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 2020.

Proud of our history, focused on the future.

The University of Sheffield is a member of the prestigious Russell Group of 24 leading UK research universities. We’ve been advancing knowledge and driving social change for over one hundred years.
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.

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* If you see this symbol it means that the term is defined in the Glossary on page 20.
A World Top 100 University
QS World University Rankings 2020

99% of research submitted to REF is internationally recognised, excellent or world leading
Research Excellence Framework 2014

No 1 in the north for graduate employment
The Times & Sunday Times Good University Guide 2020

Top 50 most international universities in the world
Times Higher Education World University Rankings 2019

8,443 international students from 154 different countries

500+ undergraduate scholarships in 2019

£106 million invested in our facilities in 2018–19
That means world class equipment, resources and study space

29,666 students in total

No 1 Students’ Union for three years in a row
Whatuni Student Choice Awards 2017–19

2nd in the Russell Group for overall satisfaction
National Student Survey 2019

6 Nobel Prize winners
Preparation you can do now

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.

**The 301: Academic Skills Centre**
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).

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

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

**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/prospective/guarantee
External Resources

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

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

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

**Radio, TV programmes and podcasts**
You can also access many UK newspapers and magazines online or from the British Council and libraries.

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

The immigration authorities change immigration requirements regularly and at short notice. Having read this booklet, please continue to check 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

During the COVID-19 pandemic, some processes might be different. If you have any questions about the visa application process, please see (www.sheffield.ac.uk/coronavirus/faqs/prospective-students) or email International Student Support with your applicant number at international.students@sheffield.ac.uk

Do I need a visa to study in the UK?
Check this website to see whether you need to apply for a visa to study:
www.gov.uk/check-uk-visa

EU, EEA and Swiss Citizens
If you are arriving in the UK before 31 December 2020, you will not need a visa to come to the UK. If you intend to continue living in the UK beyond 30 June 2021 you can apply under the EU Settlement Scheme: www.gov.uk/settled-status-eu-citizens-families

If you are coming to the UK after 31 December 2020, please refer to ‘Do I need to apply for a VISA?’ on the gov.uk webpage given above.

To keep up to date, the webpages below provide further information for EU students.
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 at the English Language Teaching Centre).

Where you are a visa national, you must apply for your visa before you travel to the UK.

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. We may review this advice if Visa Application Centres overseas remain closed due to the COVID-19 situation.

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 route. 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 Confirmation of Acceptance for Studies (CAS)* number used to apply for the visa.

To successfully register at the University, you will need to present the visa issued to you for your course. In some circumstances, you may be allowed to register using evidence of a pending visa application.

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 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 of the course you wish to register for.
- You must make a new visa application if you wish to transfer to another university and, in some circumstances, if you wish to change to a different course. You must use the CAS from the University and course you wish to attend.

- If you hold a Tier 4 visa but do not register at the University, we must inform the immigration authorities who will take steps to curtail (cancel) your visa.
- We will inform the immigration authorities if you defer entry. You may need to apply for a new visa to reflect your new course dates.
- 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.
- If you need to take time off from your studies (also known as a leave of absence), we may need to report this to the immigration authorities. Once a report has been made, you will have to apply for a new visa from your home country to return to the UK to resume your studies.
- We will notify the immigration authorities if you leave the University before the course end date listed on your CAS.

Students already in the UK
You cannot usually switch from a Short-Term Study Visa to a Tier 4 (General) student visa in the UK. If you are in the UK on a Short-Term Study Visa and are concerned you may not be able leave the UK and obtain a new visa before your new course, please email International Student Support:
www.sheffield.ac.uk/ssid/international/email

Students wanting to return to the UK on their current visa
We suggest applying for a new Tier 4 (General) student visa when your course has changed 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 higher level course at the University of Sheffield from a different institution and intend to leave the UK between course, we recommend that you either:

- Apply for and obtain your new Tier 4 visa before you leave the UK;
- Apply for your new visa while you are in your home country

Please note that we may review this advice if Visa Application Centres overseas remain closed due to the COVID-19 situation.
If you do decide to travel to the UK using a visa for a previous course completed at either the University of Sheffield or at another institution, you should carry the CAS for your course at the University of Sheffield in your hand luggage. This will demonstrate your genuine intention for continued study to the Immigration Officer.

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 10 maintenance 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 at degree level or above 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](http://www.sheffield.ac.uk/ssid/immigration/during-study/time-limits)

**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/immigration/tier-4-application/outside-uk/index](http://www.sheffield.ac.uk/ssid/immigration/tier-4-application/outside-uk/index)

In most countries you can apply for your visa online via [www.gov.uk/apply-uk-visa](http://www.gov.uk/apply-uk-visa)

To check the cost of your application visit [www.gov.uk/visa-fees](http://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. [www.sheffield.ac.uk/ssid/immigration/tier-4-application/outside-uk/credibility-interviews](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](http://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](http://www.sheffield.ac.uk/ssid/immigration/tier-4-application/inside-uk)
Postgraduate Research Applicants - your offer letter will outline whether you require ATAS clearance. Your offer letter will also contain the CAH code and ATAS summary needed for your ATAS application.

Undergraduate Applicants - we will email you from June if you require ATAS clearance and tell you how to apply. 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](http://www.sheffield.ac.uk/ssid/immigration/tier-4-application/atas)

**Maintenance (funding) requirements**

**How much money do I need?**
You will need enough money to pay for your course fees (stated in your CAS) and at least £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 dependent.
Where your course is less than 9 months, you must show at least £1,015 living costs for each month of your course. For your dependants, you must show at least £680 per month for each month of leave to remain you expect to be granted (up to a maximum of 9 months).

Calculate the length of your visa via www.sheffield.ac.uk/ssid/immigration/tier-4-application/outside-uk/visa-duration

You must ensure that you have held the minimum required maintenance in your account for 28 consecutive days up to the date of the closing balance. Additionally, the date of your closing balance must be no more than 31 days before the date of 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
• payments already made towards University accommodation up to a maximum of £1,265

This payment will not show in your CAS 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.

Financial evidence
As part of your CAS 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 if they do not meet the criteria below.

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
**Immigration Health Surcharge**
Where you are a non-European Union (EU), non-European Economic Area (EEA) and non-Swiss 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 (NHS) 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 (£470 per year from 1st October 2020) of permission granted (i.e. the length of your course plus wrap up period).
- 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 Dependant Visa, they must arrange private medical insurance before coming to the UK.

**After your visa is issued**
Where the length of the visa you are granted is 6 months or less, your visa will be in the form of a vignette and will be added 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.

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](http://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](http://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](http://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](http://www.gov.uk/biometric-residence-permits/report-problem)

**Visa refusals**
If your visa is refused, you must inform us by email at visa.refusal@sheffield.ac.uk and include your applicant number, the refusal notice and any details regarding the refusal.

To make a new visa application you will need a new CAS. Do not use your old CAS (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](http://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](http://www.sheffield.ac.uk/ssid/international/email)

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

Where you have a Tier 4 (General) student 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 16 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 during 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 at the University of Sheffield 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 (with some limited exceptions).

**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 (unless the child has permission or has last been granted permission as your family member, or the family member of someone applying at the same time as you)
- 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://yoursu.sheffield.ac.uk/student-advice-centre/immigration/immigration-advice

**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
Financial information

**Paying Your Tuition Fee**
To check the tuition fee for your course and how to pay, please go to: [www.sheffield.ac.uk/ssid/fees](http://www.sheffield.ac.uk/ssid/fees)

**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/fees/fee-deposits](http://www.sheffield.ac.uk/fees/fee-deposits)

**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](http://www.sheffield.ac.uk/moneytools)
Preparing for Sheffield 2020

The University Health Service (UHS)
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

Registering with UHS
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 here:
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

If you have an impairment or condition that can make it difficult to undertake study-related tasks like sitting exams, planning and writing assignments, attending classes and taking notes in them or delivering presentations, you may be eligible for University disability support.

The Disability and Dyslexia Support Service (DDSS) provides support to students with a wide variety of different impairments, from Specific Learning Difficulties and sensory impairments to medical conditions and mental health difficulties.

For information on the types of support available to disabled students at the University, as well as guidance on eligibility for this, visit the DDSS website: 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 “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/home/schools-childcare/apply-school-place](http://www.sheffield.gov.uk/home/schools-childcare/apply-school-place)

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](http://www.gov.uk/school-attendance-absence/overview)
Arriving and Settling 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 2020.
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/travelling-from-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.

Full details and up to date information will be available online in Summer 2020.
www.sheffield.ac.uk/ssid/newstudents/orientation-week

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

**Students arriving outside orientation periods**
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
Settling in to life in Sheffield doesn’t end with Orientation Week. Global Campus is the name of our programme of activities throughout the academic year designed to help you to continue to get to know people, make friends, and settle into life in your new ‘home city’. All of our events are staffed by our Global Campus Ambassadors who are trained in helping people from different cultures. Our regular activities currently include:

- **Global Conversation** - improve your social English in conversation with our student ambassadors
- **Culture Compass** - helps you to meet the challenges of living and working in a different culture and to cope with ‘culture shock’
- **Global Cafe** - our ‘flagship event’ and a regular opportunity to meet and chat with fellow-students from all over the world
- **Local History Walks** - develop a sense of belonging to your host city while making new friends

Under the current conditions, most of our Global Campus activities have been successfully adapted to take place through video conferencing, and we have still been able to help students meet up and adapt to life in their ‘new home’.

Alternatively you can email us at globalcampus@sheffield.ac.uk
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)**
A CAS is 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.

**Terms and conditions of offers**
Full details can be found on the University’s web page [www.sheffield.ac.uk/study/policies/terms](http://www.sheffield.ac.uk/study/policies/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 (option 2)
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 4

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

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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The content of our courses is reviewed annually to make sure it’s up-to-date and relevant. This is in response to discoveries made through our world-leading research, funding changes, professional accreditation requirements, student or employer feedback; outcomes of reviews, and variations in staff or student numbers.

While every effort has been made to ensure the accuracy of the information in this publication, for the reasons detailed above, changes may need to be made to modules, courses, entry requirements and fees between the date of this publication and the start of your course.

This publication is correct at the time of print, but please see www.sheffield.ac.uk and www.sheffield.ac.uk/ssid/international/immigration for the most up-to-date information about undergraduate study at the University. If there is any inconsistency between this publication and www.sheffield.ac.uk and www.sheffield.ac.uk/ssid/international/immigration the information on www.sheffield.ac.uk and www.sheffield.ac.uk/ssid/international/immigration should be taken as correct.