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 2019.
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.

Preparation you can do now

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What happens next?

* If you see this symbol it means that the term is defined in the Glossary on page 34.
The University of Sheffield

Top in the North of England for graduate prospects
The Times and Sunday Times Good University Guide 2019

£250m invested in student facilities – that means world class equipment, resources and study space

Top 5 for student experience for the past eight years
Times Higher Education Student Experience Survey 2014-2018

No.1 Students’ Union in the UK for ten years running
Times Higher Education Student Experience Survey 2009-2018

6 Nobel Prize winners
Preparation 
you can do now

Whichever University you choose, there are various personal and academic skills that will help you succeed.

This section offers some advice on settling in and how to succeed in your studies.

**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, you may be expected to discuss ideas in seminars, tutorials and group work. You will also be expected to spend a lot of time studying independently. The following resources will help you to prepare.

**Prepare for success**
You can use this interactive online tool to help you prepare for further or higher education in the UK. It contains activity-based learning resources outlining the different aspects of academic life in the UK and the study skills required. It can also help you improve your English language skills. www.prepareforsuccess.org.uk

**The Academic Skills Hub (TASH)**
These web pages are available before and during your studies and offer advice and guidance about studying at the University of Sheffield www.sheffield.ac.uk/ssid/301

**Mathematics and Statistics Help (MASH)**
This resource offers help with Maths and Statistics and is available before and during your studies www.sheffield.ac.uk/mash

**Language Preparation**
Where your offer is conditional on English language, we recommend taking a preparatory course at our English Language Teaching Centre (ELTC).

Our range of English language courses are run by experienced staff who can help you improve your English, both before and during your studies.

Even if your English score meets our conditions, the ELTC Summer School can help you improve your language skills. It also provides an opportunity to learn about British culture and study in an English-speaking University environment before your degree begins.

More information such as course types, dates and language learning ideas can be found on their web page. www.sheffield.ac.uk/eltc

Alternatively, you can contact ELTC on:
Tel: +44 (0)114 222 1780
Email: eltc@sheffield.ac.uk

**External Resources**
The BBC also provide some good resources for you to familiarise yourself with English accents, dialects and colloquial language.

**Learning English:**
www.bbc.co.uk/worldservice/learningenglish

**Radio, TV programmes and podcasts:**
www.bbc.co.uk/worldserviceradio

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

**University Accommodation**
University accommodation is a great way of meeting new friends. Please refer to the following webpage for information on how to book University accommodation www.sheffield.ac.uk/accommodation
The immigration authorities change immigration requirements regularly and at short notice, you must read this booklet and keep checking the webpages below for the most up-to-date information.

www.ukcisa.org.uk/Information--Advice

If information on this booklet does not provide answers you need, you can also visit our website.

www.sheffield.ac.uk/ssid/immigration

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

**Tier 4 Pilot Scheme**

As a result of our consistently low visa refusal rate, the University of Sheffield has been selected to take part in a new pilot scheme 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.

To find out more, visit

www.sheffield.ac.uk/ssid/immigration/tier-4-application/pilot-scheme

**Do I need a visa to study in the UK?**

What happens after the UK leaves the EU is still being finalised. To keep up to date, read the Brexit information on the pages below.

www.ukcisa.org.uk/Information--Advice

www.sheffield.ac.uk/ssid/immigration/eu-students/index

**What type of visa do I need to study in the UK?**

The two types of UK student visa for studying in the UK are:

- Short-Term Study Visa
- Tier 4 (General) student visa

You must have an unconditional offer for your course before submitting a visa application in either of these categories.
**Short-Term Study Visa**

You can study with a Short-Term Study Visa if you are coming to study in the UK for a maximum of six months (or 11 months if you will be studying English language only).

Where 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

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

Where you will be studying on a Short-Term Study Visa, you will not be permitted to:

- Apply to extend your stay in the UK
- Undertake any work (including unpaid)
- Undertake any work placements (even if it is part of your course)

**Tier 4 (General) Student Visa**

For most students, Tier 4 is the most appropriate visa. You must obtain a Tier 4 (General) student visa before travelling to the UK, regardless of your nationality.

You cannot register on your course at the University of Sheffield with a visa from a previous course undertaken at any institution even if this visa is still valid. Your visa is tied to the CAS number used to apply for the visa.

You will need to have evidence of a visa application in progress or a visa issued for the course you want to register for.

**Tier 4 responsibilities**

- You cannot register or study at any other institution or any other course as your visa/residence permit is tied to the CAS number* used to apply for your visa.
- You cannot register at the University of Sheffield without a student visa issued 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.
- You must make a new visa application if you wish to change to another university or different course. You must use the CAS number from the University and course you wish to attend.
- We must inform the immigration authorities of students (with visas for this institution) who do not register.
- We will inform the immigration authorities if you defer entry. 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.
- Where you take time off from your studies (leave of absence) or leave the University before your course end date, this will be reported. You must return to your home country and apply for a new visa to return to the UK and resume your studies.
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
We suggest applying for a new Tier 4 (General) student visa for your new course before you travel to the UK because:
- Your situation and intentions will be clearer to UK immigration officials.
- You will not need to make an expensive and time consuming immigration application to commence your course once you are back in the UK.

Where you are progressing to a new course from a course at a different institution and you are travelling outside the UK before you start your new course, it is safest to:
- Apply for and obtain your new Tier 4 visa before you leave the UK;
- or
- Apply for your new visa while you are in your home country
If you do decide to travel to the UK using a visa for a previous course completed at another institution, you should carry the CAS for your course at the University of Sheffield in your hand luggage.

Where you are progressing from a previous course at the University of Sheffield to a new course at the University of Sheffield you should also carry a copy of the CAS statement for your new course in your hand luggage when re-entering the UK.

We also recommend carrying financial evidence to show the Immigration Officer that you have sufficient money to extend your visa in the UK (see page 17 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 pre-Tier 4 (General) student visa in your lifetime.

There are some limited exceptions to this rule. For more information visit www.sheffield.ac.uk/ssid/immigration/during-study/time-limits

Visa information

Applying for your Tier 4 (General) student visa
Making a visa application in your home country
Where you have any questions about applying for your student visa, please visit our webpages for more information before contacting the University.
www.sheffield.ac.uk/ssid/international/immigration/overseas

In most countries you can apply for your visa online via www.gov.uk/apply-uk-visa
To check the cost of your application visit www.gov.uk/visa-fees

Credibility interview
You may be asked to attend an interview with a member of UK government staff before your visa is granted. They will ask you:
- About your course
- Your reasons for studying in the UK
- Why you chose the University of Sheffield

Please note that this is not a definitive list of questions you could be asked, please see the link below for more information.

The Entry Clearance Officer must be satisfied that you are a genuine student and that your English language ability is at the correct level.
http://www.sheffield.ac.uk/ssid/immigration/tier-4-application/outside-uk/credibility-interviews

Making a visa application in the UK
You must apply for your visa via the link below and submit your supporting documents.
www.gov.uk/tier-4-general-visa/extend-your-visa

Immigration requirements are subject to change, please check our website for updates.
www.sheffield.ac.uk/ssid/immigration/tier-4-application/inside-uk
Requirements and evidence for your visa application

CAS number
You must arrange your CAS number in advance of your registration. You will be invited to take action when:
1. it is less than three months before the start of your course; and
2. you have accepted an unconditional offer.
You will be asked to confirm your personal information. You must check the information carefully. If the details are not correct, your visa could be refused.
For more information on arranging your CAS number, please visit www.sheffield.ac.uk/cas-application
Your CAS number can only be used for one visa application. If you are refused, you will need a new CAS number.

ATAS*
Postgraduate Taught Applicants - your offer letter will outline whether you require ATAS clearance. We will email you from May to tell you how to apply.
Postgraduate Research Applicants - your offer letter will outline whether you require ATAS clearance and contain the CAH code and ATAS summary needed for your ATAS application.
Undergraduate Applicants - we will email you from May if you require ATAS clearance and 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.
You can apply for ATAS clearance online from 6 months before the start date of your course. The 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 visit www.sheffield.ac.uk/ssid/immigration/tier-4-application/atas

Proof of funding

How much money do I need?
You will need enough money to pay for your course fees (stated in your CAS statement) and £9,135 for your living costs. The UK Government calls this maintenance (funds) requirements.
Where you are bringing dependants you must show an additional £6,120 per dependant.
Where your course is less than 9 months, you must show £1,015 living costs for each month of your course. For your dependants you must show £680 per month for each month of leave to remain you expect to be granted (up to a maximum of 9 months/£6,120).
Calculate your visa duration via www.sheffield.ac.uk/ssid/immigration/tier-4-application/outside-uk/visa-duration
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, your visa application WILL be refused.

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 required as part of your immigration application:
- money that you have already paid to The University of Sheffield towards your course fee as stated in your CAS Statement
- and a maximum of £1,265 can be deducted from maintenance requirements if you have paid this amount or more for University accommodation before you apply for your visa. This payment will not show in your CAS statement if you have paid for private accommodation. If this is not stated on your CAS you cannot deduct it.

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 told what financial evidence is required. You must read this information carefully.

Low risk applicants
Where you are from a low risk country you do not need to submit financial documents or academic qualifications with your visa application. However, these documents can be requested by immigration officials and we recommend that you have these documents prepared.

For more information visit 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
Supporting documents provided must be in English otherwise you must provide a certified English translation of your document. The translation must be done by a professional translator or translation company. 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)
You may need to provide a certificate showing you are free from TB as part of 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

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 carry this in your hand luggage and bring it to your registration interview when you arrive in Sheffield.

Other documents required
Additional supporting documents will depend on your individual circumstances.

The page below outlines what supporting documents you will need and provides examples of these www.sheffield.ac.uk/ssid/immigration/tier-4-application/supporting-documents

NHS Surcharge
Where you are a non-EEA national coming to the UK for a period of more than 6 months, you will be required to pay a charge to the National Health Service as part of your visa application. Once this is paid, you will be entitled to use the NHS.

Key points:
- You must pay this charge online during your visa application.
- The current NHS fee for students is £300 per year of study.
- Each of your dependants must pay the charge if they are applying for a Tier 4 Dependant Visa (if applicable).
- Where your dependant is not applying for a Tier 4 Dependent Visa, they must 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 wrap up period).
After your visa is issued

Where the length of the visa you are granted is 6 months or less, you will be given a visa inside your passport covering your whole stay in the UK.

Where the length of the visa you are granted is more than 6 months, 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.

You can find further information at www.sheffield.ac.uk/ssid/immigration/tier-4-application/outside-uk/applying

When you have collected your BRP, check that you have been given your full visa entitlement www.sheffield.ac.uk/ssid/immigration/tier-4-application/outside-uk/visa-duration

Where you do not get your full entitlement and your full length visa was issued on a vignette, please check the relevant information on Visa Correction Scheme www.sheffield.ac.uk/ssid/immigration/tier-4-application/problems

Where your visa was issued on a BRP and you notice a mistake, please visit the page below 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

To make a new visa application you will need a new CAS number. Do not use your old CAS number as this expires after refusal.

Please ensure you take extra care when submitting your initial application to minimise the risk of refusal.

Visa refusals are most common in cases where applicants provide insufficient financial evidence to prove they meet the maintenance requirements.

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

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Employment

Where you are on a Short-Term Study Visa you are not permitted to work.

Where you have a Tier 4 visa, the maximum hours you can work during term-time are normally confirmed when your visa is granted.

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

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

Full-time work

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/immigration/during-study/work-during-study

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.

Work placements

Where you are studying in the UK on 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 your course; and
- constitutes no more than 50% of the course duration (unless there is a statutory requirement, e.g. if you are on a PGCE)

You must obtain a letter from your academic department to give to your employer confirming that your work placement conforms to the student immigration rules.
Bringing dependants

You can bring dependants to live in the UK with you where you are studying for a postgraduate course of 9 months or longer or where you are government-sponsored and your course is full time and longer than six months.

Child Dependents

Your children (under 18) can join you 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.

Child dependants must:

- be under 18
- be unmarried
- not be a civil partner
- not be leading an independent life
- 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: https://su.sheffield.ac.uk/student-advice-centre/immigration

Pregnancy and maternity leave

Where you are in the UK on a Tier 4 (General) student visa and you need to interrupt your studies due to pregnancy, you and any dependants may need to leave the UK and apply for a new visa to resume your studies in the UK.

This will depend on the length of leave required.

Check the study implications of your absence as soon as possible. www.sheffield.ac.uk/ssid/immigration/during-study/change-of-status/leave-of-absence
Tuition Fees
When you are asked to complete Online Enrolment, you will be able to pay your tuition fee or upload a sponsor letter/financial guarantee if an external organisation e.g. an embassy or your employer, is paying your tuition fee; you must do this before you attend the Enrolment Event, in Sheffield.

For more detailed information about tuition fees, please read the information on the page below. You can also use the online Fees Lookup tool on these pages to check what your tuition fee is.

www.sheffield.ac.uk/registration/tuitionfees

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. Further information about the amount and how to pay can be found online.

www.sheffield.ac.uk/feedeposits

Managing your money
Although Sheffield is one of the top 10 cheapest university cities in the UK (2018 Student Living Index by Natwest), it is important to understand the costs associated with studying here and to plan your budgets accordingly.

All students have different lifestyles and spend money in different ways. You can use our Money Planner and Money Timeline to help you figure out a budget.

www.sheffield.ac.uk/moneytools
Your health

The University Health Service (UHS)
The University of Sheffield is one of only two Universities in the UK to have its own health service.

The University Health Service 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.

In addition to routine GP and nurse appointments, UHS can offer help with problems such as:

- Asthma
- Diabetes
- Mental health
- Sexual health
- Eating disorders
- Routine immunisations

UHS also provides non-NHS services, for example, we hold dedicated Travel Clinics where you can get both NHS and non-NHS vaccinations.

Registering with UHS

Where you are a student at the University of Sheffield (living in Sheffield), both you and your dependants (husband/wife/children – if they live within the practice boundary) can register with and use the University Health Service for free.

It is important that you register with a Doctor close to where you live.

We strongly recommend that you register with University Health Service. Please visit the following page for information on how to register:

www.sheffield.ac.uk/ssid/health-service/registration

Further information about UHS can be found on the web page or via our app:

www.sheffield.ac.uk/ssid/health-service

Download our app: ShefUniHealth

The app is designed to assist you and your dependants in accessing the relevant UHS services and seeking help when you are unwell.

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 and how to prepare for University as a disabled student can be found on the web page.

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 on 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) offers funding to international and EU students to help meet the cost of any academic support required as a result of their disabilities.

Funding is not available for any costs relating to personal care or recreational support required by a disabled student as a result of their impairment.

Please contact the DDSS before you arrive to ensure full support is in place.

www.sheffield.ac.uk/ssid/disability
Students with children of school age

Children are allowed to start school in “Reception” (the first class) in the September after their 4th birthday.

It is best to make your application for a school as soon as possible. There is a high demand for school places in Sheffield and we strongly recommend you check the availability of places before you sign a rental agreement for your accommodation.

Further information on how to apply and school holiday dates is available 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. To give your child the best opportunity to fully participate in school activities, it may be useful to send them to additional English lessons before you come to the UK.

You can prepare a packed lunch for your child or pay for lunches prepared by the school. If you intend for them to eat school lunches, remember that food in the UK is likely to be different to what they are used to.

The school academic year and holidays do not correspond exactly with the University’s semester and vacation dates. 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 regarding the education of children and school attendance, please visit the page

www.gov.uk/school-attendance-absence/overview

Under UK law children must be in full-time education from the beginning of the school term following their 5th birthday.
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 quicker, easier and cheaper to travel from there to Sheffield than from one of the London airports.

Meet and Greet from Manchester Airport

You can book a place on our Meet and Greet service to be transported from Manchester Airport to Sheffield via private coach. One of our ambassadors will meet you at the arrivals gate.

You must book for this service in advance. Further details will be available on the webpage in Summer 2019.

www.sheffield.ac.uk/ssid/international/before-you-arrive/meet-and-greet

Independent travel from airports to Sheffield

If your flight arrives into a different airport or on a date outside of the Meet and Greet service times, please visit the following webpage for information about independent travel options.

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. Orientation takes place before the start of each academic semester.

September Orientation

Our Orientation programmes include a range of activities and events to help you meet new people and adjust to life in Sheffield. Orientation takes place before the start of each academic semester.

September Orientation: week commencing 16 September 2019

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
- social events and ‘icebreaker’ sessions to help you meet other new students
- information sessions about coping with homesickness and cultural differences
- talks about the academic and welfare support available to you during your studies
- advice about practical tasks like opening bank accounts and finding accommodation, plus time to complete these before Intro Week
- craft sessions, night clubs, games evenings, sports, karaoke, quiz nights and much more!

Details are subject to change. Full details and up to date information will be available online in Summer 2019.

www.sheffield.ac.uk/ssid/newstudents/orientation-week

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

Students arriving outside orientation periods
Where you are arriving on a date outside of the main arrivals periods (often the case for Postgraduate Research students), please contact us via the email below for advice and useful resources to help you prepare for and adjust to life in Sheffield.
orientation@sheffield.ac.uk

Who to inform?
Where you are arriving 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)

Global Campus
Global Campus is the name of a number of activities run by the University to help you settle into life in Sheffield and enable you to integrate with fellow students from all over the world, including the UK.
Activities are scheduled for every week of the University semesters and include:
- Culture Compass (to help you to understand British culture)
- Global Conversation (to help you improve your social English)
- Global Café (to enable you to meet people from all over the world)
- Local History Walks (to promote a sense of belonging to your new city)
Most of our activities are hosted by our student Global Campus Ambassadors who are fully trained in helping people from different cultures.
For further details, visit the Global Campus website and Facebook page.
www.sheffield.ac.uk/ssid/globalcampus
www.facebook.com/sheffieldglobalcampus
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.

**Dates of future academic sessions**

**2019-2020 Autumn Semester**
23–28 September 2019 (Intro Week)
30 September 2019 – 21 December 2019
20 January 2020 – 8 February 2020

**2019-2020 Spring Semester**
6 February 2020 – 8 February 2020 (Spring Semester Orientation)
10 February 2020 – 4 April 2020
27 April 2020 – 13 June 2020

**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](http://www.sheffield.ac.uk/undergraduate/policies/terms)
For postgraduate students:
[www.sheffield.ac.uk/postgraduate/info/terms](http://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 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
Tel: +44 (0)114 222 8030
Email: study@sheffield.ac.uk
www.sheffield.ac.uk/study/askus

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
https://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:
www.sheffield.ac.uk/study/askus

Main switchboard
Tel: +44 (0)114 222 2000 (9am – 6pm UK time)

What happens next?

1. Scan and email copy of passport to the University

2. Pay tuition fee deposit

3. Receive CAS number from the University

4. Apply for Tier 4 student visa

5. Academic preparation see page 8

6. Book accommodation

7. Book orientation and airport meet and greet to prepare for life in Sheffield

8. 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. Please bring the original certificates alongside any translations.
Join the conversation

@sheffielduni
theuniversityofsheffield
theuniversityofsheffield
uniofsheffield

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

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

Useful websites
www.sheffield.ac.uk/accommodation
https://su.sheffield.ac.uk
www.sheffield.ac.uk/ssid/international

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