Before You Leave Home.

All you need to know about immigration, health and money.
Congratulations on your offer to study at the University of Sheffield.
This guide gives you information about preparing to be a student at the University and the actions you need to take before you leave home.
Step-by-step guide

After you accept a conditional offer
(even if you do not know whether you will meet the conditions)

☐ Read the information in this booklet carefully

☐ Ensure you have a passport, valid for travel to the UK

☐ Apply for ATAS (if necessary)
  page 10

☐ Complete any forms required by your sponsor (if necessary)
  page 12

☐ Apply for English Language Preparatory Course or International Summer School (if appropriate)
  page 5

After you accept an unconditional offer

Follow the steps for a conditional offer plus:

☐ Ensure you have a CAS Statement email (if overseas fee paying student)
  page 10

☐ Tuberculosis test (if necessary)
  page 13

☐ Apply for visa/entry clearance
  page 9

☐ Take out medical insurance if staying less than six months and/or to cover arrival period (if necessary)
  page 26

☐ You should bring all original documents with you, uploaded as part of your offer of a place. These must be presented to the Admissions Service who will be present at registration. Failure to do so will prevent full registration for your place. If not in English they must be translated.

☐ Book travel arrangements
  page 32

☐ Take out insurance for possessions

If you see this symbol it means that you must take early action if you intend to take up your offer.

If you see this symbol it means that the term is defined in the Glossary on page 34.
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Preparation you can do now

Whichever university you choose, there are skills you will need to live independently and to be successful in your studies. Studying in a new country is an exciting challenge; in this section we give some advice about maximising your chances of settling in well and being a successful student.
The way you are taught and assessed in the UK may be quite different from what you are used to. In addition to attending lectures, staff will probably expect you to discuss ideas in seminars, tutorials and group work. They will also expect you to spend a lot of time studying independently. The following resources will help you to prepare.

**Prepare for Success**
This is an interactive online tool for international students who are getting ready to come to the UK for 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 can also help you to improve your English language.

[www.prepareforsuccess.org.uk](http://www.prepareforsuccess.org.uk)

**The Academic Skills Hub (TASH)**
These web pages are full of practical advice and guidance about studying at the University of Sheffield.

[www.sheffield.ac.uk/tash](http://www.sheffield.ac.uk/tash)

**Mathematics and Statistics Help (MASH)**
A helpful resource for Maths and Statistics:

[www.sheffield.ac.uk/mash](http://www.sheffield.ac.uk/mash)

If you have an offer which is conditional on English language, a preparatory course at our English Language Teaching Centre (ELTC) is highly recommended.

Even if your English score meets our conditions, the ELTC Summer School can help you further improve your language skills. It also gives you an opportunity to study in an English-speaking university environment before your degree begins. You will also learn about British culture and academic life in the UK.

Our staff are experienced in teaching international students and can help you improve your English both before joining your University department and throughout your degree. There are different courses you can take to improve your English.

For more information including course types and dates, visit:

[www.sheffield.ac.uk/eltc](http://www.sheffield.ac.uk/eltc)
or contact: Tel: +44 (0)114 222 1780
email: eltc@sheffield.ac.uk

ELTC’s web pages include many language learning ideas

[www.sheffield.ac.uk/eltc/languagelearning](http://www.sheffield.ac.uk/eltc/languagelearning)

Here are some other good resources for you to familiarise yourself with the range of accents and dialects and more colloquial English:

**BBC World Service in English** – Radio, TV programmes and podcasts

[www.bbc.co.uk/worldserviceradio](http://www.bbc.co.uk/worldserviceradio)

**BBC World Service – Learning English**

[www.bbc.co.uk/worldservice/learningenglish](http://www.bbc.co.uk/worldservice/learningenglish)

You can also access many UK newspapers and magazines online or from the British Council and libraries.
Immigration information

⚠️ You must read this booklet and keep checking the webpages below for the most up-to-date information. The immigration authorities change immigration requirements regularly and at short notice.

www.gov.uk/government/organisations/uk-visas-and-immigration

or

www.sheffield.ac.uk/ssid/international/immigration

or

www.ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/

If information on this booklet does not provide answers you need, check our website.
If you are EU/EEA or Swiss nationals then you do not need permission to enter the UK or to study here.

What type of visa do you need to register?
If you have already been accepted onto a course of study there are two types of visa specifically for studying in the UK: Short-Term Student Visa and Tier 4 Student Visa.

Short-Term Student Visa
If you are coming to the UK to study for a maximum of six months (or 11 months if you will be studying English language only), you may study with Short-Term Student Visa.

If you are a visa national, you must apply for entry clearance before you travel to the UK.

Check whether you need to apply for a visa before travelling to the UK: www.gov.uk/check-uk-visa

We strongly advise you to apply for entry clearance (for both Visa and Non-Visa Nationals) before you leave home to avoid any potential problems on arrival. If you already have the visa, there should be no hold up on entry.

If you choose to come with a Short-Term Student Visa you will be much more restricted than if you come as a Tier 4 student. You will not be allowed to do any work or work placement (even if it is part of a course or unpaid work). You will also not be allowed to apply to extend your stay in the UK.

Tier 4 Student Visa
If the Short-Term Student Visa route is not appropriate for you, then you must obtain entry clearance as a Tier 4 student before travelling to the UK, regardless of your nationality.

Other visa categories
Your visa should reflect the main purpose of your stay in the UK and therefore you should only study with either a Short-Term Student Visa or a Tier 4 Student Visa.

However, under some visa categories, such as Tier 4 dependant, you are also allowed to study.

You are not permitted to study for more than 30 days in the UK with a General Visitor visa. If you have any other visa category and you are unsure whether you can study, please email www.sheffield.ac.uk/ssid/international/email with details of your current visa so we can advise you whether you would be allowed to study or not.

If you have time left on your visa from a different course
You will not be able to study or register at the University of Sheffield with a visa from a previous course, even if this visa is still valid, whether you studied at the University of Sheffield or a different institution. Your visa is tied to the CAS you used to apply for the visa. You will need a visa issued for the course you want to register for or have evidence of a visa application in progress.
You cannot stay in the UK if there are more than 28 days between the end date of your last visa and the start date of your new course.

You cannot switch from a Short-Term Student Visa to a Tier 4 visa in the UK.

**Students wanting to return to the UK on their current visa**

It is often more straightforward to apply for a new Tier 4 visa for your new course before you travel to the UK. Your situation and intentions will be clearer to UK immigration officials, and you will not need to make an immigration application to continue your course once you are back in the UK, which can be expensive and time-consuming.

If you are progressing to a new course from a course at a different institution and you are travelling outside the UK before you start the new course, it is safest to apply for and obtain your new Tier 4 visa before you leave the UK, or if you are visiting your home country, to apply for a new Tier 4 visa while you are there.

If your previous course was at the University of Sheffield and you are progressing to a new course at the same institution, you can re-enter the UK, carrying the CAS for your new course in your hand luggage so you can show it to the immigration officer if they ask for evidence of your studies. We also recommend carrying financial evidence to show to the Immigration Officer that you have sufficient money to extend your visa in the UK (see page 11 financial requirements).

**Time limits for studying in the UK on a student visa**

If you are studying at undergraduate and/or Masters level, you cannot spend more than five years studying in the UK with either a Tier 4 (General) Student Visa or student visa in your lifetime. However, there are some exceptions to this rule. For more information see: www.sheffield.ac.uk/ssid/international/immigration/responsibilities/time-limits
Applying for your Tier 4 student visa

If you have any questions about applying for your student visa you can find more information on our webpages. Please do this before contacting the University as you will probably find an answer to your question online.

Making a visa application in your home country

Please visit the following website: www.gov.uk/apply-uk-visa
In most countries, the application is made online.

There is currently a charge of £322 per person, paid in the equivalent local currency, for processing applications.

Credibility interview

Interviews may be conducted before a visa is granted. The Home Office intends to interview most Tier 4 student applicants before granting them immigration permission to come to the UK. Therefore you might be sent an email asking you to attend an interview as part of the application process.

A member of Home Office staff will ask you about your course, where you want to study and your reasons for studying in the UK. The report of the interview will be sent to the Entry Clearance Officer who makes the decision on your Tier 4 application. The Entry Clearance Officer must be satisfied that you are a genuine student, and that your English language ability is at the correct level. For further information, please see www.sheffield.ac.uk/ssid/international/immigration/overseas/credibility

Making a visa application in the UK

Please visit the following website: visas-immigration.service.gov.uk/product/tier-4-student
You must apply online and then submit your supporting documents. You can send your documents by post (from 1st April 2016 the service costs £448 for the main applicant and £448 per dependant) and the processing time is around 8 weeks. Alternatively, you can book a premium service appointment/face to face/in person appointment (this service costs £948 for the main applicant and £948 for every dependant). If you use the premium service, you will usually receive your decision on the day of the appointment and BRP usually ten days after the appointment.

Immigration requirements are subject to change, please check our website for updates.
www.sheffield.ac.uk/ssid/international/immigration/uk/ves
For applications outside the UK
www.sheffield.ac.uk/ssid/international/immigration/overseas
Requirements and evidence for your visa application

CAS

We will send you a CAS Application email that will direct you to an online CAS Application System. There you will be asked to confirm your personal information. You must check the information carefully. If the details are not correct, your visa will be refused.

If you have any questions or would like more information about how we will apply for a CAS number for you, please visit our CAS application web pages:
www.sheffield.ac.uk/cas-application
www.sheffield.ac.uk/international/welcome/cas-application/faqs

ATAS

Non-EU/EEA students coming to the UK for some Taught Masters programmes and research areas must have ATAS clearance before applying for a student visa. Your offer letter will tell you if ATAS is required.

The areas affected are mostly medicine, 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 CAS will confirm to the immigration authorities whether you need ATAS.

⚠ ATAS applications can take at least 20 working days, usually more. Apply for ATAS clearance online as soon as possible if you need it. You can apply as soon as you receive the offer letter. The application doesn’t cost anything and if you change your mind later, it doesn’t matter that you have applied. The ATAS certificate is valid for 6 months.

Without ATAS clearance you will:
• not be able to apply for a visa
• not be allowed to register for your course.

For more information see the Foreign and Commonwealth Office website:
www.gov.uk/guidance/guidance-on-how-to-apply-for-an-atas-certificate
How much money do you need?
You will need enough money to pay for your course fees (as stated on your CAS) and your living costs while you are in the UK. The Home Office calls this maintenance (funds) requirements.

You need enough money to pay for the course fees of the first year and £9,135 for maintenance. If you are bringing dependants, you must show an additional £6,120 per dependant. If your course is less than 9 months long, you must show £1,015 for each month of your course (plus £680 per month for each dependant).

You must ensure that you have held the required money for a consecutive 28 day period (finishing on the date of the closing balance) ending no more than 31 days before your application.

What if I have already paid some of my course fees, or fees for accommodation to my institution?
You can deduct the following from the total amount of money that you need as part of your immigration application:
• money that you have already paid to your Tier 4 sponsor (The University of Sheffield) towards your course fees as stated on your CAS, and
• a maximum of £1,265 can be deducted from maintenance requirements if you pay for University accommodation before you apply for your visa. This payment will only show on your CAS if you have paid for University accommodation, and not if you have paid for private accommodation.

Can a relative or friend financially sponsor me for my studies in the UK?
Any evidence of money for your living costs must be held in your name or in your parents'/legal guardians’ name (or names).

You cannot use evidence of money held in any other person’s name, even if you have their permission to do so.

Financial evidence
As evidence of your money, you can use:
• personal bank or building society statements, or
• a building society passbook, or
• a certificate of deposit (only acceptable if they do not indicate that funds are frozen), or
• a letter from your bank, or a regulated financial institution, confirming your funds

There are also lists of unacceptable financial institutions which can be found on the UKVI website. If you use documents from an unacceptable financial institution...
your application will be refused.


Using your parents’ or legal guardians’ bank statements

If you wish to use a bank account in your parents’ or guardians’ parent name or names, you must also include evidence of their relationship to you and provide a letter of permission.

The evidence of your relationship with your parent(s) or legal guardian can be:

• your original birth certificate, or a notarised copy, showing the name of your parent or parents whose bank account you are using for your immigration application
• an original certificate of adoption, or a notarised copy, showing your name and the name of your parent or parents whose bank account you are using for your immigration application
• an original court document, or notarised copy, which shows the name of your guardian whose bank account you are using for your immigration application.
• You must also provide an original signed letter from your parent(s) or legal guardian(s), confirming the relationship between you, and confirming that they consent to the funds being available to you for study in the UK.

If you have an official financial sponsor:

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 or will receive 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.

Low risk applicants

Nationals from certain countries will not normally need to present their financial documents and qualifications as part of their visa application. However, these documents can be requested by immigration officials and we recommend that you have these documents prepared. For more information see: www.sheffield.ac.uk/ssid/international/immigration/overseas

All visa applicants must sign a declaration confirming that funds are available and will continue to be available when in the UK.

Translations

All your supporting documents which are not in English must be translated into English by an official translator or
translation organisation. Sworn affidavits, government translators etc. will not be accepted. The translation must include:
- translator's credentials
- confirmation from the translator that it is an accurate translation of the original document
- date of the translation
- translator's full name and signature
- translator's contact details.

**Tuberculosis Screening (TB)**
Students from some countries must obtain a certificate to show that they are free from infectious Tuberculosis before they can obtain a visa. You must include the certificate with your visa application.

A list of relevant countries can be found at: www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk

Please bring a copy of this certificate to your registration interview when you arrive in Sheffield.

The University Health Service carries out TB screening for all students who live outside Europe, North America, Australia or New Zealand. They want to see a copy of a chest x-ray report (not the x-ray itself) in English – taken within six months prior to arrival in the UK. Carry this in your hand luggage and bring it to your registration interview.

**Other documents required**
- current passport
- your original qualifications – these are stated on your CAS under “evidence used to obtain the offer”
- assessment of your English language ability (if stated on your CAS that SELT is required and if it is required, it will list the relevant evidence on your CAS)
- two recent passport-sized photographs. All photographs must comply with the Home Office's photograph guidance for passports and visas: www.gov.uk/photos-for-passports
- **Police Registration Certificate.** This is only required if you are applying in the UK; and only if your current or most recent immigration permission has a condition to register with the police. Make sure it is up to date and shows your current address and current immigration status.
- **letter from your parents if you are under 18 years old.** If you submit an application as a Tier 4 (General) student when you are 16 or 17 years old, you must include a letter from your parent(s) or legal guardian(s) to show that they support your application. Their letter must confirm all of the following:
  - their relationship to you
  - that they consent to your application as a Tier 4 (General) student
  - that they consent to your living arrangements in the UK
  - if you are applying for entry clearance, that they consent to your independent travel to the UK
  - if one parent or legal guardian has legal custody or sole responsibility of you, the letter must confirm this and be signed by that parent or legal guardian. If not, then both parents or legal guardians must give their consent and the letter must be signed by both parents or legal guardians.
- **consent of current or previous official financial sponsor,** if they are a government or an international scholarship agency. If you have an official financial sponsor for your proposed studies, and the sponsor is a government or an international

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- **Police Registration Certificate.** This is only required if you are applying in the UK; and only if your current or most recent immigration permission has a condition to register with the police. Make sure it is up to date and shows your current address and current immigration status.
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  - if one parent or legal guardian has legal custody or sole responsibility of you, the letter must confirm this and be signed by that parent or legal guardian. If not, then both parents or legal guardians must give their consent and the letter must be signed by both parents or legal guardians.
- **consent of current or previous official financial sponsor,** if they are a government or an international scholarship agency. If you have an official financial sponsor for your proposed studies, and the sponsor is a government or an international
scholarship agency, their sponsor letter (which you will need for evidence of your money, see below) should specifically state that they consent to your Tier 4 (General) application. If you have previously received financial sponsorship from a government or international scholarship agency for your studies, and the sponsorship ended less than 12 months ago, you must also obtain and include a letter of consent from this financial sponsor.

NHS Surcharge
For any applications submitted on or after 6th April 2015, visa applicants will be required to pay a charge to the NHS. The key points you need to know are:

- it will be paid by non-EEA nationals who apply to come to the UK to work, study or join family for a period of more than 6 months
- you will need to pay this in full at the time of your visa application. The charge will usually be paid online
- the charge is £150 a year for students (this will be for each year you will study on your course). If you are applying with dependants, each of your dependants will need to pay the charge too
  - if your dependant is coming to the UK and isn't applying for a Tier 4 Dependant visa they will need to arrange private medical insurance BEFORE coming to the UK.
- the amount payable will be based on the maximum period of time for which permission could be granted based on the course dates confirmed on your CAS (i.e. the length of your course plus the wrap up period)
- for further information, please see www.sheffield.ac.uk/ssid/international/immigration/nhs

University duties to the Home Office under Tier 4

- your visa/residence permit is tied to the CAS you used to apply for your visa. You cannot register or study at any other institution or any other course.
- you cannot register at the University of Sheffield without either a student visa issued specifically for the course you wish to register for or evidence that you have applied to extend your visa using the CAS of the course you wish to register for.
- to change to another university or different course, you must make a new visa application. You must use the CAS number from the university and course you wish to attend.
- universities must inform the immigration authorities of students (with visas for that institution) who do not register.
- if you defer entry, the University will inform the immigration authorities. You may need to apply for a new visa when you come for your new course start date.
- we must inform immigration authorities if you do not attend lectures/seminars regularly.
- we must inform immigration authorities if you start a work or study placement during your studies.
- students who take time off from their studies (leave of absence) or who leave the University before their course end date are expected to return to their home country. This will also be reported. You will need a new visa to re-enter the UK.
After your visa is issued

When your visa application is granted, the visa for the duration of your course will not be issued as a vignette (sticker) in your passport. Instead, you will be given a short term entry stamp in your passport which is only valid for 30 days. You then need to travel to the UK and collect your Biometric Immigration Document (BID) within 10 days of arriving in the UK. When you are issued with your 30 day entry clearance visa you will be given details about collecting the BID in the UK. The process of registering with the University will be quicker and easier if you arrange for your BID to be delivered to the University. Make sure you use the ACL code contained in the email which delivers your CAS. Your BID will demonstrate that you have the right to study in the UK.

You can find further information on www.sheffield.ac.uk/ssid/international/immigration/overseas/bid

When you have collected your BID it is important for you to check that you have been given your full visa entitlement.

When will your immigration permission end?

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<th>End of immigration permission</th>
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<td>4 months after the end of the course</td>
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<tr>
<td>6 months or more, but less than 12 months</td>
<td>2 months after the end of the course</td>
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<tr>
<td>Pre-sessional course, less than 6 months</td>
<td>1 month after the end of the course</td>
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<tr>
<td>Other course, less than 6 months</td>
<td>7 days after the end of the course</td>
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If you do not get your full entitlement, please check the relevant information on Visa Correction Scheme www.sheffield.ac.uk/ssid/international/immigration/overseas/correction
Visa refusals

If your visa is refused, you **MUST** inform us by using the following weblink: www.sheffield.ac.uk/ssid/international/email/visa-refusals

You need a new CAS in order to make a new application. Therefore it is crucial that you don’t take the visa application lightly and take extra care when submitting your application and minimise the risk of the refusal.

The most common reason for visa refusals is insufficient financial evidence that the applicant meets the maintenance requirements. Therefore it is important that you read all the information in this booklet and on the recommended websites carefully. You should also pay attention to the Tier 4 policy guidance which gives detailed information about the document requirements. www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

If your visa is refused, you have two options: Either submit a fresh application or request an administrative review. You can no longer do both at the same time. An administrative review will only be successful if the entry clearance officer made an error when making the decision. New evidence is not permitted. If you want to make a new application, you need a new CAS. **Do not use your old CAS as this expires after a refusal.**

Before we can issue a new CAS, you must scan and email us the refusal notice (all pages), up to date financial evidence you are planning to use with your new application and if the application was refused for any other reason, the documents that are relevant to the grounds of refusal. We then assess these documents and if we are satisfied that you meet the requirements, we will authorise a new CAS. Please be aware that this means that during busy times in August and September we might not be able to issue a CAS in time for you to start your studies. **You might need to defer your studies for a year.**

If you have read the relevant information and are still unsure, please go to www.sheffield.ac.uk/ssid/international/email and contact us with your query before submitting a new application.
Employment

The maximum hours you can work during term-time are normally confirmed when your visa is granted.

You are not allowed to work on a Short-Term Student Visa.

The University of Sheffield is a higher education institution and so the following regulations apply if you have a Tier 4 Student Visa:

During term time you can work for a maximum of

- 20 hours a week if you are studying at degree level or above at a higher education institution
- 10 hours a week if you are studying a course that is below degree level at a “higher education institution”

These limits are cumulative i.e. if you have two jobs the total hours across both jobs must not exceed the limit. Breaching these limits breaks your visa conditions and is serious.

Tier 4 dependants are not restricted in the number of hours they can work.

The University recommends that you do not work more than 15 hours per week (or 10 hours if you study below degree level).

Full-time work

Do not come to the UK relying on paid employment. You cannot rely on potential earnings in the UK to satisfy the maintenance requirements for your visa application.

You are not allowed to work full-time except in University vacations. Vacations can vary according to level of study. Please see our website for more information: www.sheffield.ac.uk/ssid/international/immigration/work

Work placements

If you are studying in the UK with a Tier 4 visa you are permitted to undertake a work placement provided that the placement is an integral and assessed part of the course and the placement constitutes no more than 50% of the course duration, unless there is a statutory requirement for it to do so (e.g. if you are on a PGCE).

If you are about to start a work placement you must obtain a letter from your academic department to give to your employer. This letter will confirm that your work placement conforms to the student immigration rules.
Bringing dependants

Who can bring dependants?
If you are studying for a postgraduate course for 12 months or longer you can bring dependants. Different rules apply to government-sponsored students. For more information visit: www.sheffield.ac.uk/ssid/international/immigration/overseas/dependants

Your children (under 18) can join you as a dependant if you have sufficient money. Both parents must be residents 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.

Dependants have the right to work in the UK.

You can get help with preparing your family’s entry clearance application from the Students’ Union’s Student Advice Centre, please see: su.sheffield.ac.uk/student-advice-centre/immigration

Pregnancy and maternity leave
This information is about immigration matters for babies born in the UK to a Tier 4 migrant and their Tier 4 dependant partner.

If you are a Tier 4 student and discover you are pregnant, you should discuss this with your academic department as soon as possible so that you can plan how long you might need to take away from your studies when your baby arrives.

If you are a Tier 4 migrant and you find you need to interrupt your studies due to pregnancy, you and any dependants may need to leave the UK, then apply for new Tier 4 entry clearance in order to return to the UK and resume studies. This will depend on the length of the maternity leave that you require.

If you are thinking about maternity leave you should get medical advice as early as possible as there may be health reasons which stop you from flying. You should also speak to your airline as soon as possible as some airlines do not permit pregnant women to fly after a certain time during pregnancy.

If you are pregnant you should leave the UK in good time. If you cannot leave the UK for any reason (for example health reasons; because your airline will not allow you to travel; or because your baby is born earlier than expected) and you need to take a break from your studies, we might have to report you to UKVI. This might lead to your student visa being curtailed. You might then have to apply for a visa outside the immigration rules on exceptional grounds.

Babies born in the UK
Birth in the UK does not automatically make a baby a British citizen. The baby needs to have a parent with British citizenship or settled status in the UK in order to be born British.

If your baby is born in the UK and is not a British citizen, it is lawful for him or her to remain in the UK without making an immigration application. However, the baby will need immigration permission to re-enter the UK after any travel abroad. For babies born to Tier 4 students, there are limited instances when the baby can apply for immigration permission as your dependant. You should make an immigration application for your new baby within 3 months of him or her being born or he or she will NOT be eligible for free
NHS treatment and you will need to pay for medical treatment on a private basis. This can often cost thousands of pounds. If you wish, you can arrange private medical insurance to cover these costs.

You can apply for immigration permission for your baby as your dependant from either inside the UK or from your country of residence (where it is called ‘entry clearance’) if:

- you are government-sponsored on a course of more than six months OR
- you are on a postgraduate course of at least 12 months at a publicly-funded Higher Education Institution or a ‘recognised body’.

**NHS Surcharge for dependant(s)**

If your dependant(s) are in the UK on Tier 4 Dependant visa, they are entitled to apply for Immigration Health Surcharges (IHS) when applying for Tier 4 Dependant visa, so they are covered by NHS for medical treatment.

However, if you have dependant(s) - wife, husband and/or children - with you in the UK on Standard Visitor visa then they will not be covered by IHS. If they use NHS services such as hospital treatments then they will be charged. Therefore, you must make sure that they have a valid medical insurance. Medical insurance for your dependant(s) should be arranged before they travel to the UK.
Financial information
University Financial Requirements

Deposits
If you are on a taught postgraduate course (e.g. MSc, MA) you need to pay a deposit of £1,000 when you accept your offer – CAS statements can only be provided after payment of this deposit. Some students on other courses may be required to pay a higher deposit and some may also be required to pay the deposit when they accept their offer – we will let you know if this affects you.

Financial Declaration
You will be sent an email advising you to complete the Financial Declaration, online, confirming the following information:
• how your academic fees will be paid
• 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 provide a letter, from your sponsor, to the University. This can be scanned and uploaded and you will be advised, by email, when and how to do this.

If you plan 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 or 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.

Tuition fees
Home or Overseas?
Home and Overseas 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 or www.ukcisa.org.uk

Not certain about fee status?
Contact Admissions www.sheffield.ac.uk/aid/contact for advice before coming to Sheffield. A ruling from another university will not be considered by the University of Sheffield.

When must fees be paid?
No less than 25% of your fee must be paid in advance or at the start of each year of study. Discounts are available for payment in full, in advance of your course start date, for some students.

Detailed information about fees and the available payment plans can be found here: www.sheffield.ac.uk/registration/tuitionfees

What are the fees in 2016-2017?
Fees are in your CAS information and can be found here:
www.sheffield.ac.uk/ssid/fees/ug
www.sheffield.ac.uk/ssid/fees/pgt
www.sheffield.ac.uk/ssid/fees/pgr

All fees are quoted in pounds sterling and are payable for each year of study.
We offer a special fixed-fee guarantee for international students taking courses longer than one year. The tuition fee you pay in your first year will be the same for each year of your course. The only exception is if you are joining Medicine and Dentistry, where a clinical fixed fee will apply to the final clinical years of your programme. This means that you will know exactly how much you will pay each year before you start your studies. This will make it easier to plan and budget for your time in Sheffield.

If in any doubt about the amount of the fee to be paid, email: studentfees@sheffield.ac.uk

Financial assistance
The University has a number of scholarships available to international students. You can use our student funding calculator to search which ones are available to you.
www.sheffield.ac.uk/international/enquiry/money/funding-calculator

Further information about the scholarships and how to apply, is available here: www.sheffield.ac.uk/international/money/scholarships

Students who receive an award from the University will be sent written confirmation of the award prior to arriving in the UK.

EU Students

Undergraduate Students
If you are an undergraduate student and you intend to apply for a tuition fee loan you can do this from early 2016. Further information on the loan, the repayments and how to apply can be found online: www.gov.uk/student-finance/overview

Postgraduate Students
EU students could be eligible for a government funded Postgraduate Master’s Loan of up to £10,000. Final details on the eligibility of the loan and how to apply have not been confirmed at the time of print, but we will keep our web page up to date as more information is released: www.sheffield.ac.uk/ssid/finance/pg/pg_loans

As an EU student you may also be eligible to apply for a Professional and Career Development Loan (PCDL). If you intend to fund your course this way you must have a decision about your PCDL before you attend Registration. If you do not have a decision by this time, you must pay your fee as a self-funded student. A refund will be made if you obtain the loan later. Further information on these loans is available online: www.gov.uk/career-development-loans
Your health
University Health Service

The University of Sheffield has its own Health Service (one of only two in England). The University Health Service is a National Health Service (NHS) General Practice focused on student health. It is a modern, friendly, forward thinking Practice, offering a wide range of clinic services, such as:

- GP (Doctor) Clinics
- Nurse Practitioner Clinics
- Eating Disorder Clinic
- Travel Clinic

to name a few. Further information can be found at www.sheffield.ac.uk/health

The University strongly recommends that you register with the University Health Service. To do this you need to pre-register online as part of the University’s pre-registration process and then complete your registration in person during Intro Week. Further information will follow in the University’s registration guide.
Health insurance

Medical insurance is needed for any additional travel outside the UK.

All students can be seen at the University Health Service. If you are on a course lasting 6 months or less you may be registered as a temporary patient. Please note if you are on a course lasting 6 months or less you may not be entitled to further NHS treatment (for example onward referral to hospital services, if required), so you should arrange medical insurance before you arrive.

Families

Your dependants are currently eligible to the same health care you receive. If you are planning to register your dependants with the NHS please check our website: www.sheffield.ac.uk/health

Please bring all your children’s health and immunisation records. Visit the following web sites about health care in the UK and details of local NHS services: www.newbornphysical.screening.nhs.uk

There may be changes to the entitlements of international students to NHS services. Check our webpages for the most up to date information www.sheffield.ac.uk/ssid/international/living/health

Immunisations before you come

All universities in the UK require students to be immunised before coming to the UK. You must be immunised against:

- tuberculosis – As per instructions from the UK Home Office, if you are coming to the UK for more than 6 months please see the list of countries where a TB test is required www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk
  The University Health Service will need to see the chest x-ray report if you are from Sub-Saharan Africa, India, Pakistan, Bangladesh or Sri Lanka. Students from Sub-Saharan Africa will also be required to have a mantoux test at the University Health Service.
- tetanus and polio
- students aged 24 and under – Meningitis C and MMR (measles, mumps and rubella)
- students coming to study Medicine, Dentistry, Nursing and Speech Science – Hepatitis B immunisation in their home country, at least three 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 University Health Service appointment.
If you have a disability
The University of Sheffield welcomes disabled students and is committed to effectively meeting any additional academic support requirements they may have. Further information on the types of support available to disabled students is provided in the University publication Information for Disabled and Dyslexic Students, which can be downloaded here: www.sheffield.ac.uk/ssid/disability

The Disability and Dyslexia Support Service (DDSS) is responsible for coordinating and overseeing the support of students with disabilities. When necessary, the service liaises with academic departments and other University support services (the University Counselling Service, for example) on behalf of individual students.

For the purposes of the service, the term ‘disability’ refers to any impairment that has lasted or is likely to last for more than 12 months and which has (or is likely to have) a significant and sustained impact upon an individual’s ability to access and perform upon an academic course. Any student with an impairment which falls within this definition is eligible for support, and individuals with a wide variety of disabilities – from Specific Learning Difficulties and sensory impairments to medical conditions and mental health difficulties – can access the service.

If you have a disability please contact both the DDSS and your academic department well in advance of your arrival at the University to ensure that you are given appropriate advice regarding the support, equipment and facilities available to you here.

**Funding**

The DDSS has funding available to help meet the cost of any academic support which international and EU students require as a result of their disabilities.

There is no funding for any costs relating to personal care or recreational support which a disabled student requires as a result of his/her impairment.

Information for Disabled and Dyslexic Students is available at: www.sheffield.ac.uk/ssid/disability and in print on request.

Tel: +44 (0)114 222 1303
Fax: +44 (0)114 222 1373
Email: disability.Info@sheffield.ac.uk
Students with children of school age
Under UK law children must be in full-time education from the beginning of the school term following their 5th birthday. Children are allowed to start school in the first class, which is called “Reception”, in the September after their 4th birthday. Parents may also defer the admission of 5-year-old children into Reception until the January or April of the school year, depending on their date of birth. Applications for school places can be made online, through the Sheffield City Council web link below, or in person at Howden House in Sheffield city centre. It is best to make your application for a school as soon as possible.

There is a high demand for school places in Sheffield (as in the case of all UK cities) and we strongly recommend you check the availability of places before you sign a rental agreement for your accommodation.

You can find information about the dates of school holidays and how to apply for a school place from Sheffield City Council: www.sheffield.gov.uk/education

All classes in the UK are taught in English and there are limited resources for additional language support. You might find it useful to send your child to additional English lessons before you come to the UK. This will give them the best opportunity to fully participate in school activities. While in the UK, try to speak some English at home with your children to give them extra practice.

If you intend your child to eat lunch prepared by the school, remember that food in the UK is likely to be different to what your child is used to. If you think your child will prefer familiar food, you can prepare a packed lunch. Alternatively, take some time to talk to your child about the school menu and explain what the ingredients are.

It is important to be aware that the academic year for schools, and school holidays, do not correspond exactly with the dates of the University’s semesters and vacations. The school year runs from early September to late July and there are one-week breaks in the middle of the three terms as well as longer holidays at Christmas and Easter.

In the UK, parents do not have the automatic right to take their children out of school during term time and can be fined for doing so.

For more information on the UK law with regard to the education of children and school attendance, see:

www.gov.uk/school-attendance-absence/overview
www.sheffield.ac.uk/ssid/international/living/parents
Moving to a new country is an exciting experience, but we know it can also be challenging, particularly at the start. Our Meet and Greet scheme and Orientation programmes aim to make your first days in Sheffield as relaxed and enjoyable as possible, and to support your adjustment to life in the UK.

We recommend that, if possible, you catch a connecting flight to Manchester International Airport, as it is much easier to travel from there to Sheffield than from one of the London airports. Although the train journey from the centre of London to Sheffield only takes about two hours, tickets are quite expensive and as the airports are not in the centre of London it will take additional time and money to travel across the city.
Meet and Greet from Manchester Airport

Sunday 11 – Sunday 18 September 2016
If your flight arrives at Manchester Airport during the main arrivals period (11-18 September 2016) you may be able to use our ‘Meet and Greet’ pickup service. If you do, our assistants will meet you at the arrivals gate at Manchester Airport and show you to our private coaches, which will transport you to Sheffield.

This service must be booked and paid for in advance, and full details including the cost, operating times and booking details can be found online at: www.sheffield.ac.uk/ssid/international/before/meet-greet

Independent travel from airports to Sheffield
If your flight arrives on a date outside of the Meet and Greet service times, or arrives into a different airport than Manchester, there is information about independent travel options to Sheffield at: www.sheffield.ac.uk/ssid/newstudents/before-you-arrive/travel/airport

Orientation

Our Orientation programmes include a wide range of activities and events to help you make friends and adjust to life in Sheffield, and they take place before the start of each academic semester.

If you are going to arrive on a date outside of the main arrivals periods (this is often the case for Postgraduate Research students) then, although there will be no formal Orientation programme available, please feel free to contact orientation@sheffield.ac.uk. Our International Student Support team will be able to offer you advice and useful resources that should help you prepare for and adjust to life in Sheffield.

September Orientation
Monday 12 – Friday 16 September 2016
Our September Orientation is designed to be as flexible as possible – you can arrive at any time during the week, which events you attend is completely your choice, and key events are repeated throughout the week to make sure no one misses out. University accommodation is available to stay in during Orientation Week, but must be booked in advance if needed.

The week will include:
• daily welcome sessions to introduce new arrivals to the programme.
• tours of the University campus, the Students’ Union and the local area.
• advice about practical tasks like opening bank accounts and finding accommodation, plus the time to complete these tasks before Sheffield – and you! – get much busier during Intro Week.
• talks about the academic and welfare support available to you during your studies.
• information sessions about coping with homesickness and cultural differences.
• various ‘icebreaker’ sessions to help you meet other new students who will be staying in the same accommodation as you, or studying in the same academic faculty.
• a huge range of social events – craft sessions, night clubs, games evenings, sports, karaoke, quiz nights and lots more!

Full details about the programme, including booking information, accommodation options and events schedule, will be available online in Summer 2016 at: www.sheffield.ac.uk/ssid/newstudents/orientation-week

February Orientation
Thursday 2 – Saturday 4 February 2017
If you are due to start studying at the University at the start of the Spring semester, there is a shorter Orientation that takes place in February which we encourage you to attend. Like our September Orientation, the programme includes useful tours, information sessions and social events.

You will need to find and pay for your own accommodation and food. Full information about the programme will be available from our webpages closer to the time at: www.sheffield.ac.uk/ssid/newstudents/orientation-week

If you have any questions about our Orientation programmes, please contact orientation@sheffield.ac.uk

Students arriving outside orientation periods

Who arrives at these times?
Most students start their studies in September/October. Some students can start at other times of the year, though joining a taught course (undergraduate, diploma or taught Masters) late is usually very difficult or impossible. Please contact the academic department for advice.

If you arrive outside of the main arrivals periods in September and February, there is unfortunately no orientation programme available, but please feel free to contact orientation@sheffield.ac.uk at any time for advice and support about arriving and settling into life in Sheffield.

Who 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:
• Admissions Service.
• Academic Department.
• Accommodation and Commercial Services (where University accommodation is booked).

Insurance for possessions is strongly recommended for your journey and your first few days in Sheffield.
Definition of terms used

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

**Biometric Immigration Document and Biometric Residence Permit**
A card showing your entitlement to study and stay in the UK.

**CAS (Confirmation of Acceptance for Studies)**
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:
- everything is correct
- your name is exactly the same as on your passport
- your qualifications are exactly as listed

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

**ATAS (Academic Technology Approval Scheme)**
This is a Government scheme designed to ensure that people applying for postgraduate study in certain sensitive subjects do not acquire knowledge that could be used in weapons of mass destruction programmes. You must find out if you need an ATAS certificate before applying for a student visa or extension.

**Dependant**
Dependants are children under 18 years of age, or your husband, wife, civil partner, or unmarried or same-sex partner.

**SELT**
Secure English Language Test

**Tier 4**
This is the part of the UK points-based immigration system that relates to migrants wishing to study in the UK.
Dates of future academic sessions

2016– 2017
Autumn Semester
19–24 September 2016: Intro Week
26 September 2016 – 17 December 2016
16 January 2017 – 4 February 2017

2016–2017
Spring Semester
2–4 February 2017: Semester 2 Orientation
6 February 2017 – 1 April 2017
24 April 2017 – 10 June 2017

2017-2018
Autumn Semester
18-23 September 2017: Intro Week
25 September 2017 – 16 December 2017
15 January 2018 – 3 February 2018

2017-2018
Spring Semester
2-4 February 2017: Semester 2 Orientation
5 February 2018 – 24 March 2018
16 April 2018 – 9 June 2018

Terms and Conditions of Offers

Full details can be found on the University’s web pages.

For undergraduate students:
www.sheffield.ac.uk/undergraduate/policies/terms

For postgraduate students:
www.sheffield.ac.uk/postgraduate/info/terms
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.

Accommodation and Commercial Services
Tel: +44 (0)114 222 4488
Email: accommodationoffice@sheffield.ac.uk
www.sheffield.ac.uk/accommodation

Admissions Service – Applicant Information Desk
Tel: +44 (0)114 222 8030
Email: shefapply@sheffield.ac.uk
www.sheffield.ac.uk/aid

CAS Enquiries
Email: pbsapply@sheffield.ac.uk
www.sheffield.ac.uk/international/welcome/cas-application

Immigration Advice
(family visits and working after studies), Student Advice Centre, Students’ Union
Tel: +44 (0)114 222 8660
Fax: +44 (0)114 222 8616
Email: advice@sheffield.ac.uk
su.sheffield.ac.uk/student-advice-centre

International Student Support/Student Immigration Advice/Student Support and Guidance
Tel: +44 (0)114 222 9679
Fax: +44 (0)114 222 1304
Email: www.sheffield.ac.uk/ssid/international/email
www.sheffield.ac.uk/ssid/international

Other information
Student Services Information Desk (known as SSiD):
www.sheffield.ac.uk/ssid

Find answers to the most commonly asked questions at:
ssid.sheffield.ac.uk/asksheffield/

Main switchboard telephone:
+44 (0)114 222 2000 (9am – 6pm UK time)
What happens next?

This is one of four Essential Guides we send to you before you start your course at Sheffield:

Make sure the email address that you provide is one you check regularly, so we have a way of contacting you.

Each guide gives you specific information you need to know before you start your studies.

The Essential Guide to Registration and the Essential Guide to University Life will be sent from August, when you have accepted and met any outstanding conditions of your offer.

Get connected

www.sheffield.ac.uk/contact/social-media

Useful websites

www.sheffield.ac.uk/accommodation
su.sheffield.ac.uk/
www.sheffield.ac.uk/ssid/international