Preparing for Sheffield.

All you need to know about immigration, health and money.
We're delighted that you have accepted your offer to study with us in 2018.
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.

Contents

Preparation you can do now 4
Visa information 6
Financial information 14
Your health 16
If you have a disability 17
Students with children of school age 18
Arriving in Sheffield 20
Glossary 22
Dates of future academic sessions 23
Terms and conditions of offers 22
Contact details 24
What happens next? 25

* If you see this symbol it means that the term is defined in the Glossary on page 22.
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.

Academic preparation
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

The Academic Skills Hub (TASH)
These web pages are full of practical advice and guidance about studying at the University of Sheffield. Available before and during studies. www.sheffield.ac.uk/tash

Mathematics and Statistics Help (MASH)
A helpful resource for Maths and Statistics. Available before and during studies: www.sheffield.ac.uk/mash

Language preparation
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.

University Accommodation
University accommodation is a great way of meeting new friends. Please refer to the following webpages for information on how to book University accommodation: www.sheffield.ac.uk/accommodation

For more information including course types and dates, visit: 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

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

BBC World Service – Learning English www.bbc.co.uk/worldservice/learningenglish

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

A small number of UK Universities have been selected to take part in a new pilot scheme in conjunction with the UK Government which provides one-year Master’s students and their dependants (if applying at the same time) the opportunity to benefit from a streamlined visa application process. The scheme offers several important advantages for students who will be studying at masters level course of 13 months or less.

The University of Sheffield is pleased to have been selected to take part in the pilot on the basis of our consistently low visa refusal rate. Find out more [www.sheffield.ac.uk/ssid/international/immigration/tier4pilot](http://www.sheffield.ac.uk/ssid/international/immigration/tier4pilot)

You must read this booklet and keep checking the webpages below for the most up-to-date information.


If information on this booklet does not provide answers you need, check our website: [www.sheffield.ac.uk/ssid/international/immigration](http://www.sheffield.ac.uk/ ssid/international/immigration)

Do you need a visa to study in the UK?
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 Study Visa
- Tier 4 (General) student visa*

Short-Term Study 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 a Short-Term Study Visa.

If you are a visa national, you must apply for your visa 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](http://www.gov.uk/check-uk-visa)

We strongly advise you to apply for a visa (for both Visa and Non-Visa Nationals) before you leave home to avoid any potential problems on arrival.

If you choose to come with a Short-Term Study Visa 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.

If you have time left on your visa
If you are progressing to a new course from a course with an end date of six months, you will need permission to extend your visa. You will need a new visa which you can show to the Immigration Officer when you arrive in the UK. You will need a new visa to re-enter the UK.

Tier 4 responsibilities
- your visa/residence permit is tied to the CAS number* 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 number 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 be reported. You will need a new visa to re-enter the UK.

Students already in the UK
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 Study Visa to a Tier 4 (General) student 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 (General) student 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 (General) student visa before you leave the UK, or if you are visiting your home country, to apply for a new Tier 4 (General) student 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 University of Sheffield, you can re-enter the UK, carrying a copy of the CAS Statement 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 9 financial requirements).

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 number 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.

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 pre-Tier 4 (General) student visa in your lifetime. However, there are some limited exceptions to this rule. For more information see: [www.sheffield.ac.uk/ssid/international/immigration/responsibilities/time-limits](http://www.sheffield.ac.uk/ssid/international/immigration/responsibilities/time-limits)

Students already in the UK
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 Study Visa to a Tier 4 (General) student 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 (General) student 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 (General) student visa before you leave the UK, or if you are visiting your home country, to apply for a new Tier 4 (General) student 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 University of Sheffield, you can re-enter the UK, carrying a copy of the CAS Statement 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 9 financial requirements).
Applying for your Tier 4 (General) student visa

Making a visa application in your home country
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. www.sheffield.ac.uk/ssid/international/immigration/overseas

Please visit the following website:
www.gov.uk/apply-uk-visa

In most countries, the application is made online.

Check the cost of the application on this website www.gov.uk/visa-fees

Credibility interview
You may be called for an interview before your visa is granted.

A member of UK Government staff will ask you about your course, your reasons for studying in the UK and why you chose the University of Sheffield. 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:
www.gov.uk/tier-4-general-visa/extend-your-visa

You must apply online and then submit your supporting documents. Immigration requirements are subject to change, please check our website for updates. www.sheffield.ac.uk/ssid/international/immigration/uk/ves

Requirements and evidence for your visa application

CAS number
Arranging your CAS number is one of the tasks you complete as part of the Pre-Registration process. You will be sent an email inviting you to begin Pre-Registration, and giving you access to the system: 1. when it is less than three months before the start of your course, and 2. when you have accepted an Unconditional offer.

In the Pre-Registration system 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 arrange 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

Your CAS number can only be used for one visa application. If you are refused, you will need a new CAS number.

ATAS
For postgraduate applicants, your offer letter will tell you if you need ATAS clearance. If you are going to study a research degree, the offer letter will also contain the JACS code and ATAS summary needed for your ATAS application. If you are going to study a taught course, we will email you from May to tell you how to apply.

For undergraduate applicants, if you need ATAS clearance we will email you from May to let you know, and to tell you how to apply.

Your CAS number will confirm to the immigration authorities whether you need ATAS.

ATAS applications can take at least 20 working days to process.

Apply for ATAS clearance online as soon as possible but not more than 6 months before the start date of your course. 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: www.sheffield.ac.uk/ssid/international/immigration/atas

Proof of funding

How much money do you need?
You will need enough money to pay for your course fees (as stated in your CAS Statement) and the amount of £9,135 for your living costs while you are in the UK. The UK Government calls this maintenance (funds) requirements.

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. However, for your dependants you must show £680 per month for each month of leave to remain that you expect to be granted (up to a maximum of 9 months/£6,120). Please see under “When will your immigration permission end?” below.

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

If you do not show the correct amount of money held for the correct amount of time, your visa application WILL be refused.
Preparing for Sheffield.

**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 fee as stated in your CAS Statement
- 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 in your CAS Statement 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 part of your CAS number application you will be provided with information about what financial evidence you will need to provide. You must read this information carefully.

**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.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements](http://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements)

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. Please note that it is the country of application and not the country of nationality which determines the need for the TB certificate. Please see here for confirmation of the requirements: [www.gov.uk/tb-test-visa](http://www.gov.uk/tb-test-visa)

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](http://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. Carry this in your hand luggage and bring it to your registration interview.

**NHS Surcharge**

You 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 current NHS fee is £150 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 is not 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 in your CAS statement (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](http://www.sheffield.ac.uk/ssid/international/immigration/nhs)
Preparing for Sheffield.

After your visa is issued
When your visa application is granted, you will be given a short term entry vignette in your passport which is only valid for 30 days. You then need to travel to the UK and collect your Biometric Residence Permit (BRP)* within 10 days of arriving in the UK.

The process of registering with the University will be quicker and easier if you arrange for your BRP to be delivered to the University. Make sure you use the ACL code contained in the email which delivers your CAS number. Your BRP will demonstrate that you have the right to study in the UK.

When you have collected your BRP it is important for you to check that you have been given your full visa entitlement. www.sheffield.ac.uk/ssid/international/immigration/overseas/duration

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

If you do not get your full entitlement, please check the relevant information on Visa Correction Scheme if your full length visa was issued on a vignette. www.sheffield.ac.uk/ssid/international/immigration/overseas/correction

If your full length visa was issued on a BRP and you notice a mistake, please see: www.gov.uk/biometric-residence-permits/report-problem

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

Do not use your old CAS number as this expires after a refusal. You need a new CAS number 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 you have read the relevant information and are still unsure, please contact us before submitting a new application www.sheffield.ac.uk/ssid/international/email

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 Study Visa. 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 (General) student 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.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants

Your children (under 18) can join you as a dependant if you have sufficient money to support them. Both parents must be resident in the UK unless you are the sole surviving parent and/or have sole responsibility for the child’s upbringing. Children must be under 18, unmarried and must not be a civil partner, leading an independent life and must not have formed an independent family unit.

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
If you are a Tier 4 (General) student 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 a new Tier 4 (General) student visa in order to return to the UK and resume studies. This will depend on the length of the maternity leave that you require. Check the implications of your pregnancy for your study as soon as possible www.sheffield.ac.uk/ssid/student/pregnancy
Financial information

University Financial Regulations
You can check what your tuition fee is by using the online Fees Lookup tool available at www.sheffield.ac.uk/registration/tuitionfees

You will be sent an email about Pre-registration and you will be asked to complete a number of online tasks; one of the tasks is the Financial Declaration and paying your tuition fee or uploading a sponsor letter/financial guarantee if an external organisation e.g. an embassy or your employer is paying your tuition fee; these tasks must be done in advance of attending Registration. For more detailed information about tuitions fees you are strongly advised to look online and read the information very carefully.

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/enquiry/money/scholarships

Tuition fee deposits
If you are an International applicant and have accepted a place on a taught postgraduate course, the University of Sheffield will ask you to pay a deposit towards your course tuition fee. Please see: www.sheffield.ac.uk/feedeposits

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 2018. 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. In 2017 students could borrow up to £10,280, we expect the 2018 figure to be confirmed soon. Further information about the loan and how to apply can be found online: www.sheffield.ac.uk/ssid/finance/pg/pg_loans

Other funding opportunities can be found on our webpage: www.sheffield.ac.uk/ssid/finance/pg
Your health

University Health Service
The University of Sheffield is one of only two universities in the UK to have its own Health Service.

The University Health Service (UHS) is a National Health Service (NHS) General Practice, focused on student health. Based on campus, it is a modern, friendly, forward thinking practice, offering a wide range of clinical services, including GP (doctor) and nurse appointments.

There is no charge for using UHS. We can help with:
- Infections
- Rashes
- Pain
- Sexual Health
- Asthma
- Diabetes
- Depression
- Eating Disorders
- Routine Immunisations
- and many more problems!

In addition to these services, we can also provide some non-NHS services, for example, we hold dedicated Travel Clinics, where you can get both NHS and non-NHS vaccinations.

All students at the University of Sheffield (living in Sheffield) and their dependants (husband/wife/children - if they live within the practice boundary) can register with the University Health Service. It is important for all students to register with a Doctor close to where they live.

Further information can be found at www.sheffield.ac.uk/health/information/internationalstudents

The University of Sheffield strongly recommends that you register with University Health Service. To do this, you need to pre-register online, as part of the University’s pre-registration process. You will then have to complete your Health Service registration in person during Intro Week. Further details will be available in the University Registration Guide and at www.sheffield.ac.uk/health/newregistrations

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

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. This includes a wide variety of disabilities – from Specific Learning Difficulties and sensory impairments to medical conditions and mental health difficulties.

Funding
The Disability and Dyslexia Support Service (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.

Please contact the DDSS in advance of studying here to ensure full support is in place. www.sheffield.ac.uk/ssid/disability
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.

You can apply for school places online. 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. You will need to pay for school lunches.

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
Arriving in Sheffield

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.

If possible, 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. Travelling from London by train is time consuming and expensive.

Meet and Greet from Manchester Airport
A Meet and Greet service will be run from Manchester Airport. Further details available online in Summer 2018. Our assistants will meet you at the arrivals gate and show you to our private coaches, which will transport you to Sheffield.

You must book for this service in advance 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 range of activities and events to help you meet new people and adjust to life in Sheffield. They take place before the start of each academic semester.

September Orientation
Week commencing 10 September 2018
The programme will include:
• 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 Intro Week.
• talks about the academic and welfare support available to you during your studies.
• information sessions about coping with homesickness and cultural differences.
• social events and ‘icebreaker’ sessions to help you meet other new students
• craft sessions, night clubs, games evenings, sports, karaoke, quiz nights and lots more!

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

Students arriving outside orientation periods
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 please contact orientation@sheffield.ac.uk. We will be able to offer you advice and useful resources that should help you prepare for and adjust to 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 (if you will be living in University accommodation).

Insurance for possessions is strongly recommended for your journey and your first few days in Sheffield.
Glossary

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 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.

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

Pre-Registration
This is a set of registration tasks that you complete online before arriving in Sheffield.

Dates of future academic sessions

2018-2019 Autumn Semester
17–22 September 2018: Intro Week
24 September 2018 – 15 December 2018
14 January 2019 – 2 February 2019

2018-2019 Spring Semester
31 January 2019 – 2 February 2019: Spring Semester Orientation
4 February 2019 – 6 April 2019
29 April 2019 – 8 June 2019

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
What happens next?

- **Scan and email copy of passport to the University**

- **Tuition fee deposit**

- **Get CAS number from the University**

- **Apply for Tier 4 student visa**

- **Book orientation and airport meet and greet to prepare for life in Sheffield**

- **Prepare to bring all original qualifications with you.** These qualifications were used to offer you a place at our institution and will be verified by the Admissions Service at registration. Failure to do so will prevent full registration at the University. If the qualifications are not in English, they must be translated.

- **Academic preparation see page 4**

- **Book accommodation**

### Contact details

If you need further information on any of the points covered in this publication please email or telephone 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
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
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)