac.uk/newstudents/international/budget.html
- You can estimate your costs by using our online money planner www.sheffield.ac.uk/moneyplanner/
- See also www.studentcalculator.org.uk/international/

5. Important Rules

- a. **Do not rely on finding paid employment** while studying in Britain. Although most students are allowed to work part-time, it is not easy to find employment.
- b. **International students are not allowed “recourse to public funds”** (i.e. most welfare benefits).
- c. **Sponsors, scholarships and grants** will not be found after arrival in the UK.
- d. **If you cannot pay fees promptly**, you may have to leave the University.
(Remember, the University will report all students who are not attending.)

Further details are available on our web pages www.sheffield.ac.uk/welcome/money.html

B. UNIVERSITY FINANCIAL REQUIREMENTS

1. Students on some courses must pay a deposit when they accept their offer; we will tell you about this individually
2. The University of Sheffield requires you to confirm:
 - a. how your academic fees will be paid
 - b. that you have funds to cover living expenses for yourself and any dependants for the full duration of your course. You must confirm this to us (and non-EEA students must also confirm this for visa officers) before you come to the University. If you are sponsored by an external agency (e.g. an Embassy) you must also complete the **Financial Guarantee Form** in “Registration: The Essential Guide 2011-12”; return this form with your sponsor letter.
3. You can complete the **Financial Declaration** online.
4. If you intend to apply to an organisation for sponsorship or assistance in paying your fees, you must do so in good time before you come to the UK (or apply for a visa).

Do not make arrangements to come to the University nor apply for a visa until you are sure that you have funds of your own, or confirmed sponsorship, to pay your fees and living costs on time for the full duration of your course.
5. **Financial assistance**
 - a. The University welcomes international students, but we have only a limited number of University scholarships and bursaries available to students.
 - b. **We are unable to offer financial help** (including fee reductions) to any student except those who receive written confirmation of the award of a University scholarship or bursary prior to arrival in the UK.
 - c. **If you have been offered such a scholarship or bursary**, return the letter with your financial guarantee form (which will be in “Registration: The Essential Guide 2011-12”) or bring it with you to Registration.
 - d. **Further information** on these scholarships is available on the University’s website www.sheffield.ac.uk/international/money/scholarships
 - e. **EU students:** if you intend to apply to a bank for a UK government-supported Career Development Loan, you must have a decision on the application before you attend registration. If you have no decision when you attend registration, you must pay your fee as a self-funded student. A partial refund will be made if you obtain a loan later.

C. TUITION FEES

1. Home or Overseas?

Government funds are paid direct to universities to meet the actual costs for UK/EU students. These funds are not available for other international students. Their fees are charged at a different rate by all British universities.

Your fee status depends largely on:

- where you have lived in the three years immediately before the start of your course of study** (regardless of your nationality) AND
- your immigration status** – if you need a visa, you do not qualify for home fees.

The rules on fee status are complex for certain categories of students. For more details see www.sheffield.ac.uk/ssid/fees/status.html or www.ukcisa.org.uk

2. What should I do if I am not certain about my status?

- If you have any doubts about your status**, please contact the appropriate Admissions Section for advice before coming to Sheffield.
- A ruling from another university** may not be accepted by the University of Sheffield.

3. When must fees be paid?

- All fees must be paid during your studies.**
- Detailed information about this is in “Registration: The Essential Guide 2011–12” or on www.sheffield.ac.uk/newstudents/international/fees.html from June 2011.

4. What is my fee in 2011–2012?

- Fees in your CAS information can be found on our website: www.sheffield.ac.uk/ssid/fees
- All fees are quoted in pounds sterling.
- Students on courses of more than one year** – tuition fees increase every year and an annual increase of between 5% and 8% should be expected and budgeted for.
- FEES QUOTED ARE PAYABLE EACH YEAR.**
- If in any doubt** about the amount of the fee to be paid, contact studentfees@sheffield.ac.uk

E © III. Health

A. UNIVERSITY HEALTH SERVICE

The University Health Service is a specialist student practice. The University strongly recommends that you register with the University Health Service.

B. IMMUNISATIONS BEFORE YOU COME

- All Universities in the UK require immunisations. You are advised to have these even before you receive an unconditional offer.

2. **You must be immunised against:**
- Tuberculosis** BEFORE obtaining visa (non-EEA students) and BEFORE coming to UK (all students) (see page 9).
 - Tetanus & Polio** BEFORE coming to the UK.
 - (Students aged 24 and under) – **Meningitis C and MMR** (measles, mumps and rubella) BEFORE coming to the UK.
 - Students coming to study **Medicine, Dentistry, Nursing and Speech Science – Hepatitis B** immunisation in their home country, at least 3 months BEFORE coming to the UK. Antigen levels will be measured for Hepatitis B, MMR (measles, mumps (parotitis) & rubella) BEFORE you commence your course, by the Sheffield Occupational Health Unit.
 - If you have a health record** with details of your immunisations, bring this to your Health Service interview.

C. HEALTH INSURANCE

- Students coming for courses of six months or more** are eligible for treatment under the National Health Service. Medical insurance is not necessary therefore.
- If you will be here for less than six months**, you may not be entitled to free NHS treatment; arrange medical insurance before you arrive. See our web pages www.sheffield.ac.uk/health for more information or www.dh.gov.uk/en/healthcare/entitlementsandcharges/overseasvisitors/index.htm
- All Students**
 - Medical insurance is needed for **travel outside UK**.
 - Insurance for possessions** is strongly recommended for your journey and your first few days at Sheffield.

IV. English Language Preparation

Students who have an offer conditional on English language level may wish to take a preparatory course at the English Language Teaching Centre.

For information about the ELTC see: www.sheffield.ac.uk/eltc/ or contact:

T: +44 (0)114 222 1780

F: +44 (0)114 222 1788

E: elt@sheffield.ac.uk

If you do attend a course at ELTC, please remember to let the Admissions Section know your Sheffield address as soon as you arrive.

E **©** **V. Students with disabilities**

A. PROVISION

1. The University of Sheffield welcomes students with disabilities and is committed to effectively meeting any additional academic support requirements they may have. Further information on the types of support available to students with disabilities is provided in the University publication *Information for Disabled and Dyslexic Students*.
2. The Disability and Dyslexia Support Service (D&DSS) is responsible for coordinating and overseeing the support of students with disabilities and/or specific learning difficulties such as dyslexia and dyspraxia. When necessary, the service liaises with academic departments and other University support services (the University Counselling Service, for example) on behalf of individual students.
3. If you have a disability it is important that you make contact with both the D&DSS and your academic department well in advance of your arrival at the University in order to outline your support requirements, so that any necessary planning can be undertaken and it can be ensured that you are given appropriate advice regarding the support, equipment and facilities available to you here.
4.
 - a. The D&DSS has funding available to help to meet the cost of any academic support which international and EU students require as a result of their disabilities. These funds can be used to pay for many different kinds of support, including support workers (e.g. note-takers or proof-readers) and assistive software or equipment to enable a disabled student to effectively access his/her course.
 - b. Neither the D&DSS nor the University in general is able to cover any costs relating to personal care or recreational support which a disabled student requires as a result of his/her impairment. Personal care support includes assistance with shopping, cooking, cleaning, washing and toileting. Recreational support centres upon offering assistance to enable an individual to participate in non-academic recreational activities such as visiting friends, attending Student Union society events or going to the cinema. A student with disabilities is likely to require assistance in order to undertake these kinds of tasks or activities during his/her time at the University needs to ensure in advance that he/she has sufficient personal funding to cover the cost of such support.
5. If you have any queries regarding University accommodation, please contact Accommodation & Commercial Services directly.

B. FURTHER INFORMATION

1. An electronic version of the handbook *Information for Disabled and Dyslexic Students* can be accessed on the D&DSS website: www.sheffield.ac.uk/disability
2. If you have any further questions about academic disability support at the University please contact the D&DSS.

Telephone: +44 (0)114 222 1303

Fax: +44 (0)114 222 1373

E-mail: Disability.Info@sheffield.ac.uk

E O 3. From home to arrival in Sheffield

A. SEPTEMBER ARRIVALS

If your programme of study starts after the main arrival period (October 2011–August 2012), please go to Section B.

New students must be in Sheffield by Sunday 18 September 2011 at the latest.

Before you book flights, read this:

1. London airports are several hours journey away.
 - a. The journey to Sheffield can cost up to £100.
 - b. You will have to carry your luggage up and down stairs by yourself.
 - c. We recommend that you catch a connecting flight to Manchester.
2. **Meet and Greet Scheme for international students – Manchester Airport**
Sunday 11 September –
Sunday 18 September 2011.
 - a. Meet and Greet is a bookable scheme from Manchester Airport to welcome and accompany new international students when they arrive. It runs from Sunday 11 September – Sunday 18 September 2011 (inclusive) only for flights scheduled to arrive no later than 6pm. (Further details will be sent later in the summer “Welcome to the University of Sheffield–International 2011–12” guide) and when booking flights, aim to arrive on the dates above before 6 pm if at all possible.
 - b. See information about this at www.sheffield.ac.uk/meet/ from May 2011 onward. Complete the application by using the University’s on-line shop at: <https://onlineshop.shef.ac.uk/>. More details in “Welcome to the University of Sheffield: International 2011–12

- c. The cost is £20 for advance bookings and £25 for any others.
- d. Unfortunately, we are not able to operate this service at other times. However, travel from Manchester is very straightforward.

3. Independent travel from airports to Sheffield

Details about travel to Sheffield at other times and from other airports will be sent in “Welcome to the University of Sheffield: International 2011–12”.

Details are available at:

www.sheffield.ac.uk/welcome/home/fromairport.html

4. Residential Orientation Programme for new international students

- a. This programme will run from Sunday 11 September (arrivals day) or Monday 12 September – Saturday 17 September 2011.
- b. This programme offers an opportunity for new students to:
 - get a head start on those arriving later
 - be prepared
 - stay in University residence
 - meet students from all over the world
 - learn about life in the UK
 - find their way around the University area, the City Centre and beyond
 - learn to use public transport
 - meet key staff
 - meet UK and international students from previous years
 - learn about immigration, banking and registration procedures
 - make friends from academic departments and residences

- c. This programme is especially useful for you if:
- this is the first time you will live in the UK
 - this is the first time you will leave home
 - you are from outside Northern/Western Europe
- d. Reservations/booking – Complete the application by using the University's online shop at: <https://onlineshop.shef.ac.uk/>. More detail available in "Welcome to the University of Sheffield: International 2011-12" and online www.sheffield.ac.uk/orientation/application.html from July
- e. Full details in "Welcome to the University of Sheffield: International 2011-12" or on our website at www.sheffield.ac.uk/orientation/why.html from May 2011.
- f. The cost for 2010 was £110 or £130 for Sunday arrivals which included contribution to accommodation, food, excursions and activities.
- The price for 2011 has yet to be confirmed. Details will be available on our web pages as soon as possible.
- (The University contributes approximately £200 to the total cost). Places limited.

E **0** **B. STUDENTS ARRIVING OCTOBER 2011 – AUGUST 2012**

IF YOUR COURSE/PROGRAMME OF STUDY WILL START IN SEPTEMBER OR EARLY OCTOBER, GO TO SECTION 4

C. WHO ARRIVES AT THESE TIMES?

Most students start their studies in September/October. Some students can start at other times of the year.

Joining a taught course (undergraduate, diploma or taught Masters) late is usually very difficult or impossible. Please contact the academic department for advice.

D. WHOM TO INFORM

If you will arrive after the start of the Autumn semester or at other times of the year you must inform the following of your planned arrival date:

1. Admissions Section of Student Services Department.
2. Academic Department.
3. Accommodation and Commercial Services.

E. ACCOMMODATION AND COMMERCIAL SERVICES (ACS)

1. Erasmus, Study Abroad Programme students

We normally arrange accommodation for students on these special programmes. Applications need to be submitted to ACS.

2. ELT centre students

ACS will contact ELT Centre students with regard to accommodation.

3. Graduate research (PhD) students

arriving mid-year are not guaranteed accommodation, but we give every assistance to help students find accommodation at the time of their arrival.

4. Students with dependants:

contact ACS as far as possible in advance of your arrival. See our publication "Information for Couples and Families" or on our webpages: www.sheffield.ac.uk/accommodation/infofor/families.html

5. **ACCOMMODATION MUST BE BOOKED IN ADVANCE.** It is very difficult to arrange accommodation on arrival at most times of the year.

If you have not secured accommodation before your arrival in Sheffield, pre-book a guest house/hotel. You should book this before arriving in the UK. Details can also be found on the website www.sheffield.ac.uk/accommodation

See Home from Home for more detailed information.

F. ORIENTATION

1. Spring semester orientation

Students entering the University at the beginning of Semester 2 are encouraged to attend the mid-year orientation programme, 2–4 February 2012.

The programme is non-residential and is open to any student who wishes to attend and can find and pay for accommodation for these dates.

This may be in private guest houses/ small hotels for at least the first two days. It is possible that University accommodation might be available to students who are attending. Applicants will be notified of availability and cost nearer the time.

Participants are responsible for the cost of their own accommodation. Do not arrive at term-time accommodation prior to 6 February unless an early booking has been confirmed.

For further details contact Student Support and Guidance, International Exchanges Unit and Accommodation and Commercial Services.

2. Meet and Greet

There is no Meet and Greet programme in the second semester. Follow instructions which will be sent in "Welcome to The University of Sheffield: International 2011–12".

4. Extra Information

A. DATES OF FUTURE ACADEMIC SESSIONS

2011 – 2012

Autumn Semester

19 – 25 September 2011: Intro Week

26 September 2011 – 17 December 2011

16 January 2012 – 4 February 2012

2011 – 2012

Spring Semester

2 – 4 February 2011: Semester 2 Orientation

6 February 2012 – 31 March 2012

23 April 2012 – 9 June 2012

2012 – 2013

Autumn Semester

17 – 22 September 2012: Intro Week

24 September 2012 – 15 December 2012

14 January 2013 – 2 February 2013

2012 – 2013

Spring Semester

31 Jan – 2 February 2013: Semester 2 Orientation

4 February 2013 – 16 March 2013

8 April 2013 – 8 June 2013

B. CONTACT DETAILS

If you need further information on any of the points covered in this publication please email, telephone or fax the appropriate department. In any correspondence, please state your UCAS or Graduate Application Number (or name of special programme), your full name and the course and/or department to which you have applied.

1. Accommodation and Commercial Services

T: +44 (0)114 222 4488

F: +44 (0)114 222 0290

E: accommodationoffice@sheffield.ac.uk
www.sheffield.ac.uk/accommodation

2. Admissions Service

T: +44 (0)114 222 8030

F: +44 (0)114 222 1415

Your questions answered at
www.sheffield.ac.uk/asksheffield/

3. Other enquiries

International Advisers/Student Support staff, Student Support and Guidance, Student Services Department.

T: +44 (0)114 222 1269

F: +44 (0)114 222 1304

E: international.students@sheffield.ac.uk
www.sheffield.ac.uk/ssid/international/index.html

If you have any other questions the Student Services Information Desk (known as SSiD) answers a wide range of general enquiries from past, present and future students. Find answers to the most commonly asked questions at <http://ask.sheffield.ac.uk>

- International Student Adviser (regarding dependants), Student Advice Centre, Union of Students
T: +44 (0)114 222 8660
F: +44 (0)114 222 8616
E: advice@sheffield.ac.uk
- University of Sheffield's Home Page on www.sheffield.ac.uk
- Main switchboard Telephone:
+44 (0)114 222 2000
(0900–1800 UK time)

E O Appendix

The University of Sheffield

Terms and Conditions of Offers

An offer of a place on a course at the University of Sheffield will be subject to your satisfying the academic requirements for admission prescribed by the Senate and any particular requirements prescribed by the Board of the relevant Faculty, any academic or other conditions set out in the formal offer letter from UCAS or the Admissions Section, and to the following Terms and Conditions:

1. All students will be required to sign an undertaking at Registration that they will abide by, and submit to the procedures of, the Charter, Statutes, Ordinances and Regulations of the University as set out in the University Calendar and amended from time to time. All students should be aware of the implications of not abiding by the Regulations and are encouraged to read the Regulations upon receipt of an offer; a copy of the Regulations is available online at: www.sheffield.ac.uk/calendar. Additionally, students should take careful note of any guidance provided by academic departments in relation to good academic practice.
2. Students of the University have both rights and responsibilities which are set out in a number of formal statements; these are available online at: www.sheffield.ac.uk/ssid/rightsandresponsibilities/index.html
3. The University will use all reasonable endeavours to deliver courses in accordance with the descriptions set out in the Undergraduate Prospectus. The University reserves the right to make variations to the entry requirements, contents or methods of delivery of courses, to discontinue courses and to merge or combine courses, if such action is reasonably considered to be necessary by the University in the context of its wider purposes. If the University discontinues any course, it will use its reasonable endeavours to provide a suitable alternative course.
4. Should industrial action or other circumstances beyond the control of the University interfere with its ability to deliver courses in accordance with the descriptions set out in the Undergraduate Prospectus, the University will use its reasonable endeavours to minimise the resultant disruption to those educational services.
5. Before admission a student must provide satisfactory evidence of ability to pay all academic fees, cover maintenance expenditure and pay other dues.
6. The University's General Regulations¹ state that:
 - i. "7. Before admission an applicant must satisfy the requirements for entry prescribed by the Senate and any particular requirements prescribed by the relevant Faculty. An applicant whose mother tongue is not English may be required to pass a test in English."
 - ii. "10. Where admission to or continued registration on a programme is dependent on a disclosure of convictions, any registration shall be regarded as provisional until a disclosure acceptable to the Head of Department has been obtained. Any registration may be revoked in the case of an unacceptable disclosure."
 - iii. "11. Where the Faculty is satisfied, by virtue of a certificate to that effect of the Medical Director in the University Health Service or of another registered medical practitioner, that an applicant's or student's state of health is such that it is not in their interest or that of the University or (in the case of the Faculty of Medicine) of patients with whom there will be contact that the applicant should begin or the student should continue a programme of study, the Faculty may:
 - a. at the request of the applicant, grant a deferral of entry for a stated period, which period may be renewed from time to time;
 - b. at the request of the student, grant the student leave of absence for a stated period, which leave of absence may be renewed from time to time;
 - c. require the applicant to defer admission until the Faculty is satisfied that the applicant may begin the programme of study;
 - d. require the student to discontinue the programme of study either permanently or until the Faculty is satisfied that the student may resume."
 - iv. "13. A student in the Faculty of Medicine, Dentistry and Health who is to have contact with patients in a clinical setting as part of a programme of study or research is required to have, and to produce on request evidence of, appropriate immunity as agreed between the University and the NHS Trust or other relevant authority."
- 7 The University of Sheffield Calendar, General University Regulations, www.sheffield.ac.uk/calendar/



The
University
Of
Sheffield.

**On acceptance of conditional offer
(even if you do not know whether you will
meet the conditions)**

- Read all publications in this information pack
- Ensure you have passport, valid for travel to Britain
- Apply for visa/entry clearance
- Apply for ATAS if necessary
- Obtain exit visa from your own government
(if necessary)
- Complete any forms required by your sponsor
- Apply for English Language Preparatory Course or
International Summer School (if appropriate)

On accepting an unconditional offer

- All the above
- Ensure you have a CAS Statement Email
(if overseas student)
- Apply for foreign exchange (if necessary)
- Take out medical insurance if staying less than
6 months and/or to cover arrival period
(if necessary)
- Arrange to bring originals or certified copies of
qualifications (graduates only)
- Book travel arrangements
- Collect travel documents



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