



University of
Sheffield



YOUR STUDY ABROAD HANDBOOK

INTRODUCTION

Working or studying abroad as part of your degree is an exciting opportunity. You will have the opportunity to immerse yourself in a new culture, make new friends and maybe even learn a new language. Students have found the experience changes them, and some call it the best experience of their life. It's a chance for you to develop new skills that you can use both inside and outside the classroom and we'll be there to support you every step of the way.

This handbook provides you with information and advice to help you make the most of your experience and will guide you through the preparation process. During your time abroad you'll remain part of the University of Sheffield community and you can contact your departmental tutor, our team or our ambassadors with any questions.

We hope you have an amazing time and look forward to hearing about your experience on your return!

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SECTION A

BEFORE YOU GO

ACADEMIC AND WORK PLACEMENT ARRANGEMENTS

ACADEMIC ARRANGEMENTS

Check with your department how grades achieved abroad will be recorded at Sheffield. A few questions to ask:

- Will your grades count towards your final degree?
- Are there required subjects to take at your host university?
- Is there a reflective task to complete?
- Successfully complete your current year at Sheffield and achieve the specific academic requirements.
- Make use of local study support and let your department know if you're struggling.

Make sure you're prepared for module registration overseas:

- Check how you register - it might be done in person when you arrive.
- Have back up module choices planned.
- Have copies of your latest transcript and results.
- Keep your department informed of any changes to your studies - you will need approval.

Level and workload

Whilst abroad you will study the equivalent of a year's study at Sheffield. That's 120 credits.

Degrees abroad do not always directly match Sheffield and you may take modules from different year groups. Modules may be called something different – units, courses or classes are common terms. You may even take more modules than you are used to in total, but your semester study load should be comparable to 60 credits at Sheffield. The level of difficulty should be appropriate to your level of study too.

A little unsure? Check with your University of Sheffield department, they will assess your study abroad to make sure you have the correct number of credits. Where a university has a maximum and minimum course load, check with your department what is recommended.

If you have concerns about a module you are taking abroad, contact your department as soon as possible.

If you encounter problems registering for a module overseas that you've been told you need to take, contact your department tutor for a letter of support.

WORK PLACEMENT PREPARATION

Check with your placement provider when you are required to start. A few questions to ask:

- Is there an induction or training programme?
- What will you need to do before you arrive?
- Do you need to provide eligibility to work documents?
- Do you need a local bank account?
- Will you have to pay taxes? Will your employer arrange this?
- Do you need additional insurance?

TUITION FEES AND STUDENT FINANCE

Ambassador tip:

Think about your food whilst abroad. Planning your meals in advance can save time, help to reduce food waste and save your budget. The nearest supermarket to your accommodation might not always be the cheapest.



Tuition fees

You will not pay tuition fees to your host university during your period abroad. Instead, you will pay a reduced fee to the University of Sheffield.

The amount you pay will depend on your student status – whether you're an undergraduate or postgraduate student; home or international student. More information is available [online](#).

If you normally apply for a UK Tuition Fee loan, then you should apply as normal for the upcoming academic year.

Please note: Although your host university tuition fees will be waived, some universities will charge additional fees for various services and facilities, including registration, orientation activities, membership of the Students' Union, health and counselling services, printing and release of transcripts. Your host university should outline these charges and you will be required to cover the costs of these where applicable.

Student Finance

Check your eligibility for additional funding through Student Finance by being income assessed.

Student Finance assessment

Need to appeal your Student Finance assessment? Contact the [Student Advice Centre](#) in the Students' Union.

Course Abroad Form

If you receive a tuition fee loan and/or a maintenance loan from Student Finance you may need to complete a Course Abroad Form confirming your study abroad details. [Student Services Information Desk \(SSiD\)](#) will complete the rest.

Got questions? The [Contact Hub](#) will guide you.

STUDY ABROAD COSTS

It's important to think about the costs associated with studying abroad and plan your budget so that you have enough to cover the core costs. Here's a basic list to get you started:

- Flights.
- Accommodation (including deposits).
- Visas (including residence and work permits).
- Passport.
- Health, medical and/or travel insurance (additional insurance may be required by your host university).
- Luggage.
- Clothing (climate appropriate).
- Local mobile phone (sim card or contract).
- Domestic travel.
- Food, toiletries and general subsistence.
- Hobbies, activities, travel and tourism around your destination.

Study abroad costs will be different for everyone depending on lifestyle, interests and the destination. Be realistic about what you can afford and research the cost of living in your host destination in advance.

FUNDING

Student Finance Travel Grant

Whether you are studying or working, you may be able to apply for a retrospective travel grant as well as your maintenance loan. You may be able to receive a contribution towards some of your essential travel expenses, such as flights and visas, if you normally have an income-assessed maintenance loan or grant.

If you are going to take part in a work placement for all or part of your year abroad, then your eligibility for student loans will change. Students who work for a semester and study for the other semester will receive the same loan as they would when studying in Sheffield. Students who work abroad for a full year will have their loan reduced to approximately £3,000. If you receive Turing funding for your work placement abroad, then the loan amount will not change.

The amount you'll receive depends on your household income, and you may be asked to complete a Course Abroad Form or provide a letter from the university confirming your period abroad.

Eligibility criteria and details on how to apply are available [here](#), or you can contact [SSiD](#).

University of Sheffield Bursary and Study Abroad Bursary

Studying abroad does not affect your eligibility to receive the University of Sheffield Bursary however, if you work abroad instead your bursary will be stopped for the year. If you have a bursary from a different source check the terms and conditions with the provider.

If you meet the criteria for a University of Sheffield Bursary you will also be eligible for an additional £500 Study Abroad Bursary. We will send further information on how to submit a claim for this bursary in June. Eligible students will be contacted with further information.

Turing Scheme

The UK Government runs the Turing Scheme which provides funding for international opportunities in education and training across the world. Every year, the University has to submit a bid for funding to the Turing Scheme. However, it's very competitive and the amount of funding the university receives is not enough to support all of our students. In line with Turing Scheme principles, funding is prioritised for students with lower household incomes or who meet Turing Scheme criteria for widening access.

We expect to hear the outcome of our funding bid in late Summer, and we will provide further information as soon as it is available. You should budget for your year abroad without relying on receiving other funding, and you will probably need to pay for some advance costs such as flights, visas and accommodation beforehand.

Any grant recipients will need to complete and submit a number of documents and these requirements will be communicated to eligible students later in the summer.





ADVICE AND GUIDANCE ON BANKING AND FINANCE

Inform your bank of the dates that you will be abroad and which of your cards you will be taking to avoid having your accounts frozen. It's worth asking if your bank has reciprocal agreements with other international banks or offers any specific services for using your account overseas.

Check with your UK (or home country) bank on where you can withdraw cash from ATMs overseas (you may need to look for a particular symbol such as Visa), and check on any fees that may be charged for a withdrawal. Making bank transfers whilst overseas may incur a charge.

If you need to set up a local bank account:

- Choose a larger, more reputable bank and ensure that you understand any fees and terms and conditions.
- Check if your host university or work placement can help you with setting up a new bank account.
- Keep the details of your overseas bank account secure as you would with your home account, and ensure you close it when you leave the country (or when you no longer need it).

Ambassador tip:

Think about a prepaid card or online only bank account. These can be an alternative currency option, though you need to shop around for the best deal.



Ambassador tip:

Some countries don't use cards as much as the UK so you might need more access to smaller amounts of cash.



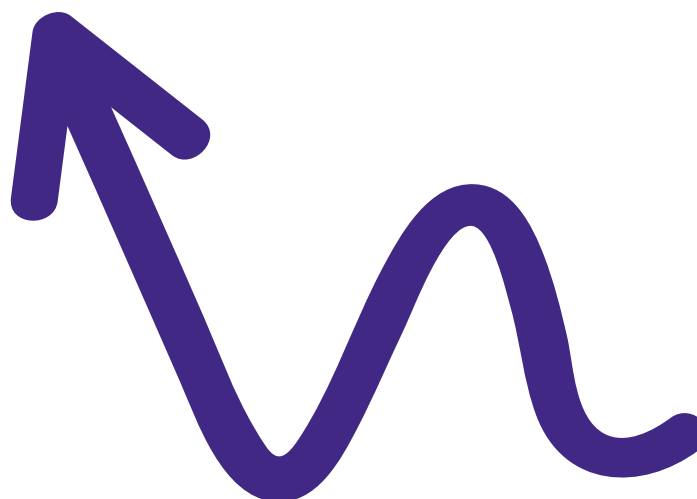
TRAVEL ARRANGEMENTS

Exploring your new country

We recommend booking travel when you have received your acceptance letter from your host organisation and you have obtained your visa. If you decide to book in advance we recommend booking a flexible ticket in case there are unavoidable circumstances that may delay your departure.

Many students take the opportunity to explore the country and in some cases, nearby countries. Here are some of our tips to help you reduce your environmental impact whilst still enjoying the experience:

- Where you can, pack light when you travel. A reusable water bottle and a tote bag always come in handy. Clothing and household items could be bought second hand whilst abroad, helping to reduce the amount you travel with and the price you pay for items you may only use for a semester or year.
- Many of you probably already reduce your waste, reuse items and recycle whilst you're in the UK, so try to continue to do so when you're abroad. Other countries can have different or more complex systems when it comes to household waste, so make sure you know the rules.
- When you arrive in your host country, think about how you'll travel around, whether it's walking, cycling or public transport.
- Whilst you're abroad and when you return, share your eco tips with future students through our social media or blog. We love learning new facts about countries!



Questions:

- Which is the most convenient airport/station to travel to?
- Is there a Meet and Greet service?
- Are there other students travelling to the same destination as you? Why not get in contact to see if you can travel together? Email globalopps@sheffield.ac.uk to request this.
- Can you take a train, ferry or bus instead of a flight?
- If you have to fly, does the airline offer carbon offsetting?



Tips:

Some travel operators offer discounts for those with an **International Student Identity Card**.

Download and print a map and some basic directions to your accommodation before you leave the UK: don't just rely on your phone.

Where possible, try to arrive during the normal business hours for your host country.



TRAVEL AND HEALTH INSURANCE

University of Sheffield travel insurance

All students are covered by the University's free travel insurance when they are travelling abroad for a study exchange or work placement that lasts up to 12 months.

Before you can register for the University travel insurance you must complete a risk assessment for each placement or study exchange. The deadline to complete your risk assessment and upload the signed version to Mobility Online is 31 May. You should review and update this a month before departure to take into account any changes.

The University [insurance webpages](#) detail the cover provided, any excesses in the event of a claim, and exclusions which apply. As the policy may change from time to time, it is your responsibility to check the [web pages](#) for updates. You may need to take out additional insurance cover if required by your host institution and personal travel for holidays is not covered.

Email insurance@sheffield.ac.uk if your travel details change after you have taken out the policy.

Emergency Medical and Security Assistance

When you're travelling, take a note of Royal Sun Alliance's emergency assistance numbers. If you need emergency medical or security assistance, contact Healix for advice, using their dedicated [App](#) or by phone.

Policy number: RKK699045
(Royal Sun Alliance)
Helpline: +44 (0) 20 8763 3155
(24 hours a day, 365 days a year)
Email: rsa@healix.com





Risk assessment

The assessment is designed to help you think about potential risks you may encounter whilst abroad, arrangements you may need to put in place to counter these, and also factors such as cultural difference. It won't stop you having fun, but it will help you stay safe.

The risk assessment and instructions are available on the [insurance webpages](#). You can also attend a Risk Assessment workshop in March or May and access information in Mobility Online.

Global Health Insurance Card (GHIC)

As part of the University's travel insurance, students going to Europe need to apply for the **Student Global Health Insurance Card (GHIC)**. A regular GHIC is **not valid** for a study or work placement abroad. It entitles you, and any dependants, to state-provided healthcare during your period abroad in the EU/EEA (excluding Iceland, Liechtenstein, Norway and Switzerland).

Health insurance requirements

Some countries require students to take out a health insurance policy. It is important to recognise the University's travel insurance policy is **not** health insurance, so does not provide the same coverage as a health insurance policy. When a health insurance policy is required, the host university or organisation may provide a list of approved providers. If you are going to Europe it is worth checking whether your Student GHIC can be accepted instead of a health insurance policy.

Students undertaking work placements

You may not be covered for Employer's Liability within the workplace due to differing national employment laws. If this is the case, you may need to seek an insurance policy in the host country to cover you for this as this is **not** included in the University of Sheffield's travel insurance.

APPLY FOR A GHIC ONLINE

SSiD can provide you with a letter from the University confirming your period abroad arrangements as well as the Home Address letter, both of which you will need as part of your application.

Students undertaking two separate mobilities will need to apply for a separate Student GHIC for each mobility. For any questions about this, contact the NHS via their dedicated [Facebook page](#).

Students going to any exempt countries will need to purchase their own health insurance for the duration of their mobility.

Students who already hold a UK GHIC should contact the OHS Registration team with evidence and they will update it into a Student GHIC



VISA REQUIREMENTS

Most study exchanges and work placements will require a visa and/or residence permit. The requirements and costs vary greatly depending on your destination, your activity, and your personal circumstances. You are responsible for researching the requirements and obtaining your visa.

Make sure that you research visa requirements as early as possible as the process can take up to several months. You can usually only apply for a visa once you have received the official immigration document and/or offer letter from your host institution or organisation. If a visa interview is required, book this as soon as possible.

You will need to provide supporting documents and you should start to prepare these as soon as possible. Common ones include:

- Official confirmation of your study or work placement (such as your offer letter).
- Financial evidence that you can afford to live in your host destination for the whole period you are abroad. This may be a large sum of money and there will be specific requirements on what can be accepted as evidence.
- Details of insurance coverage.
- Medical certificates.
- Criminal records checks.

You may also be required to get some documents officially translated or [legalised](#). There may be charges for this.

Check your passport expiry date – most countries require you to have at least six months left on your passport after your period abroad ends. If you need to renew your passport, do this immediately. Delays can affect your ability to study abroad.

To help you start your research, we recommend you refer to the below information:

- The website for the consulate or embassy of your host country – this should always be where you go first for the most up to date information.
- The Foreign, Commonwealth & Development Office (FCDO) country specific [Living In guides](#).
- Your host institution may be able to provide some information, but may not offer advice.
- For work placements, there may be a HR department you can contact.
- Global Opportunities has visa information on our [Student Hub](#).

You should attend the [‘Introduction to visas’](#) webinar and further information is available on the [Global Opportunities Student hub](#). We can help signpost you to information and guidance but we cannot help you with your visa application. Our student ambassadors can share their personal experiences but remember, your experience may be different and the rules can change each year.

If you are a non-UK national and require a visa for your study in the UK you should also check with the [International Student Support, Advice and Compliance \(ISSAC\)](#) team how your time abroad may affect your UK visa.

IMMUNISATION AND HEALTH CARE

Check if you need vaccinations, medical checks or certificates. [The University Health Service \(UHS\)](#) may be able to offer an appointment to discuss your individual vaccine history and any health issues.

If you have been requested to get a medical certificate for your visa, you will need to take any documentation you have been given to the appointment so the GP knows what you need. If you are registered with the UHS you should contact the reception and explain what you need so that you can be offered the right type of appointment – do not book a regular GP appointment. Try to arrange this type of appointment as early as possible, the UHS or your GP may need to prioritise other more urgent cases during busy periods.

The UHS can only issue a prescription for regular medication for up to 3 months for students travelling abroad (unless the medication is a controlled drug when they can only issue a one month supply). Further prescriptions will need to be issued in your host destination, even if you periodically return to the UK. Once you’re back living in the UK, the UHS can resume issuing your prescriptions. You may need to be reassessed by a doctor in your host destination, or be prescribed different medication if your regular medication is unavailable. If you need a letter explaining the medication you take, the UHS or your GP can help – just make sure you do it in plenty of time before you leave and there could be a charge.

If you have a long term medical condition, disability or specific learning requirements, you may want to discuss these with the [Disability and Dyslexia Support Service \(DDSS\)](#) or your GP before you travel and advise your departmental tutor. Check what support is offered by

the host institution. You are encouraged to declare your support needs to your host institution when you apply. You will still have remote access to support from the University of Sheffield while you are abroad. If you believe your welfare will be or is being impacted, contact your department and Global Opportunities as soon as possible.

Inform your travel provider if you have any specific requirements when travelling to and from your host destination such as; facilities for keeping medications cool, allergies (especially if the flight will need to change what food is allowed) or arranging assistance at the airport.

VISION AND DENTAL CARE

If you wear glasses or contact lenses, make sure you take spares and your prescription in case you need replacements.

Dental care is not generally covered by overseas health insurance services and can be very expensive, so it is advisable to get any necessary dental work done before you leave.



ACCOMMODATION

We understand that finding the right accommodation is really important and can be one of the more stressful parts of preparing for your study abroad period. Start your research early, as soon as you have had your study or work placement confirmed, so you can check out all the options.

ACCOMMODATION THROUGH YOUR HOST UNIVERSITY

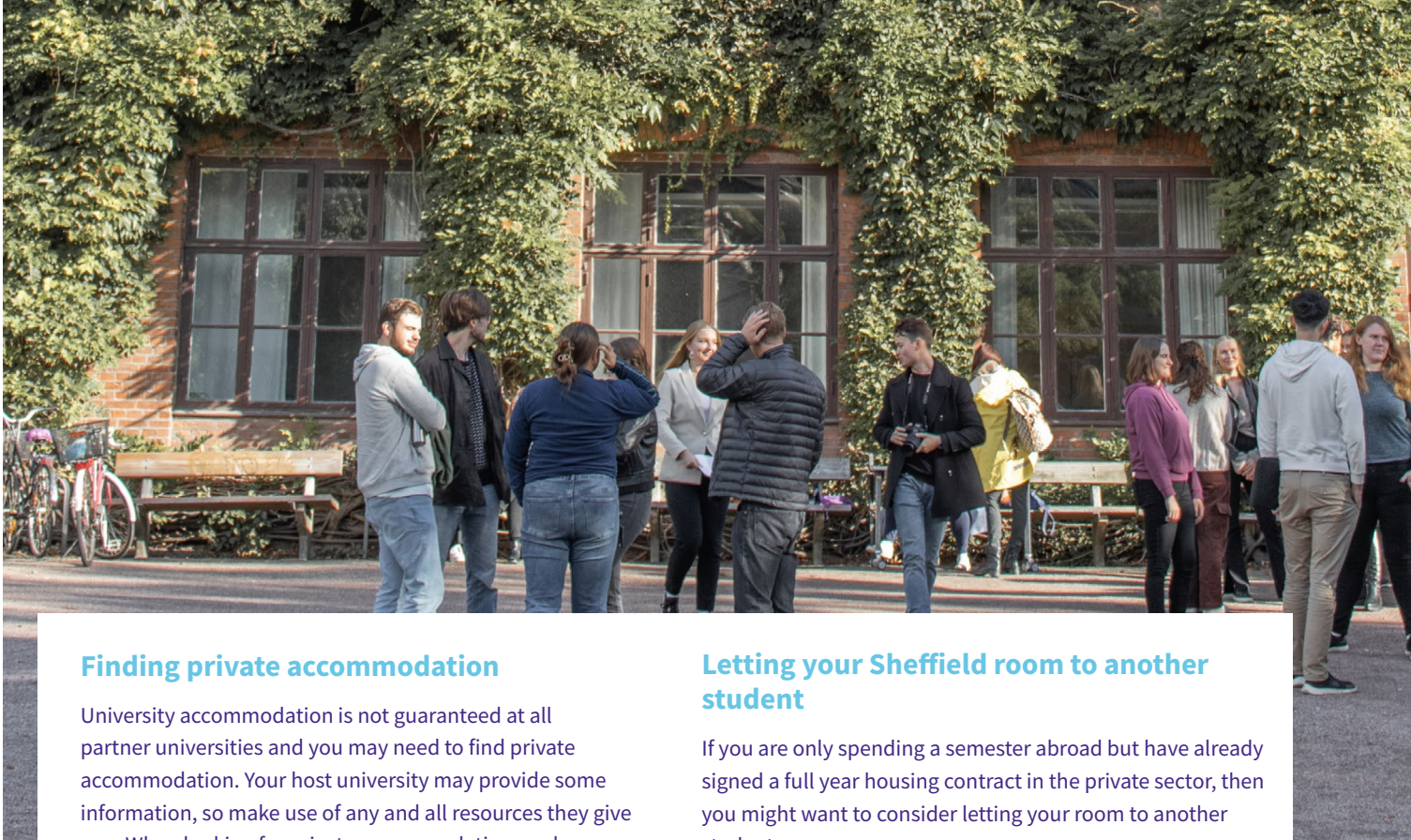
Your host university may provide accommodation, but this is not always the case and it may be in very limited supply meaning you might have to rent privately. You should check if university accommodation is offered, how to apply for it and what the deadlines are as soon as possible. Proactively investigate websites and contact your host university if you need more information.

Be aware that the standard of university accommodation may be different to what you are used to in Sheffield and the price may also vary. In some countries university accommodation can be very basic and in others it can be normal to share a room with another student.

You may be required to take out a meal plan as part of your accommodation contract.

Remember, only book your accommodation once you have received confirmation of your place to study or work from your host university or organisation.

Be wary of scams. Review the [**university's advice**](#) on protecting yourself from scams and fraud and use official advice and services from your host institution.



Finding private accommodation

University accommodation is not guaranteed at all partner universities and you may need to find private accommodation. Your host university may provide some information, so make use of any and all resources they give you. When looking for private accommodation, make sure everything is legitimate before signing a contract or paying a deposit. You may wish to ask for a video tour of the property from the owner or letting agent.

Students completing a work placement

Ask your host organisation for advice and recommendations. If they have employed students on a work placement abroad before, they may have experience with supporting students to find accommodation.

Advice and guidance on accommodation abroad

- Try to arrange accommodation before you go abroad – in some cases you may be required to do this as part of your visa application.
- If you are planning to apply for university accommodation, check the requirements, costs and deadlines for applying, and have a back up plan in case you are unable to secure a room.
- For private accommodation, ask your host university or organisation for recommended estate agents/ accommodation providers, and speak to returning/ inbound students including our ambassadors.
- If you are viewing accommodation in person, be aware of your personal safety; ask a friend or colleague to go with you and visit properties during the day.
- Before signing a contract, check it thoroughly and, if it's written in another language, ask a native speaker who you trust to check it as well.

Letting your Sheffield room to another student

If you are only spending a semester abroad but have already signed a full year housing contract in the private sector, then you might want to consider letting your room to another student.

If you want to do this, you need to speak to the property owner/estate agent first to make sure they are happy with you subletting your room as this could be a breach of your contract. You should also make sure that your housemates are happy with this arrangement. You can advertise on the Smart Move Sheffield message boards.

Ambassador tip:

Don't rush into your accommodation! Do your research on where you want to live before signing a contract.



LANGUAGE PREPARATION

Even if you are going to be taught in English during your time in your host country, it is a good idea to know some basic words or phrases in the native language. Being able to speak some of the local language can help you feel more integrated in your new environment.

[Languages for All](#) has a wide choice of languages for you to study at various levels. See if there are opportunities for tandem learning at Sheffield before you go. You may also want to try free online language learning resources like Duolingo.

For students who are studying whilst abroad, you may be able to select language classes as part of your studies. Check with your home department if this is allowed.

For students on work placements, you may wish to investigate if there is a language group you can join in the local area.

SHEFFIELD REGISTRATION

You must register with the University of Sheffield before you leave the UK. If you do not register then you risk being withdrawn from the University and you will not be eligible to receive any grants or bursaries.

Registry Services will prompt you to do this once the July exam results have been released. Complete your registration as soon as possible and indicate where appropriate that you will be spending a period abroad. If you are going away for Spring semester only, you will register in September as usual.



Ambassador tip:

Not everyone speaks English! Whilst people on a university campus tend to have a good level of English, that might not be true for everyone in your new home. Be prepared to muddle along sometimes.





SECTION B

MAKING THE MOST OF YOUR TIME ABROAD

SETTLING IN

Cultural differences can take time to get used to, but learning to adapt to change is all part of the experience of spending time abroad. Classroom etiquette and learning styles may be different, and workplaces may have different cultures, which can all take time to get used to.

Be kind to yourself! Living abroad is a big change to your normal routine and it's ok for it to take time to settle in. Ask for help if you need it. If you are finding adapting to your new routine difficult then you should contact your host university/organisation first and support is always available at the University of Sheffield.



Ambassador tips

- Be prepared to carry around and show your ID/passport – this might be a requirement for your host country.
- Pack some home comforts to bring with you, and check which of your favourite snacks are sold locally.
- Work out how you will get from the airport to your accommodation so you don't have to worry about it when you arrive and are potentially jetlagged.
- Research the area you will be living in to work out what your journey to your host university or organisation might look like and if you will need to use public transport. Find your nearest supermarket and places to eat.
- Let family, friends and the University of Sheffield know when you have safely arrived in your host country and checked into your accommodation.
- Making local friends can take time and a lot of work as you are trying to break into established friendship groups. It is easier to start making friends with other exchange students, and joining social activities such as clubs, societies or gym classes helps you meet people and get out and about.
- Look up local holidays, as the festivities can be fun activities to join in with and a chance to interact with locals.





ACADEMIC MATTERS

If you have queries or problems of an academic nature whilst you are abroad which cannot be resolved at the host university/organisation, contact your departmental tutor in Sheffield.

They will be able to suggest suitable alternatives or solutions where you are struggling with module choices or your training plan. Contact details are available [online](#).

STAYING SAFE

The risk assessment you completed before travelling should have helped you to consider common risks of travelling overseas and ways you can mitigate them. Much of this comes down to common sense and being alert to local circumstances, especially when they differ from what you are used to. Pay attention to and follow local advice.

If anything serious does happen while you are abroad then check in with family and friends back home and let the University of Sheffield know. If you require any personal support, then contact your academic department or [Global Opportunities](#).

Useful guidance to keep you safe and enjoy your time abroad:

- Check the FCDO guidelines and advice for visitors. Keep up to date with any events or incidents that may cause local disruption.

- Make sure your contact details are up to date on your University of Sheffield student record so we can contact you in an emergency.
- Download the RSA Travel Assistance App. It gives updates on events occurring in your area as well as travel advice.
- [The SafeZone app](#) can still be used abroad, however, as you are outside any of our campus zones, your emergency or first aid calls will be directed to the nearest in-country emergency service. In an emergency situation, the university may use SafeZone to contact you.

WELLBEING AND SUPPORT

Students abroad can still access services at the University of Sheffield through the Health and Wellbeing Hub. You also have access to online resources including anonymous peer-to-peer support and advice through Togetherall.

Your host university or organisation may also offer support services and you are strongly encouraged to utilise these. If you need to consider asking a local student to come with you to help translate.

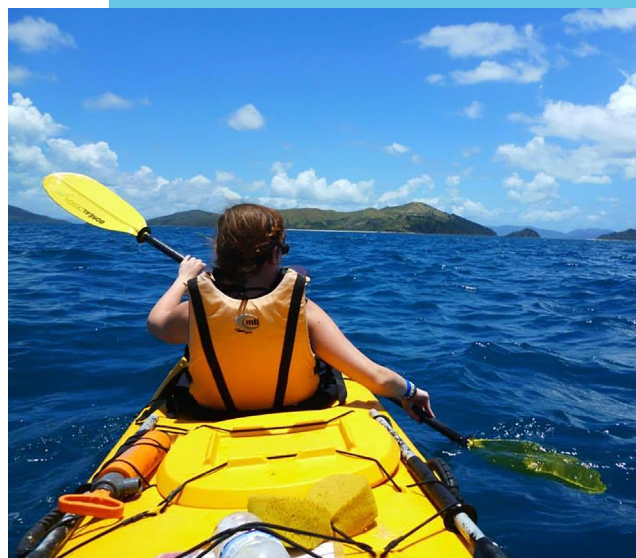
Ambassador tips:



- Be aware of scams! If accommodation seems like it's too good to be true, then it probably is. Avoid long stays in Airbnb's.
- Don't be afraid to change seats on public transport if someone makes you feel uncomfortable.
- Don't hitch a ride with anyone you don't know, or get into a car with someone who appears to be under the influence of alcohol or drugs.
- Avoid attracting attention, it is a good idea to respect local dress and customs.
- Be aware of different local laws. Rules on smoking, vaping, drinking, driving, drugs and other activities may differ from the UK.
- Attitudes towards race, gender and sexuality may differ from the UK. Do your research on what to expect or speak to returned students.
- Attitudes towards and levels of support for disability and mental health may be different to what you are used to. We encourage you to declare any support needed to your host so that you know what support you can expect.



- Arrange to meet people in public places (bars/cafés etc) until you know them, and only go back to someone's flat or house if you feel absolutely safe with them.
- When you go out alone, let someone know where you've gone and who you are with.
- Make sure you know how to identify officially registered taxis or public transport and do not get into a taxi unless you can verify that it is official.
- If you offer private English classes, the safest way to arrange them is via personal recommendation, and give them in a public space.
- Ensure you keep your valuables concealed or locked in your accommodation. Don't have your mobile phone, passport or wallet on display in public. Never prioritise your possessions over your personal safety.





EMERGENCY SITUATIONS

The majority of students experience a smooth and enjoyable period abroad. However, as the past couple of years have shown, it is worth planning how to approach an emergency situation such as a natural disaster, civil unrest or terrorist attack. The advice below does not cover all potential scenarios but should be followed as general guidance for critical situations:

Before you travel

- Ensure your risk assessment is completed and signed off, and that you have applied for [University of Sheffield travel insurance](#).
- Double-check the [FCDO travel advice](#) and any travel advice from your host institution or organisation.
- Download the [Travel Assistance](#) app.
- Ensure your family, usual emergency contacts, and the University of Sheffield know your up to date contact details. Update your address, personal email and mobile number in MUSE.

FCDO travel advice

- Consult the [FCDO travel advice](#), paying attention to the sections on safety and security, terrorism and natural disasters.
- Set up email alerts so that you are automatically notified when the FCDO advice on your host country is updated.
- Don't get involved in public protests or enter public spaces where there is evidence of civil unrest. If you find yourself unexpectedly in an area of protest and it is safe to do so, leave as calmly and quickly as possible.
- Follow any instructions issued by the local authorities and/or your host university or workplace.

- If you are out of the country in question at the time of the emergency and have concerns about returning, consult the FCDO webpages in the first instance. If the delay has a significant impact on your period abroad, then you must notify your academic department as soon as possible.
- Remember that in emergency situations, the local authorities and the FCDO should be your first points of contact.

Travel insurance and Security assistance

- Emergency medical and security assistance is available through the University travel insurance. You can contact them in an emergency at +44 (0) 20 8763 3155 (24 hours a day, 365 days a year) and rsa@healix.com.
- If you need to contact the University of Sheffield urgently during evenings or weekends, use our emergency number +44 114 222 4444 or you can email security@sheffield.ac.uk.



Ambassador tip:

Save the local emergency services number in your phone.



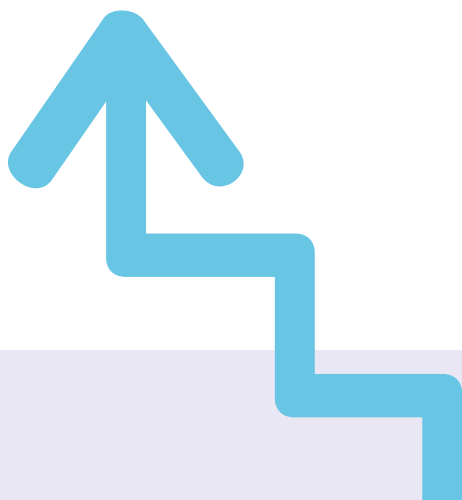
PROMOTING THE UNIVERSITY OF SHEFFIELD

Remember you are representing the University of Sheffield whilst you are abroad. We encourage you to promote Sheffield to the students you meet at your host university and participate in any international exchange fairs that you are invited to. There's further information for prospective Sheffield exchange students [here](#).

MYSKILLS WHILST YOU'RE ABROAD

Whilst undertaking a period abroad, many students find that they develop new skills and have the opportunity to enhance ones they already have. Whether it's taking a flight for the first time, negotiating a new public transport payment system or delivering a presentation with a new group of coursemates, there will be lots of opportunities for you to develop and gain confidence.

Don't forget to record all these learning opportunities in your [MySkills](#) profile whilst you are abroad. It's a great way to help you remember and reflect on all the non-academic skills you learn during your time away, and can help give you more original examples of your skills when applying for jobs on your return.



SECTION C

RETURNING TO SHEFFIELD

You may find returning to Sheffield quite strange to begin with. You will have immersed yourself in a different culture and Sheffield could feel quite different from what you have become used to whilst abroad. Try not to worry too much – this feeling is common and is known as reverse culture shock.

SHARING YOUR EXPERIENCE AND KNOWLEDGE

We'd love you to keep in touch following your time abroad. You can:

- Share your experience on our [blog](#).
- Share your photos through Instagram: [@uosglobalopps](#).

Apply to be a **Global Opportunities Ambassador**. We'll email you about how to apply whilst you are abroad so make sure you check your emails!

REGISTERING FOR RETURN YEAR

Once your academic department has made any necessary grade conversions and organised for the marks to be entered on your University record, you will be able to see them in MUSE.

Registry Services will prompt you to register for the next academic year.

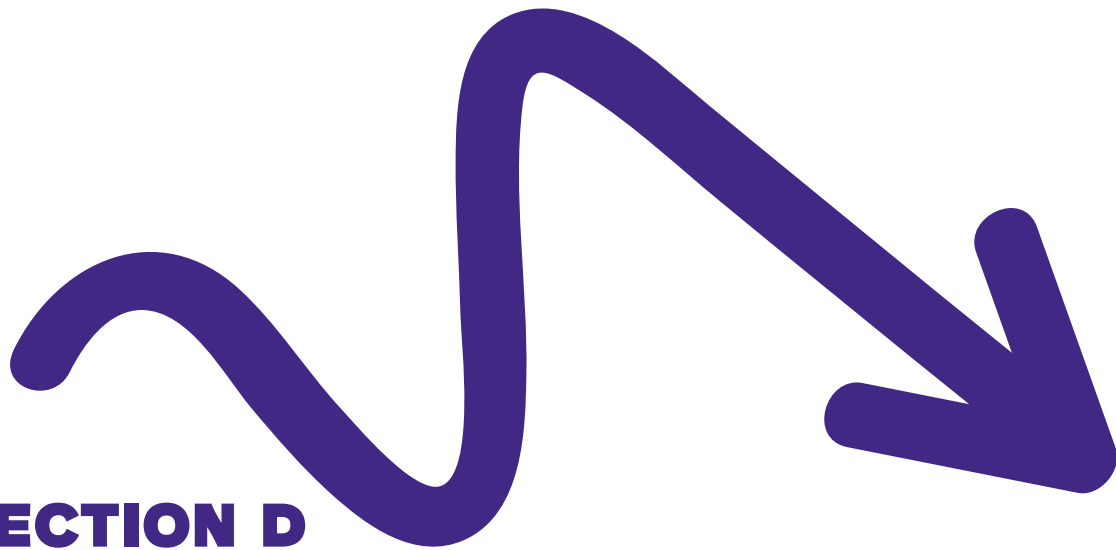
Your department will then advise you to sign up for modules for the year. Make sure to check what the process for this is before you leave for your period abroad. You may be emailed with this information, so remember to check your Sheffield email account regularly whilst you are abroad.

ACCOMMODATION FOR YOUR FINAL YEAR

If you wish to apply for University accommodation for your final year, you should contact the Accommodation Office from November. There are usually promotions on offer for those who are returning to University accommodation and you can find out the latest information [here](#).

You can also look for private accommodation. The team in Smart Move Sheffield are able to assist you in your search for private sector accommodation and you can find out more about how Smart Move Sheffield can assist you [here](#).





SECTION D

USEFUL INFO

University of Sheffield webpages

- [Global Opportunities](#)
- [Student Support and Guidance](#)
- [University Health Service](#)
- [Fees Office](#)
- [Accommodation Office](#)
- [SSiD](#)

External websites

- [Foreign Commonwealth & Development Office \(FCDO\)](#)
- [Turing Scheme](#)
- [Erasmus+ Student Network \(ESN\)](#)
- [ISIC \(International Student Identity Card\)](#)

GET IN TOUCH

Throughout the year we run drop-in sessions where you can ask any questions.

You can also contact us via email to ask a question or arrange an in-person or virtual 1:1

[**globalopps@sheffield.ac.uk**](mailto:globalopps@sheffield.ac.uk)

CHECKLIST



Before you leave

- If you usually apply for a loan from Student Finance, remember to do so for your period abroad.
- Once you have a confirmed placement and start date, you can book your travel.
- If you are studying at a host university, research the availability of your chosen course as well as course entry requirements and the course syllabus.
- You must register for the University of Sheffield travel insurance and complete a risk assessment.
- Research available options for accommodation.
- Register with the University of Sheffield for the next academic year.
- Know how your mobility will be recognised by your department.
- Complete all necessary paperwork for external funding before you leave.
- Ensure you have any required documentation with you to show that you are a UK university student who is working or studying overseas as part of your degree.
- Apply for a visa, if required.



Whilst you're overseas

- Update your University of Sheffield record with your new address and email address.
- Global Opportunities will check in with you once per semester by email and require a response to confirm your arrival. Make sure to get in contact if you are experiencing difficulties or problems. If you want to make changes to your studies, contact your departmental tutor.
- Check how you will access your final grades and upload your transcript to Mobility Online once you have it.
- Share any blogs or photos from your experience; we love to hear from you.
- Research where you want to live during your next year in Sheffield.



When you return to Sheffield

- Submit your transcript to your home department.
- Complete any work your department has set to review your period abroad.
- Update your MySkills profile with all the skills you've acquired.
- Help promote opportunities abroad to future students.

