European exchanges

Handbook for outbound students
2019-20
Working or studying in Europe as part of your degree is an exciting opportunity. You’ll have the chance to immerse yourself in a new culture, expand your language skills and make new friends. Previous students have found the experience changes them, and some call it the best experience of their life. There may also be times when being away from home is challenging, emotionally and academically, and you will have to develop new skills to overcome these. This handbook provides you with the information and advice to make your experience as easy and fulfilling as possible. Whilst some of this may not seem relevant now, we hope that it may be useful later on.

It’s a good idea to thoroughly research your host university, organisation or school before you travel. If you’re not familiar with the country where you will be living, then take some time to research the city and culture too. If you feel part of the country you live in, you can gain more from your experience.

Remember that you are not alone: the University of Sheffield is always here to help, so contact your departmental tutor, our team or our ambassadors with any questions.

We wish you all the best with your European experience.

All at Global Opportunities & Exchanges
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A. BEFORE YOU LEAVE

1 - Funding & Finance

Host university tuition fees

As a European exchange student, you are not required to pay any tuition fees to the partner university you are attending. However, some universities may charge additional fees for student facilities such as membership of the Students’ Union, or printing of materials. These costs are often small and easy to cover.

University of Sheffield tuition fees

The current tuition fee arrangements for undergraduate students going abroad in 2019-20 are as below, and were correct at the time of publication:

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<th>UK/EU Student Fees to Sheffield</th>
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<tr>
<td>Full year abroad</td>
<td>£1,385</td>
</tr>
<tr>
<td>One semester abroad</td>
<td>£5,319</td>
</tr>
</tbody>
</table>

Postgraduate and overseas student fees can vary depending on the programme of study. Contact the Fees Office for further information:

www.sheffield.ac.uk/ssid/contacts/fees

UK student loans

If you normally apply for a UK Student Loan then you should still do so for the forthcoming academic year. You need to supply information about your period overseas to Student Finance England to ensure that you are charged the correct tuition fees.

Student Finance England may ask you to complete their Course Abroad Form as evidence of your period abroad. This is completed by the Student Service Information Desk (SSiD).

If you wish to appeal your Student Finance assessment, then contact the Student Advice Centre in the Students’ Union.

Student Administration Service: studentfees@sheffield.ac.uk
SSiD: ssid@sheffield.ac.uk
Student Advice Centre: advice@sheffield.ac.uk
Travel Grant

Whether you are studying or working, you may also be able to apply for a retrospective grant from Student Finance England. Some of your essential travel expenses (such as flights and visas) can be covered if you normally live in England and have an income-assessed maintenance loan or grant.

In order to apply you must have submitted the Course Abroad Form. The amount you’ll receive depends on your household income and you must keep all receipts for any eligible expenses.

For full eligibility criteria and details on how to apply see: www.gov.uk/travel-grants-students-england or contact SSiD.

University financial support

To help you budget for your time abroad and make the most of your European experience, don’t forget to complete a Money Plan:

www.sheffield.ac.uk/undergraduate/fees-funding/tools

As you will still be a fully registered student of the University of Sheffield during your period abroad, you may apply for financial support from the University if you are facing unexpected financial hardship or emergency costs.

If you think you may struggle financially, please see the University's 'Funding your Study' webpages: www.sheffield.ac.uk/ssid/finance/money

or email: financialhelp@sheffield.ac.uk

Additionally, students who are in receipt of a Sheffield Bursary are still eligible to receive this during their time abroad.

2 - Advice and guidance on banking and finance

- Tell your bank of your intention to study/work in Europe and ask if they have reciprocal agreements with other European banks.
- Inform your bank of the dates that you will be abroad and which of your UK cards you will be taking to avoid having your accounts frozen.
- If you need to set up a bank account in your host country, try to choose a larger, more reputable bank.
- Local students at your host university or your work placement hosts may be able to help you with setting up a new bank account.
- Transferring money between accounts in different countries usually has a charge, so investigate these before you go.
- Take a credit card for emergencies – obtain this well in advance if you don’t already have one.
- **Ambassador tip:** *Think about a prepaid card! These can be an alternative currency option, though you need to shop around for the best deal.*
- You can normally withdraw money from your UK account from any cash machine that displays the Cirrus or Maestro symbols. It is usual to be charged a small amount for doing this, so try to withdraw money less frequently.
- Try to avoid keeping large sums of cash in one bag or wallet and be cautious of pickpocketing, especially in busy places such as shopping centres and train stations.
- **Ambassador tip:** *How much does your country use cash? We found some countries don’t use card as much as the UK, and so we had to have cash with us more often.*
- Talk to one of our ambassadors for their other tips about money and banking.

### 3 - Travel arrangements

As soon as you have been officially accepted by the host university/employer, you can start to make your travel arrangements. Always check with the university or organisation the exact date you need to begin your course or placement.

Remember that you’ll need to hold a current passport which will be valid for at least six months beyond your return date.

**Advice and guidance on travel**

- If there are other students going to the same destination of you, why not get in contact to see if you can travel together? We suggest making contact with people on our Facebook page: [University of Sheffield – Global Opps](https://www.facebook.com/SheffieldGlobalOpps/).
- Download a map and some basic directions to your accommodation before you leave the UK: don’t just rely on your phone.
- Try to arrive during business hours when there will be staff available to help.
- Find out if there is a Meet and Greet service that you can use.
- If you have pre-arranged your accommodation, make sure that you know exactly when and where to collect the keys.
- If you want to take a car, check with the DVLA about using a British driving licence over a long period in your host country. Also, don’t forget to tell your car insurance company.
- If you want to take more than you can carry on a plane, then investigate ways you can send unaccompanied luggage to your new address.
- Ambassador tip: Check flight prices! Sometimes the most direct flight isn’t always the cheapest option.
- An International Student Identity Card can help you get cheap flights/train fares.

4 - Health Insurance

Once the UK has left the EU, it is unlikely that UK nationals will still be able to use the European Health Insurance Card (EHIC).

We strongly recommend that you check the advice about travelling and living abroad on the NHS webpages:

www.nhs.uk/using-the-nhs/healthcare-abroad/healthcare-when-travelling-abroad/

All students should also check with their host institution and/or appropriate embassy on any local requirements to take out additional medical insurance. Local requirements can vary depending on your nationality.

University of Sheffield travel insurance

All students are covered by the University’s free travel insurance when they are travelling abroad for a study exchange, work or teaching placement which is a recognised part of their degree. Travel and personal accident cover is available for course-related travel which involves an overnight stay, a flight or rail travel. The policy covers student exchanges and placements that last up to 12 months.

Before you go abroad, you must complete a short online form providing details of the country/countries you are living in and the dates of your stay. Once completed, you then must download your insurance certificate, print it and take it with you.

The form and instructions can be accessed here:

www.sheffield.ac.uk/erasmus/outgoing/before/travel

The University insurance webpages also include information on the cover provided, details of any excesses in the event of a claim and exclusions which apply. As the policy may change from time to time, it is your responsibility to check if it has been updated before making a claim:

www.sheffield.ac.uk/finance/staff-information/help/insurance/travel
You must keep a note of First Assist’s emergency number and carry it with you at all times. They will be able to provide advice in the event of an incident while you are abroad.

Policy number: RKK699045 (Royal Sun Alliance)

Helpline: +44 (0) 20 8763 3155 (24 hours a day, 365 days a year)

Email: internationalhealthcare@healix.com

Students undertaking work placements in France, Spain or Italy

You may not be covered for Employer’s Liability within the workplace due to national employment laws. Check if this applies to you. If so, you will need to seek an insurance policy in the host country to cover you for that item. This is not included in the University of Sheffield travel insurance.

5 - Visa Requirements

It is your responsibility to check if you require a visa to study or work in your host country. The University of Sheffield cannot assist you with this. It is your responsibility to check with the appropriate embassy in good time as to what type of visa you may need to study or work in the host country and how to apply for it. The embassy always has the most reliable and up-to-date information on this so we recommend getting in touch with them.

The UK Government webpages also provide limited advice on living abroad, and can be used as a point of reference when researching your host country:


If you are a non-EU student and have a visa for the UK you should also check on how your study abroad may affect your UK visa by contacting our International Student Support Team:

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

For further information, please see our webpage:

www.sheffield.ac.uk/erasmus/outgoing/before/travel
6 - Immunisation and Health

It is advisable to make an appointment with the Travel Health Nurse at the University Health Services or your local GP in advance of your departure from the UK to discuss your individual vaccine history and any health issues.

If you have a long term medical condition or disability (including dyslexia or other learning disabilities), discuss this with Sheffield DDSS/your GP before you travel and advise your departmental tutor. This is so that your host university/employer can put appropriate resources in place to support you.

Advice and guidance on immunisation and healthcare

- You do not generally need immunisations if you are travelling from the UK, but if you are planning to enter from another country, check with your doctor/GP.
- If you have a long standing medical condition, you need to take copies of your medical records abroad with you. Also take your prescriptions for medications and a GP/hospital letter confirming your condition.
- If you wear glasses/contact lenses, take spares of these as well as a prescription in case you need to obtain replacements.
- Dental care is not generally covered by national health services and can be very expensive so it is advisable to get all dental work done prior to departure.
- Female students should take note that the contraceptive pill may not be free of charge in some countries.
- Make sure you inform your travel provider of any special requirements you may have when travelling to and from your host country (for example facilities for keeping medications cool)

7 - Accommodation

Organising accommodation in another country is not always easy but you can find lots of useful resources on our webpages to help you:

www.sheffield.ac.uk/erasmus/outgoing/before/accommodation-autumn

For private sector accommodation, we strongly advise against signing a contract or paying a deposit on a house or flat before seeing it in person and meeting the landlord.
Students on European university exchanges

- You may receive housing information and application materials from your host university.
- If you do apply for university-owned housing, submit your application well in advance of the deadline and chase up a confirmation that it has been received.
- In some countries, the standard of student accommodation differs greatly to what is available in the UK and can often be in limited supply so you may need to find private sector accommodation.
- Ensure you read your contract carefully. The rules of the accommodation may not be the same as those here in Sheffield.

Students on European work placements or Language Assistantships

- Contacts in your host organisation may be at hand to help you arrange accommodation. It is a good idea to find out how much support your host contacts can offer with finding accommodation before you leave the UK.

Advice and guidance on finding private housing abroad

- Try to arrange accommodation before you go away, but it may be advisable to spend the first few nights or week in temporary accommodation, such as a B&B or hostel, while you get to know the city and your new routine.
- If possible, you may want to arrive a few weeks early to start your search.
- Use estate agents, the internet and local newspapers to find possible accommodation options.
- Seek advice from returning/inbound students: the Global Opportunities Facebook page is a good way to contact them, as well as our ambassadors.
- Be aware of your personal safety – try not to go for viewings on your own, and insist that you meet up with owners/agents in the daytime.
- Check your contract thoroughly before signing. Where possible, ask a native speaker who you trust to check the content if it’s written in another language.
- Ambassador tip: Don’t rush in to your accommodation! Do your research on where you want to live before signing a contract.

Letting your Sheffield room to another student

If you are only spending a semester abroad but have already signed a full year housing contract in the private sector, then you might consider letting your room to another student. This means you don’t have to pay rent in the UK and overseas.
If you want to do this, you need to speak to your landlord/estate agent to make sure they are happy with you subletting your room as this could be a breach of your contract. Also make sure that your housemates are happy with this arrangement.

If your landlord/estate agent is happy with you subletting your room then you can post an advert on the Smart Move Sheffield message boards and our Facebook page. These pages can be seen by incoming exchange students who are spending a semester in Sheffield.

You can find the links on our webpages: www.sheffield.ac.uk/erasmus/outgoing/before/accommodation-autumn

8 - Language Preparation

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

You could consider using free apps such as Duolingo, or online courses to help you learn the basics before you go. You could also see what courses are run by the Modern Language Teaching Centre (MLTC). In 2019 they are running Holiday Language Courses which run over the summer.

_Ambassador tip: Not everyone speaks English! People on campus tend to speak English, but not everyone in the city will. Be prepared to have to muddle along sometimes._

9. Paperwork

Your home department may require you to complete a Learning Agreement or a Training Agreement.

This document sets out the modules you are planning to study, or the details of the role you are going to undertake. This allows your department to check the suitability of your activities, and to advise you if you need to make changes to your plans.

If the UK does participate in the Erasmus+ programme in 2019/20 then you will be required to complete further paperwork. Global Opportunities & Exchanges will advise you of any action to you need to take, and by when.
10 - Registration for 2019-20

If you are studying or working abroad in the first semester, or for the duration of the 2019-20 academic year, you must register with the University of Sheffield before you leave the UK. If you do not register then you risk being withdrawn from the University, and you will not be eligible to receive any grants or bursaries.

Registry Services will prompt you to do this once the July exam results have been released. You should complete your registration as soon as possible and indicate where appropriate that you will be spending a period abroad.

If you are going away for semester 2 only, you will register in September as usual.

11 - Keeping in touch

Once you know your new contact details, including your postal address and preferred email address, make sure you inform the University Health Service, your bank, friends and family.

You must also update the term-time address on your University record. This is so we can contact you in the case of an emergency.

www.sheffield.ac.uk/ssid/record/change-your-address

Even if you are using an additional email address while overseas, you must continue to check your Sheffield email account during the summer vacation and throughout your period abroad. Your academic department(s) and Global Opportunities & Exchanges will contact you regularly via this account.
B. While you’re away

1 - Settling in

It’s not always easy to settle into a new environment. Cultural differences can take time to get used to, but learning to adapt to change is all part of the experience you are gaining by spending time abroad. If you are finding adapting to your new routine difficult then you should contact your host university/school/company first. Support is always available at the University of Sheffield if you can’t find the support you need in your host country.

Advice and guidance to help you settle in

- You may find that registration and general bureaucratic procedures seem arduous and frustrating but it is necessary that you follow these procedures.
- Teaching and learning styles may be very different in your host country. For example, in some countries lectures are frequently very crowded and it can be normal for students to talk during exams.
- Staff at universities often have set times office times, so you will need to be organised to arrange this. Not all universities offer as much pastoral support as Sheffield, so you may need to learn to be more independent and organised.
- Workplace or classroom etiquette may be stricter or different.
- Making new friends can take time. Try to get involved in a variety of social activities and make an effort to get to know your classmates/colleagues. Joining an established club or a gym can be a good way of meeting new people.
- Ambassador tip: Join the local ESN! This is a great way to meet other exchange students.
- Be kind to yourself. Living abroad is a massive change to your normal routine and it is alright to find this strange or difficult.
- Why not take some home comforts with you? Something as simple as your favourite cushion, snacks from home, or your favourite film can help.
- Ambassador tip: Don’t spend all your time on social media! By worrying about what you’re missing out on at home, you might miss out on an experience in your host city.
- Ambassador tip: Find out when public holidays are! In some countries all the shops close on these days. There can also be great festivals to join in with.
2 - Useful documentation to take with you

During your stay, you may be asked to provide documents containing information about your financial situation or proof that you are an exchange student. We recommend taking copies of the following documents with you:

- A written statement from your host university or company confirming that you have been accepted to study/work there under a European exchange programme.
- A copy of your Certificate of Student Status from Sheffield (SSiD) showing that you have been registered as a regular fee-paying student in the UK.
- Evidence of financial support for your period abroad, e.g. a copy of your Student Loan award letter.
- Ambassador tip: Take passport photos! You might need several photos for during registration, and it’s easier to get them in the UK before you leave.

In some instances, you may also be required to register with the civil authorities. Check with your contacts in your host university/organisation to see if this will be a requirement for you.

3 - Academic Matters

If you have any queries or problems of an academic nature whilst you are abroad, which can’t be resolved at the host university/organisation, contact your departmental tutor in Sheffield. Make sure you know their contact details before you go. They will be able to suggest suitable alternatives or solutions where you are struggling with module choices or your training plan.

During busy times or vacation periods, you may not receive an instant response from your departmental tutor. Try not to wait until the issue becomes urgent before getting in touch.

4 - Personal safety

Much of this comes down to common sense and being alert to local circumstances, especially when they differ from what you are used to.

If anything does happen while you are abroad then please let the University of Sheffield know. If you require any personal support, then contact your academic department or Global Opportunities & Exchanges. Most European cities are as safe
as Sheffield so there is no reason to worry too much if you are vigilant and consider the guidance below.

Advice and guidance on staying safe

- Check Foreign & Commonwealth Office (FCO) guidelines and advice for visitors if events in the news about a particular country worry you. Keep up to date with any events or incidents that may cause local disruption.
- Try to find accommodation via personal/work contacts or school/university support systems, and never make large payments for privately rented accommodation until you have viewed it.
- Never go alone to visit a prospective flat, especially one found via a newspaper or online ad.
  - **Ambassador tip:** Be aware of scams! If accommodation seems like it’s too good to be true, then it probably is.
- Don’t be afraid to change seats on public transport if someone makes you feel uncomfortable.
- Don’t hitch a ride with anyone you don’t know, or get into a car with someone who appears to be under the influence of alcohol or any drugs.
- To avoid attracting attention, it is a good idea to observe local dress and customs.
- Be aware of different local laws. Rules on smoking, drinking, driving, drugs and other activities may differ from the UK.
- Common attitudes to issues such as race, gender and sexuality may differ from those you have experienced in the UK. Do your research on what to expect or speak to returned students, and avoid confrontational situations if you encounter viewpoints that differ from your own.
- Arrange to meet people in public places (bars, cafés) until you know them, and only go back to someone’s flat or house if you feel absolutely safe with them.
- When you go out alone, let someone know where you’ve gone and who with.
- Make sure you know how to identify officially registered taxis or public transport. Don’t get into a taxi unless you can verify that it is official.
- If you offer private English classes, the safest way to arrange them is via personal recommendation, and give them in a public space.
- Ensure you keep your valuables concealed or locked in your accommodation. Don’t have your mobile phone, passport or wallet on display in public. Don’t prioritise your possessions over your personal safety.
  - **Ambassador tip:** Would you do it in Sheffield? If not, then don’t do it abroad.
5 - Emergency situations

The majority of students experience a smooth and enjoyable period abroad. However, we recommend you think about what to do in an emergency situation such as a natural disaster, civil unrest or terrorist attacks.

The advice below doesn’t cover all potential scenarios but should be followed as general guidance for critical situations:

- Consult the FCO travel and safety advice either online or via social media channels: www.gov.uk/foreign-travel-advice
- Set up email alerts so that you are automatically notified when the FCO advice on your host country is updated.
- Follow any instructions issued by the local authorities and/or your host university/workplace.
- Don’t get involved in public protests or enter public spaces where there is evidence of civil unrest.
- As soon as it is safe to do so let your immediate family know that you are safe. Try to memorise at least one of your closest relative’s phone numbers.
- Enter an ICE (In Case of Emergency) contact in your mobile phone or keep one in your wallet.
- Ambassador tip: Check social media channels for a check-in pages! A social media post is a quick way of letting your family and friends know you are safe.
- In the case of major incidents, a member of staff from the University of Sheffield will normally contact you to check on your welfare, or an incident management webpage may be set up. Reply to these emails as quickly as possible so we know you are safe.
- If you need to contact the University of Sheffield urgently during evenings or weekends, use our emergency number 0044 114 2224085
- Ambassador tip: Find out the emergency services number! Do this before you go abroad, and save it in your phone.
- If you are out of the country in question at the time of the emergency and have concerns about returning, consult the FCO webpages in the first instance. If the delay has a significant impact on your period abroad, then you must notify your academic department as soon as possible

Remember that in emergency situations, the local authorities and the FCO should be your first points of contact.
C. RETURNING TO SHEFFIELD

You may find returning to Sheffield quite strange to begin with. You will have immersed yourself in a different culture and Sheffield may feel quite different from what you have become used to whilst abroad. You may find that some friends from Sheffield have finished their courses and there could be more pressure on you as it is your final year. Try not to worry too much – this feeling is common and is known as reverse culture shock.

1 - Sharing your experience and knowledge

We’d love you to keep in touch following your European experience:

- Sharing your experience through our blog: https://uosstudyingabroad.wordpress.com
- Sharing your photos through Facebook and Instagram
- Apply to be a Global Opportunities Ambassador

Our ambassadors assist in the promotion of European exchanges throughout the year. Look out for an email on how to apply whilst you are abroad, or find out more on our webpages:

www.sheffield.ac.uk/globalopps/seap

Our marketing team also contacts students who have taken part in one of our exchange programmes to ask them to share their experience of living overseas. This helps us to share the benefits of taking part in an exchange with future students.

2 - Registering for 2020-21

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

Registry Services will again prompt you to register for 2020-21.

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

If you wish to apply for University accommodation for your final year, you should contact the Accommodation Office in November. The allocation of accommodation takes place in around mid-February, so try to submit your application as early as possible. Return housing is not guaranteed for students returning from a year abroad. You can also look for private accommodation.

Further information can be found at:

www.sheffield.ac.uk/accommodation/index

4 - Other tips from our ambassadors

We asked our ambassadors what they wished they’d known before they travelled overseas:

*I wish I’d known…*

‘How fast the year goes! I felt like I was always busy during my time in Spain but when it finished I felt like I hadn’t done enough. I wish I’d knew just to make the most of my time there and do everything you can do.’

Alice Russell - Hispanic Studies and Politics, University of Seville, Spain

‘That I wasn’t going to miss Sheffield. One thing I didn’t like when leaving was leaving my friends that I had already made in Sheffield. However this is no reason to stop you going - I feel like I am still as close with these friends as I was before leaving and I haven’t been left behind.’

Benjamin Mayne - Chemical Engineering with a Modern Language, INSA Lyon, France

‘What a life-changing and fulfilling experience I was going to have, so that this awareness could encourage others to enrol onto the programme too but maybe part of the fun was finding that out along the way!’

Jacob Hardman - LLB Law & Criminology, Eötvös Loránd University, Budapest, Hungary
D. USEFUL ADDRESSESS

1 - Websites

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<tr>
<th>Description</th>
<th>Web address</th>
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<tr>
<td>University of Sheffield webpages</td>
<td><a href="http://www.sheffield.ac.uk/erasmus">www.sheffield.ac.uk/erasmus</a></td>
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<td>European Exchanges Information</td>
<td><a href="http://www.sheffield.ac.uk/sss">www.sheffield.ac.uk/sss</a></td>
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<td>Fees Office</td>
<td><a href="http://www.sheffield.ac.uk/ssid/fees">www.sheffield.ac.uk/ssid/fees</a></td>
</tr>
<tr>
<td>Student Administration Service</td>
<td><a href="http://www.sheffield.ac.uk/sss/sas">www.sheffield.ac.uk/sss/sas</a></td>
</tr>
<tr>
<td>Accommodation Office</td>
<td><a href="http://www.sheffield.ac.uk/ssid/accommodation">www.sheffield.ac.uk/ssid/accommodation</a></td>
</tr>
<tr>
<td>Student Services Information Desk</td>
<td><a href="http://www.sheffield.ac.uk/ssid">www.sheffield.ac.uk/ssid</a></td>
</tr>
<tr>
<td><strong>External webpages</strong></td>
<td></td>
</tr>
<tr>
<td>Foreign &amp; Commonwealth Office (FCO)</td>
<td><a href="http://www.gov.uk/foreign-travel-advice">www.gov.uk/foreign-travel-advice</a></td>
</tr>
<tr>
<td>Erasmus Student Network (ESN)</td>
<td><a href="http://www.esn.org">www.esn.org</a></td>
</tr>
<tr>
<td>Students review their experiences</td>
<td><a href="http://www.iagora.com/studies/">www.iagora.com/studies/</a></td>
</tr>
<tr>
<td>ISIC, International Student Identity Card</td>
<td><a href="http://www.isic.org">www.isic.org</a></td>
</tr>
</tbody>
</table>

2. Global Opportunities & Exchanges

If you would like to speak to Global Opportunities & Exchanges, you need to book an appointment in advance.

**Contact details**

Global Opportunities & Exchanges
The Arts Tower, Level 7
Western Bank
Sheffield S10 2TN

T: 0044 (0)114 222 9871/1253
E: globalopps@sheffield.ac.uk
Out-of-hours emergency: 0044 (0) 114 222 4085

**Contacts**

Claire Hunter, International Partnerships and Global Opportunities Officer

Fiona Dukalskis, Global Opportunities & Exchanges Coordinator - Europe

Maddy Corr, Global Opportunities & Exchanges Assistant - Europe
Checklist

Before you leave

☑ If you usually apply for a loan from Student Finance England, remember to do so for your period abroad

☑ Once you have a confirmed start date, you can book your travel

☑ You must register for the University of Sheffield Travel Insurance

☑ Research available options for accommodation

☑ Register with the University of Sheffield for the 2019-20 academic year

☑ Make sure you’re clear about how your mobility will be recognised by your department

☑ Ensure you have any required documentation with you to show that you are a UK university student who is working or studying overseas as part of your degree

If you’re studying overseas

☑ If you are studying at a partner university, research the availability of your chosen course as well as course entry requirements and the course syllabus

Whilst you’re overseas

☑ Update your university record with your new address and email address

☑ If you are experiencing difficulties or problems, or you want to make changes to your course, then contact your departmental tutor

☑ Compile a portfolio of syllabus information, coursework and examination scripts

☑ Check how Sheffield will receive a transcript of your grades

☑ If you want to share any blogs or photos from your experience, then we’d love to hear from you

☑ Think about where you want to live during your final year in Sheffield and apply to Accommodation Services if you want to stay in University accommodation

When you return to Sheffield

☑ To make available, as necessary, the portfolio of work for each course unit completed at your partner university